

Preparation and Packaging Competency Evaluation Instructions

1. Retrieve photos from Camera

Cameras will vary, please consult your camera's instructions to determine how to copy photos to your computer. Please save the photos in a location you will be able to find later, we recommend a new folder on your desktop.

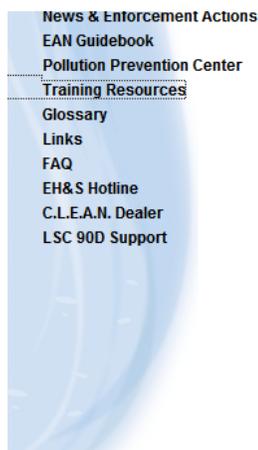
2. Go to www.cleandealer.com (type this into the URL box, not a search engine)



3. Click "Training Resources" on the right side of the page.



4. Click "Click Here for Course" for the EHM-011: High Voltage NiMH Battery Preparation and Packaging for Ground Transportation Course.



[Click Here for Course](#)



[Click Here for Course](#)

EHM - 011: High Voltage NiMH Battery Preparation and Packaging for Ground Dealers"

Hazmat U is an e-learning program that was created by Dealership fixed operations Hazmat employees to provide a better understanding of HazMat (Hazardous Materials) shipping requirements and ensure dealerships comply with DOT training requirements and

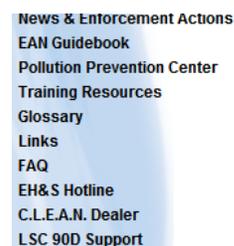
[Click here for more information on Hazmat U Online Training](#)

Function Specific Hazmat Training "EHM - 011: High Voltage NiMH Battery Preparation and Packaging for Ground Transportation Course"

EHM-011 is an e-learning function specific training program for Certified Technicians and Parts personnel who handle, pack, and ship High Voltage batteries via ground transportation.

[Click here for more information on EHM - 011 Function Specific Training](#)

5. Type in your Dealer Code and SPIN and click Login



Please note, this course does not certify you to work on hybrid vehicle high-voltage systems. This course is intended for certified technicians who have successfully completed course 071 – Toyota Hybrid System and this High Voltage NiMH Battery Preparation and Packaging course.

To Access the EHM - 011 Function Specific Training, please enter your dealer code and SPIN number below:

Dealer Code: SPIN:

Modules

- Preparation
- Packaging

Learning Objectives Upon the Completion of Each Module



1. Preparation

6. Click "Training"

Home Training EHS |

Welcome to My KPA Online

This site offers the following resources for a safer and environmentally friendly workplace. The navigation options listed below will always be available from the navigation menu across the top of the page.

- **Home** - Welcome and Site Introduction
- **Training** - Take Online Training, Review Course Results, Reprint Certificates
- **EHS** - Take Online Training, Review Course Results, Reprint Certificates Employees

Contact KPA: 877-572-4347 SCORN@kpaonline.com © Copyright 20

7. Click "Begin Course" under the Preparation and Packaging Competency Evaluation Course. (the one on the bottom of the page)

If you already tried this course once, click "Resume Course"

Preparation and Packaging Competency Evaluation

Not Yet Taken

(PLEASE DO NOT TAKE THIS COURSE UNTIL YOU HAVE A DRC)

To begin the return of HV Batteries (HVBs) to Toyota, all Dealership associates who prepare and/or package HVBs for shipment must complete this HV Battery Function Specific Training (EHM-011) to demonstrate preparation and packaging competency under this new process. The associate must prepare and package one HV Battery and submit three photographs of the process using the link on the right.

