

MINISTRY OF LABOUR,
TRAINING & SKILLS
DEVELOPMENT (MLTSD)
APPLICATION PORTAL –
WORKER GUIDE

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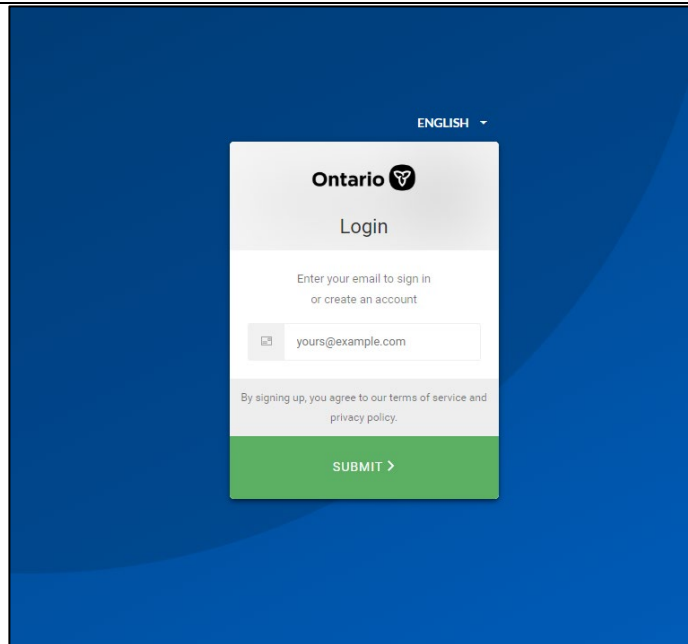
Supported browsers

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/applicant>

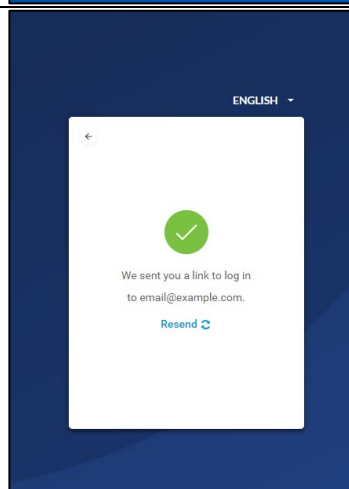
Step 1: Enter email and select submit



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 complete the JHSC Exemption Form



If your Joint Health and Safety Committee (JHSC) certification is about to expire and you are an active certified member, you may apply for a one-time exemption to extend your certification for another three years without taking refresher training.

[JHSC Exemption Form](#)

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

Step 3: Select Launch

My Applications

Launch New Application

Joint Health and Safety Committee (JHSC) Exemption Request

LAUNCH

Step 4: Select continue after reading JHSC exemption form instructions

Joint Health and Safety Committee (JHSC) Exemption Request

Exemption Request Form

Should you require an alternate format, please contact us by e-mailing JHSC.InquiryLine@ontario.ca

Instructions:

- This form must be completed by the worker.
- When completed, click "Submit" to send this request to the Ministry of Labour, Training and Skills Development (MLTSD) to be approved for a one-time exemption.
- A copy of your request will be sent to your personal email address.

Please note that as of May 1, 2020, learners have 12 months to complete Part Two training. We have extended the time to make it easier to schedule your training. Learners no longer have to apply for an additional 6-month extension.

One-time Exemption to complete Refresher training

- Only an active and currently certified member can be considered for a one-time exemption to JHSC Refresher training.
- If approved, the successful applicant will be sent a certification card and will have an additional three (3) years before they are required to take Refresher training.
- This form cannot be used to apply for an exemption to complete Working at Heights Refresher training.

Additional information required to process your request for a one-time exemption to complete "Refresher" training.

To check your JHSC training details online, please log in to your SkillsPass™ account here:

<https://myskillspass.com/portal-one/login>

If you don't have a SkillsPass™ account, you can create one here:

<https://cms.bluedrop.io/client/mol-link-account>

Continue

Step 5: Complete worker information;
select continue

Have you (the worker) served as a Joint Health & Safety Committee member within the last 12 months? *

☐ Yes

☐ No

Reason for "Refresher" training exemption request *

☐ Medical (e.g. parental leave, injury, disability, etc...)

☐ Course unavailable (e.g. too far away, cancelled, etc...)

☐ Other

Learner ID *

e.g. "AA12345"

This number appears on your JHSC Certification Card. It is also referred to as "JHSC ID", "MOL ID", and "MLTSD ID".

Email Address *

e.g. "example@gmail.com"

A copy of your request will be sent to this email address.

First Name *

Middle Initial

Last Name *

Phone Number *

e.g. "555-123-4567"

Phone Extension

e.g. "x112"

Address *

< Back

Continue

Step 6: Select submit

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Joint Health and Safety Committee (JHSC) Exemption Request

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

My Applications

The My Applications page is the home page for your organization.

From here, you can monitor the status of your Application, launch a new application, update applications you currently have in process and monitor your application status with the Ministry.

My Applications

Launch New Application

Launch

Application Status

Name	Status
Example 1: Application 1 (JHSC Exemption Request)	In Progress
Example 2: Application 2 (JHSC Exemption Request)	Completed

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.

Application Status	
Name	Status
Joint Health and Safety Committee (JHSC) Exemption Request	In Progress (with Applicant)
Joint Health and Safety Committee (JHSC) Exemption Request	In Progress (with Applicant)

Eligibility for Automatic Acceptance

- Valid JHSC Certification or application submitted no more than 3 months from expiry
- No previous learning records
- You served as a Joint Health & Safety Committee member within the last 12 months

Eligibility for Automatic Rejection

- Has an existing learner record

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



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.