

Booking Awareness Course online

1. Go to www.sja.ca
2. Click on 'Log In' at the top right corner.
3. Select 'Register' on the log in screen, create your account.
4. To locate the course, hover your mouse on 'training' from the main page. Drop down menu will appear, navigate over to 'ONLINE HEALTH AND SAFETY', then down to 'ONLINE COURSES'
5. Scroll down until you see 'Awareness Training Standard/Intermediate First Aid', click on it.
6. Course details will appear, click on 'Add To Cart'.
7. To check out, click on your cart at top right corner. The price should be \$25.00. If a different amount shows, you've selected the incorrect course.
8. Check out, enter payment details, pay and complete purchase. **Please note that there are NO REFUNDS for online courses.**
9. To access the course, click on 'My Account' at the top right corner. A new menu will be revealed on the left side. Click 'My Registrations' and you will see where it says 'Begin Class'. ***It can take up to 15 minutes for the course to appear under 'My Registrations' after purchase for the data to migrate.***
10. Proof of completion must be shown to the instructor prior to attending the in-person skills assessment portion. The course in its entirety must be completed within 90 days of purchase of the online course.