

# EHSA Training History

1. Click on "Training Record"

The screenshot shows the 'Training Records' tab selected in the 'Traine Information' section. To the right, the 'Web Based Training Courses' section displays a list of courses with columns for Description, Topic, and Due date. The first course listed is 'Shipping of Dangerous Goods Refresher Training: General Info and Chemical Shipping' due on 11-18-2021.

2. Click on the first training listed.

The screenshot shows the 'Training History' table with a red box highlighting the first row. The table has columns for Training Date, Session, Course #, Course Name, Certificate #, Frequency, Category, and Pass.

Training Date	Session	Course #	Course Name	Certificate #	Frequency	Category	Pass
07-27-2020		3-GIT	3 Hours of the 6 hour course		One-Time	RAM	Pass
07-17-2020		FR3	First Responder Awareness		One-Time	RAM/Non-RAM	Pass
07-17-2020		FR8	First Responder Operation		12 Months	RAM/Non-RAM	Pass
08-10-2020	TW27055	HOUSE	Housekeeping Safety Training		One-Time	Non-Ram	Pass
08-10-2020	TW27055	BBP	Annual Bloodborne Pathogens Training		12 Months	Non-Ram	Pass
08-10-2020	TW27055	BS	Back Safety Training		One-Time	Non-Ram	Pass
08-10-2020	TW27055	BRS	Basic Radiation Safety Training		One-Time	RAM	Pass
08-10-2020	TW27055	CWT/ISA	Chemical Waste and DOT Security of Hazardous Materials Training		12 Months	Non-Ram	Pass
08-10-2020	TW27055	HZCM	Hazard Communication		One-Time	Non-Ram	Pass

3. Click "Training History Reports" (Twice)

The screenshot shows the 'Training History Reports' dropdown menu open in the 'Training History' table. The dropdown menu is highlighted with a red box.

# EHSA Training Certificates

1. Click on "Training Record"

**Trainee Information**

Training Records

First Name

Last Name

I am,

**Web Based Training Courses** Required Courses Overdue Courses

	Description ↑	Topic	Due ↓
Start	Shipping of Dangerous Goods Refresher Training, General Info and Chemical Shipping		11-18-2021
Start	Annual Bloodborne Pathogens Training		08-10-2021
Start	Airborne Pathogens Training		
Start	Analytical X-ray Users Training		
Start	Annual Chemical Waste and DOT Security Hazardous Materials Training		
Start	Annual Chemical Waste and DOT Security of Hazardous Materials Training for Tyler School of Art and Architecture		
Start	Basic Radiation Safety Training		
Start	Biohazardous Waste Training		
Start	Biosafety Level 3 Facility Training		
Start	Biosafety Level 3 Facility Training for Non-Lab Workers		
Start	Biosafety Training		

2. Click the link "Print Certificate"

**Trainee Information**

Training Records

First Name

Last Name

I am,

**Web Based Training Courses** Required Courses Overdue Courses

	Description ↑	Topic	Due ↓
Start	Shipping of Dangerous Goods Refresher Training, General Info and Chemical Shipping		11-18-2021
Start	Annual Bloodborne Pathogens Training		08-10-2021
Start	Airborne Pathogens Training		
Start	Analytical X-ray Users Training		

**Training History** Training Requirements

Training History Reports

	Training Date ↓	Session	Course #	Course Name	Certificate #	Frequency
Print Certificate	07-27-2020		3-GIT	3 Hours of the 8 hour course		One-Time
Print Certificate	07-17-2020		FR3	First Responder Awareness		One-Time
Print Certificate	07-17-2020		FR8	First Responder Operation		12 Months
Print Certificate	08-10-2020	TW27655	HOUSE	Housekeeping Safety Training		One-Time
Print Certificate	08-10-2020	TW27655	BBP	Annual Bloodborne Pathogens Training		12 Months
Print Certificate	08-10-2020	TW27655	BS	Back Safety Training		One-Time
Print Certificate	08-10-2020	TW27655	BRS	Basic Radiation Safety Training		One-Time