

## Combined Forklift Refresher Training Course FAQ

### 1. What course(s) do I need to take to refresh my forklift training?

The C3 — Forklift and Telehandler Safety Refresher course is the new training requirement that combines the training of the C1 — Forklift Refresher and O1 — Rough Terrain Forklift Refresher courses into a single course. The C1 and O1 courses are no longer offered.

The C3 course is a combination of information from course C/C1 — Forklift Safety, and course O/O1 — Rough Terrain Variable Reach Safety. It reviews OSHA rules and regulations for all types of forklifts and basic vehicle information and safe practices for vertical mast forklifts and telehandlers. Topics include capacity and stability, operation and load handling, attachments, pre-use inspections, and refueling and recharging.

### 2. How will C3 reflect on the Online Roster?

The C1 — Forklift Refresher and O1 — Rough Terrain Forklift Refresher, if completed, will continue to show on the Online Roster until you take the C3 course. Once the C3 is completed, C1 and O1 no longer appear, but will be replaced by C3.

### 3. Who is required to complete the C3 course?

The C3 course is a requirement for those who are required to complete both the C — Forklift Safety and O — Rough Terrain Variable Reach Safety courses. Check the Required Course List on our website at [www.csatf.org](http://www.csatf.org) or log into your Portal Account by going to [www.csatf.org](http://www.csatf.org) and clicking on "Portal Sign-In," logging in and viewing your required training to see your training requirements. You can also generate your Compliance Report within your Portal Account by clicking on "My Docs" for roster and Contract Services-provided training requirements.

### 4. Is the C3 course required for those who only have the C course as a requirement?

No. Those in classifications that have only the C — Forklift Safety course as a training requirement, but not the O — Rough Terrain Variable Reach Safety, such as Local #724 Laborers, are not able to complete the C3 course. However, individuals in this situation are eligible to recertify their forklift training by completing the foundational C course again every 3 years if they choose.

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## 5. When am I eligible to complete the C3 course?

The C3 course is the Refresher course for the prerequisite foundational C — Forklift Safety and O — Rough Terrain Variable Reach Safety courses. Both courses must be completed in order to enroll into the C3 course. You will be sent† a notice 6 months prior to your forklift training expiration when action is required. You may also log in to your Portal Account (<https://portal.csatf.org>) to view expiration dates.

### **Can I take the C3 if I've only completed C or O (not both)?**

No, if you've completed only one of the foundational courses C or O, then you must complete the remaining course in order to be eligible to take the C3 course.

### **Am I required to complete the C3 if I recently recertified one of the forklift recertification courses?**

If you completed either C1 or O1 recently, you will be required to complete C3 when your remaining course is due to expire.

## 6. When is my deadline and how often will I be required to retake this training?

Individuals will need to retake their forklift training once every three (3) years. The date you last completed your forklift training will determine when you will be required to retake it. If you completed your C/C1 or O/O1 training on different dates, the deadline to complete the C3 will be 3 years after the earlier course deadline.

You will be sent† a notice 6 months prior to your forklift training expiration when action is required. You may also log in to your Portal Account (<https://portal.csatf.org>) to view expiration dates.

## 7. How do I complete the training?

The C3 course is a blended course, meaning there is an online portion and an in-person portion.

You must first enroll in the online portion (1.5 hours) of the course by going to your Portal Account at [www.csatf.org](http://www.csatf.org), selecting Portal Sign-In, logging in, and clicking on "Enroll" next to the C3 course.

Upon successful completion of the online portion, you can enroll in the in-person portion (1.5 hours) by returning to your Portal Account and scheduling your class at our Burbank facility. **Note: Due to concerns regarding the spread of COVID-19, Contract Services has been unable to offer in-person training since March 14, 2020. We will notify individuals required to take this course when we begin offering the in-person forklift portion again.**

†Because notices are either mailed or emailed, it is important that Contract Services has your current contact information and correspondence preference. You may view/update your contact information and correspondence preference within your Portal Account by going to [www.csatf.org](http://www.csatf.org), selecting Portal Sign-In, and logging in.