

KDHE Household Hazardous Waste 8 Hour On-Line Refresher Course Instructions

KDHE Bureau of Waste Management is providing an 8 Hour refresher course through KS-TRAIN. This on-line learning management system allows you to renew your Kansas regulatory requirement to receive a minimum of 8 hours annual refresher training in household hazardous waste (HHW). The course is free to Kansas HHW personnel that have gone through the 24 hour initial HHW training and need to maintain their certification. The HHW course is available throughout the year and can be utilized at anytime with the correct password.

The course is divided into four different modules or sections allowing the user to complete a module at their convenience. You may start, stop, and exit each module at any time and restart where you left off. A course completion certificate will be available once you have completed all of the modules.

Before taking the course you will need to set up a KS-TRAIN account. Those instructions are included as an additional document with this letter.

The course password for the eight hour refresher course is **HHW2014**. Please note that the course password is NOT the same as your account password.

The course identification number is **1049808**.

Steps to take course:

1. Go to KS-TRAIN <https://ks.train.org> and create your own account. Please remember your user name and password because you will need that information to launch the course. Your account activity will be tracked within KS-TRAIN.
2. Once you have an account and set up a user name and password you can register for the course. You will enter the course ID number after you have logged into your account to register and launch for each module.
3. After completing all of the modules you will need to download or print your certificate of completion and keep it on record for three years.