



## Help sheet for:

# Creating a Candidate Account on the BOHS Training Website to register for the Group Authority Licence Assessment

From the 1<sup>st</sup> January 2022, every Faculty member, using the Group Authority Licence, is required to complete the GAL Assessment. This assessment aims to ensure that BOHS members using this technique have a sufficient basic understanding of the Standard Operation Procedure (SOP) to use it effectively in the field while complying with Home Office licensing conditions.

This help sheet will guide you on how to set up your account to access the assessment.

### Step 1:- Creating an Account

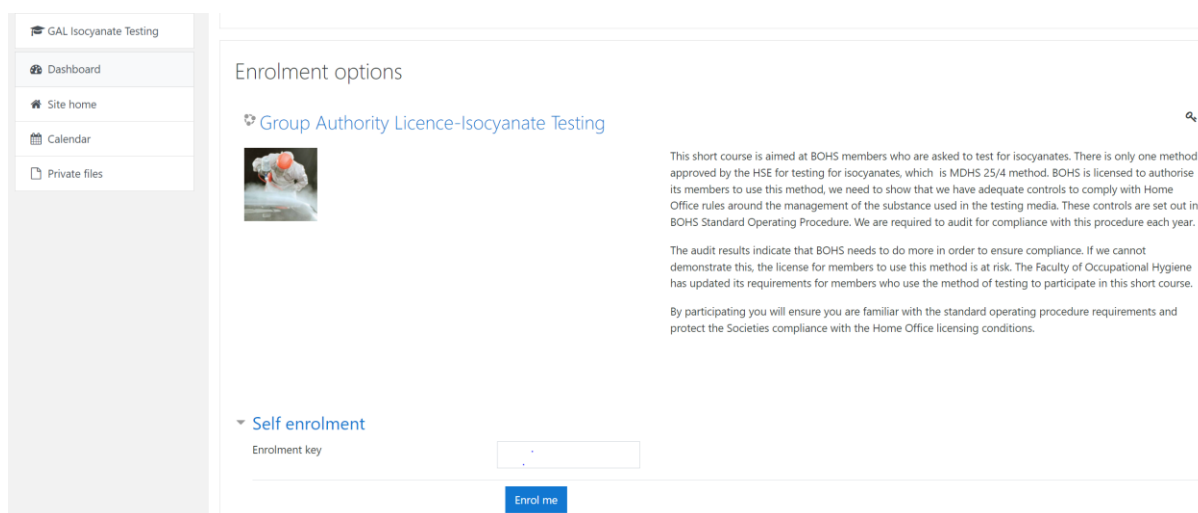
1. Go to <https://training.bohs.org/login/index.php>
2. You will see the login screen. If you already have an account please log in. If you are new to the site see the section entitled 'Is this your first time here?' Click on the **Create New Account** option, located at the bottom of this section. (**Note** – you may have registered for an account on a similar BOHS system to undertake the BOHS Diploma, Certificate or CoC qualification. This is a separate site, and you will be required to create a new account).

3. The **New Account** screen will appear. Complete the all the fields and click on **Create my new account**.
4. An email will be sent to the email address that you have provided. You will need to go into this email and follow the instructions there, in order to complete the registration for your new account.

## Step 2:- Registering for GAL Assessment

If you have followed Step 1, then you have now successfully set up an account on the training website. (If you skipped Step 1, you should now go back and follow the instructions otherwise you will not be able to register for the GAL Assessment)

1. **Login** to the BOHS Training website using the username and password you created in Step 1, by clicking on **Login** in the top right-hand corner.
2. The site should open on the available courses page. You should see details of the **Group Authority Licence-Isocyanate Testing** course. If you can't click on **Site Home Page** in the left-hand menu to make it visible. Click on the course title.
3. The course **Group Authority Licence-Isocyanate Testing** will appear (see screenshot below). To access the course simply add the enrolment key Gal2022! to the enrolment box.



4. You will now have access to the assessment. Before you undertake the assessment, you have access to training material to help you prepare along with the SOP.
5. The test can be taken an unlimited number of times, but members applying to use or continue to use the license will need to show that they can answer all questions correctly.

**If you have any questions during this process, please contact the Membership Team**  
[membership@bohs.org](mailto:membership@bohs.org) or 01332 250719