

Option 1: Purchase Annual Subscriptions for your Company/Branch

This option provides one employee access to the more than 200 titles available online. Assign and complete one or more courses within the 12-month subscription period.

Benefits:

1. Have your own Company/Branch portal within NAHAD Academy
2. Add employees, manage course assignments, including HSI Certification courses, set completion deadlines and track progress
3. Access and download employee training history
4. Easily move employees from “active” status to “inactive” status to optimize the value of your subscriptions.
5. Additional subscriptions can be purchased at any time.

Subscription Cost: \$295 per year and renewed annual

Option 1 Details

Getting started is a simple 3-step process:

Step 1: Identify an individual at your Company/Branch to serve as the Training Coordinator

Step 2: Complete the online Subscription Order Form providing the necessary details

- Training Coordinator name and contact information
- # of Subscriptions requested

Step 3: Begin assigning employees to seats to create their accounts and assign them in courses

Role of the Training Coordinator

The individual identified as the Training Coordinator is the NAHAD go-to person for *NAHAD Academy*.

This individual will be established with Administrator privileges in the e-Learning system. As Administrator they will be able to add employees to seats, assign courses, review progress and completions, and pull reports from the system.

Your Own Company/Branch Portal

When your initial subscription form is submitted, a Company/Branch specific portal will be established, and the identified Training Coordinator will be established as an Administrator. The Administrators access will be communicated, via email, within 2-3 working days.

Portals are unique to the Company/Branch – the individual assigned as Administrator can only see his/her company information.

How a Subscription Works

A subscription is the equivalent to occupying a seat in the e-Learning program. Once an employee is assigned to a seat, they will have access to the program logging in with a UserID (identified by the Training Coordinator) and system-generated password. The Training Coordinator can then begin assigning courses and monitor progress.

A subscription ***begins on the day of purchase*** and is valid for 12-months. It expires on the last day of the month one-year after purchase.

Example:

10 subscriptions are purchased June 10; the subscriptions expire June 30 the following year;
10 additional subscriptions are purchased October 29; the subscriptions expire October 31 the following year.

The employees assigned to a seat can remain in that seat for as long as the subscription is active.

If the subscription is allowed to expire (non-payment), the employee will no longer have access to courses in-progress. NAHAD will move them to "Inactive" status. The Training Coordinator can still view the training history for employees in this status.

NAHAD "Featured Playlists"

NAHAD has initially identified about 200 courses within 10 categories to make it easy to get started. The Training Coordinator, however, has access to the full e-Learning course library and can create custom Featured Playlists with courses they find particularly relevant.

Monthly Updates

NAHAD will send Training Coordinators monthly updates that include helpfully tips in navigating the system, responses to frequently asked questions (from both administrators and end-users), changes to Featured Playlists or new Playlists added.

HSI Certification Course Series

Previously HSI Certification required reading the HSI Handbook and successful completion of an online assessment. NAHAD has replaced this process and used the Handbook content to create a series of interactive online courses.

- Courses are taken in sequence; each course has a final assessment based on the learning objectives for that course
- Each course includes a Resource section with applicable documents found in Sections 13-14 of the Handbook
- A course is considered 'complete' when an 80% or higher is scored on the assessment
- Assessments can be taken up to three times before the employee will be locked out and required to re-review the course material
- Assessments remain "open book"
- The course must be successfully completed within 4 months of registration – the completion deadline will be outlined in the confirming email
- The total number of assessment questions (for the series) has not been increased

- HSI Certification is earned once all three courses in the series have been marked as complete

The courses in the Certification series include:

- **Course 1 - Hose Basics:** This course covers Sections 2 and 3 of the Handbook including Application Requirements of STAMPED, and Hose Assembly General Information. Final Assessment: 32 questions.
- **Course 2 – Hose Type:** Certification requires knowledge in one of five hose types. One hose type course is included in the series package; additional hose type courses can be added for an additional cost.
 - **Corrugated Metal Hose:** Section 4 of the Handbook; Final Assessment: 35 questions.
 - **Industrial Hose:** Section 5 of the Handbook; Final Assessment: 41 questions
 - **Composite Hose:** Section 6 of the Handbook; Final Assessment: 17 questions
 - **Hydraulic Hose:** Section 7 of the Handbook; Final Assessment: 41 questions
- **Course 3 – Post Fabrication:** This course covers Sections 9-12 of the Handbook including Testing Procedures, Quality Plan, Assembly Identification, Cleaning and Packaging, and Installation and Handling. Final Assessment: ____ questions.

Note: This online option does not apply to HSI certification in Fluoropolymer Hose. Candidates wishing to be certified in this hose type will review the Handbook and purchase the online assessment.

HSI Certification certificates within 5 business days of successful completion of the series.

Add Subscriptions

Additional subscriptions can be purchased at any time after the initial order.

Subscription Renewals

Training Coordinators will be notified when the invoice has been created for their subscription renewal. Subscriptions must be renewed within 30 days of notification. Subscriptions not renewed within that period will be made Inactive. Active employees assigned courses that have not been completed will no longer have access to those courses.

Questions? Contact us at Education@nahad.org