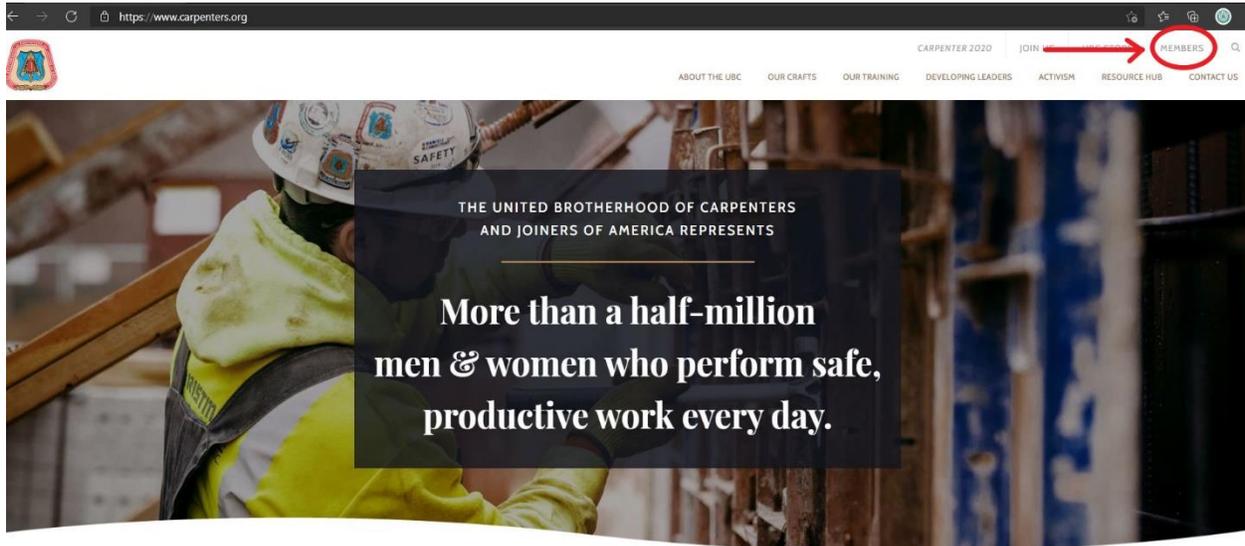


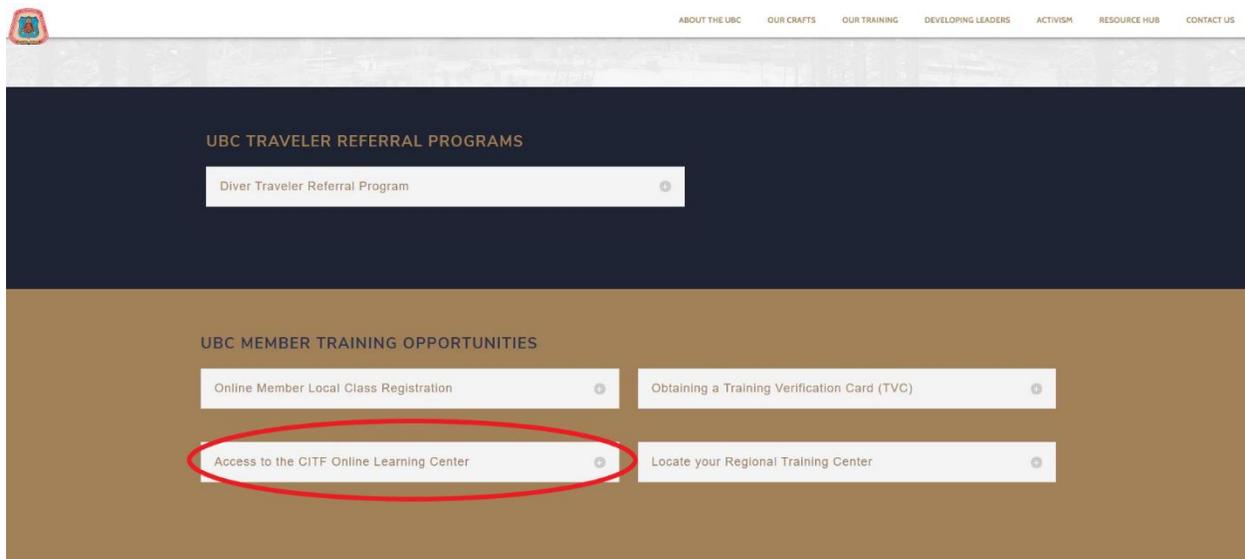
## Steps to take the LMS ICRA 24Hour Refresher for UBC Members

