

DIRECTION FOR COMPLETION OF 2020 SEXUAL HARASSMENT PREVENTION TRAINING

- 1) Visit www.ilcjatp.org and click the drop-down arrow for Training at top of page, individual will then select the Sexual Harassment and Diversity Training link.
- 2) Review Power Point Presentation.
- 3) Upon completion of PowerPoint Presentation, print Certificate of Participation and fill in with required personal information.
- 4) Submit copy of certificate via one of the following:
 - a. **Via Mail at:**
IL Laborers' & Contractors JATP
1730 750N Avenue
Mt. Sterling, IL 62353
 - b. **Via Fax at:** (217) 773-2835
 - c. **Via Email at:** licensing@ilcjatp.org
- 5) Once copy is received, training will be added to the members training record. If member has a current training card, with QR Code on back, employer may scan that code and all member training and training dates will appear. If member does not have a current training card, one will be issued to him and mailed to address on file with Training Fund.

Example of reverse side of card listed below:

**IL LABORERS AND CONTRACTORS
APPRENTICESHIP AND TRAINING PROGRAM**

1730 750N AVENUE
MT STERLING, IL 62353
(217) 773-2741

Scan for Training Information



<https://www.membertracking.com/member-directory/440/41998>

