

Using TRAIN

for Contractors



**CARPENTERS
INTERNATIONAL
TRAINING
FUND**

Request TRAIN Access

Overview The Carpenters International Training Fund (CITF) allows signatory contractors to view member training history by accessing the TRAIN system. Approved contractors are granted National Access in TRAIN.

National Access National Access grants read-only access to member training information for members training in all states and/or provinces.

With access to TRAIN, Contractor can view a UBC member's union status, training history, and all current certifications and qualifications, without scanning a UBC Training Verification Card.

To request access:

- A contractor must submit the [application](#) to the appropriate TRAIN Security User of a Training Center in their area.
- The TRAIN Security User or Training Director will review/approve the request.
- The TRAIN Security User will grant access to TRAIN.
- The TRAIN Security User will notify the contractor when access has been granted.

A notification will be sent to the contractor 30 days prior to the user account expiration date. The contractor must submit another application at that time to renew access to TRAIN.

Access TRAIN

The TRAIN system is accessed through the Internet. Logging into TRAIN requires a user name and a password.

If you are having trouble logging into the system or viewing member training history, please contact your **TRAIN Security Administrator**. Your Security Administrator is the person who created your TRAIN user account.

For additional assistance, you may contact the Information Technology (IT) Department at (877) 824-9541 or bugtrax@carpenters.org.

The IT Department recommends utilizing Internet Explorer version 8 or higher to access the TRAIN website.

The URL for **TRAIN** is:

<https://train.carpenters.org>

Follow the steps below to **Log into TRAIN**.

Step	Action
1.	Access the TRAIN website.
2.	Enter your Username and Password .
3.	Click  .
	Result: The TRAIN home page is displayed.

If this is your first time logging in to TRAIN, you will be prompted to change your password. Your new password must be at least five characters in length and you will need to enter it twice.

Please Change Password

Passwords must be 5 to 20 alphanumeric characters.

New Password:

Confirm New Password:

TRAIN will prompt you to change your password every **90** days.

Search TRAIN

The **Search** page is your main page of TRAIN. A simple search function allows you to search for a member using their **Social Security/Social Insurance Number** or **UBC ID**.

The picture below illustrates the **Search** page:

The screenshot shows the TRAIN Contractor search interface. At the top left is the TRAIN Contractor logo. Below it, the date 'Today's Date: Thursday, May 04, 2017' is displayed, along with a 'Logout' link. The main heading is 'Member Training History'. The search form includes a 'Country' dropdown menu, 'SSN/SIN' and 'UBC ID' text input fields, and a 'Search' button. The footer contains the copyright information: '© 2017 Carpenters International Training Fund, Version 2.2.44_700 - May 03, 2017, ST 0.003'.

You must know the member's Social Security/Insurance Number or UBC ID in order to search.

To search by **Social Security/Insurance Number** you need to **first** select US or CA from the **Country** drop down list. US is used when searching for members in the United States, while CA is used when searching for members in Canada. The SSN/SIN Number should be entered without dashes.

To search by **UBC ID**, enter the UBC ID of the member. You do not need to include the U or select a country from the drop down list.

Click **Search** to view a member's training history.

Click **Logout** to end your TRAIN session.

View Member Information

The following information is displayed for each **active member**:

- 1. Member Name
- 2. Member UBC ID Number
- 3. Local Union Number
- 4. Classification (if available)
- 5. Craft (if available)
- 6. Title (if available)
- 7. Paid Through Date (if available)
- 8. Initiation Date (if available)
- 9. Union Status (if available)

The picture below illustrates the **Member Information** section:



Charlie Carpenter
U- [redacted] UBC06001
Class: Apprentice
Craft: Carpenter
Paid Through: Dec 31, 2019
Initiated: Oct 09, 2011
Union Status: GOOD STANDING

* Union information updates may be delayed.

NOTE: If you have questions regarding the information listed in this section, contact the member's **Local Union** or **Regional Council** directly. For a listing of Regional Council contact information, please visit www.carpenters.org.

View Training History

You will only be able to view a member's training history if they are **active members** of the United Brotherhood of Carpenters.

The **Member Training History** displays current classes that were successfully completed. If the class provided a qualification/certification that has an expiration date, the date is displayed in the **Expiration** field. If the qualification/certification is expiring within the **next 60 days**, the entry is highlighted.

To view the qualification/certification **card** or **certificate**, expand the **Training, Qual/Cert** category by clicking on the plus sign and select the **Cards** or **Certificate** tabs.

Millwright Qualification (CITF) classes display a message indicating the appropriate documentation was submitted to the Carpenters International Training Fund when applicable.

Welding Certification and **Additional Qualification/Certification** documentation is displayed by clicking on the PDF icon in the corresponding **Document/Certificate** column.

Learning Management System (LMS) Updates/Notices are items which the member completed through **CITF Online Learning**.

You may print a member's training history by selecting the **Print History** option at the bottom of the page. **Reference:** [Print Training History](#)

To search for another member after viewing a member's training history, enter the new SSN/SIN or UBCID in the search area above the picture and click **Search**.

The following information is displayed on the **Member Training History**:

1. The Class Name, the date the member attended the class, and the Certificate Expiration Date.
2. Click on the Cards option to view the card or click on the Certificates option to view the certificate.
3. When [Document on File] is displayed, the documentation is not available to view. You must contact the member's Local Training Center if documentation is required.
4. When a class is highlighted, the qualification/certification is set to expire within the next 60 days.
5. Click on the PDF icon to view the Welding Certificate or the Additional Qualification/Certification document/certificate.
6. LMS Updates/Notices are items which the member completed through CITF Online Learning.
7. Click Print History to print the member's training history.