1. On the web, go to [www.carpenters.org](http://www.carpenters.org)
2. Click on “Members” in the upper right-hand corner.

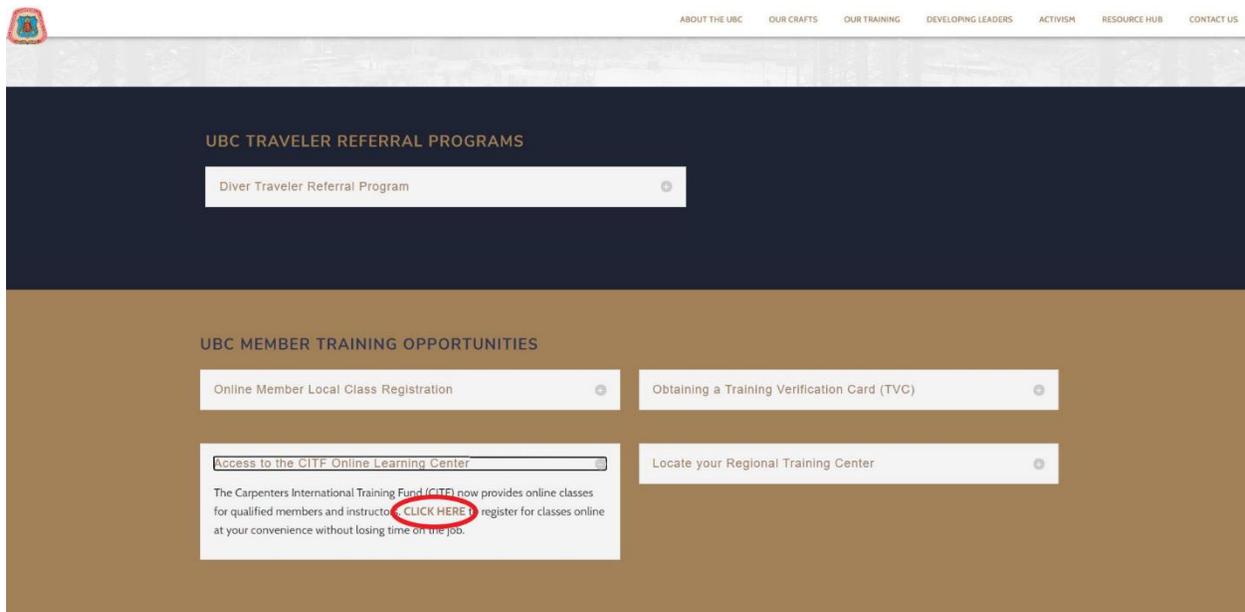


The United Brotherhood of Carpenters and Joiners of

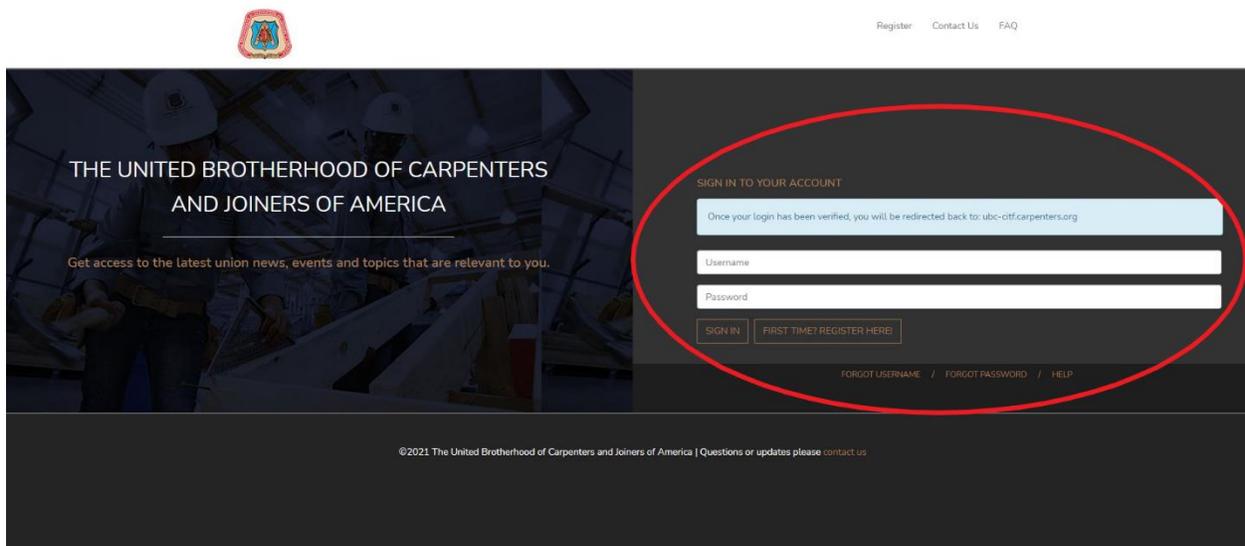
