

## The Office of Risk Management's On-line Workplace Safety Training System through PMA and ResourceNOW

The Agency of Administration Office of Risk Management entered into an agreement with PMA Management Corp. of New England to handle the State's workers' compensation and liability claims as well as our workplace safety program. PMA offers a full range of online safety training programs through their partner ResourceNow. PMA classroom based courses can also be assigned and tracked on this website. We are confident you will find these courses relevant, timely and applicable to your job.

This online training system is accessed via a different website than the SOV's LINC, which contains all workplace training and is the system of record for employee training. Risk Management will send training records and certificates from this site to SOV LINC on a monthly basis, so records of all employee training will be kept at one place on SOV LINC.

SOV's LINC is the Learning Management System (LMS) for employee training records on all work related topics. The Agency of Transportation's (AOT) safety training center is Vtrans Training Center. The Vermont State Police's (VSP) training center is the Office of Professional Development. The Department of Correction's (DOC) safety training center is Vermont Correctional Academy. The Office of Risk Managements' ResourceNOW training system is meant to complement the trainings offered by AOT, VSP and DOC for their employees. If you work for those departments, please follow the directives of your safety officers, supervisors, managers and/or directors before signing up for safety courses through ResourceNOW.

**Cost:** Free! The Office of Risk Management pays for the cost of training.

### **Enrollment:**

WELCOME PAGE. The LOGIN for ResourceNOW is:  
<http://www.rncod.com/sov>

New Users: Click on the Create Account blue button on the login page.

SELF REGISTRATION PAGE: Employees will self register by creating a user ID and password. The user ID is your work email. Follow the steps to create your account.

Enter your Registration Key in the text box and click on Continue. The first course that has been assigned to you will show you how to use the system.

Returning Users: Go to the Welcome page. Enter your User ID and Password and click the login button. If you have forgotten your password and using the system is not sending you a password reset, contact risk management or PMA for assistance. **DO NOT CREATE A NEW ACCOUNT.**

You can log in and access the site from any computer, tablet or smart phone with internet access.

You will be assigned courses by your supervisor or manager.

You can look at the course catalog is located on the Office of Risk Management's website:

<http://aoa.vermont.gov/secretary/divisions/workers-comp/training>

and on Human Resources CAPS training website and take courses that interest you after obtaining approval from your supervisor or manager.

PMA's additional courses offered in person, online or via DVD portal can be added to this system, assigned to employees and tracked.

#### **Data Imported to Learning Management System (SOV LINC):**

CAPS will upload the transcript data from ResourceNOW to SOV LINC the first week of each month.

#### **Technical Assistance:**

If you have any questions or difficulty with system, please contact the Vermont Office of Risk Management at [SOV.riskhelp@vermont.gov](mailto:SOV.riskhelp@vermont.gov) or 802-828-2899 or the Risk Control Technical Coordinator at PMA at 203-679-3827 or [rnsupport@pmagroup.com](mailto:rnsupport@pmagroup.com).