



## PRE-COURSE ORIENTATION

Welcome of our Pre-Course Orientation, a preparatory step to your taking the 40-hour:

1. Basic Occupational Safety and Health (BOSH) training for Safety Officers 2;
2. Construction Occupational Safety and Health (COSH) for Safety Officers 2; and the 10-hour
3. BOSH for Safety Officers 1

all organized by J3 Trainers and Consultants, a DOLE-accredited Safety Training Organization. We are based in Cagayan de Oro.

We would like to personally thank you for deciding to train with us – giving us the chance to provide solutions to your training needs. We will try our best to meet your expectations.

You are enrolled to an online course which is self-directed and not real-time webinar. Meaning you take the course at your own pace after this pre-course orientation. The purpose of the orientation is to usher you to the course and explain to you the process that you will go through.



Since this is a self-directed online course, you take it at your own pace within the following parameters:

1. For the 40-hour BOSH and COSH, you have 30 days to finish the course; for BOSH for SO1, you have 5 days to finish the course.
2. You can only take the course from 12 pm to 10pm everyday from Monday to Sunday.
3. Every time you take the course, you are required to “join” the J3 Virtual Training Room for monitoring purposes. Virtual training room link is <https://us02web.zoom.us/j/82736057705>.

Here is the process of taking the course. After successfully enrolling the course,

1. You will be given a pdf copy of the student manual through email
2. Please download the template of SWORN DECLARATION which you need to accomplish and send back to us by uploading it at the Course Orientation page and wait for the approval.
3. Once your Sworn Declaration is approved, you can start taking the course by clicking the Lesson 1.

Note: You need to join the zoom: J3 Virtual Training Room everytime you take the course.



How do you take the course? After we are done with Pre-Course Orientation:

1. Join the J3 Virtual Training Room using the link, <https://us02web.zoom.us/j/82736057705>.
2. Log-in to the course you are enrolled to: BOSH, COSH, BOSH for Safety Officer 1.
3. Read the course description so that you will have an idea of the course you are taking, as well as the general objectives and the number of sessions you have to complete.
4. Go ahead taking the course by clicking on the Course Content and start in Lesson 1.
5. Note that at every end of a session, there is a quiz called “Knowledge Review” usually comprising of 5 questions. The purpose of which is to ensure you got the most important learning of the session. Answer them by clicking the best answer. After you answer the last question, the score automatically displays. If you are not happy with your result, you have the option to retake.
6. When you are done, hit the button “Proceed” at the bottom part ... and the system will bring you to the next session.



7. At the end of the last session, after the Knowledge Review, you take the Final exam by clicking the button “Start Quiz”. There are 50 items which you can take in 2 hours. Result. Option to retake. You need to get a minimum score of 40 in order to pass the course. If after taking the exam, you failed to get 40 correct answers, you have the chance to retake the exam until you get the passing score.
  
8. After passing the Final Exam, please Accomplish the evaluation... then Print your certificate.

If, while taking the course, you encounter some difficulties, please seek help from our technical support team Aljune Espiritu or Mars Timario. They will be more than willing to help you.

You may also hit the button, Ask a Question, if you want to clarify something, or if you have a question.

Thank you for taking time to read this Pre-Course Orientation. You may start with your course within the given parameters above.

Enjoy the learning, God bless and be safe everyone.

  
Ms. Lodie M. Cadiz  
Manager, Training Services