3. Scroll down to the [UBC Member Training Opportunities](#) section and click on the “[Access to the CITF Online Learning Center](#)” to expand.



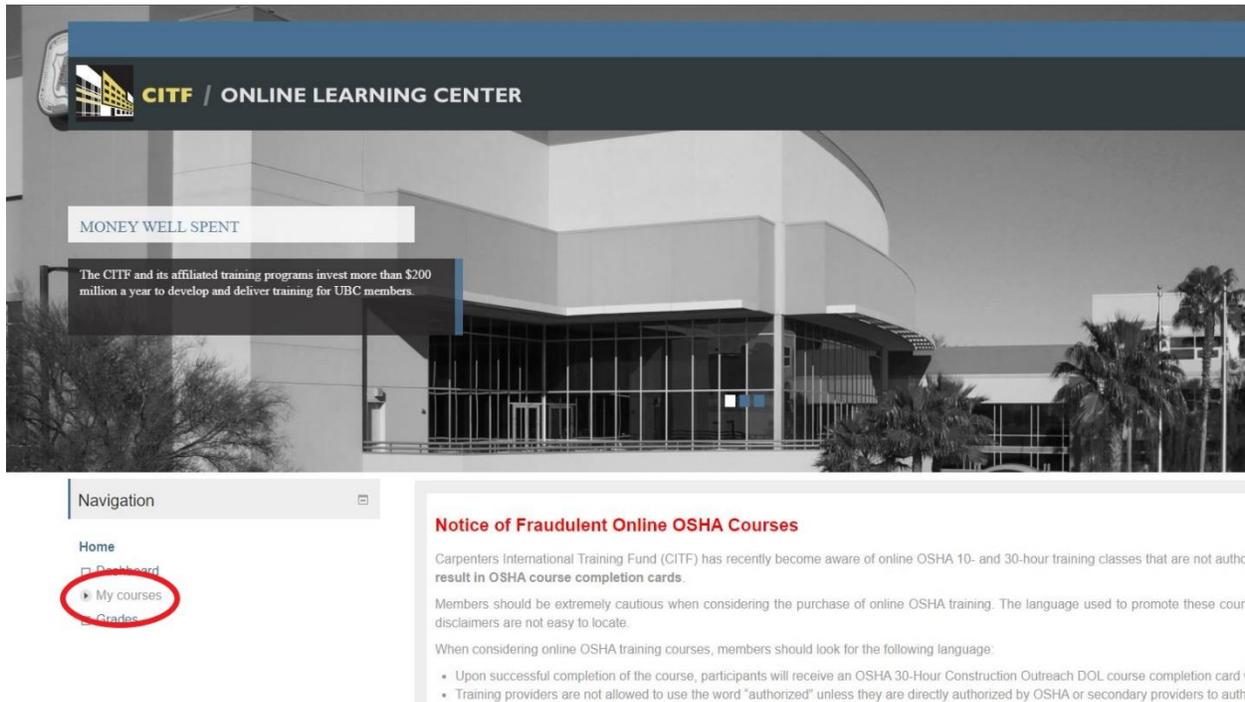
4. Select the “[CLICK HERE](#)” option to access the login page.



