

Comprehensive Training is a Click Away

ARA University (ARAUniversity.org) is a FREE member benefit providing quality, trackable education to its employees.

ARAU is a Learning Management System (LMS) that combines automotive recycling industry specific courses developed by ARA, as well as courses from the LMS provider company, KPA. KPA provides up-to-date educational content to ensure environment, health, safety and more compliance is at the fingertips of its partnering organizations, like the ARA.

ARAU delivers unlimited access to the automotive recycling industry's premier online video training, available 24/7 from any computer, 24/7 from any computer and most mobile devices.

Courses can be customized for each employee, either as mandatory or optional, depending on their job function. Upon enrollment in the University, each user company will choose an Administrator for the business who can add and delete employees from the platform, track employee training progress, run reports to verify training when regulators come calling, and more. You can even add on-site training to an employee's coursework record.

Modules take anywhere from 10 minutes to 30 minutes to complete and some courses contain multiple modules. Employees are quizzed at the end of each module for comprehension.

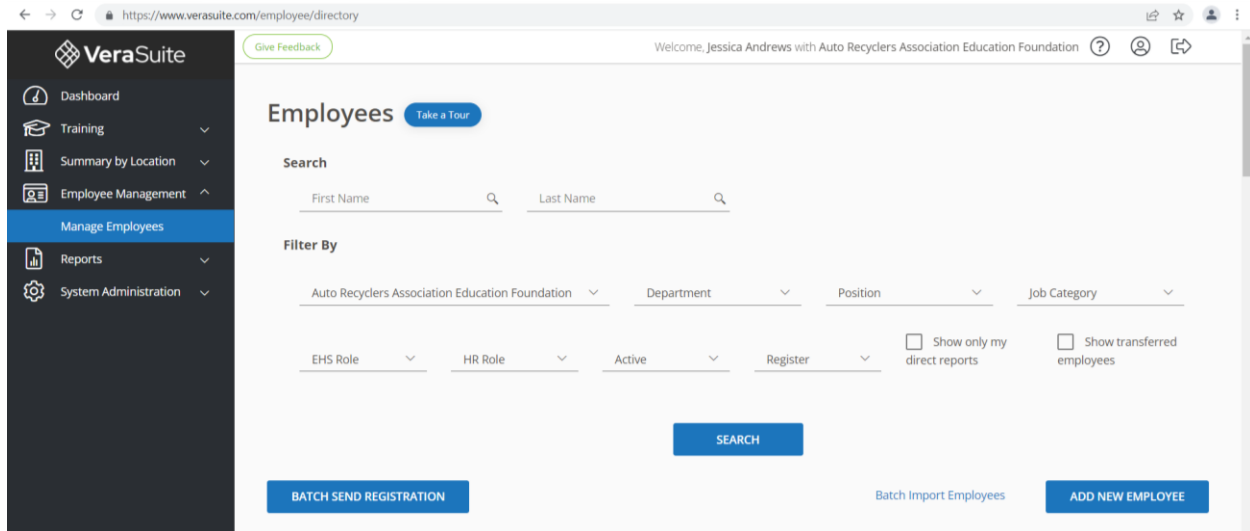
Enroll and start your training today!

Steps to Enroll

1. Go to ARAUniversity.org and click the blue button at the top of the page, "Enroll Your Company."
2. Complete the form with your Training Administrator's information.
3. Your company membership in the Automotive Recyclers Association will be verified, and you will receive a "Welcome" email from KPA, ARAU's LMS training platform partner with your company's login details.
4. Once login details have been received, your Training Administrator can enroll participating employees and assign them a particular set of modules you want them to complete.

