

TRAINING SUPPORT PRODUCTS

As an IVES Certified Trainer, many valuable resources are made available exclusively to you through our website at <u>www.ivestraining.com</u>, **free of charge**! Be sure to log in to the exclusive Member Dashboard area of the website and check out all the useful support offerings to choose from including the following items.

TrainTrak™

A free requalification notification service in which you simply add the relevant information of the operators you qualify. Every time you login, you will be able to generate a report showing detailed information on whom you have qualified and when they are due for requalification. The system will send reminder emails to you, the operator you have qualified and a supervisor or other contact of your choosing 90 days prior to the operator's expiry date and another at 30 days prior.



Ask Bob

A free technical support service accessible via e-mail or toll-free telephone. Get expert advice and assistance with any technical challenges you may need help with, usually within one business day or sooner. From regulations to equipment theory to documentation, IVES has you covered with support through Ask Bob.



The IVES Update

This is our electronic newsletter that is delivered to your e-mail inbox every month. The Update is our primary means of staying in touch with you so be sure to check out the table of contents of each edition as it announces important developments like changes to regulations and industry standards, revisions to operator training materials, technical updates as well as a host of industry-related general interest articles, accident reports and other useful information.



Downloadable Materials & Updates

In this section of your member dashboard you will find a wealth of useful information including hundreds of support documents, product orientation videos, revised trainer materials, answer keys, equipment inspection and safety checklists, lesson plans and more. Spend a bit of time browsing this section and we're sure you will find something useful.



CASTLE MULTIFUNCTION MODEL

The official name is the Capacity, Stability and Leverage Multifunction Model, which is a bit of a mouthful so, to keep it simple, we're calling it the CASTLE Model. We've developed this model to help you, the trainer, demonstrate the concepts of capacity, stability and leverage to your operators. Watch the CASTLE assembly and use the tutorial video online!

Length: 11"

Width: 5" w/fork attachment / 16" w/Balance Beam™

Height: 16"

 REGULAR
 MEMBER

 \$229.95
 \$199.95









I couldn't have asked for a better experience.

Everything was very well thought out and executed.

- RANDY MILLER, PRINTPACK

COMPLIANCE PACKAGES

OPERATOR COMPLIANCE PACKAGES

Each package contains everything necessary to train, evaluate and document an operator. Choose from standard or narrow aisle forklift, rough terrain telehandler, powered pallet truck, skid-steer loader, backhoe loader, wheel loader, excavator, aerial boomlift, scissor lift or MEWPs (boom/scissor combined). Also available in Spanish. Each package includes:

- 1. 1 Operator Reference Manual.
- 2. 1 Operator Theory Test.
- 3. 2 Practical Evaluation Forms.
- 4. 1 Training and Evaluation Record.
- 5. 1 Operator Certificate (Wallet Card).
- 6. 1 Program Completion Certificate.
- 7. 1 Training Folder.

NOTE: Purchases of Operator Compliance Packages by non-IVES Certified Trainers are subject to regular pricing and DO NOT include items 3 through 7 listed to the left.

Standard Packages		MEWP Combo Packages			
UNITS	REGULAR	MEMBER	UNITS	REGULAR	MEMBER
1 to 15	\$33.00	\$27.45	1 to 15	\$46.00	\$38.55
16 to 31	32.00	26.25	16 to 31	45.00	37.70
32 to 47	31.00	25.10	32 to 47	44.00	36.80
48 to 63	30.00	23.90	48 to 63	43.00	35.95
64 to 79	29.00	22.70	64 to 79	42.00	35.05
80 to 95	28.00	21.50	80 to 95	41.00	34.20
96 to 199	27.00	20.35	96 to 199	40.00	33.30
200+	26.00	19.50	200+	39.00	31.95



MEWP OPERATOR FAMILIARIZATION PACKAGES

Each package contains everything necessary to familiarize and document MEWP operators as per ANSI and CSA standards:

- 1 Notice to Trainer.
- 8 Familiarization Folders.
- · 8 Familiarization Checklists.
- 8 Familiarization Record (FARE) Cards.
- 8 Familiarization Training Guides.

