Dear Partner,

The Carpenters International Training Fund (CITF) has made a COVID-19 online training class available. This class educates members on how to protect themselves and their co-workers from getting and spreading Coronavirus. The course will familiarize you with the OSHA Guidance for Preparing Workplaces for COVID-19. Topics covered in the training include:

- How A COVID-19 Outbreak Can Affect Workplaces
- Personal Protective Equipment
- Safe Work Practices

Encourage your employees to follow these steps below to Register at Carpenters.org:

**Getting Registered**
1. Go to [https://auth.carpenters.org/login](https://auth.carpenters.org/login)
2. Click the FIRST TIME? REGISTER HERE! button.
3. Enter your UBC number and the other information requested.
4. Go to email address your provided and find the email titled “UBC: New account verification” if you have not received it within 15 minutes check your junk mail and/or try to register again.
5. Click on the link provided in the email.
6. Fill in your profile information and click save.

Follow the steps below to access the CITF Online Learning Center and complete the training:

**Accessing UBC’s Online Trainings:**
1. Go to [https://www.carpenters.org/](https://www.carpenters.org/)
2. In the upper right corner, hover over “resource hub”. There will be a drop down.
3. Click on “For our Members”.
4. Scroll down to the brown section and click on “Access to the CITF Online Learning Center” to expand the box.
5. Click on “Click Here” to register for classes online.
6. That should take you to a login page. Create an account if you don’t already have one (see Getting Registered below).
7. Sign in with your email in lowercase.
8. Go to “dashboard” and click on the class that you would like to take. Complete the modules and answer the questions.

I ask that you encourage your employees to complete this training as soon as possible. Using this information, we hope to expand construction opportunities allowed during the economic restrictions.

Sincerely,

Dan Langford
Executive Secretary-Treasurer
Southwest Regional Council of Carpenters