



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.

Home Me

Search BROWSE

Gilbert Technician
Update picture

Plan

Profile
Completed Learning
Order History
Meetings
Additional Information

My Plan

Plan does not have any items.

ADD LEARNING
ADD EXTERNAL LEARNING
ADD MEETING
ADD COMPLETED COURSE

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

AVAILABLE LEARNING

Search catalog: API

Show filters

TITLE	TYPE	DUE DATE	ACTION
API Certification Course	Course	Select date	
API-POST Certification	Certification	Select date	


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

Learning & Certifications Filters



NAME	PROGRESS	DUE	ACTIONS
API-POST Certification Version:2017.1.0 Source : Gilbert Technici...	Progress 0% ASSIGNED	-----	REGISTER

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 <small>Course</small>	PENDING REGISTRATION	<button>VIEW CLASSES</button>
 POST Certification Course <small>Course</small>	PENDING REGISTRATION	<button>VIEW CLASSES</button>

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

Language : English
Duration : 00:10
[View detail](#) [Attachments >](#)



 Share
  Tag
 ADD TO PLAN

Free

ADD TO CART 

SHOPPING CART

The item has been successfully added to your cart.

 API Certification Course Delivery type: Web-Based Class ID: 00003196	Language: English Duration: 00:10	0 USD	
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[View cart](#)

CLOSE
CHECKOUT

Checkout

Review & Confirm

Item Details

LEARNING	PEOPLE ENROLLED	UNIT PRICE	COST	TAX	TOTAL COST (USD)
API Certification Course Delivery type: Web-Based Duration: 00:10 Language: English	<input checked="" type="checkbox"/> Myself	0	0	0	0
Final amount					0

CANCEL

CONTINUE SHOPPING

CONFIRM

Shipping address

Billing address

Shipping address ⓘ

Address 1 *

7300 W Friendly Ave

Address 2

Address 3

0001585400

City *

Greensboro

Country *

US

State *

NC

Zip code *

27410

EDIT

SAVE

Order successful

Thank you! We have received your payment information. The purchased learning items are available in your [My Plan](#). An email notification will be sent to you. You can also view your [Order history](#) and make changes or cancel your enrollment within the time limit specified for respective learning items.

Order number 00029405	Status Confirmed	Order date 09-JAN-2018
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Item Details					
LEARNING	PEOPLE ENROLLED	UNIT PRICE		TAX	TOTAL COST
API Certification Course Delivery type: Web-Based Duration: 00:10 Language: English	Myself	0	0	0	0
Final amount					0

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

MY LEARNING

API Certification Course

IN PROGRESS

No due date

LAUNCH

API-POST Certification

ASSIGNED

No due date

VIEW DETAIL



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 >](#)

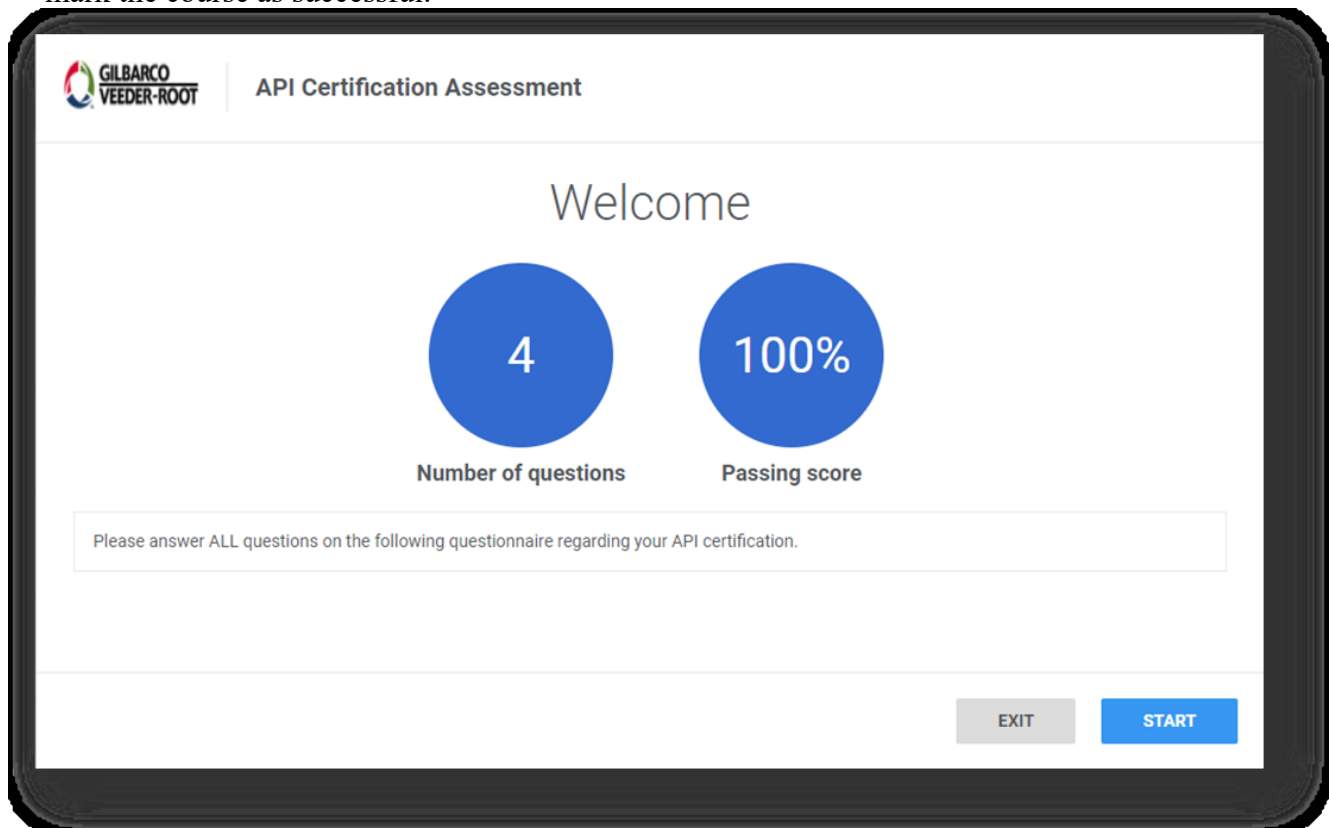
[Share](#)