UNITS	REGULAR	MEMBER
1	\$90.00	\$80.00
2	86.00	76.00
3	82.00	72.00
4+	78.00	68.00





Materials are top-notch!!
Truly the best training I've ever been to.
- EILEEN WILLIAMS, APPLIED DIGITAL

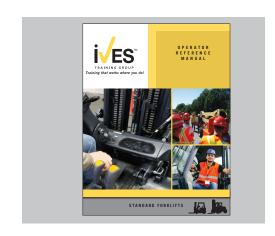
Want to know more about what comes in each Operator **Compliance Package?**

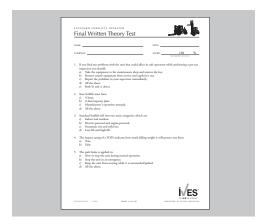
1. Operator Reference Manual

Completion and review of these manuals provides trainees with an understanding of the required equipment-specific theory and prepares them for a final written test.



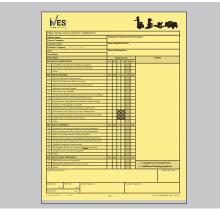
NOTE: Purchases of Operator Compliance Packages by non-IVES Certified Trainers are subject to regular pricing and do not include items 3 through 7 listed below.





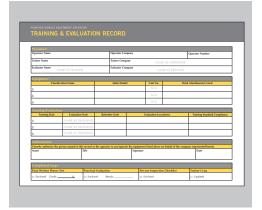
2. Operator Theory Test

A written test intended to assess the equipment-specific knowledge/ understanding of trainees and form part of the training record.



3. Practical Evaluation Form

Intended for use by the program trainer to evaluate the trainees' abilities to demonstrate safe operation of the equipment and to form part of the training record.



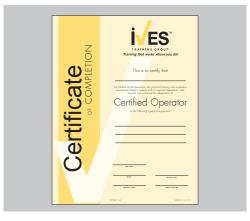
4. Training & Evaluation Record

All information relative to the trainees' training and evaluation as required by safety and health regulations is recorded here making it a vital piece of documentation for the training record.



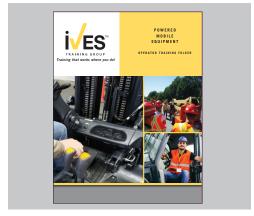
5. Operator Certificate (Wallet Card)

A wallet-sized card listing essential data that operators can keep on their person as proof of successful completion of the operator training program.



6. Program Completion Certificate 7. Training Folder

This 8½" x 11" mountable certificate lists essential data relating to the successful completion of the operator training program.



This folder provides convenient storage for the required program documentation and fits neatly into a file cabinet for reference as required.

TRAINER POWER PACKS

SAVE MONEY BY ORDERING POWER PACKS OVER INDIVIDUAL ITEMS!

If you are looking for ways to increase the effectiveness of your classroom presentations as well as add an element of color and visual enhancement to your overall presentation, look no further! These valuable training aids have been assembled into a handsome, sturdy carrying case for the trainer on the go.

NOTE: IVES Certified Trainers receive a \$100 DISCOUNT on a Power Pack after successfully completing an IVES Trainer Certification Program! Power Packs available to IVES Certified Trainers only.



STANDARD FORKLIFT

- · 8 Operator Compliance Packages.
- 1 Digital Training Aid.
- 1 Intro to Standard Forklifts Video.
- 1 Point of View Video.
- 1 Lessons Learned Video.
- 1 CASTLE Model.
- 1 Die Cast Model.
- 1 "Be Aware Be Safe" Safety Poster.
- 1 Trainer Briefcase.

REGULAR	MEMBER
NA	\$815.00

POWERED PALLET TRUCK

- 8 Operator Compliance Packages.
- · 1 Digital Training Aid.
- 1 Intro to Powered Pallet Trucks Video.
- 1 Lessons Learned Video.
- 1 CASTLE Model.
- 1 Die Cast Model.
- 1 "Be Aware Be Safe" Safety Poster.
- 1 Trainer Briefcase.

