

## **TO REGISTER FOR YOUR OSHA 10- or 30- HOUR ONLINE COURSE:**

1. On the first login page, fill in your first and last name and click “Login” to proceed with self-registration and payment. On the second login screen, you will be able to select your login name and password. *Leave the location, department and sub-department fields as is.*
2. As an NDSC client, you will receive special pricing. This discount will be applied at check-out.
3. Once you have completed the registration and processed your payment, you will receive an email to the address which you used at registration with further instructions and your link to access the training.
4. If you select the PO payment option, a Summit representative will authorize your account and bill accordingly. All accounts must be paid in full prior to receiving your DOL card.
5. **You MUST fill out the online survey to receive the official DOL card.**
6. You will have 90 days to complete the 10-hour training, 180 days to complete the 30-hour training. All quizzes, including the final quiz, must be passed with a 70% score. You have 3 attempts to pass each quiz.

## **QUESTIONS OR TECHNICAL ISSUES?**

**Call Summit Training Source: 877-440-6049**