RAMP - Server/ Seller Online Instructions – Employers

- Employees should go to www.lynnhainertraining.com to register by clicking "Sign Up". They will enter the coupon code and hit "APPLY", then fill out the registration form and hit "SUBMIT". After registering they will be directed to a log in screen where they will need to input in their username and password (which is case sensitive) in order to continue the training.

  WHEN REGISTERING, EMPLOYEES NEED TO ENTER THE LID NUMBER FROM THE ESTABLISHMENT OF THEIR EMPLOYMENT.   THE SYSTEM WILL ACCEPT UP TO TWO DIFFERENT LID NUMBERS, IF YOU DO NOT HAVE A LID#, THE EMPLOYEE SHOULD LEAVE IT BLANK.

  EMPLOYERS – YOU SHOULD PROVIDE ONLY THE COUPON CODE AND YOUR LID NUMBER FOR THEIR REGISTRATION. ALL OTHER INFORMATION ENTERED, SUCH AS ID, PASSWORD, AND EMAIL ADDRESSS, SHOULD BE PROVIDED BY THE EMPLOYEE THEMSELF. .

  THIS TRAINING SITE IS NOT FOR GROUP TRAINING; EACH EMPLOYEE NEEDS TO TAKE THE TRAINING ON THEIR OWN WITH THEIR OWN PERSONAL INFORMATION.

- The online training program consists of 1.5 hours of instructional time, which is mandated by the PLCB; this time does not include the time spent taking the final exam. Employees may log in and out of the training, but the **FINAL EXAM** must be completed in one session.

- The online training program contains many quizzes to test your knowledge before taking the final exam. The final exam is 30 questions. The results are sent directly to the PLCB.

- If an employee fails the exam, they may retake the training as many times as necessary. However, they must retake the entire training before retaking the final exam. This is mandated by the PLCB.

- Once the employee successfully completes the final exam, scoring 80% or higher, the website will direct them to a page that will allow them to print or email their training certificate.   The certificate can be sent to two different email addresses, one for the employee and one for the employer. **Please give them your email address for this section, as you will want the certificate sent to you for your records.**

- If using the same computer for multiple trainings, you may experience the training link not opening. If this happens, log out and then clear the cache on your browser.

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

https://www.lynnhainertraining.com/contact

A phone number (724-350-9062) is listed on the contact page, but this email message is sent directly to the web administrator who will be able to assist you quicker.