MINISTRY OF LABOUR, TRAINING & SKILLS DEVELOPMENT (MLTSD) APPLICATION PORTAL- TRAINING PROVIDER

Ontario

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Purpose for Ministry Application Portal

The Ministry of Labour, Training and Skills Development's (MLTSD) mission is to advance safe, fair and harmonious workplace practices that are essential to the social and economic well-being of the people of Ontario.

The Ministry also develops, coordinates and implements strategies to prevent workplace injuries and illnesses and can set standards for health and safety training.

The Ministry of Labour, Training and Skills Development Prevention Office is mandated to co-ordinate injury and illness prevention in Ontario including health and safety education and promotion.

MLTSD's Prevention Office, Health and Safety Training Administration and Certification Unit (HSTACU), administers and oversees the delivery of mandatory workplace health and safety training programs for Ontario workers. This entails the following:

- Establishing standards for, and approval of training programs and providers;
- Establishing requirements for certification of joint health and safety committee members;
- Evaluating training programs submitted by training providers for approval by the Chief Prevention Officer (CPO);
- Receiving and processing records of learners who complete approved training programs;
- Administering quality assurance activities on approved training providers to assure continued quality of training;
- Providing tier-two client services for public inquiries and complaints relating to training standards, programs and providers.

Supported browsers

The application system has been designed to work with the following browsers: Firefox, Chrome, Edge & Safari. The program will not work as expected with Internet Explorer (IE). If IE is your preferred browser, we ask that you use an alternate browser for your applications.
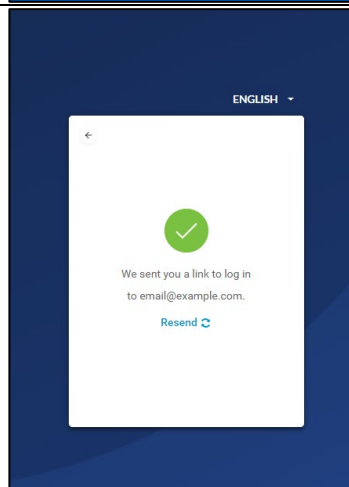
Accessing the Ministry Application Portal

To access the Ministry Application Portal, navigate to the Ministry Application Portal at https://cms.bluedrop.io/form-manager/. **Step 1**: Enter email and select submit	
Once you have entered your email, a successful email message will be displayed. Select the return arrow located in the left-hand corner of the successful message box to return to the previous page. Check your inbox for the email with link. Please check junk/spam folders if the message is not received within 5 minutes	

Step 2: Select the embedded link in the email message to continue to the Ministry Application Portal	Thank you for visiting the Ministry of Labour, Training and Skills Development's application portal. You can log in to your account using the link below: **Access You Account** This link will expire in five minutes. If you are having issues accessing your account, please contact the Ministry of Labour, Training and Skills Development at 1-877-202-0008. Contact Ontario Ministry of Labour, Training and Skills Development 📞 1-877-202-0008 🖥 https://www.ontario.ca/page/ministry-labour-training-skills-development Our mailing address is: Ministry of Labour, Training and Skills Development 400 University Avenue, 7th Floor, Toronto, Ontario M7A 1T7

Creating your profile

Once you have logged into the Ministry Application Portal the next step is to complete your "Profile Application" This profile contains key information that the Ministry requires about your organization, such as: • The designated contact person • An alternate contact • Canadian Revenue Agency Business Number • WSIB Account Number The application also includes questions about your previous involvement with the Ministry. All questions marked with an asterisk in the Profile Application must be answered to submit your application.	
As information is entered, alert messages will be shown if the information does not meet required validation such as this alert for WSIB Firm Number	**WSIB Firm Number** 123456 • Please enter a valid 7-digit number: 1234567
Step 1: Enter Applicant Contact	Ontario PROFILE MY APPLICATIONS HELP ▾ EN ▾ MARTHA JONES ▾ **Profile Application** **Applicant Contact** Fields marked with an asterisk(*) are mandatory. First Name * Last Name * Phone * Email Address * name@example.com Alternate Contact Email Address(es) name@example.com Separate multiple email addresses with commas

