API/POST Safety Requirements

Related Equipment:

- SABA Learning Management System
- Approved Safety Certifications
- GVR Technician Safety Course – U.S. Canada (Class ID 00003187)

Purpose of this Document:

As of 01/01/2019, "GVR Technician Safety Course – U.S. Canada" will not be a valid safety certification. This document will cover what will be the new safety standard and how to properly update this new standard into SABA LMS.

Potential Issues:

Not having the proper safety certification will result in rejection of claims. If the API-POST Certification is not acquired, it will also affect technicians from being able to access courses in SABA LMS.

Remedy:

US Safety Requirement: API Worksafe
Link: https://worksafe.api.org/DesktopDefault.aspx

Canada Safety Requirement: POST
Link: https://learn.posttraining.ca/login/index.php

Once certification is acquired from the appropriate site, information must be shared on our SABA LMS using the following steps:

Log into Saba and click on "Me" tab, then go to "Add Learning.

Under the search catalog, search for the safety course (see below). Be sure to ADD the *API-POST Certification* option to plan.

Once it has been added, it will show up under your plan in the section shown below. Click on the title.

This will display both safety options. Click on the option that is suitable for your region.
Note: API is for US & POST is for Canada

API-POST Certification

<Share   Tag   REGISTER

PATH DETAILS

Progress 0%

Cert path * | Complete any 1 out of 2

API Certification Course   ←
Course   (PENDING REGISTRATION)   VIEW CLASSES

POST Certification Course   ←
Course   (PENDING REGISTRATION)   VIEW CLASSES

Add to Cart and follow the checkout process to fully register into course.

API Certification Course
(ID: API, Version: 2017.1.0)

Course description : The API Certification Course contains an assessment that captures the learner's API certification number and certification dates.

Suggested classes for you

Class ID : **00003196**
Web-Based   Free
                                                             ADD TO CART   ⌄
Language : English
Duration : 00:10
  View detail   Attachments >

< Share   Tag   ADD TO PLAN

SHOPPING CART   ✕

The item has been successfully added to your cart.

API Certification Course   Language: English   0 USD   ✕
Delivery type: Web-Based   Duration: 00:10
Class ID: 00003196

View cart

CLOSE   CHECKOUT

If registration is successfully completed, then both your plans and Home page will show the course option "In Progress" and ready for launch.

API Certification Course
(ID: API)

Course description : The API Certification Course contains an assessment that captures the learner's API certification number and certification dates.

