Registration instructions
EVfriendly Tow Operator or Emergency Response Traffic Control Training

Set up your accounts
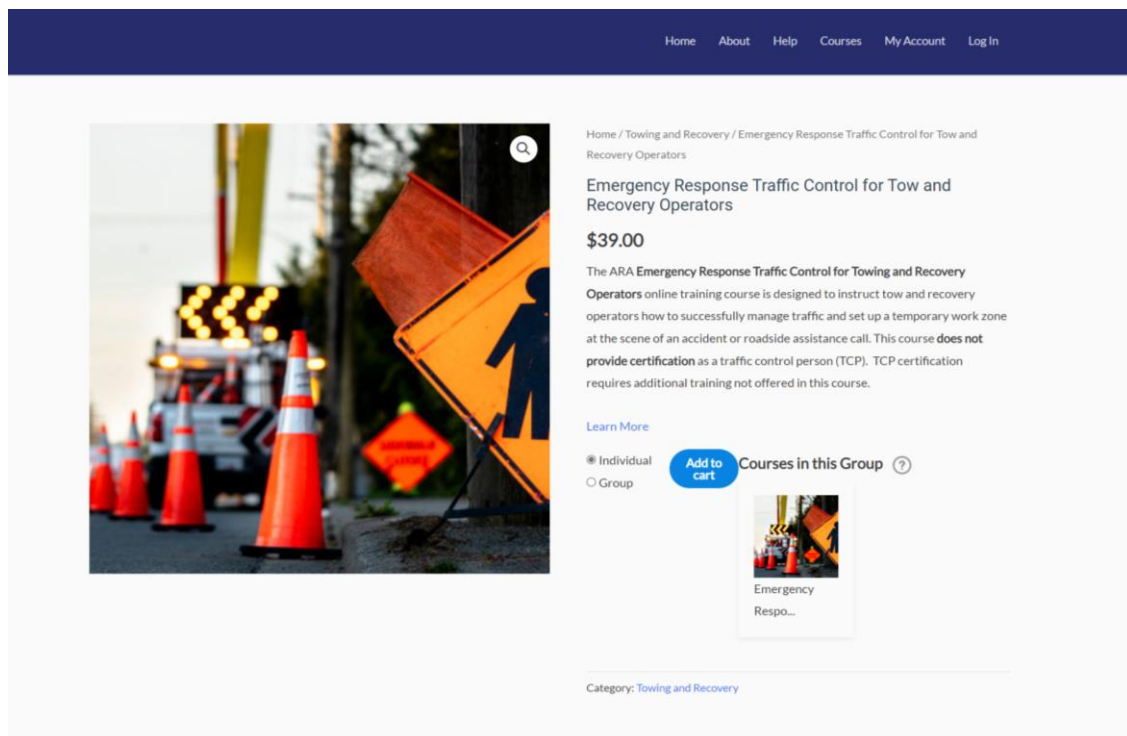
To register your facility and employees for training, you will need to:

1. Email Ken Hendricks kenhendricks@ara.bc.ca for instructions and an online training access code. You may wish to assign the administration duties to a manager, supervisor or administrative personnel.

2. Create an ARA training account (if you don't already have one) at https://training.ara.bc.ca.

Enroll yourself and/or your employees in a training program

1. Go to ARA training site and select either the "Emergency Response Traffic Control for Tow and Recovery Operations" or the "EV Friendly Tow Operator" course to enroll in.

2. Determine if you are enrolling an individual or a group into the course.

   The default is "**INDIVIDUAL"** (a single seat for a single course). If you wish to purchase multiple seats for a course, select "**GROUP**" instead, then enter the number of seats you wish to purchase, and whether or not you wish to enrol yourself.

   Once you have made your selection, click "add to cart" and proceed to checkout.