NOTE: If you require additional information about the classes/certifications listed in Training History, contact the member's **Local Training Center** directly. For a listing of Training Center contact information, please visit www.carpenters.org.

View Training History (continued)

The picture below illustrates an example of the **Member Training History** search results.



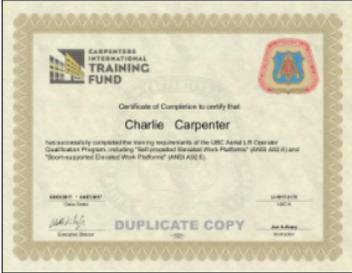
Charlie Carpenter
 U- [REDACTED] UBC06001
Class: Apprentice
Craft: Carpenter
Paid Through: Dec 31, 2019
Initiated: Oct 09, 2011
Union Status: GOOD STANDING
* Union information updates may be delayed.

UBC TRAINING VERIFICATION

▼ TRAINING, QUAL/CERT

⊖ Aerial Lift Operator Qualification (CITF)

DATE: 04/07/2017

Cards	Certificates
	

+ Benchmark 3-1

+ OSHA 10 Construction (CITF)

+ Smart Mark (CITF)

▼ WELDING CERTIFICATIONS

⊖ Shielded Metal Arc Welding - Other

CERTIFICATION ID: UW-SMAW-1 Underwater Welding 1/4" to 3/8" - AWS
 CERTIFICATION DATE: 01/02/2017
 EXPIRATION: 01/31/2019
 CERTIFICATE: 

▼ ADD'L QUAL/CERT - 3rd PARTY

⊖ BCIT - Construction Safety Officer

DATE ISSUED: 01/02/2017
 QUAL/CERT EXPIRATION DATE: 01/31/2019
 QUAL/CERT NUMBER/DESCRIPTION: 123465498498465
 DOCUMENT/CERTIFICATE: 

You are eligible for online courses or updates/notices through the CITF Online Learning System. Sign into the Members section of Carpenters.org, navigate to Training & Tips, and select the CITF Online Learning option.

Print History

View Training History (continued)

The pictures below illustrate examples of the **Card** and **Certificate** options:

Card Example

▼
TRAINING, QUAL/CERT

⊖
Aerial Lift Operator Qualification (CITF)

DATE: 04/07/2017

Cards

Certificates

UBC Aerial Lift Operator Qualification
 Charlie Carpenter

U-
 has successfully completed the training requirements of the UBC Aerial Lift Operator Qualification Program, including "Self-propelled Elevated Work Platforms" (ANSI A92.6) and "Boom-supported Elevated Work Platforms" (ANSI A92.5).



Instructor: Jon A Avery
 Date: 04/07/2017

It is the employer's responsibility to provide specific training to employees on the type of aerial lifts used on the jobsite and site specific conditions and rules.

Certificate Example

▼
TRAINING, QUAL/CERT

⊖
Aerial Lift Operator Qualification (CITF)

DATE: 04/07/2017

Cards

Certificates

CARPENTERS INTERNATIONAL TRAINING FUND

Certificate of Completion to certify that
Charlie Carpenter

has successfully completed the training requirements of the UBC Aerial Lift Operator Qualification Program, including "Self-propelled Elevated Work Platforms" (ANSI A92.6) and "Boom-supported Elevated Work Platforms" (ANSI A92.5).

SIGNED - AGENCY

 Charlie Carpenter

SIGNED - UIC

 Jon A Avery

DUPLICATE COPY

Print Training History

When you select to print a member's training history by clicking on the **Print History** button, the Member Training History report is displayed in a new window with the option to print and save.

The picture below illustrates an example of the **Member Training History Report**:

Contractor Report Member Training History



Student Name: Carpenter, Charlie

Local: UBC06001

Craft: Carpenter

Initiated: Oct 09, 2011

UBC ID: U-██████████

Classification: Apprentice

Paid Through: Dec 31, 2019

Union Status: GOOD STANDING

Class Name	Date	Expiration Date
Aerial Lift Operator Qualification (CITF)	04/07/2017	
Benchmark 3-1	05/05/2016	06/05/2017
OSHA 10 Construction (CITF)	05/04/2017	
Smart Mark (CITF)	05/04/2017	

Welding Certifications

Welding Process	Certification ID	Certification Date	Expiration Date
SMAW - Other	UW-SMAW-1 Underwater Welding 1/4" to 3/8" - AWS	01/02/2017	01/31/2019

Additional Qualification/Certifications

Qualification/Certification Name	Date Issued	Qual/Cert Expiration	Qual/Cert Number
BCIT - Construction Safety Officer	01/02/2017	01/31/2019	123465498498465

Contractor Access to TRAIN

Please complete the information below to request access to TRAIN.

Contractor Name: _____

Contractor Address: _____ City: _____

State/Province: _____ Zip/Postal Code: _____

Contact Name: _____ Contact Title: _____

Contact Phone: _____ Contact Fax: _____

Contact Email: _____

Access Request: **New User** _____ **Renewal:** _____
(select **one** type)

Access Type: UBC-signatory contractors are granted national access to TRAIN. National access grants read-only access to member training information for members training in all states and/or provinces.

With contractor access to TRAIN, signatory contractors can view a UBC members union status, training history, and all current certifications and qualifications, without scanning a UBC member's Training Verification Card.

Authorized Signature: _____

UBC Affiliated Training Director
(UBC Training Director will provide Name and Fax Number to submit form)