Step 2: Enter Applicant Information	**Applicant Information**
Business Type is a drop-down menu which lists the available options for selection. Choose the arrow to view the options and select the type of business that best describes your organization	This section requires you to provide contact information details, along with your current approval status with the Ministry of Labour, Training and Skills Development (if applicable). Organization - Operating Name * Legal Name * Business Number (BN9) * A business number is a unique 9-digit number assigned by the Revenue Canada Agency to each business enrolled in federal or provincial programs. To obtain a business number, please visit Business registration Online service (BRO). Business Type * WSIB Firm Number Business Address * Type address... Mailing Address * Type address... ☐ Is your mailing address the same as your business address?
Step 3: Enter Designated Signing Authority (Administrator) Information	**Designated Signing Authority (Administrator)** First Name * Middle Name Last Name * Email Address name@example.com Phone * Fax
Step 4: Enter information related to previous involvement with the Ministry	Have you already been approved by the Ministry of Labour, Training and Skills Development to deliver an approved training program? * ◯ Yes ◯ No Do you have an Occupational Health and Safety Management System (OHSMS) that has been accredited by the Chief Prevention Officer (CPO) through the Supporting Ontario Safe Employer (SOSE) program? ◯ Yes ◯ No Has your organization applied for Chief Prevention Officer (CPO) Employer Recognition through the Supporting Ontario Safe Employer (SOSE) program ◯ Yes ◯ No Preferred method of correspondence * ◯ Email ◯ Mail
Step 5: Enter information for Notice of Posting Approval Status	**Notice of Posting of Approval Status** (Please complete if you are applying for any type of WAH or JHSC training program approval only.) For informational purposes only, the CPO will post information about training providers who have been approved to provide approved training programs on the MOL website. ◯ I want to be listed as a training provider offering training services to the public ◯ I want to be listed as a training provider offering only in-house training services (no services offered to the public). Submit

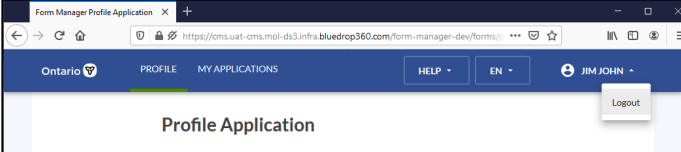|	
Step 6: Select Submit to complete your Profile Application. **Note**: Information for your profile cannot be updated once submitted.	**Notice of Posting of Approval Status** (Please complete if you are applying for any type of WAH or JHSC training program approval only.) For informational purposes only, the CPO will post information about training providers who have been approved to provide approved training programs on the MOL website. ○ I want to be listed as a training provider offering training services to the public ○ I want to be listed as a training provider offering only in-house training services (no services offered to the public). Submit
After you have submitted your Application Profile to the Ministry, you will receive an automatic email sent to the Designated Contacts email address indicating that your Application Profile has been submitted to the Ministry for review	**Ontario** Your applicant profile has been created on the Ministry of Labour, Training and Skills Development Certification Management System (CMS). You can continue to access your applicant profile at the link below to update your information or launch a new application. https://cms.uat.mol-ds3.infra.bluedrop360.com/form-manager-dev/workflows/7250/user-forms/13399 Contact Ontario Ministry of Labour, Training and Skills Development ☎ 1-877-202-0008 https://www.ontario.ca/page/min ▢ istry-labour-training-skills-development Our mailing address is: Ministry of Labour, Training and Skills Development 400 University Avenue, 7th Floor, Toronto, Ontario M7A 1T7 f y in **Ontario** Votre profil de demandeur a été créé sur le système de gestion des certificats (CMS) du ministère du Travail, de la Formation et du Développement des compétences. Vous pouvez continuer à accéder à votre profil de demandeur en utilisant le lien ci-dessous pour mettre à jour vos informations ou démarrer une nouvelle demande. https://cms.uat.mol-ds3.infra.bluedrop360.com/form-manager-dev/workflows/7250/user-forms/13399 Contacter le ministère du Travail, de la Formation et du Développement des compétences de l'Ontario ☎ 1-877-202-0008 https://www.ontario.ca/fr/page/ ministere-du-travail-de-la- ▢ formation-et-du-developpement-des-competences Notre adresse postale est: Ministère du Travail, de la Formation et du Développement des compétences 400, avenue University, 7e étage, Toronto (Ontario) M7A 1T7 f y in
Once your profile application is submitted, you will be returned to the "My Applications" page where you can monitor the status of your applications or launch a new application. In the upper menu at the right, you will find the name that was used to create the application profile. **Note**:	Ontario PROFILE MY APPLICATIONS HELP ▾ EN ▾ MARTHA JONES ▾ **My Applications** **Launch New Application** For more information about the applications available below, please click this link. Select Application Select... LAUNCH **Application Status** Name Status Profile Application In Review

