

RAMP - Server/ Seller Online Instructions - Trainee

Go to lynnhainertraining.com and register by clicking "Sign Up". This is where you will enter all your personal information and create a username and password (please write down – case sensitive). If your employer has given you a coupon code, you should enter it at the top of the form. If you are paying for your own training, you will be taken to PayPal to process your payment (a PayPal account is not required – major credit cards are accepted). Once you complete registration, you will be directed to log in screen, where you will enter the username and password you chose during registration to continue to the training.

WHEN REGISTERING, YOU NEED TO ENTER THE LID NUMBER FROM YOUR EMPLOYER'S ESTABLISHMENT. THE SYSTEM WILL ACCEPT UP TO TWO DIFFERENT LID NUMBERS.

IF YOU ARE NOT CURRENTLY EMPLOYED, A LID NUMBER IS NOT REQUIRED TO TAKE THE TRAINING.

While it's highly recommended that the entire process is completed in one session, you can log out and log in as needed. All the sections that you have completed will appear on the right side of the training site home page surrounded by a border. Just click on the last section shown (this is where you logged out) and continue with your training.

The online training program consists of 2 hours of instructional time, mandated by the PLCB, this does not include the time spent taking the exam. Once you start the exam it must be completed in one session.

The training contains many quizzes to test your knowledge before the final exam. The final exam is 30 questions with the results being sent directly to the PLCB.

Once you successfully complete the final exam, with an 80% or higher, the website will direct you to a page that will allow you to print and/or email your certificate. As a back-up, an email message will be sent with instructions for obtaining your certificate.

There are two areas to enter email addresses to receive a copy of certificate. You may enter your own address and the address of your employer, if desired. You need to provide management with a copy of the certificate.

If you cannot print your training card, contact us at the website listed below or email lhainer@comcast.net and we will send you a copy of your training card.

If you fail, you can retake the training one more time at no cost. You must retake the entire training before retaking the exam. This is mandated by the PLCB.

Should you experience any difficulties with this process, submit an email message at the website below:

<https://www.lynnhainertraining.com/contact>