You have registered for the following class

Class ID : 00003196
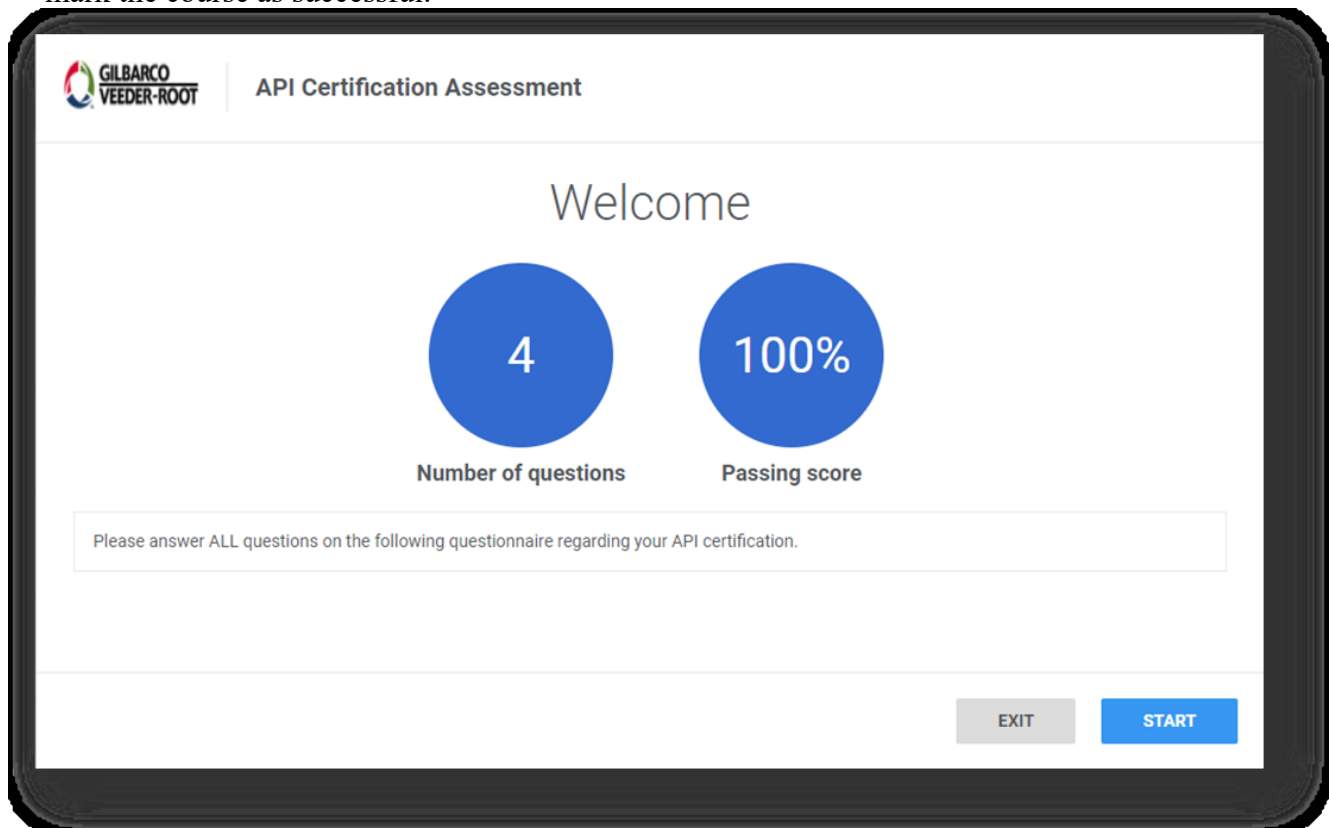Web-Based

Language : English
Duration : 00:10

Attachments >

< Share

ACTIVITIES

NAME	STATUS	ACTION
API Certification Assessment	○ Not evaluated	LAUNCH

Completing the Safety Requirements (FORM):

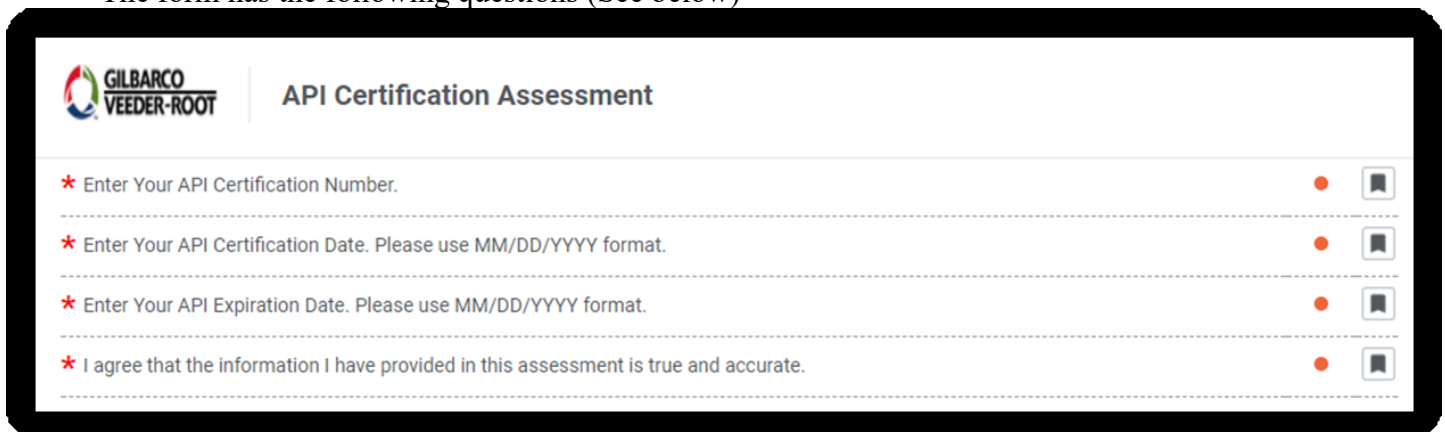When launching the course, it will bring a form with 4 questions that are required in order for Saba to mark the course as successful.
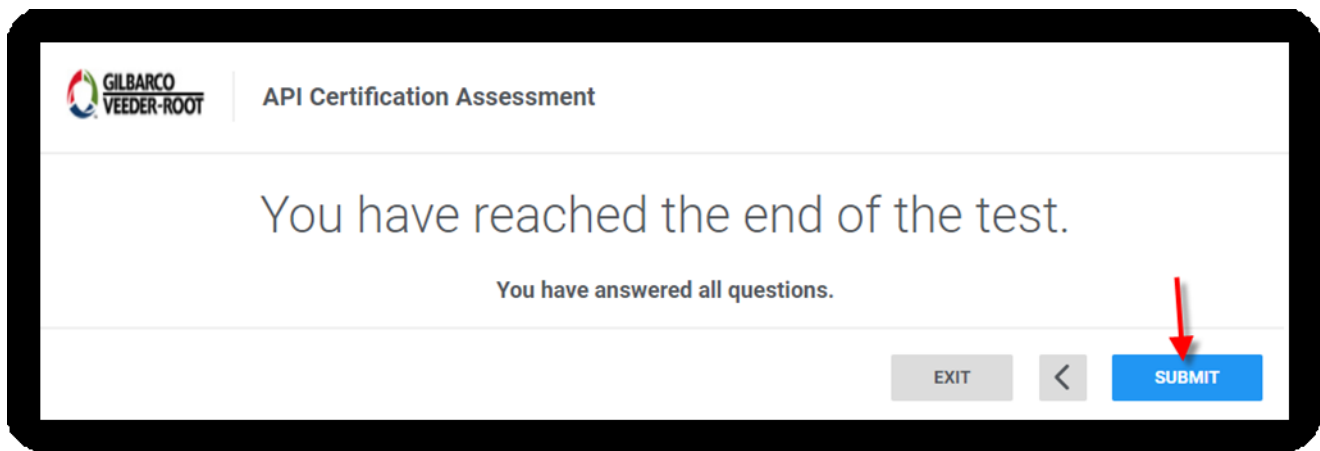