Once the profile application is approved by the Ministry, your name will be replaced with the name of your organization	
To log out, go to the top right-hand corner of the screen in the Menu Option bar.	
Once the Ministry has reviewed your Profile Application, you will be notified via email regarding the status of your Profile Application. Select the link in the notification to be returned to the login page for the Ministry Application Portal **Note:** You **must** access the system using the **same email** as entered to start your application. This will ensure you see your previously entered information and are not prompted to start a new application.	Click here to view Email for Approved Applications Click here to view Email for Rejected Application Click here to view Email for Not Accepted Applications: Application Needs Action

Updating your Profile Application
If your profile application is reviewed and an Assessor requires more information, your profile application will be returned to allow you to update as required. When logging into the system, you will be placed on the Profile Application where the Assessor feedback will be displayed at the top of the form. You will be able to update your profile to resolve the Assessors feedback. You will not be able to see any other applications until the Profile Application has been re-submitted.

The Assessor feedback will be displayed at the top of the screen. The narrative details from the assessor indicating what requires attention from you as the applicant will be displayed in **bold**. Below this information the assessor may provide supporting documentation for your reference. Selecting the underlined document will allow you to access the information.	
Step 1: Update profile information as required.	
Step 2: Select Submit to re-submit your Profile Application. **Note**: Information for your profile cannot be updated once submitted.	
My Applications	
After submitting your profile, you will be redirected to the My Applications page. The My Applications page is the home page for your organization. From here, you can monitor the status of your Profile Application,	

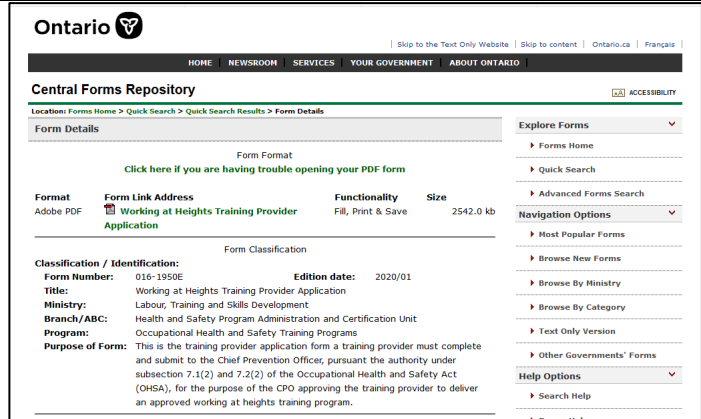|	
launch a new application, update applications you currently have in process and monitor your application status with the Ministry once you have submitted your completed applications with their supporting documentation.	
To update an application that is in progress, select View to open the application in an updatable format. Once submitted, the View option will only be available on applications that may require updates following submission.	
How to Launch a New Application	
Step 1: To start a new application, select the desired application from the available list and choose the Launch button. **Note**: • All applications require the upload of materials; accepted file types are .pdf, .ppt, .pptx, .xlsx, .xls, .doc, .docx, .mp4, or any image. • The following screens show the Working at Heights Training Provider Application.	