REGULAR	MEMBER
NA	\$735.00

NARROW AISLE FORKLIFT

- 8 Operator Compliance Packages.
- 1 Digital Training Aid.
- 1 Intro to Narrow Aisle Forklifts Video.
- 1 Lessons Learned Video.
- 1 CASTLE Model.
- 1 "Be Aware Be Safe" Safety Poster.
- · 1 Trainer Briefcase.

REGULAR	MEMBER
NA	\$675.00



Your choice of models! Check our website for available inventory and pricing.





ROUGH TERRAIN TELEHANDLER

- 8 Operator Compliance Packages.
- 1 Digital Training Aid.
- 1 Intro to Rough Terrain Telehandlers Video.
- 1 Lessons Learned Video.
- 1 CASTLE Model.
- 1 Die Cast Model.
- 1 "Be Aware Be Safe" Safety Poster.
- 1 Trainer Briefcase.

REGULAR	MEMBER
NA	\$755.00





All videos are accessible in web browser viewing format.

MOBILE ELEVATING WORK PLATFORMS (MEWPS)

- 8 Operator Compliance Packages.
- 1 Digital Training Aid.
- 1 Intro to Aerial Boomlifts Video.
- 1 Intro to Scissor Lifts Video.
- 1 Die Cast Scissor Lift Model.
- 1 "Be Aware Be Safe" Safety Poster.
- 1 Trainer Briefcase.

REGULAR	MEMBER
NA	\$695.00

Your choice of models! Check our website for available inventory and pricing.



* May be exchanged for "Did You Catch That?" video if preferred.

SCISSOR LIFT

- 8 Operator Compliance Packages.
- 1 Digital Training Aid.
- 1 Intro to Scissor Lifts Video.
- 1 Die Cast Scissor Lift Model.
- 1 "Be Aware Be Safe" Safety Poster.
- 1 Trainer Briefcase.

REGULAR	MEMBER
NA	\$575.00

AERIAL BOOMLIFT

- 8 Operator Compliance Packages.
- 1 Digital Training Aid.
- 1 Intro to Aerial Boomlifts Video.
- 1 "Be Aware Be Safe" Safety Poster.
- 1 Trainer Briefcase.

REGULAR	MEMBER
NA	\$515.00



This was probably the most enjoyable training process
I have ever gone through.
- JUSTIN HAAS, NUTEK (FIRST QUALITY PRODUCTS)

SKID-STEER LOADER

- 8 Operator Compliance Packages.
- 1 Digital Training Aid.
- 1 Intro to Skid-steer Loaders Video.
- 1 Die Cast Model.
- 1 "Be Aware Be Safe" Safety Poster.
- 1 Trainer Briefcase.

WHEEL LOADER

1 Digital Training Aid.

1 Die Cast Model.

1 Trainer Briefcase.

REGULAR

1 Intro to Wheel Loaders Video.

REGULAR	MEMBER
NA	\$575.00

EXCAVATOR

- 8 Operator Compliance Packages.
- 1 Digital Training Aid.
- 1 Intro to Excavators Video.
- 1 Die Cast Model.
- 1 "Be Aware Be Safe" Safety Poster.
- 1 Trainer Briefcase.

REGULAR	MEMBER
NA	\$585.00

BACKHOE LOADER

- 8 Operator Compliance Packages.

 8 Operator Compliance Packages.
 - 1 Digital Training Aid.
 - 1 Intro to Backhoe Loaders Video.
 - 1 Die Cast Model.
 - 1 "Be Aware Be Safe" Safety Poster.
 - 1 Trainer Briefcase.

REGULAR	MEMBER
NA	\$585.00









Your choice of models!
Check our website for available inventory and pricing.

NA \$585.00

MEMBER

1 "Be Aware - Be Safe" Safety Poster.

