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.

- Once you have successfully claimed your network, you will be presented with a Successful Claim message. Closing this message will redirect you to the employer platform.

- Next, the employer must invite employees to join the network. View the how-to video on inviting employees.

- Once employees have accepted the invite, 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 your employer network:

- View employer how-to guide
- View employer how-to video

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t 1.800.563.9000 e info@workplacenl.ca w workplacenl.ca