



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 1 pm to 10 pm 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. Please download the template of SWORN DECLARATION which you need to accomplish with your signature and send back to us by uploading it at the Course Orientation page and wait for the approval.
2. Once your Sworn Declaration is approved, you can start taking the course by clicking the Lesson 1.

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

How do you take the course? After you have read the Pre-Course Orientation:

1. Join the J3 Virtual Training Room using the link,
<https://us02web.zoom.us/j/82736057705>.
2. Log-in then go to your Dashboard and click 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.
3. 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 that you got the most important learning of the session. Answer them by clicking the best answer. After you have answered 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. You can download the Student Manual at the Suggested Readings Lesson (after the last Lesson of the course) for you to review and in preparation in taking the Final Exam.

Note: You need to complete all the topics and lessons before you can download the Student Manual.

8. Kindly answer the Reviews and Evaluation Form before taking the Final Exam. We value your feedback to provide better and more quality services in the future.

7. At the end of the last session, you can take the Final exam by clicking the button “Start Quiz”. There are 50 items which you can take in 2 hours. 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, you can then print your certificate.

If, while taking the course, you encounter some difficulties, please write your concern at the chatbox at zoom. Contact us via our Facebook Page: www.facebook.com/J3TCI or email us at support@j3trainings.com

You may also hit the button, Ask a Question located at the upper right corner of the course, 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