ACTIVITIES

NAME	STATUS	ACTION
API Certification Assessment	<input type="radio"/> Not evaluated	LAUNCH

Completing the Safety Requirements (FORM):

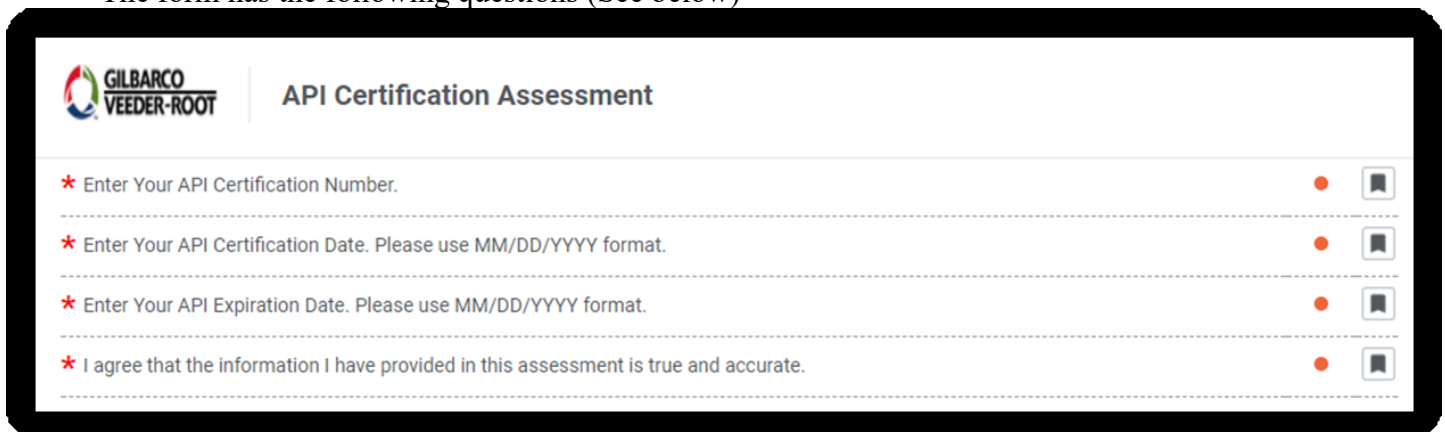
When launching the course, it will bring a form with 4 questions that are required in order for Saba to mark the course as successful.



The screenshot shows a tablet displaying the 'API Certification Assessment' interface. At the top left is the Gilbarco Veeder-Root logo. The title 'API Certification Assessment' is centered at the top. Below the title, the word 'Welcome' is displayed. Two large blue circles are shown: the first contains the number '4' and is labeled 'Number of questions' below it; the second contains '100%' and is labeled 'Passing score' below it. A text box below these circles states: 'Please answer ALL questions on the following questionnaire regarding your API certification.' At the bottom right, there are two buttons: a grey 'EXIT' button and a blue 'START' button.