5. Enter your Carpenters.org Username and Password to login, or complete a Registration if you are a first time user of this website.

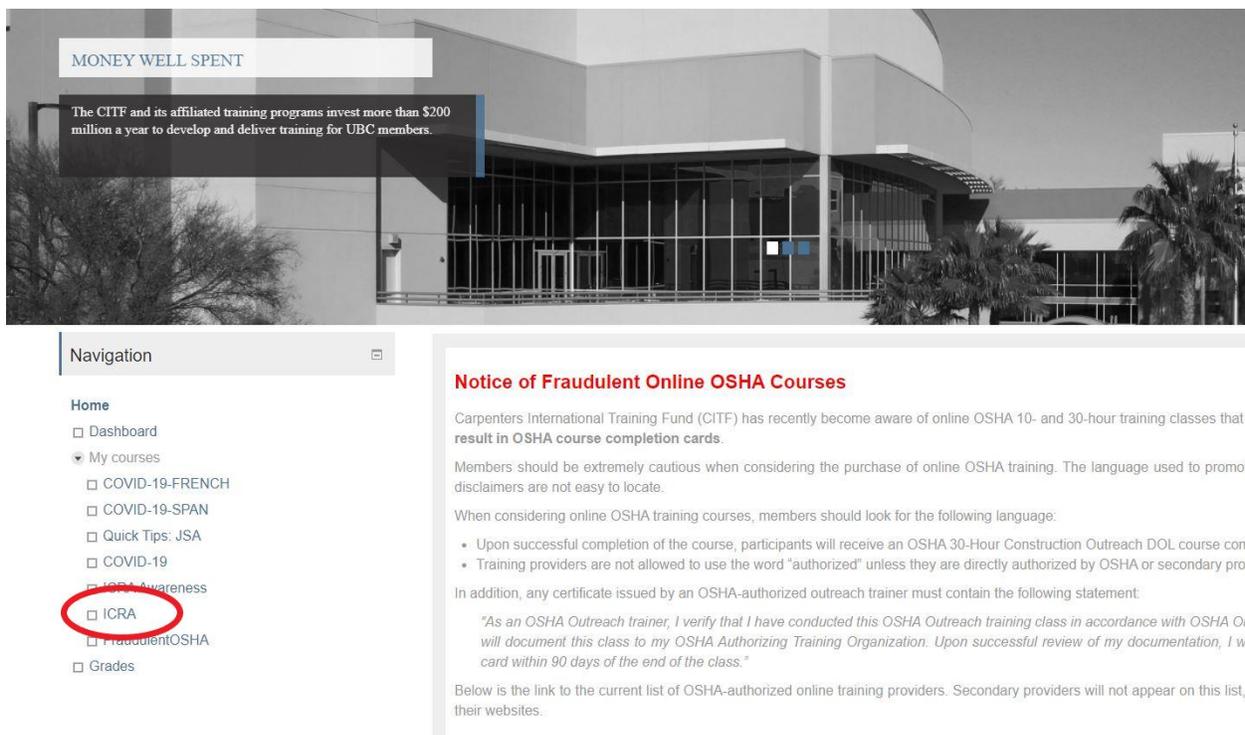


6. Once logged in, click on “[My Courses.](#)”



The screenshot shows the top navigation bar with the CITF logo and the text "CITF / ONLINE LEARNING CENTER". Below the header is a banner image of a modern building with a curved facade. A white box on the banner reads "MONEY WELL SPENT" and a dark box below it contains the text: "The CITF and its affiliated training programs invest more than \$200 million a year to develop and deliver training for UBC members." Below the banner is a navigation menu with the following items: Home, Dashboard, My courses (circled in red), and Grades. To the right of the navigation menu is a section titled "Notice of Fraudulent Online OSHA Courses" with the following text: "Carpenters International Training Fund (CITF) has recently become aware of online OSHA 10- and 30-hour training classes that are not authorized to result in OSHA course completion cards. Members should be extremely cautious when considering the purchase of online OSHA training. The language used to promote these courses and disclaimers are not easy to locate. When considering online OSHA training courses, members should look for the following language: Upon successful completion of the course, participants will receive an OSHA 30-Hour Construction Outreach DOL course completion card and Training providers are not allowed to use the word 'authorized' unless they are directly authorized by OSHA or secondary providers to authorize training."

7. Then, scroll down and click on “[ICRA](#)” and **NOT the ICRA Awareness**



The screenshot shows the same website as above, but with the "My courses" dropdown menu expanded. The menu items are: Dashboard, My courses (expanded), COVID-19-FRENCH, COVID-19-SPAN, Quick Tips: JSA, COVID-19, ICRA Awareness, ICRA (circled in red), Fraudulent OSHA, and Grades. The "Notice of Fraudulent Online OSHA Courses" section on the right is also visible, with the following text: "Carpenters International Training Fund (CITF) has recently become aware of online OSHA 10- and 30-hour training classes that are not authorized to result in OSHA course completion cards. Members should be extremely cautious when considering the purchase