

ALBERTA DISTANCE LEARNING CENTRE

JOB SAFETY SKILLS TRAINING

Thank you for choosing Alberta Distance Learning Centre as the provider of Job Safety Skills training for your employees.

The corporate tuition fee is \$155 per enrolment, payable within 30 days of the statement date.

Employees will self-register using our online web registration form. The employer will send the employee the link to the web registration form together with the authorization code generated by using the authenticator link below. A new code can be re-generated at any time. This authorization code indicates to ADLC that the employee is authorized to register and the company agrees to pay the associated tuition. For your security, please ensure the authenticator link and your charge account number remains confidential.

Authenticator link:

www.adlc.ca/authenticator

Registration form link:

www.adlc.ca/registrationportal

Once the employee has submitted their registration, it could normally take up to 48 hours (excluding weekends) for the course to become active. In this initial phase, the back-end is a manual registration process; it is not automated.

Once the registration is confirmed on our end, the employee will receive an e-mail with their username and password for accessing the course.

For your convenience, we are providing a registration instruction sheet for your employees that includes information for accessing their course. Following are important contact numbers:

ADLC Toll-Free Line: 1-866-774-5333

- Registration Issues/Questions: Ext 5360
- Request Username/Password: Dial 0
- Technical issues with course: Ext 5322