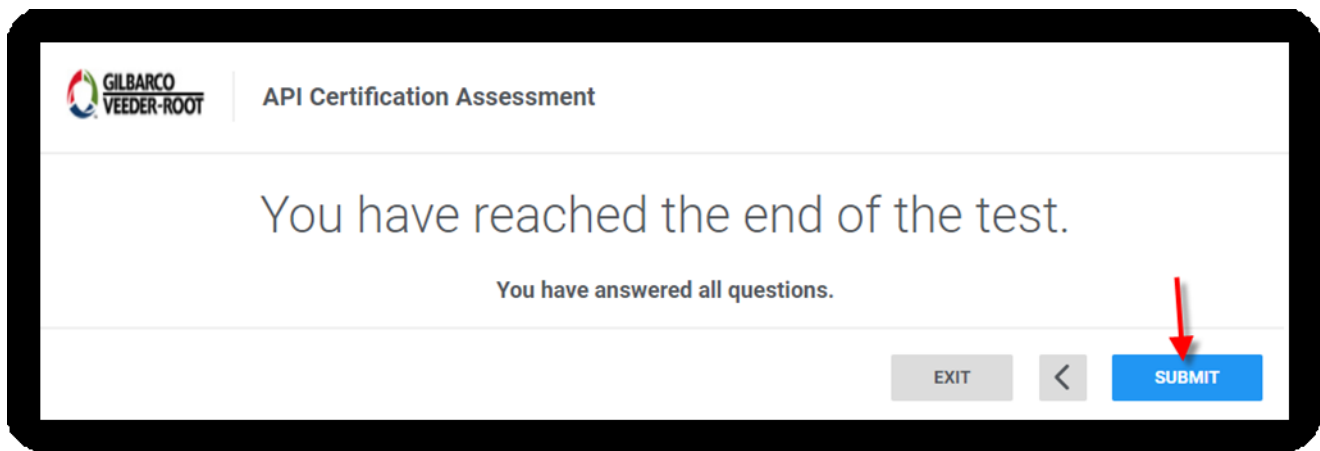
IMPORTANT: API WorkSafe MUST be completed before the form is completed.

The form has the following questions (See below)

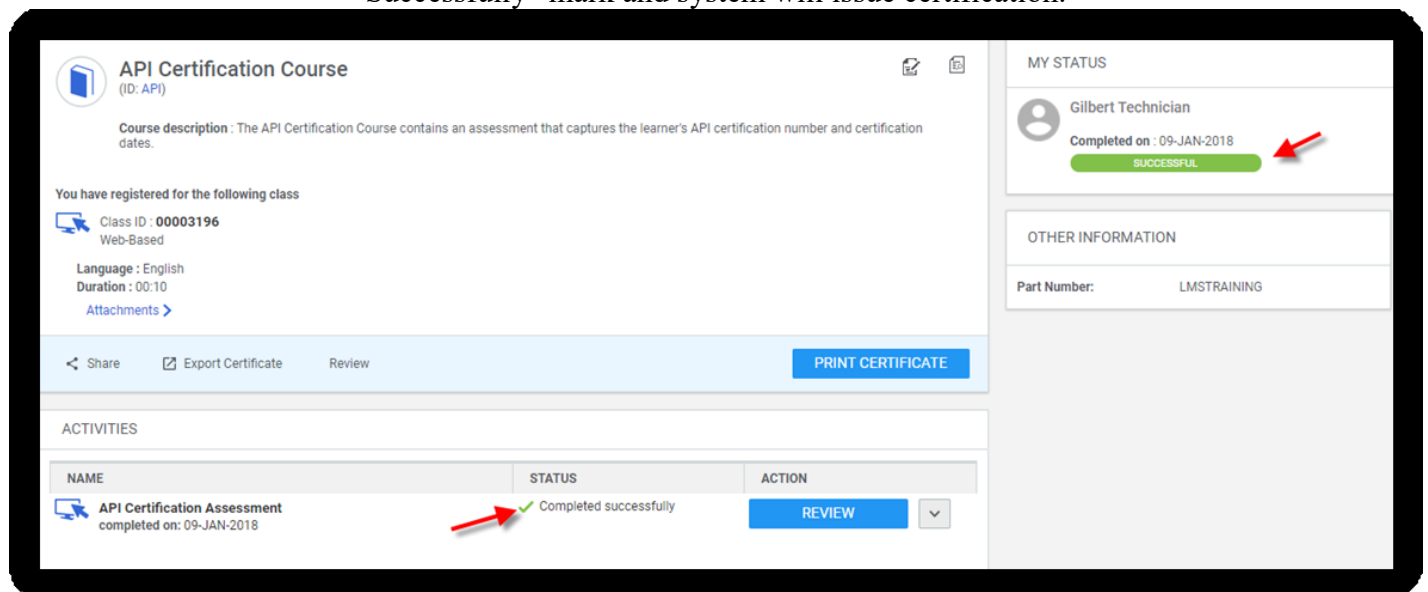


The screenshot shows the questionnaire part of the 'API Certification Assessment' form. It features the Gilbarco Veeder-Root logo and the title 'API Certification Assessment' at the top. Below the title, there are four questions, each preceded by a red asterisk and followed by a red dot and a bookmark icon. The questions are: 1. 'Enter Your API Certification Number.' 2. 'Enter Your API Certification Date. Please use MM/DD/YYYY format.' 3. 'Enter Your API Expiration Date. Please use MM/DD/YYYY format.' 4. 'I agree that the information I have provided in this assessment is true and accurate.'

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