3. Add the access training code you received from Ken Hendricks and hit "apply coupon". The total owing should show $0.
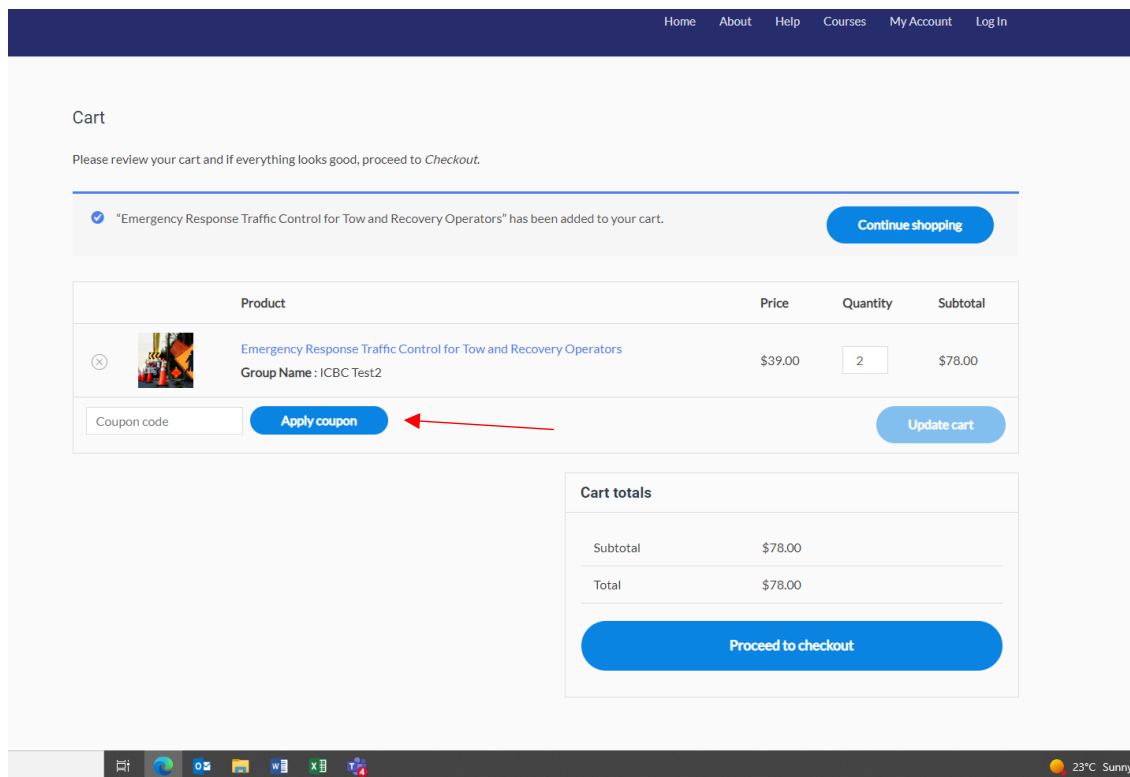
4. Click "proceed to check out"

5. Complete the checkout screen.

   Note: If this is your first time logging in you will need to complete the registration screen. Keep your username and password for future access to see your training history under "My Account"

6. Your group will be listed under the groups' page of your account.

7. Follow the prompts to add your employees under the newly created group.

   You can either a) register them one at a time or b) upload a CSV file. You must include the following information:

   - **First Name**
   - **Last Name and Company Name** (there is no separate field for this so please include with the last name as a hyphen)
   - **Personal email** (two employees cannot share the same email as they need it for their account).

8. When everyone is enrolled, a confirmation email with a link and password to the training website will be sent to the email(s) provided at registration. Make sure to check your junk folder if you don't see the email right away.

Complete your training

We recommend you read the course instructions before you begin. Training can be completed in one sitting, or can be taken over time. You may review the course as many times as you like. You will have to pass a quiz at the end of each module to receive a certificate of completion.

Please print or save a copy of your certification as this will be the record of your completion.

Questions about registration?

Please reach out to Ken Hendricks, kenhendricks@ara.bc.ca, at the ARA for assistance.