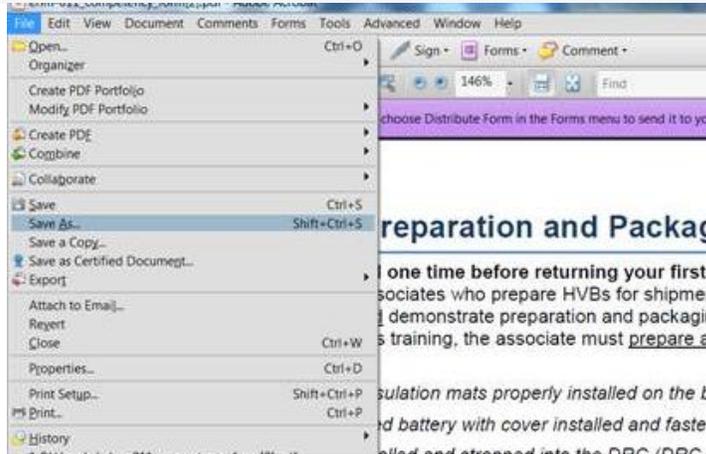
[Begin Course](#)

8. Click the PDF Icon to Download the blank form.

1. Download the blank form below and save it to your desktop:



9. Use "Save As" under the File menu to save the document to a place where you'll find it later.



10. Fill in your information at the top of the form.

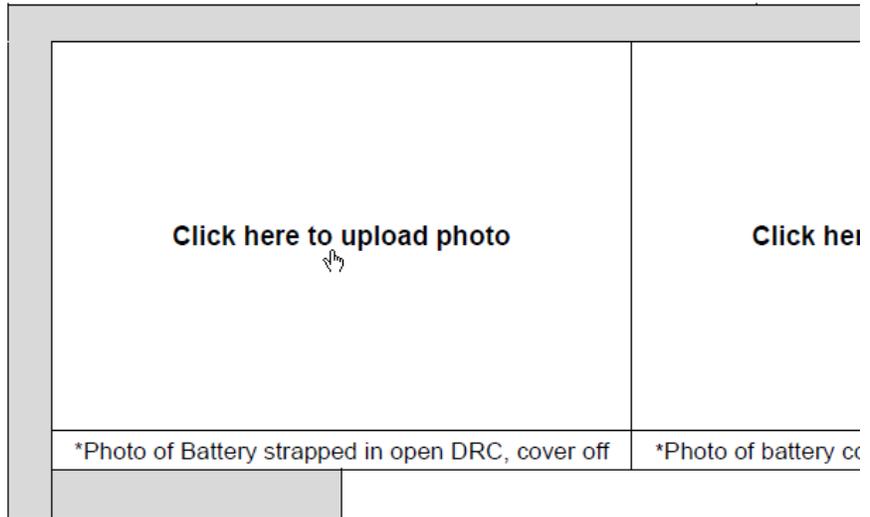
Dealership Contact Information

*Dealer Name: *Dealer Code:

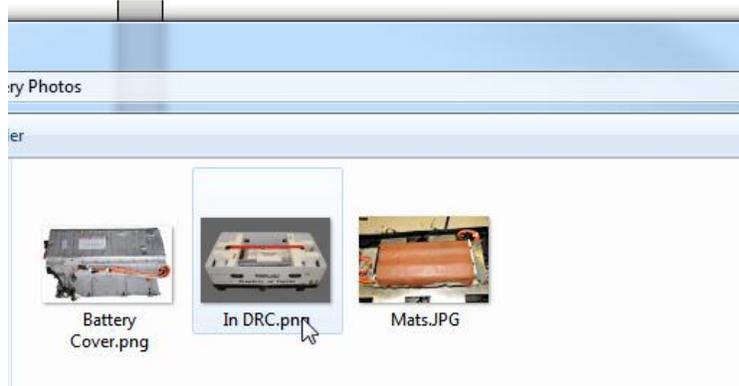
*Service Mgr. Direct Phone #: *Date:

*Hybrid Tech/Preparer Name: *Phone #:

11. Click the first box to load in your photo.



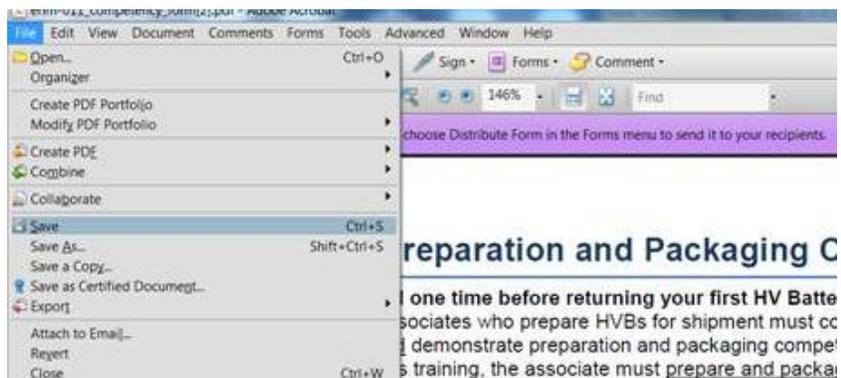
12. Go to the folder where you saved your photos from your camera in step 1 and select the first photo.



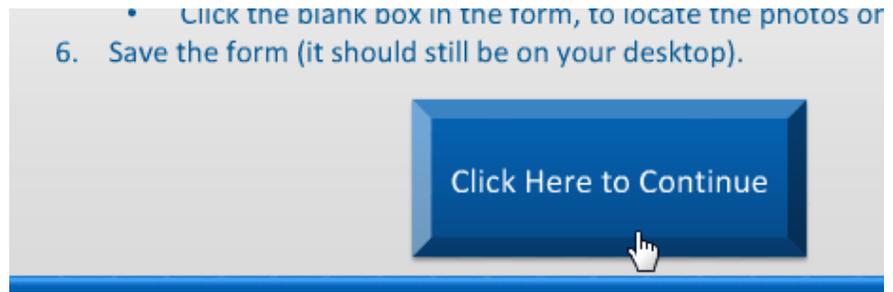
13. Repeat Step 11 and 12 until all the photos are loaded into the form.



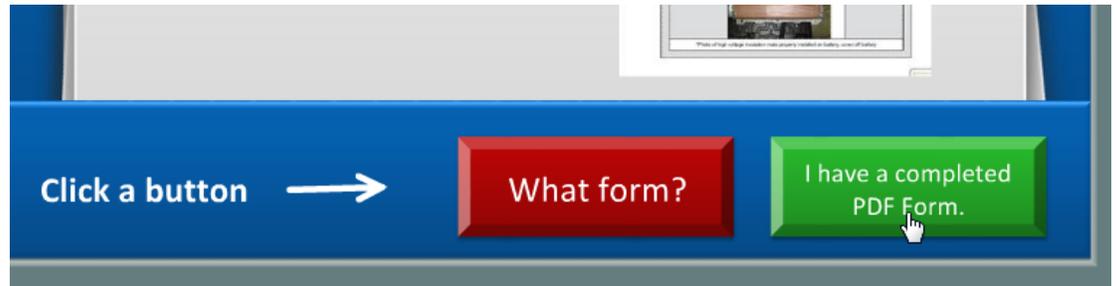
14. Save the PDF File



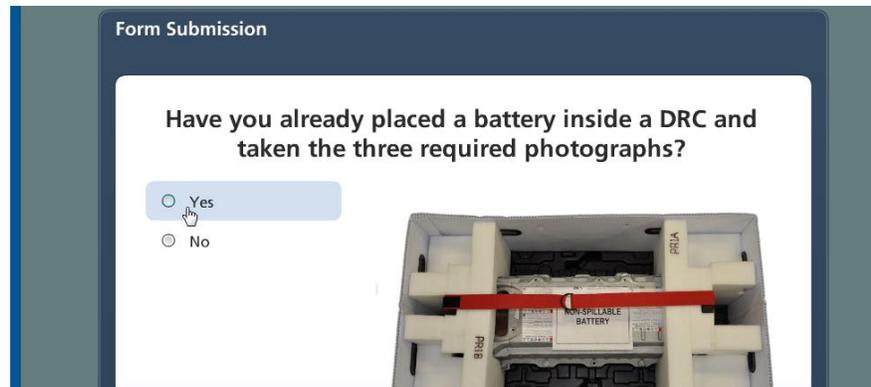
15. Go back to the course from step 8 and click the "Click Here to Continue" Button



