**The following requirements must be completed during your first week of hire:**

**Accessibility for Ontarians with Disabilities Act:**1. **Customer Service Training** – available online at:   
<http://www.canadorecollege.ca/Accessibility>  
Use the “Flash” version.  Upon completion, submit the acknowledgement form listed under the training module.

2. **Ontario Colleges Integrated Accessibility Standards Regulation and Ontario Human Rights Code Training** – available online at: <http://www.canadorecollege.ca/Accessibility>  
Upon completion, submit the acknowledgement form listed under the training module.

**Occupational Health and Safety Act:**3. **Health and Safety – 4 Steps** – available online at: <http://www.labour.gov.on.ca/english/hs/elearn/worker/index.php>  
Please email a copy of your certificate to your supervisor.  
  
  
4. **WHMIS & Additional Training\*:**  
<https://ssl.claritynet.com/https/SECURE/canadoredes.claritynet.com>

\*You should be able to access the WHMIS training once your employee number has been created.

**Faculty Only:**

5. **Educator Accessibility Training** - available online at: <http://www.canadorecollege.ca/Accessibility>  
Upon completion, submit the acknowledgement form listed under the training module.