IMPORTANT: API WorkSafe MUST be completed before the form is completed.

The form has the following questions (See below)

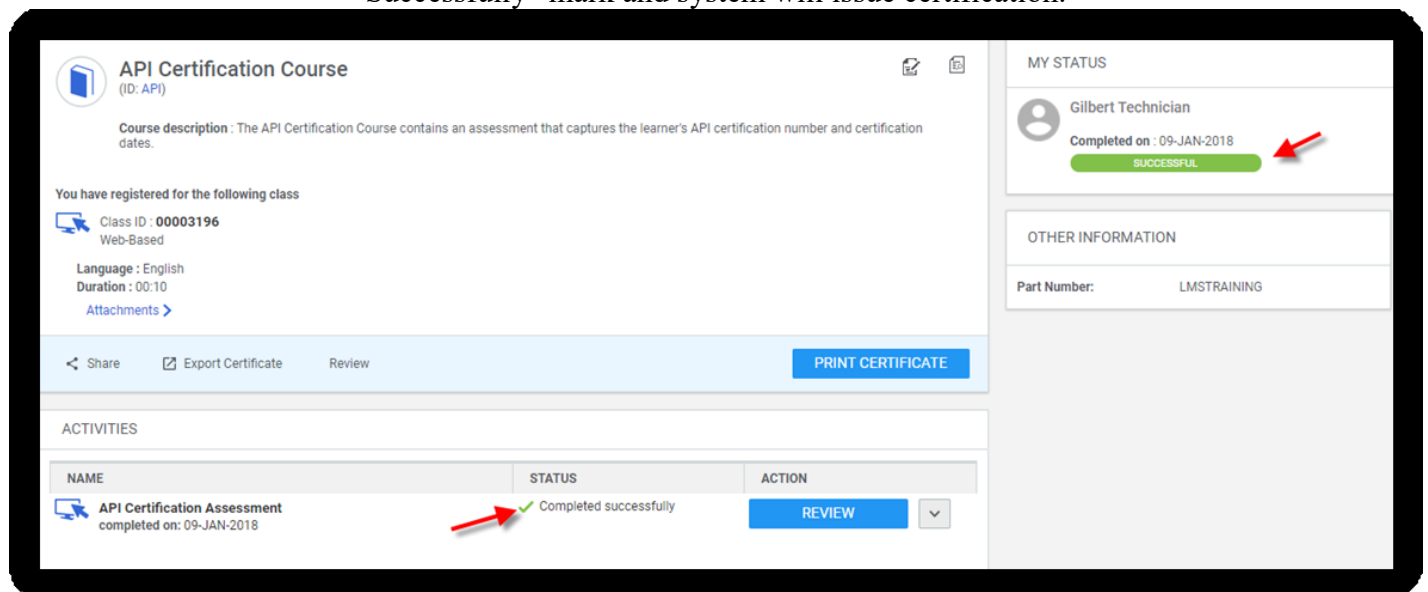Once the form is completed with accurate information, complete the process by clicking submit.

This completes the new safety requirements in Saba. Course will show the green check mark with a "completed Successfully" mark and system will issue certification.

Any additional questions/concerns, please call 336-547-5743 or email technical.training@gilbarco.com