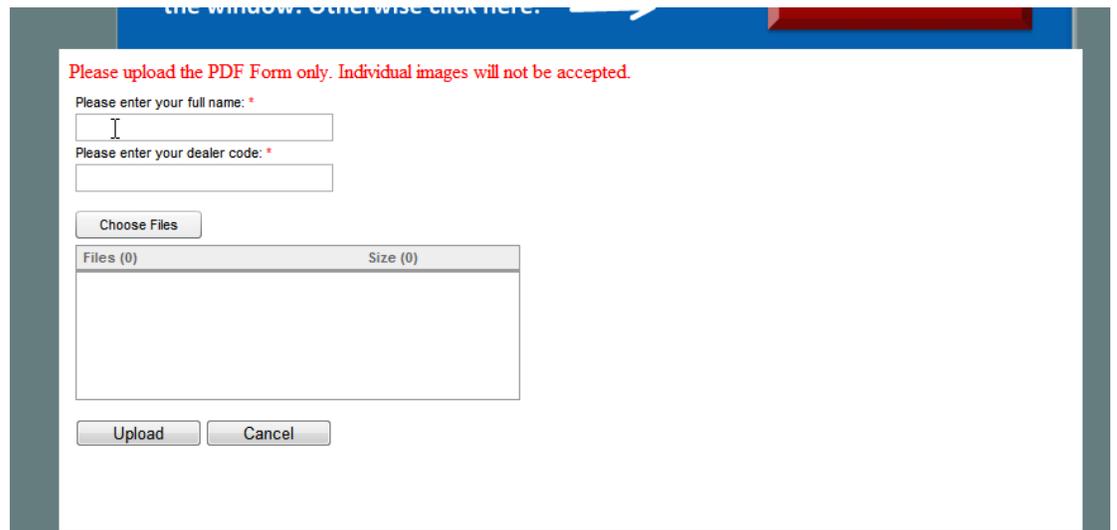
16. Click the "I have a completed PDF Form" Button



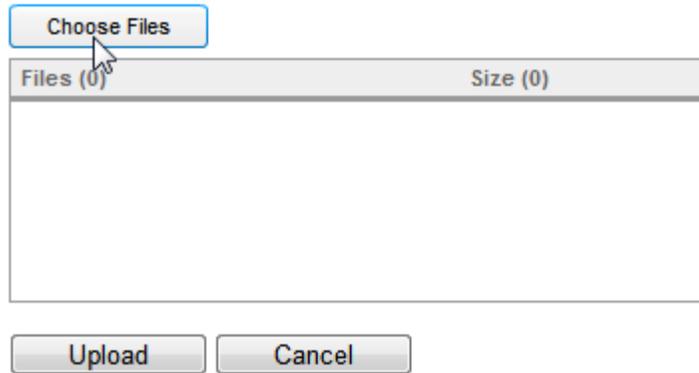
17. Complete the Quiz



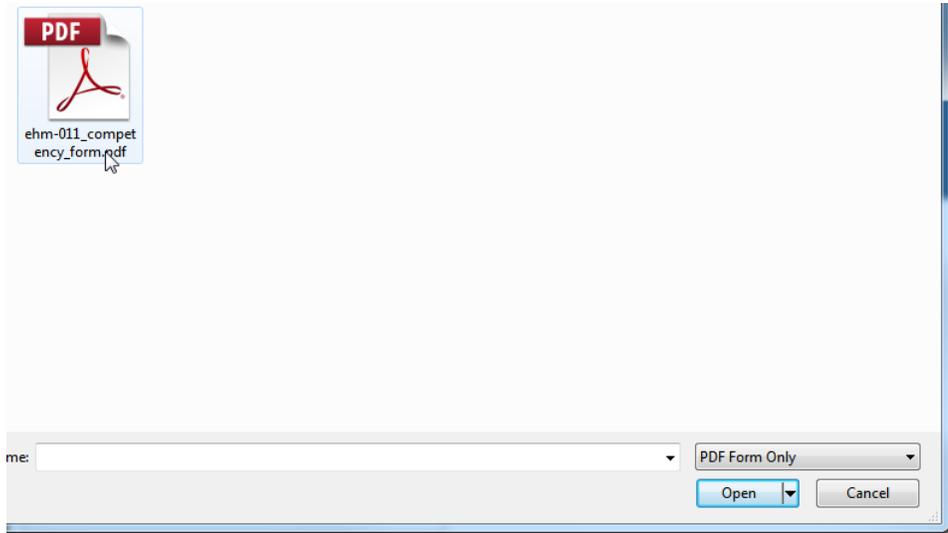
18. Enter your full name and dealer code on the form near the bottom of the page



