

3135 Logan Valley Rd ● Traverse City, MI 49684 [www.certifiedtraininginstitute.com](http://www.certifiedtraininginstitute.com/)

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**Worker Protection Program**

**Welcome**

A new WPS Training Program has been developed to meet EPA requirements. To assist you in understanding the new program, I have created a short tutorial video that explains the process <https://youtu.be/LMkZJy-l4es>. Also, written instructions are below.

 **CTI Login:** <http://webclass.certifiedtraininginstitute.com/users/login>

On the login page enter the following information:

Username: sh926@ksu.edu Password: 66506

*(username and password are case sensitive)*

**Select and Complete the Course:**

Click on the course title you wish to view, and then start course.

In the pop up window, the certified applicator or train-the-trainer person needs to enter their name and certification number into the dialog box. Then check the disclaimer box that states the above information is correct. Then click submit.

Then click continue.

Then click the blue button on the far right that says Continue to 1st Lesson. Watch the video.

Click Complete Lesson.

Click Complete Course on the screen that says “You have successfully completed this lesson.”

**Input Attendees Names:**

Now it is time to add the names of the people present for the entire training. Click the blue button that says Add/List Workers. In the dialog box enter the names of the people who completed the training. Then click “Save Worker” then click “Close.”

**To Generate the Certificates:**

Click on the blue button in the center of the screen that says Select. Check the box next to the name for each person you wish to print a certificate for and then click OK. A box will pop that says changes saved and you will be redirected back to the course page.

**To Print Certificates of Completion:**

With the course expanded, there will be a blue button that says “Print/Download Certificate.” Click that button. Then click “Print Certificate” next to each person you wish to print a certificate for.

You will be able to access the certificates for each person who completed the course from this button at any point in the future, including prior years.

**Complete the Qualtric Quiz:**

WPS Worker Quiz: <https://kstate.qualtrics.com/jfe/form/SV_8eOEUBdLZDO8wQd>

or

WPS Handler Quiz: <https://kstate.qualtrics.com/jfe/form/SV_3K6lb2CNP0hvU6V>

*Note: Upon completion it automatically will be downloaded into your KSU HRIS permanent training data base.*

**Resources:**

Additional information can be found in the WPS section of the EHS Resource Guide:<https://bookstore.ksre.ksu.edu/pubs/MF3479.pdf>