

GroundWork 2025 Training Program

Program Overview

GroundWork 2025 is designed for individuals who apply for and manage Locate Requests as part of their job responsibilities. It provides the knowledge needed to interact with Ontario One Call's Web Portal to create and manage Locate Requests successfully.

Upon successful completion of this program, learners will be able to:

- Identify the rules, regulations, and laws that govern safe excavation in Ontario

- Attain the required information to submit an accurate, concise, and precise Locate Request

- Determine which Locate Request type to use for each situation

- Explain the importance of each entry in a Locate Request

- Confirm the necessary steps to manage your Locate Requests after submission

- Use the information provided to plan your next Locate Request with confidence

The Program is split into 5 courses and is only available online.

Courses:

1. The **Getting Prepared course** consists of the following lessons:
 - a. Understanding Damage Prevention
 - b. Role of Ontario One Call
 - c. Legal Compliance in Excavation
 - d. Understanding Locate Request types
 - e. Course Assessment
2. The **Using the Ontario One Call Portal course** consists of the following lessons:
 - a. Portal Navigation Basics and Resolving Login issues
 - b. Initiating a Locate Request
 - c. Course Assessment
3. The **Confirming Dig Locations course** consists of the following lessons:
 - a. Accurate Dig Location Entry: Single Address Request
 - b. Accurate Dig Location Entry: Advanced Requests
 - c. Dig Information
 - d. Course Assessment

4. The What You Need to Know course consists of the following lessons:

- a. Monitoring Locate Requests
- b. After Submission – What you need to know
- c. Compiling a Locate Package
- d. Course Assessment

5. Final Assessment and Completion Survey

ONLINE COURSE DURATION

The estimated learning time is 4 hours. Learners have 60 days to complete the modules and the final exam. During the 60 days, learners can go through every module at their own pace. If the learner hasn't completed the program within 60 days, the learner will need to complete all the modules again.

PASS MARK

A mark of 80% on the final exam is required to obtain the certificate of completion. Learners may take the exam up to 3 times to achieve a passing mark.

CERTIFICATE OF COMPLETION

Upon successful completion of this online course, learners will receive a Certificate of Completion, available for download and printing, as well as a digital badge that can be shared on professional platforms.

The certificate and badge are valid for 3 years from the date of course completion.

COMPATIBILITY

Thinking Cap supports the following browsers: Apple Safari, Google Chrome, Internet Explorer, and Mozilla Firefox. The course was created to be used on most internet-capable devices with standard web browsing capabilities. It is recommended you use a desktop, laptop, or tablet with an up-to-date web browser.

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QUESTIONS

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