



## Take the Online Training

To access courses, follow the instructions below:

- Go to [www.tappisafe.org](http://www.tappisafe.org)
- Click “Take the Online Training”
- Select North American or International Facilities, based on facility location
- Enter the username and password
- Enter your student identifier (Social Security Number) or an unique 9 digit number, such as 9 digits of phone number
- Confirm your student record information
- If new student - verify 9 digit number and enter first and last name and click submit
- Choose billing method - NOTE: Invoicing is only granted to companies with prior approval
- Select course - only take the courses needed

NOTE: We do not charge the credit card until you have completed the course. If you are unable to complete the course for any reason, you will need to sign back in from the beginning, but you will be exactly where you left off. We hold bookmarks for up to 7 days.

### PRINT PROOF OF TRAINING

Once you have completed your courses, follow these steps to print proof of training:

- Click the “Training History” tab at the top of the screen- your completed courses will be listed
- Choose the email or printer icon, depending on your preference
- Choose which courses you want displayed on your proof of training
- Click Send Email or Print Selection- a scannable barcode is included on all proof of training

Please contact TAPPISAFE Customer Service with any questions at 844-930-4877. Customer Service hours are Monday through Friday, from 6:30 AM to 7:00 PM EST and Saturday 7:30 AM to 12:00 PM EST. If any issues are not resolved, please contact our administrative team at 770-209-7213 or [info@tappi.org](mailto:info@tappi.org).