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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Access the TRAIN website.</td>
</tr>
<tr>
<td>2.</td>
<td>Enter your Username and Password.</td>
</tr>
<tr>
<td>3.</td>
<td>Click Log In.</td>
</tr>
</tbody>
</table>

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.

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:

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:

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**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](http://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.

You are eligible for online courses or updates/notifications 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.
View Training History (continued)

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

Card Example

Certificate Example
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]

<table>
<thead>
<tr>
<th>Class Name</th>
<th>Date</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aerial Lift Operator Qualification (CITF)</td>
<td>04/07/2017</td>
<td></td>
</tr>
<tr>
<td>Benchmark 3-1</td>
<td>05/05/2016</td>
<td>06/05/2017</td>
</tr>
<tr>
<td>OSHA 10 Construction (CITF)</td>
<td>05/04/2017</td>
<td></td>
</tr>
<tr>
<td>Smart Mark (CITF)</td>
<td>05/04/2017</td>
<td></td>
</tr>
</tbody>
</table>

**Welding Certifications**

<table>
<thead>
<tr>
<th>Welding Process</th>
<th>Certification ID</th>
<th>Certification Date</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMAW - Other</td>
<td>UW-SMAW-1 Underwater Welding 1/4&quot; to 3/8&quot; - AWS</td>
<td>01/02/2017</td>
<td>01/31/2019</td>
</tr>
</tbody>
</table>

**Additional Qualification/Certifications**

<table>
<thead>
<tr>
<th>Qualification/Certification Name</th>
<th>Date Issued</th>
<th>Qual/Cert Expiration</th>
<th>Qual/Cert Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCIT - Construction Safety Officer</td>
<td>01/02/2017</td>
<td>01/31/2019</td>
<td>12345678901234</td>
</tr>
</tbody>
</table>
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)