



Labourers' Training Institute of New Brunswick Inc. Institut de formation des ouvriers du Nouveau-Brunswick Inc.



April 1, 2017

Dear Member:


As of January 1, 2017 the training department will no longer be sending records of training in the form of stickers and cards. Due to a considerable amount of mailing and the cost of postage rising yearly, the Training department has implemented a more efficient and cost effective way to get the records of training to the membership.

I am pleased to introduce to you the datacard. This data card contains all your training records and expiry dates.

Here are **2 ways** to access your records of training:

SMARTPHONE

If you have a smart phone, here are the steps to follow:

1. Download from the App Store the "SCAN-QR CODE SCANNER or READER". It's free.
2. Scan the code  found in the back of your data card.
3. Select "view skills".
4. All of your training records will appear on your screen.

COMPUTER

If you have a computer, do the following:

1. Type the link exactly as it appears at the bottom on the back of your data card into your web browser address bar. This will open a webpage.
2. Select "view skills".
3. All of your training records will appear on your screen.

If you did not receive your data card with this memo, please contact your Local Union office to make arrangements to have a photo taken, as a photo is required to issue data card.

Each member will be issued a data card free of charge. Any replacement cards can be obtained for a fee of \$10 each payable prior to issuing a new card. The fee can be paid at any Local Union Office or by sending a cheque or money order payable to: Labourers' Training Institute of New Brunswick Inc., and address it to: 572-D New Maryland Highway, New Maryland, NB E3C 1K1.

Craig Hamilton
Training Coordinator