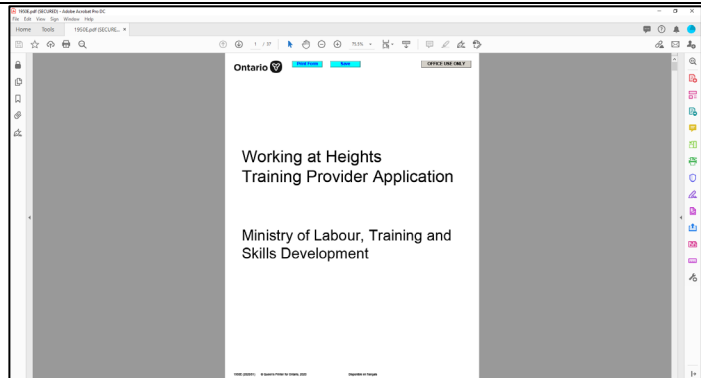|	
Step 2: Select the English or French links for the desired language. **Note**: If you are applying to teach English and French curriculum, you will be required to submit two separate applications as only one application (pdf) can be submitted at a time.	
A new tab will be opened for the Province of Ontario's Central Forms Repository. In the Form Details section, you will find the application form you have selected in Adobe PDF format. **Step 3**: Click on the green font title of the Adobe document. The application will begin to download. You can verify that the download is taking place by looking in the bottom left-hand corner of the document.	
Step 4: Complete your PDF document locally for your application Notes: • Entering the required information in the application form does not need to be completed in one sitting. Now that the application form has been downloaded and saved to your computer you can work on inputting the information to the application form at your own pace. Remember to periodically save the form as you are filling out the information, so you do not lose the information you have entered.	
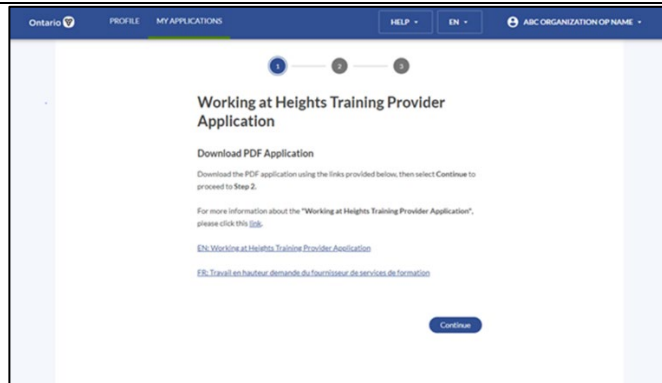
• If you need to stop work on the form, also ensure you save it before closing it, to maintain all the information that has been inputted • You can continue to open and save the application form on your computer as many times as needed until you have completed the information required. • Once you have completed all the required information on the application form, save the form on your computer one final time. • Print a copy of the application form and have your Designated Signing Authority (DSA) and Alternative Contact sign the application form in all the required locations. • Scan and save a copy of the signed application form on your computer system. • Save the signed scanned application form using the naming conventions for the application provided to you. The naming conventions can be found on the application and the application guideline. • The saved signed application form is ready for submission	

Return to the Ministry Application Portal https://cms.bluedrop.io/form-manager/ to continue your online application **Step 5**: Enter email and select submit	Ontario ⚜ Login Enter your email to sign in or create an account yours@example.com By signing up, you agree to our terms of service and privacy policy. SUBMIT >
Once you have entered your email, a successful email message will be displayed. Select the return arrow located in the left-hand corner of the successful message box to return to the previous page. Check your inbox for the email with link. Please check junk/spam folders if the message is not received within 5 minutes	← ✓ We sent you a link to log in to email@example.com. Resend ⟳
Step 6: Select the embedded link in the email message to continue to the Ministry Application Portal	Thank you for visiting the Ministry of Labour, Training and Skills Development's application portal. You can log in to your account using the link below: Access You Account This link will expire in five minutes. If you are having issues accessing your account, please contact the Ministry of Labour, Training and Skills Development at 1-877-202-0008. Contact Ontario Ministry of Labour, Training and Skills Development 📞 1-877-202-0008 🖥 https://www.ontario.ca/page/ministry-labour-training-skills-development Our mailing address is: Ministry of Labour, Training and Skills Development 400 University Avenue, 7th Floor, Toronto, Ontario M7A 1T7

