



IWRC ONLINE PAINTER TRAINING

Company Administrator Training Guide

Purchasing New Accounts

- 1 To purchase new training accounts, go to <https://iwrc.uni.edu/painter-training/online-training/buy-now>

Proceed through the checkout process.

Once the purchase has been validated, you will receive an email with the direct link to the course and a payment code your student will need to enter during account creation.

Painter Account Registration and Course Enrollment

- 2 **Due to the new course platform, painters will need to register themselves for the course.** Share the course link and purchase code with your painter so that they may finish creating their account. Painters will need to be logged into their email account during this process, as they will receive a validation code during account creation. ***This code is only valid for 30 minutes.***
- 3 The guide for painters to enroll in the course can be found at <https://iwrc.uni.edu/painter-training/online-training/whats-new>

During account creation, painters will be asked for address information. The mobile number required should belong to the painter, as this is the contact method used to verify who the account belongs to in case a password needs to be reset.

Hands-on Training Verification and Certification

- 4 Once the painter has enrolled and taken the course, the company administrator will receive an email notification from the IWRC that the painter is ready for the hands-on verification part of the course. Included with this email will be a form to complete and return to the IWRC.
- 5 After the form has been submitted to the IWRC, the hands-on unit will be completed within the online course and a certificate will be available through their dashboard.