

LOGISTICARE STUDENT LOG IN INSTRUCTIONS --READ CAREFULLY.

TO ACCESS NATIONAL SAFETY COUNCIL'S DEFENSIVE DRIVING AND FIRST AID COURSES

NEW STUDENT – Go to: WWW.SAFETYSERVE.COM/LOGISTICARE/

(Just click on or copy and paste link above into the **address bar**. – do not type it into a search engine, such as Google or Yahoo)

1. Click on “New Student” and then click “New Student Registration”. Type in the Access code given to you and click ‘Submit’.

2. You will be presented with a registration page. Type in your information, including a Login ID and a password of your choice.

Your name must be entered exactly as it is on your driver license. No exceptions and no name corrections after course is completed. Submit the information. Write or print password ASAP. Click on the course title that it is listed under ‘Courses

Available’. It will be either NSC First Aid, or the NSC Defensive Driving Course.

Always exit the course (with the ‘Exit’ sign), your progress will be recorded and saved. When you launch the course again, you are prompted to return to where you left off. When the course and test is completed, click ‘Exit’. Your score will be recorded and you will need to print the certificate for your employer (required).

RETURNING STUDENT –

Go to WWW.SAFETYSERVE.COM/LOGISTICARE/ and click on ‘Returning Student’ button.

Type in the Login ID and password, created by you, during registration, and click on ‘Login’. Click on course.

1. If you have a course in progress, please click on the course title to continue.
2. If you have been assigned to take any additional courses and have a new access code, click the ‘New Access code’ link on the left navigation bar. Type in your new access code and click submit. You will see a message at the top (in the blue bar) with further instructions.

For tech support contact us through email (help@safetyserve.com) or Phone (800-775-1484 Monday – Friday 8 – 5 EST)

Include your access code in your email, if possible.

CTAA- Passenger Assistance Safety and Sensitivity (PASS) Basic Driver online program.

User must create an account before proceeding to register. **User cannot register multiple drivers under one email address.**

1. Go to very top of internet browser and type <https://elearning.ctaa.org/>
2. Left hand side, click “Create Account”, enter “driver” legal name(same as driver license) and contact information.
3. At bottom to click “Create Account”.
4. Click “Home” button, then go the designated program from your Logisticare purchase for PASS program only.
5. You must Click “Register” then at top click “Complete Registration Now”
6. On Cart Page, enter the access code in the box, click “Apply Discount” (case sensitive) Total Price reads “0” Only (1) program allowed on cart page. Total not zero, remove all info on Cart page, begin process again at #4. **NEVER USE CREDIT CARD (NO REFUNDS)**; Email passprogramhelpdesk@gmail.com if code does not provide comp access
7. If total zero, Click “Complete Registration”.
8. On Registration Complete Page, click “View Product”, under content tab, click “View Course” to begin.

Log in as Returning User:

Go to <https://elearning.ctaa.org/>. On left side under “returning user” section enter trainee email address and password, then click “Log in”. Go to your designated program and click “view” button. Course will be available under the **Content** tab. Click “View Course” to view the module. If you have completed the program, scroll to bottom and Click “View/Print Your Certificate”.

To receive full PASS driver certification in wheelchair securement training; trainee will need a certified PASS trainer to administer the wheelchair securement (hands-on) training in person. Trainee must follow-up directly with his/her employer to schedule training. CTAA can provide a list of trainers if one is not available. Email request to include the state you reside in directly to training department at training@ctaa.org. **Hands-on training must be completed within 3 months to avoid certification overlap.**

Need assistance for PASS program only, contact Stephanie Smith Monday thru Friday - 9:00am-5:00pm (EST) 800-891-0590 x740 or via email at training@ctaa.org.

Community Transportation Association of America, 1341 G Street, NW, #215, Washington, DC 20005