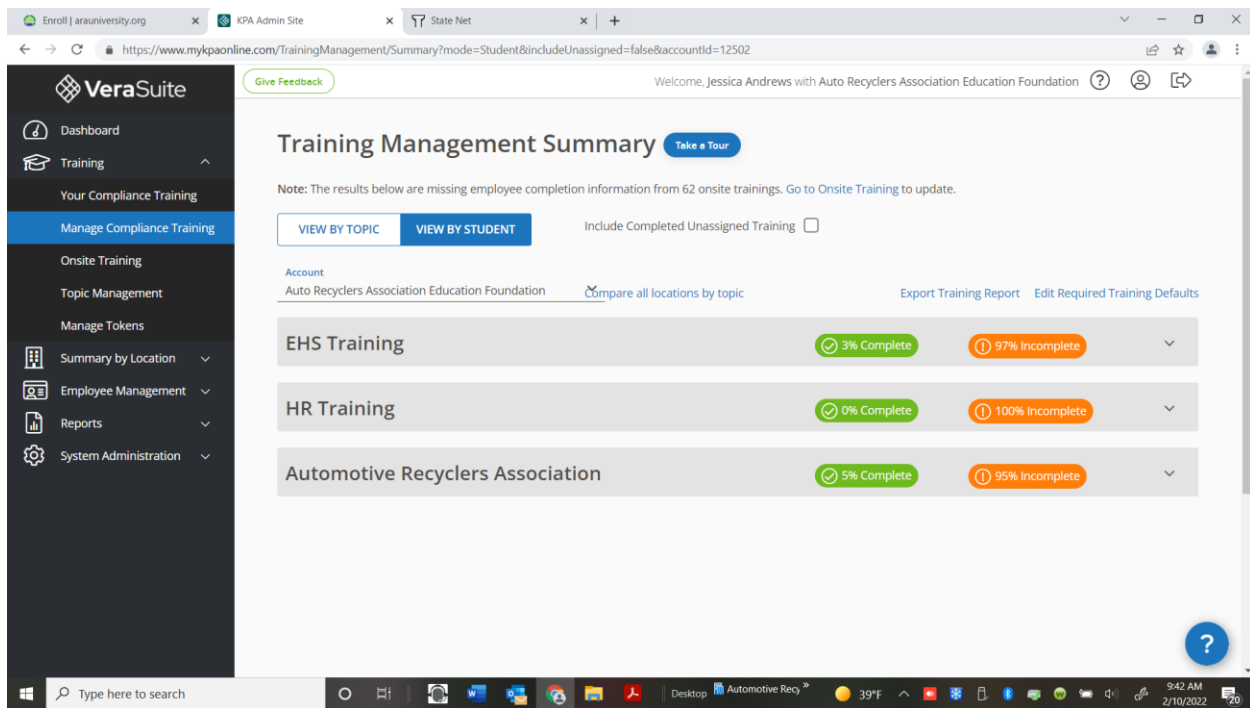
Adding New Employees

- 1.. Log into the ARAUniversity platform. On the navigation options on the left side of your screen, select Employee Management and Manage Employees.
2. Click on the blue button to Add New Employee and fill out as much information as you can, including position within the company. *Each employee will need his or her unique email address so that they can be sent login credentials. *
3. Click Finish and Send Registration.



Summary of Employee Training

1. On the navigation options on the left side of your screen, select Manage Compliance Training. You will see three categories of training: Environmental Health and Safety (EHS), HR, and training required by ARA.
2. To see the status of your employees, work for each course, click the downward facing arrow for each category.



Assigning and Editing Training Requirements

1. To assign and edit training requirements for specific positions or employees, on the navigation options on the left side of your screen, select Topic Management.
2. Sort and assign training for specific positions.
3. To make changes to employee requirements at any point, click on Employee Management, select employ and under the Action tab, click on Edit Training Requirements. You will see a list of courses to designate as optional or required.

The screenshot displays the VeraSuite web application interface. The left-hand navigation menu is visible, with 'Topic Management' highlighted. The main content area is titled 'Edit Training Defaults' and features a 'VIEW BY POSITION' button. A dropdown menu is open, listing the following positions: Business Administrator/Corporate, Customer Service/Quality Assurance, Delivery, Dismantler/Parts Puller, and Dispatch. The page also includes buttons for 'Assign Training' and 'Export Training Report'. The bottom of the page contains 'Contact Us' and 'Legal Information' links, along with a help icon. The Windows taskbar at the bottom shows the system clock as 9:49 AM on 2/10/2022.