REQUALIFICATION MATERIALS

TRAINING REQUALIFICATION MATERIALS

OPERATOR REQUALIFICATION PACKAGES

Each package contains the materials needed to requalify 8 powered mobile equipment operators. Choose from standard or narrow aisle forklift, rough terrain telehandler, powered pallet truck, skid-steer loader, backhoe loader, wheel loader, excavator, aerial boomlift, scissor lift or MEWPs (boom/scissor combined). Also available in Spanish. Includes:

- 1 Regualification Notepad.
- 8 Requalification Study Guides.

Regular Packages		MEWP Packages			
UNITS	REGULAR	MEMBER	UNITS	REGULAR	MEMBER
1 to 2	NA	\$115.00	1 to 2	NA	\$147.00
3 to 4	NA	112.00	3 to 4	NA	144.00
5 to 6	NA	109.00	5 to 6	NA	141.00
7 to 8	NA	106.00	7 to 8	NA	137.00
9 to 10	NA	103.00	9 to 10	NA	133.00
11+	NA	100.00	11+	NA	129.00



REQUALIFICATION POWER PACK™

Developed specifically for trainers who would like to utilize additional resources when requalifying eight previously qualified operators. Choose from standard or narrow aisle forklift, rough terrain telehandler, powered pallet truck, skidsteer loader, backhoe loader, wheel loader, excavator, aerial boomlift, scissor lift or MEWPs (boom/scissor combined). Also available in Spanish. Includes:

- 8 Operator Requalification Study Guides.
- 1 Operator Requalification Notepad.
- 1 Digital Training Aid.
- 1 "Be Aware Be Safe" Safety Poster.
- 1 "Introduction Series" Video interchangeable with 1 "Did You Catch That?" Video" in Standard, Narrow Aisle Forklift and MEWP Power Packs.
- 1 Trainer Satchel.

NOTES:

- 1. Operator Requalification materials available to IVES Certified Trainers only.
- 2. Video accessible in web browser viewing format.



Regular Pricing		MEWP Pricing	
REGULAR	MEMBER	REGULAR	MEMBER
NA	\$245.00	NA	\$295.00



It was a fantastic course and very informative.

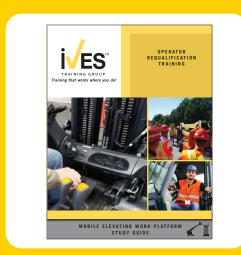
It left me feeling confident as a trainer and well equipped to succeed.

- MITCH SABAL, NORTHWARD WEST

OPERATOR REQUALIFICATION STUDY GUIDES

An excellent reference for providing theory review for previously qualified operators. These guides are condensed versions of the original IVES Operator Reference Manuals. Choose from standard or narrow aisle forklift, rough terrain telehandler, powered pallet truck, skid-steer loader, backhoe loader, wheel loader, excavator, aerial boomlift, scissor lift or MEWPs (boom/scissor combined). Also available in Spanish.

Regular Pricing		MEWP Pricing			
UNITS	REGULAR	MEMBER	UNITS	REGULAR	MEMBER
1 to 8	\$15.00	\$12.15	1 to 8	\$19.00	\$15.85
9 to 16	14.25	11.55	9 to 16	18.25	15.05
17 to 24	13.50	10.90	17 to 24	17.50	14.20
25 or more	12.75	10.30	25 or more	16.75	13.40



Want to know more about what comes in each Operator Requalification Package?

8 Study Guides



8 Theory Tests



8 Operator Certificates (Wallet cards)



8 Evaluation Forms



8 Training & Evaluation Records



8 Program Completion Certificates





I have received other company's training, but did not get the level of excellence received in this class. -JAIME BATISTA, RECOLOGY SAN FRANCISCO

SAFETY PRODUCTS



FORK INSPECTION KITS

Even the best operators cannot assess the condition of the forks beyond obvious wear and damage detectable to the naked eye. This useful kit provides you with the ability to make quick and accurate measurements to compare with critical fork arm wear specifications and ensures that the forks on your machines are in the condition they need to be in to get the job done.

