



NORCAT UNDERGROUND CENTRE New Training Requirements for Visitors

In an ongoing effort to maintain and constantly improve workplace health and safety, NORCAT has introduced an online orientation program for all personnel and visitors attending the NORCAT Underground Centre.

Please be advised that the **NORCAT Underground Centre Visitor Orientation** is intended for **all personnel & visitors** wishing to access the Underground Centre. Contractors, workers, and employees must complete additional training programs, depending on the work being performed on site.

To ensure the utmost safety and compliance, it is essential that you complete the training provided by NORCAT **prior to arrival at the NORCAT Underground Centre**. The program is approximately 25 minutes in duration, it can be completed online, it must be renewed every 12 months and is free of charge. **This program is a mandatory component of the on-site sign in / out procedures.**

Online Registration Instructions

Please use the following link to register for the NORCAT Underground Centre Visitor Orientation:

<https://www.norcat.org/register/>

1. Fill in **ALL** of the requested information in the **“Employee Information”** section.
2. Type in **Company Name** in **Existing Company** or **New Company** and enter required fields if you have not worked with NORCAT in the past.
3. Check off **“NORCAT Underground Centre Visitor Orientation”** in the Course List.
4. **Request Username and Password** if you would like to do the training online **and select date**.
5. Under **Method of Payment** choose **Purchase Order**. Enter in the **PO# field** – **“FREE”**
6. Click **Submit Registration** button at the bottom of the screen.
7. The **NORCAT Contractor Training Office** will receive the request and will prepare an email with the instructions to log on with your unique username and password to access the training module.
8. If you would like to check on the status of your request, please contact the **NORCAT Contractor Training Office at (705)521-8324 x 401**. Business hours are Monday to Friday, 8am to 4pm & closed on statutory holidays.
Please note: registrations will only be processed during business hours.