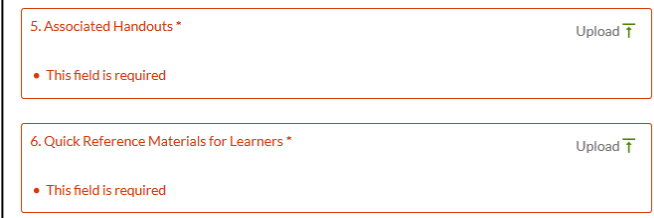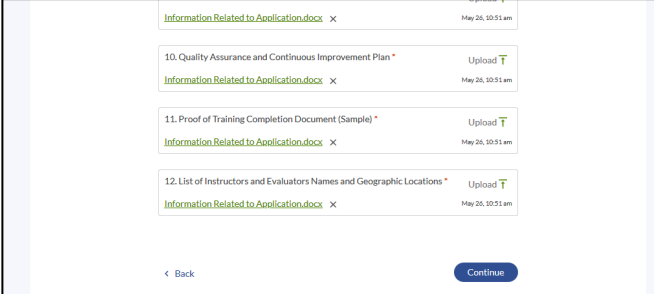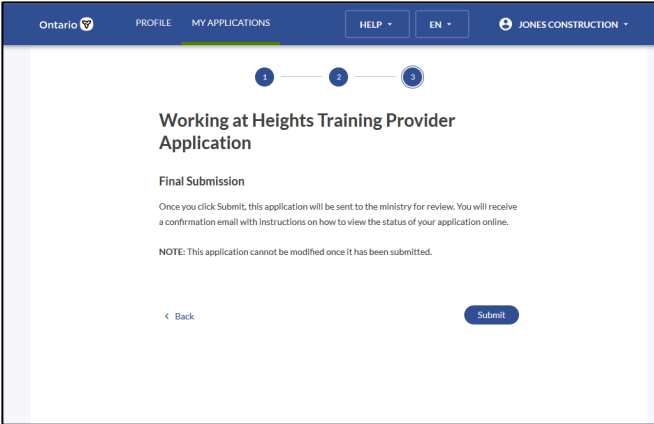|	
The "My Applications" page will be displayed. **Step 7**: Select View next to the desired application **Note**: • The following screens will continue the Working at Heights Training Provider Application.	
The "Download PDF Application" page of the Application process will be displayed. You have already downloaded the application; this was done earlier to allow you to complete the application. **Step 8**: Select Continue	
The next page is where you will upload your application and Training Provider Material. The uploading process is the same for all applications/materials – See Uploading Application and Training Provider Material for specific instructions **Step 9**: Upload all required documentation	
Note: • All documents do not need to be added in one sitting. The training program material will be saved as it has been entered. • An application cannot be submitted to the Ministry until the application and supporting documents have been uploaded.	

• Applications missing information will show an alert at the top of the page • Missing information will also be highlighted within the form	5. Associated Handouts * Upload ⬆ • This field is required 6. Quick Reference Materials for Learners * Upload ⬆ • This field is required
Step 10: Select Continue	Information Related to Application.docx ✕ May 26, 10:51 am 10. Quality Assurance and Continuous Improvement Plan * Upload ⬆ Information Related to Application.docx ✕ May 26, 10:51 am 11. Proof of Training Completion Document (Sample) * Upload ⬆ Information Related to Application.docx ✕ May 26, 10:51 am 12. List of Instructors and Evaluators Names and Geographic Locations * Upload ⬆ Information Related to Application.docx ✕ May 26, 10:51 am ‹ Back Continue
When all information has been entered, the Submit button will be enabled on the final step of the application process. **Step 11**: Select Submit **Notes:** • Once submitted, the application cannot be updated unless it is returned by an Assessor • If there are any changes after you have submitted the application and all training materials, you will be required to contact the Ministry via email using WAH.InquiryLine@ontario.ca or JHSC.InquiryLine@ontario.ca to make the necessary corrections.	Ontario PROFILE MY APPLICATIONS HELP ▾ EN ▾ ● JONES CONSTRUCTION ①——②——③ **Working at Heights Training Provider Application** **Final Submission** Once you click Submit, this application will be sent to the ministry for review. You will receive a confirmation email with instructions on how to view the status of your application online. NOTE: This application cannot be modified once it has been submitted. ‹ Back Submit

