



COMMONWEALTH of VIRGINIA

Department of Agriculture and Consumer Services

Office of Weights and Measures


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Joseph Guthrie
Commissioner

ACCESSING THE ONLINE SERVICE TECHNICIAN TRAINING

1. Enter <https://covlc.virginia.gov/Default.aspx> in your web browser and **log-in** to the Commonwealth of Virginia Learning Center. (go to step 2) ****If you cannot log-in,**  and follow the direction below:
➤ If you are a **FIRST TIME USERS - LOST CREDENTIAL or INACTIVE ACCOUNT – NEW EMAIL**
 - Please send your first and last name along with your email address to owm@vdacs.virginia.gov, and request that an account be created, reset, reactivated, or a new email be created for you. *(You will receive an email for account activation from the Office of Weights and Measures.)*
 - Once you receive this email go to the COV Learning Center <https://covlc.virginia.gov/Default.aspx>, click the forgot password Forgot your [login ID](#) or [password?](#)
 - **Enter your login ID** that was sent to you from the Office of Weights and Measures
 - You will then receive an email from the COV Learning Center to create a password, reset your password, etc. Once your password is reset, you can log-in to the Commonwealth of Virginia Learning Center (COVLC)
2. Once you have accessed the Virginia Learning Center, **click on the “Catalog” button** at the top of the screen. **Type “service technician”** in the search for box and **click “search”**.
3. The first two results that should come up are “Service Technician Meter Training – Office of Weights and Measures” and “Service Technician Scale Training – Office of Weights and Measures”. **Please select the appropriate training for your field of work.** You may need to take both. **(NOTE: If the current year is not available, you may take “any year” training for certification.)**
4. You will then see a screen with a blue button that says “START” under or beside the title of the course. **Click that “START” button** and **“LAUNCH”** the training.
5. A separate window will appear and there will be **two columns**. In the **left-hand column, you will see the title of the course. Double click this title.** The course will then appear in the right-hand column.
6. Take the course by scrolling through the slides using the “previous” and “next” buttons. Make sure you pay close attention to the items in red.
7. At the end of the course there will be a 10-question quiz. You must score at least an 80% to pass the course. Once complete, click the “Finish” button. Once done you may exit the course by clicking the “x” in the top right-hand corner.
8. A screen will appear with a message that you have completed the item. **Make sure you click “View Certificate” and print the certificate out. You must print the certificate and send in a copy with your application.**

You can always access or view your training certificate by going to your home screen and clicking on  Learn ▾ and selecting transcript. Then select [Certifications](#) tab at the top to view your certificates.

TRAINING IS REQUIRED EVERY 3-YEARS

NOTE: Please submit to owm@vdacs.virginia.gov ALL requests or questions

-Equal Opportunity Employer-