

Claiming your employer network on the Certification Training Registry (CTR)

The Certification Training Registry allows workers and employers to access course offerings from WorkplaceNL-approved instructors.

The benefits of claiming the employer network include:

- Helps employers to manage their workplace training requirements by inviting workers to their network.
- Allows employers to view worker completion records and determine when worker certification will expire.
- Employers can register workers for training if re-certification is required.

How to claim my employer network on the Certification Training Registry:

- Visit My WorkplaceNL online services (myworkplacenl.ca/services), select Training and then Certification Training Registry.
- Select Claim Employer Network on the bottom left.

 Claim Employer Network

- Sign into your CTR account.
- To sign-in you will need your Employer Training ID (ex: T9999999) and Invoice Number which you can find on your most recent assessment invoice. If you do not know your ID or Invoice Number, please call 1.800.563.9000.

- Visit the Employer Claim page and select sign-in.
- Enter your CTR account information and select sign-in. Enter your Employer Training ID and select search.
- Confirm your employer information is accurate.
- Enter your Invoice Number and select submit.
- If your claim is successful, you will be presented with a Successful Claim message. Closing this message will redirect you to the Employer Platform.
- The Employer Platform will give employers access to electronic employee certification training records.

For more information:

Please refer to the Employer How-to Guide and video for further information on claiming our employer network:

- [View Employer How-to Guide](#)
- [View Employer How-to video](#)