After you have submitted your Application to the Ministry, you will receive an automatic email indicating that your Application has been submitted to the Ministry for review

After submitting an application, you will be returned to the My Applications page where your application will be display with the initial status of In Review (Triage). As your application is reviewed, the application status will be updated accordingly.

As your application makes its way through the different steps of the process the "Status" will be updated

accordingly and you can monitor its progress on this page. If the Ministry has any questions or requires any further clarity on the information you have submitted, a member of the assessment team will contact you or the Alternate Contact that is listed on the application directly.	

<u>Uploading Application and Training Provider Material</u>

To upload documentation, the following steps will be required **Step 1**: Select "Upload" with the green up arrow for the desired item	
A navigation window will be opened to allow you to locate the desired document on your device. **Note**: • If the item is the application, locate and select the completed PDF **Step 2**: Locate and select the desired item. Once selected, the document will be highlighted as shown	
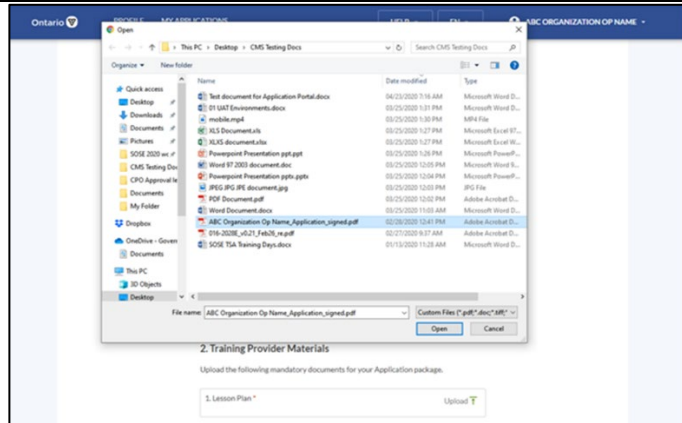
Step 3: Select Open	
You will be returned to the previous screen where you had selected Upload and the uploaded file will be shown in blue with an arrow icon until the file is uploaded to the system.	
Once the upload is complete, the name of your document will appear in green font along with an "x" to the right of the name followed by the date and time. Your document is now loaded into the application portal.	
If you have updates or would like to change the uploaded document, select the "x" to the right of the desired document and your file will be deleted.	
If the items are mandatory to complete the application, the shown alert messages will be displayed.	
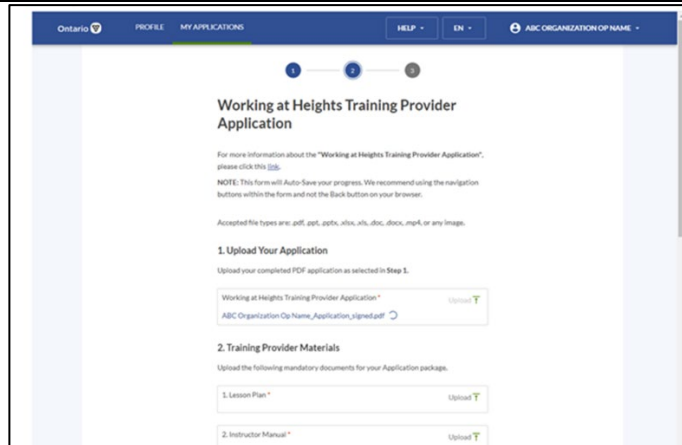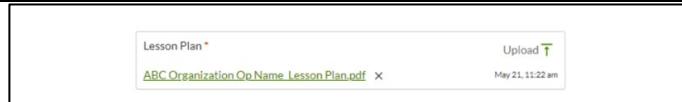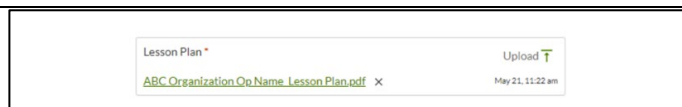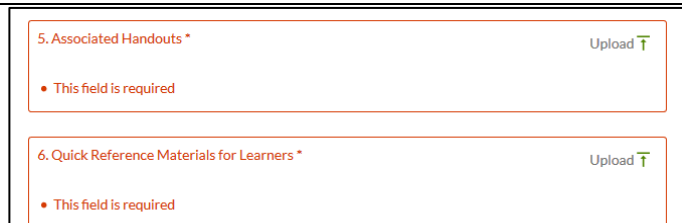
If there is more than one document for the same section, you can upload multiple documents into the same section. Simply follow Steps 1 through 3 above in the same section. Here is an example of where multiple documents have been uploaded into the Associated Handout Section. Each document has its own date and time of when it was uploaded.	