of online OSHA training. The language used to promote these courses and disclaimers are not easy to locate. When considering online OSHA training courses, members should look for the following language: Upon successful completion of the course, participants will receive an OSHA 30-Hour Construction Outreach DOL course completion card and Training providers are not allowed to use the word 'authorized' unless they are directly authorized by OSHA or secondary providers to authorize training. In addition, any certificate issued by an OSHA-authorized outreach trainer must contain the following statement: 'As an OSHA Outreach trainer, I verify that I have conducted this OSHA Outreach training class in accordance with OSHA Outreach training standards and will document this class to my OSHA Authorizing Training Organization. Upon successful review of my documentation, I will issue a course completion card within 90 days of the end of the class.' Below is the link to the current list of OSHA-authorized online training providers. Secondary providers will not appear on this list, nor will their websites."

8. Lastly, review the [“Best Practices in Health-Care Construction in Occupied Facilities” PowerPoint](#) and then take the assessment.

The screenshot displays the CITF Online Learning Center interface. At the top, the header reads "CITF / ONLINE LEARNING CENTER" with a logo on the left. Below the header, the breadcrumb "Home / ICRA" is visible. A navigation sidebar on the left lists: Home, Dashboard, Current course, ICRA (selected), My courses, and Grades. The main content area is titled "General" and contains a note: "Note: This course is available through computer/laptop only. This course is not available on tablets or mobile phones due to extensive course content." Below this is a "Please Note" section: "Please Note: It is important that you disable your browser pop-up blocker to view the content for this course. See the link below for details on how to disable your browser pop-up blocker." A link titled "How to Disable Pop-Up Blockers" is provided. The "Training Materials" section is highlighted with a red rounded rectangle and contains a link for "Best Practices in Health-Care Construction in Occupied Facilities 8.9MB Powerpoint presentation". The "Course Assessment" section contains a link for "ICRA Refresher Assessment".