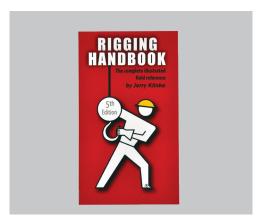
REGULAR	MEMBER
\$67.95	\$57.75



OSHA PIT REGULATIONS POSTER

If your company uses forklifts in the United States, then this poster is the ideal way to inform your employees of the key points of the OSHA 29CFR 1910.178 Regulation regarding training, safe operation and inspection of powered industrial trucks (PITs) (18" \times 24").

REGULAR	MEMBER
\$19.95	\$15.45



RIGGING HANDBOOK

The Rigging Handbook is a valuable "must have" for mobile crane and/or boom truck operators, riggers, and supervisors. As anyone that works with or around hoisting equipment will tell you, rigging is an entire world unto itself.





LIFT TRUCK LOG

Document the inspection and maintenance history of each of your forklifts with this comprehensive Lift Truck Log. Available for standard and narrow aisle forklifts, as well as powered pallet trucks.

REGULAR	MEMBER
\$60.95	\$52.95



ANSI/SAIA MANUAL OF RESPONSIBILITIES

This manual details the responsibilities of all parties relative to the safe use and operator training for mobile elevating work platforms (MEWPs) and must be present on the equipment at all times.

REGULAR	MEMBER
\$7.45	\$6.25

SAFETY REFERENCE CARD - MEWP OCCUPANT (PACK OF 3)

The MEWP Occupant Safety Reference Card is a colorful and informative item containing easy to understand references to twelve operational safety procedures common to all MEWPs.

Operators can use this card as part of their procedure to find out if occupants have a basic understanding of how to work safely on a MEWP or if more training is needed. Printed on waterproof, tear resistant polymer material, this safety reference card can be stored ready to use in the weather-resistant compartment of any MEWP. Also available in Spanish. Dimensions: 12" x 4".

Volume discounting available for this product. Save 35% by ordering 4 or more - that's savings of over \$5.00 per package! Login for accurate pricing and availability.

UNITS	REGULAR	MEMBER
1	\$18.95	\$15.45
2 to 3	13.95	10.95
4+	12.95	10.25



"BE AWARE - BE SAFE" SAFETY POSTER

This high-impact Safety Poster cleverly delivers a simple but powerful message "BE AWARE – BE SAFE". The placement of posters and signs around the training room creates an atmosphere that brings safety to the forefront. This has a positive and measurable effect on the trainees that will affect their willingness to accept and adopt safety information. This may seem insignificant to some, but as any experienced trainer can tell you, any edge you can get helps!

Approximate dimensions: 18" x 24".

- Earthmovers.
- Forklifts.
- MEWPs.

REGULAR	MEMBER
\$12.95	\$10.45



CAUTION SIGNS

Keep your pedestrians and forklift operators aware of potentially hazardous working environments with these highly visible signs. Durable, water-resistant polyethylene plastic (10" x 14") perfect for the warehouse. Available with the following messaging:

- No Smoking Battery Changing.
- Caution Forklift Traffic.
- Caution Pedestrian Traffic.

REGULAR	MEMBER
\$29.95	\$20.95

- No Smoking Propane Changing.
- Caution Stop & Sound Horn.
- Caution Secure Trailer.





TRAINER SATCHEL

This soft-shell carrying case is perfect for the trainer on the go. Complete with an exterior storage compartment and an adjustable shoulder strap (16" x 12").

REGULAR	MEMBER
\$50.00	\$36.95



IVES WINTER HAT

Stay warm and cozy with the IVES winter hat. Made of 100% acrylic material. One size fits most.

REGULAR	MEMBER
\$18.95	\$15.95



TRAINER BRIEFCASE

This sturdy hard-shell case has plenty of space for training manuals, models and more. Plenty of interior/exterior pockets and compartments for pens and paper. Comes with an adjustable carry strap so just load it up and you're good to go (18" x 13" x 8½").

