

Habitat for Humanity volunteers and employees are encouraged to take appropriate training courses before working on a job-site, store, office, fundraiser, or other Habitat-related event. Follow the instructions below to take an online safety training course.

How To Take The Training Course

- 1. Visit <u>HFHAffiliateInsurance.com/courses</u>
- 2. Enter access code W8NAEBTG / Click "Submit"
- 3. Under <u>Recommended Courses</u>, click on Volunteering On A Habitat For Humanity Jobsite
- 4. Follow along with the presentation and complete the 10 question quiz. Scores of 70% and above are passing. Otherwise, please retake the course
- 5. At the end of the Quiz, click "Finish"
- 6. Enter your first name, last name, and select **MI** from the drop down menu
- 7. HFH Name: Habitat for Humanity HiawathaLand, Inc. (It's very important to select our affiliate name in order to receive credit)
- 8. Your Association: Volunteer
- 9. Your email address: Enter your email address(Keep the email confirmation you receive for verification)
- 10. Click "Submit"

Once you have passed the training course, our affiliate will receive notice of your completion. If all of the steps above are not completed, you may have to retake this course. You will not be able to work on a jobsite if we have not received a notice of completion for you.

Thank you for participating and for supporting our affiliate!