Notifications

Notifications are sent upon submission of applications and as your application is processed with updates on the status of your application(s). Notifications for your applications are sent from no-reply@cms.bluedrop.io. To ensure you receive these notifications, we suggest adding this domain as a safe sender. If you have not received any notifications, please check your junk or spam folders.

Information regarding Application Types

Working at Heights Training Provider Application

Note: If you are applying to teach English and French curriculum, you will be required to submit two separate applications as only one application (pdf) can be added at a time.

The application process for Working at Heights is a three-step process. You can learn more by going to the ministry website:

1. Download PDF Application information: The first step of the application process is downloading the PDF application for English and/or French application. These PDF's will need to be filled out, saved and uploaded in the next step of the application process.

Save the application with the file name: [Name of Training Provider] _Application.pdf. The PDF's provide detailed information regarding proper naming conventions for documentation required so these documents should be reviewed in detail. **Note**: Handwritten forms will not be accepted.

2. Your Information: The second step of the application process requires the upload of the completed PDF application (downloaded in the previous step) and your training provider materials.

3. Final Submission: The final step of the application process is submitting your application. Once submitted, you cannot modify your application. As your application progresses, you will receive notifications via email as well as seeing the status reflected in the My Application section.

Joint Health and Safety Committee (JHSC) Certification Training Provider Application

The application process for JHSC Certification is a three-step process. You can learn more information by going to the [ministry website](#):

1. Download PDF Application information: The first step of the application process is downloading the PDF application for English and/or French application. These PDF's will need to be filled out, saved and uploaded in the next step of the application process. The PDF's provide detailed information regarding proper naming conventions for documentation required so these documents should be reviewed in detail. **Note**: Handwritten forms will not be accepted.

2. Your Information: The second step of the application process requires the upload of the completed PDF application (downloaded in the previous step), selection of which JHSC Program Type(s) and your training materials for each selected program type. By selecting the JHSC program type, the appropriate section will be enabled.

3. Final Submission: The final step of the application process is submitting your application. Once submitted you cannot modify your application. As your application progresses, you will receive notifications via email as well as seeing the status reflected in the My Application section.

Menu Options

From the main page, you have a couple of options available. Profile and My Applications will be documented in detail in further sections. Information regarding Help and Language are provided below

Ontario 🦫   PROFILE   MY APPLICATIONS   HELP ▾   EN ▾   👤 MARTHA STEWART ▾

Help

Click the "Help" button in the top right corner of the platform to expand the help menu and select "Contact Support" for assistance

Language

Use the Language drop-down to set your preferred language.

Appendix A: Email Reponses for Application Status's

Email for Approved Applications

Ontario 🏵

Congratulations!

