

Certificates for Employment

Add certificates to your resume and prepare for employment.



We offer certificates in Standard First Aid, Safe Food Handler and Soft Skills twice a year along with other relevant topics that include:

- Learn about Workers Rights and Responsibilities
- Learn about Occupational Health and Safety
- Learn about Canadian Workplace Culture
- Discuss work opportunities in Ottawa

Course Information and Location:

Face to Face Class
Monday to Friday, 12:30pm-3:00pm
Continuing Education Centre
440 Albert St.

Certificates that you can earn

(some minimal fees apply):

- Standard First Aid/CPR/AED Level C Certificate
- Safe Food Handler Certificate
- Soft Skills Solutions Certificate

** Please call for exact dates of the certificates above, as these change from year to year.

Eligibility for this course:

In order to register for this course you will need to meet this criteria:

- 18 years of age or older
- Listening, Speaking (CLB 5)
- Must have less than Grade 12 level of education (Canadian Equivalent)
- Refugee Claimant, Permanent Resident or Canadian Citizen

How to register:

You must make an appointment to register (no drop-ins please).

Limited space is available, reserve your spot now: Call us at **613-239-2325 ext. 2022** or email us at **LBS@ocdsb.ca** to make an appointment or to request more information.