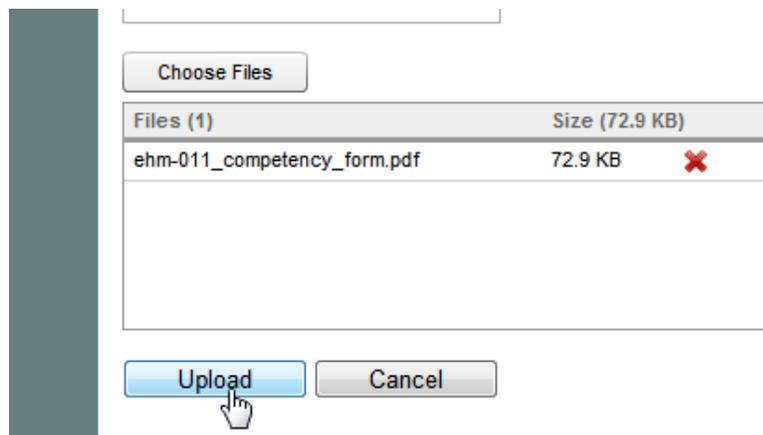
19. Click Choose Files



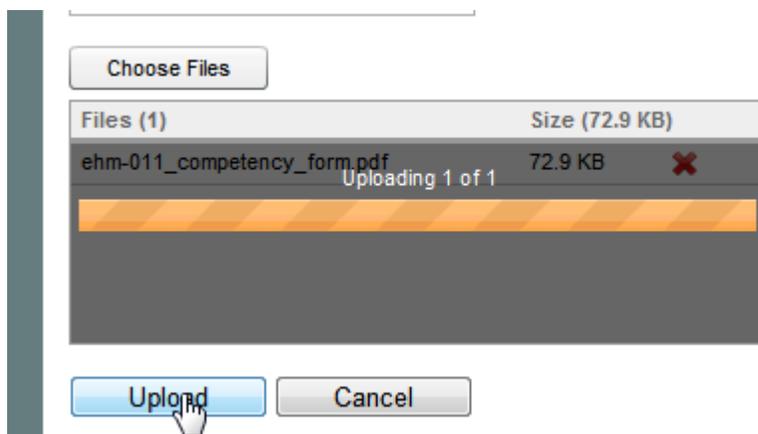
20. Find and double click the form you saved in step 14.



21. Click Upload



22. The Page should say Uploading 1 of 1



23. Once done, it should give you a success message.

Please upload the PDF Form only. Individual images will not be accepted.

You have successfully uploaded your form. KPA will now review your document.

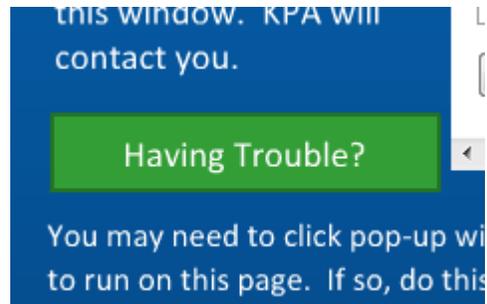
Please enter your full name: *

Please enter your dealer code: *

Choose Files

Files (0)	Size (0)
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24. If you don't see a message like the one above. Click the "Having Trouble"



Once your file is successfully uploaded, KPA will review your submission. KPA will send out a follow up email to notify the dealership that a Preparation and Packaging Competency Evaluation has been approved.