

## Steps to take OSHA 10 or 30 online Through RedVector

1. Once you have been enrolled
2. You will receive an email from Serenia Holland, [sholland@imtef.org](mailto:sholland@imtef.org) with instructions and a link to Red Vector who offers the on-line OSHA training.
3. Take notes and pay close attention as this will have a test after each module
4. Must pass with at least a 70% score
5. If taking OSHA 30 plan accordingly, as this will take 36hrs or longer depending on your understanding of the subject
6. Same with OSHA 10, it may take 4 to 6 hours longer
7. Go to <https://imtef.redvector.com/>
8. Your email address will serve as your Username
9. Your IU# will serve as your Password
10. The Page would load the "My Courses" tab
11. Please click on the blue/green button to accept the assignment
12. At this point you are ready to start the course. You can click on the green Start Course button
13. You will be presented a list of assignments which are listed under the Course Units Tab
14. Click on the Instructions tab where you will be given brief instructions for navigating the course
15. If you still **need help, you can contact the help desk at 1-866-546-1212 or at [clientsupport@redvector.com](mailto:clientsupport@redvector.com)**
16. Depending on the course setup, information provided may include instructional information, quizzes and/or pre-tests
17. Your completion certificate and OSHA card will be provided by RedVector **NOT** by IMTEF
18. After completion, RedVector will allow you to print your certificate of completion
19. If you do not receive your OSHA card within 4 to 6 weeks of completing the course, please contact Kelly Services/RedVector/Clicksafety at number and email provided on #15.
20. If you fail, you must contact your local to see what their process is for retaking the course.