Your applicant profile has been approved by the Ministry of Labour, Training and Skills Development. You can continue to access your applicant profile at the link below to update your information or launch a new application.

https://cms.uat.mol-ds3.infra.bluedrop360.com/form-manager-dev/workflows/7250/user-forms/13399

Contact Ontario Ministry of Labour, Training and Skills Development
📞 1-877-202-0008
💻 https://www.ontario.ca/page/ministry-labour-training-skills-development

Our mailing address is:

Ministry of Labour, Training and Skills Development
400 University Avenue, 7th Floor, Toronto, Ontario M7A 1T7

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Toutes nos félicitations!

Votre profil de demandeur a été approuvée par le ministère du Travail, de la Formation et du Développement des compétences. Vous pouvez continuer à accéder à votre profil de demandeur en utilisant le lien ci-dessous pour mettre à jour vos informations ou démarrer une nouvelle demande.

https://cms.uat.mol-ds3.infra.bluedrop360.com/form-manager-dev/workflows/7250/user-forms/13399

Contacter le ministère du Travail, de la Formation et du Développement des compétences
📞 1-877-202-0008
💻 https://www.ontario.ca/fr/page/ministere-du-travail-de-la-formation-et-du-developpement-des-competences

Notre adresse postale est:

Ministère du Travail, de la Formation et du Développement des compétences
400, avenue University, 7e étage, Toronto (Ontario) M7A 1T7

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Email for Rejected Application

Ontario

Your applicant profile is no longer active in the Certification Management System (CMS). It is closed and incomplete. Contact the Ministry of Labour, Training and Skills Development to understand the guidelines prior to launching a new application.

Contact Ontario Ministry of Labour, Training and Skills Development
📞 1-877-202-0008
💻 https://www.ontario.ca/page/ministry-labour-training-skills-development

Our mailing address is:

Ministry of Labour, Training and Skills Development
400 University Avenue, 7th Floor,
Toronto, Ontario M7A 1T7

Ontario

Votre profil de demandeur n'est plus actif dans le système de gestion de certificats (CMS). Il est fermé et incomplet. Contactez le ministère du Travail, de la Formation et du Développement des compétences pour comprendre les directives avant de lancer une nouvelle demande.

Contacter le ministère du Travail, de la Formation et du Développement des compétences
📞 1-877-202-0008
💻 https://www.ontario.ca/fr/page/ministere-du-travail-de-la-formation-et-du-developpement-des-competences

Notre adresse postale est:

Ministère du Travail, de la Formation et du Développement des compétences
400, avenue University, 7e étage,
Toronto (Ontario) M7A 1T7

Email for Not Accepted Applications: Application Needs Action

Ontario 🟢

Your applicant profile has been updated by a Ministry of Labour, Training and Skills Development assessor and it requires your attention. Use the link below to access your applicant profile and follow the direction provided to continue with the application process.

https://cms.uat.mol-ds3.infra.bluedrop360.com/form-manager-dev/workflows/7250/user-forms/13432

Contact Ontario Ministry of Labour, Training and Skills Development
📞 1-877-202-0008
🖥 https://www.ontario.ca/page/ministry-labour-training-skills-development

Our mailing address is:

Ministry of Labour, Training and Skills Development
400 University Avenue, 7th Floor, Toronto, Ontario M7A 1T7

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Ontario 🟢

Votre profil de demandeur a été mis à jour par un évaluateur du ministère du Travail, de la Formation et Du Développement des compétences et requiert votre attention. Utilisez le lien ci-dessous pour accéder à votre profil de demandeur et suivez les instructions fournies pour poursuivre le processus de demande.

https://cms.uat.mol-ds3.infra.bluedrop360.com/form-manager-dev/workflows/7250/user-forms/13432

Contacter le ministère du Travail, de la Formation et du Développement des compétences
📞 1-877-202-0008
🖥 https://www.ontario.ca/fr/page/ministere-du-travail-de-la-formation-et-du-developpement-des-competences

Notre adresse postale est:

Ministère du Travail, de la Formation et du Développement des compétences
400, avenue University, 7e étage, Toronto (Ontario) M7A 1T7

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