REGULAR	MEMBER
\$200.00	\$173.95



IVES BALL CAP

100% cotton gray baseball style hat with IVES logo. One size fits most.

REGULAR	MEMBER
NA	\$17.95



NECK LANYARD W/VERTICAL ID HOLDER

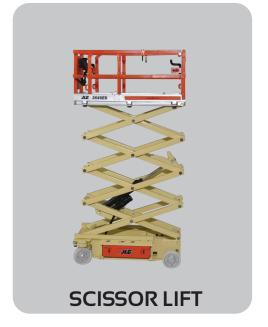
This quick release neck lanyard comes with a heavy-duty vertical ID holder. Display your IVES Certified Trainer card or give to your operators to hold their operator wallet cards. Ideal for keeping your credentials handy when you are working off site.

UNITS	REGULAR	MEMBER
1 to 3	\$7.95	\$7.30
4 to 6	6.75	6.25
7 to 9	5.75	5.25
10+	4.95	4.45



















DIGITAL TRAINING AIDS

OPERATOR TRAINING DTA

Designed to seamlessly complement our Operator Reference Manuals, these graphic training aids are a stunning slide show collection of the most accurate and colorful imagery on the market today. Each presentation is designed to provide visual stimulation while reviewing the Operator Reference Manual.

Regular Pricing		MEWP Pricing			
UNITS	REGULAR	MEMBER	UNITS	REGULAR	MEMBER
1	\$129.95	\$103.95	1	\$145.95	\$132.95
2	103.95	82.95	2	129.95	103.95
3+	77.95	61.95	3+	103.95	82.95

OPERATOR REQUALIFICATION DTR

Expertly crafted to enhance our Study Guides, these visually striking slide shows feature a collection of the most precise and vivid imagery available today. We believe you'll find these to be the premier visual tool for training. It will bring a dynamic, vibrant element to your operator requalification training programs.

Regular Pricing		MEWP Pricing			
UNITS	REGULAR	MEMBER	UNITS	REGULAR	MEMBER
1	\$99.95	\$77.95	1	\$119.95	\$99.95
2	79.95	62.95	2	95.95	79.95
3+	59.95	46.95	3+	71.95	59.95



Available in both downloadable and web browser viewing format for standard forklift, aerial boomlift, scissor lift, MEWP (aerial boomlift/scissor lift), narrow aisle, powered pallet truck, skid-steer loader, wheel loader, backhoe loader, rough terrain telehandler and excavator. Visit our website for a preview of this product! Also available in Spanish.



INTRODUCTION SERIES VIDEOS

A basic introduction on a specific machine focusing on how to conduct a proper pre-use inspection. Choose from standard forklift (17 min), narrow aisle (30 min) and rough terrain telehandler (38 min), powered pallet truck (20 min), skid-steer loader (19 min), aerial boomlift (23 min), scissor lift (41 min), wheel loader (20 min), backhoe loader (21 min) or excavator (22 min). Available in English and Spanish. This entire video series is accessible in web browser viewing format.

UNITS	REGULAR	MEMBER
1 to 2	\$84.95	\$62.95
3 to 4	79.95	49.95
5+	74.95	43.95



For a preview of these videos, go to our website at www.ivestraining.com

LESSONS LEARNED

This video follows each aspect of a masterfully executed accident investigation following a true-life fatal collision between a forklift and a pedestrian at an industrial mill site. This video has no actors or re-enactment - the tragic event that led to the investigation and all the people shown are real. Also available in Spanish. Accessible in web browser viewing format.

Approximate length: 12 minutes.



UNITS	REGULAR	MEMBER
1 to 2	\$24.95	\$20.95
3 to 4	19.95	16.95
5+	17.95	14.95



The IVES program was thoughtfully planned out and highly effective. I would recommend this program to anyone interested.
-KARLIE HUNTER, TAPLOW

VENTURES LTD.

