



## Update on SafetySync Training

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Recently there has been an increase in the number of eRailSafe certificates being uploaded into ERAC's LMS, SafetySync. Please note that when you complete the eRailSafe course you will immediately receive a temporary certificate, which will expire in three months. Shortly after completing the course, a badge will be mailed to you; the badge contains the three year expiry date. Please DO NOT upload a copy of the temporary certificate, instead upload a copy of the badge once received in order to be compliant for the three year requirement.

To upload a copy of your eRailSafe badge:

1. Log into SafetySync ([www.safetysync.com](http://www.safetysync.com))
2. Click **Training** (left hand side of your screen) then click **Certificate Tracking**.
3. Under **Required** you will see two certificate categories, one for Canadian National eRailSafe and Canadian Pacific eRailSafe, select **Canadian National eRailSafe**, then click **Enter Completed Certificate** to upload to SafetySync.
4. Enter all the necessary details then click **Choose File**, at which time you can upload a copy of your badge.
5. Repeat these steps for Canadian Pacific eRailSafe.



A reminder to team members, that ICS 100 is currently enabled in your portal as optional. This will change to mandatory effective June 30, 2017, and will affect your overall compliance.

ICS 100 Training can be found by clicking on the following link:

ICS 100 - <http://apsts.alberta.ca/online-courses/ics-100/>

Please feel free to contact either Shandie Hildebrand or myself at any time if you have any questions regarding ERAC's LMS, SafetySync or your compliance. You can contact us at [cheryl.dahlager@erac.org](mailto:cheryl.dahlager@erac.org) or Shandie Hildebrand at [shandie.hildebrand@erac.org](mailto:shandie.hildebrand@erac.org).