

How to Secure your Seat:

Register early as seating is limited and will be assigned on a first come, first enrolled basis. Registration closes March 5, 2025 (or earlier if seats are full).

If you are experiencing any issues registering, contact HRAI at 905-602-4700 ext. 237 or training@hrai.ca

- 1) Click on this [link](#).
- 2) If you have previously taken an online course with HRAI, type in your Username and Password and click on sign-in, or
- 3) If you have not taken an online HRAI course, click on the text below to create an account and complete the required fields.

The image shows a 'Sign In' form with two input fields: 'Username' and 'Password'. Below the fields is an orange 'Sign In' button. To the right of the button, the text 'Sign In or' is displayed. Below this, the text 'To register, Sign In with your HRAI Username and Password, or click here to create an account.' is shown, with a red arrow pointing to the text 'here to create an account.'.

- 4) Complete the signup fields and click on the Save button at the bottom right of the page. The page will reload, and the Register Myself button will activate.

The image shows two buttons: 'Save' (orange) and 'Cancel' (blue). The 'Save' button is highlighted with a red box.

- 5) Click on the Register Myself button.

The image shows an orange button labeled 'Register Myself'.

My registration status: Not registered

- 6) The button will change, and your registration status will move to "Registered pending checkout".

The image shows a blue button labeled 'Cancel My Registration'.

My registration status: Registered pending checkout




[Edit registrant information](#)

7) Complete the remaining registration questions that follow. You will need to select the first registration option.

Registration Options	Price
<input checked="" type="radio"/> Self-Paced, Online Course beginning March 10th	250.00
<input type="radio"/> TBD	0.00

This course is free; the \$250 will be reimbursed upon completion of training.

8) Click on the Save Responses button. After the button updates, click on the Proceed to Checkout button on the lower right of the page.

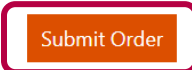
- i.  ii.  iii. 
Your responses have been saved

9) Scroll down and add your payment details then click on the Submit Order button.

Payment Details

Payment amount	250.00
Payment method	<input type="text" value="Visa"/>
* Card number	<input type="text"/>
* Name on card	<input type="text"/>
* Expiration date	<input type="text" value="01"/> <input type="text" value="2025"/>
* CSC	<input type="text"/>
Card address	

[Choose another address](#)



10) When the Order Confirmation page appears, your registration is complete, and you will receive a confirmation email.

Order Confirmation

HRAI

5560 Explorer Dr, Suite 101A, Mississauga, ON, L4W 5M3

Confirmation of Registration:

You will initially receive an email from HRAI confirming your registration. Note that there is no digital course manual for you to download or hard copy for this course.

Confirmation of your 1st or 2nd choice training provider/college will follow directly from the college. If you have not received confirmation of your training provider by March 7, contact Andrew Ferguson at aferguson@hrai.ca or 800-267-2231 ext. 248.

Pre- and Post-Course Assessment:

Before the course starts you will receive a link by email to an online assessment. This assessment will be used to benchmark your pre-course knowledge. Upon course completion you will be required to complete the assessment again. These assessments will take approximately one to two hours to complete. These assessments support the research component of the project. Note, if you were part of the initial knowledge assessment last summer, you will still be required to complete the pre-assessment again.

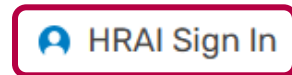
Starting the Online Course:

The online component of the course will be **accessible as of March 10**. You will need to complete the first module by March 14. Online content is expected to require 2-4 hours each week to complete.

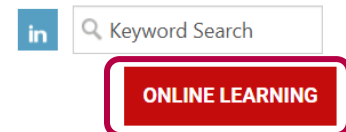
You are expected to complete each week's online module prior to the in-class lab work unless otherwise directed by the instructor.

To access the course, go to www.hrai.ca. From the home page:

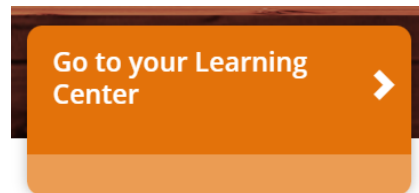
- 1) Click on the HRAI Sign In button on the top right banner and use the email and password you created when making an account.



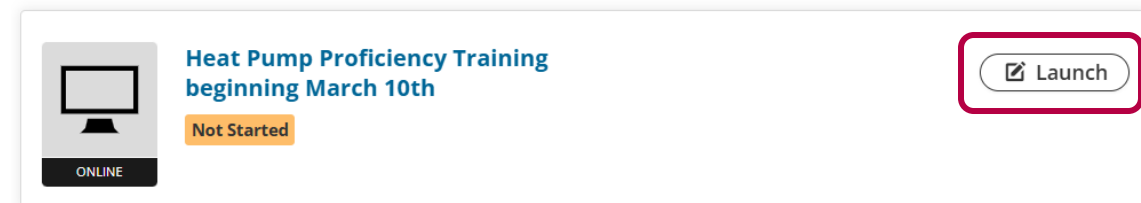
- 2) Click on the ONLINE LEARNING button on the top right of the page.



- 3) Click on the Go to your Learning Center button.



- 4) Click on the Launch button for Identify the Heat Pump Proficiency Training.



In-Class Attendance:

In-class hands-on lab instruction will start on March 15 and run for eight (8) weeks. You are expected to attend all in-person classes. In-class sessions will take place at your training provider/college as per their confirmation notice. Lab durations are approximately 6 hours per week.

ODP Certification Requirement:

You are required to either hold an up-to-date ODP certificate or be willing to acquire it before the end of this course. ODP certification is not included in this course and will need to be acquired separately. You can take this course (through HRAI or other training partners including Local 787) or renew your certificate (expired less than six months ago) by following this [link](#). Certificates expired more than six months ago will require retaking the full course. The cost to take it through HRAI is \$275 plus tax. Renewals are \$60 plus tax.

Seat Cancellation:

THERE IS NO FEE FOR THIS TRAINING, however, a fee of \$250 will be temporarily charged to secure your seat and **refunded once your course attendance has been confirmed**. You have until March 5 to cancel your seat in writing. Cancellations after that, or course no-shows will negate any refund. Send your cancellation to aferguson@hrai.ca.

Remember that you will be required to complete the post-course assessment. To access the certificate:

- 1) Go to www.hrai.ca and login as previously done (see Starting the Online Course).
- 2) Once in the Learning Center, select the course and click on the Completed heading.

Learning Center

Current **Completed** Subn

- 3) Here you can view, save and print your certificate.