POINT OF VIEW

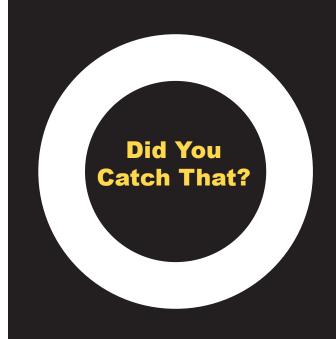
The Point of View Standard Forklift Video allows you to see things from the operator's position. This fast-paced video gives the viewer a glimpse of the world from the perspective of a working sit-down standard forklift operator. Point of View addresses some of the most common hazards encountered by forklift operators within a typical warehouse environment. An interesting mix of innovative footage, computer animation and expert narrative makes Point of View a valuable contribution to any standard forklift operator training program.

Accessible in web browser viewing format.

Approximate length: 18 minutes.



UNITS	REGULAR	MEMBER
1 to 2	\$176.95	\$135.95
3 to 4	141.95	108.95
5+	123.95	94.95



DID YOU CATCH THAT?

These are the perfect videos for operator requalification and/ or refresher training programs to add a dimension of interaction that will enhance the overall learning experience for operators and trainees. Viewers are challenged to spot as many errors as they can while watching an operator perform various tasks with a piece of powered mobile equipment. See if your trainees can pick out the safety infractions – it's both educational and fun! Choose from standard forklift (12 min), MEWPs (boom/ scissor combined) (17 min) or narrow aisle (13 min). Available in English and Spanish. Accessible in web browser viewing format.

UNITS	REGULAR	MEMBER
1 to 2	\$84.95	\$62.95
3 to 4	79.95	49.95
5+	74.95	43.95



If you use powered mobile equipment like forklifts, mobile elevating work platforms (MEWPs) or earthmovers, then your operators need training, and we can help!

IVES' products and services are built around the simple philosophy that any job worth doing, is worth doing right. The IVES Training System™ provides everything you need to deliver your training "right." It starts with training your trainers – not only in how to train but also in how to produce and file the proper documentation. We have three convenient options when it comes to training:

TRAINING AT OUR SITE

Our Train the Trainer Programs are available at more than 15 locations across North America. Come and learn with us!

In as little as 2 days, you will learn the skills you need to start a comprehensive operator training program at your workplace. Our programs address a variety of equipment including: Forklifts, MEWPs and Earthmovers.

We support you with comprehensive operator training and retraining materials as well as equipment-specific training aids. We provide on-going technical and administrative support and remind you when your operators need to be retrained.

The IVES Training System™ will help you to ensure that your company's powered mobile equipment operator training meets or exceeds all applicable industry standards and mandatory safety and health regulations.

TRAINING AT YOUR SITE

Can't come to us? No problem. We'll come to you! Whether it's a Train the Trainer program, operator training or even requalification for your previously trained employees – we can help.

We'll send a Certified Master Trainer to your workplace to conduct whatever training it is that you need. Call or visit us online – we'll help you figure out which program is right for you.

ONLINE TRAINING

INTEGRATED OPERATOR TRAINING - If you're having trouble finding the time to fit an operator training program into your busy schedule, we've got you covered with online operator training for forklifts, MEWPs and earthmovers. Trainees can log in from any location with Internet access and be led through the classroom training and testing by a live streaming IVES Certified Master Trainer. Successful trainees come out of this online program ready for a qualified trainer* at your location to take them through the hands-on practical training and evaluation portions of their program.

*IVES Certified Trainer with valid credentials required.

TRAINER RECERTIFICATION - Avoid travel and missed time while getting refreshed, updated and re-energized by taking our Online Trainer Recertification program. Log on from any convenient location with Internet access and get your trainer credentials extended while engaging with other trainers and a live IVES Certified Master Trainer.

Tel USA 360.945.1909
Tel Canada 604.542.4837
Toll-free 1.800.643.1144

E-mail info@ivestraining.com

Web www.ivestraining.com

Click here to go to our website at www.ivestraining.com