

## Creating your Wallet Card:

| Step 1:  | <b>Employer representative signs the front side of the wallet card where indicated.</b><br>Note: Skip this step if your Training Administrator has set hte signature to be entered automatically.          |
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| Step 2a: | Cut around the outside of the card using the solid lines as your guide.  |
| Step 2b: | Fold the card in half along the center line.   |
|          | Note: The reverse side of the card contains a record of the training that was provided (required for the card to be valid).  |
| Step 3a: | Laminate the card to protect it from being damaged (optional).   |
|          | Note: The card is designed to fit standard thermal laminating pouched (GCB ID Badge - 2 1/8" x 4").  |
| Step 3b: | Trim the laminate. Allow 1/8" of laminate on all sides to prevent the card from separating.<br>Note: Wallet cards can be re-printed at any time (lost card, additional courses taken, training refreshed). |