

Sample Driver CPC e-Learning Joining Instructions

Hi [Driver's Name],

Thank you for booking your Driver CPC e-learning with us.
Please find below the information you need to get started with your online training.

Course Details

- Course type: Online (e-learning)
- Completion deadline: **[Insert Deadline Date]**
- Duration: 3.5 hours

☒ **Licence and ID Check**

To enrol on the course, you **MUST** provide one of the following forms of identification to us prior to the course to ensure eligibility:

- Photocard driving licence
- Digital tachograph card
- Driver qualification card
- A valid passport accompanied by evidence of your driving licence number

If you have Grandfather Rights i.e. if you obtained your licence entitlement before 10.09.08 (for PCV), and 10.09.09 (for LGV) or you have passed Modules 2 and 4 of your initial qualification you must bring your Driver Qualification Card (DQC) so we can verify your eligibility.

No other forms of ID will be accepted. Failure to provide the appropriate identification will make you ineligible for the course and therefore you will not be able to sign up to the e-learning.

Paperwork

Before starting the course, you are required to complete a **registration form**.

- Please ensure all information is accurate, especially your driver licence number, date of birth and contact information.

After completing the course, you will be sent a **feedback form** to complete.

Your feedback helps RTITB maintain high standards and improve future courses.

How to Access Your E-Learning Portal

1. Go to the portal: [https://\(companyname\).rtitb.efrontlearning.com](https://(companyname).rtitb.efrontlearning.com)
2. Login details:
 - Username: [Insert Username or "Your registered email address"]
 - Password: [Insert Password or instructions for setting/resetting password]
 - Or follow the self-sign-up guide (attached)

Please ensure that your email address is correct, as you will receive a verification code when you login to the e-learning portal, to verify your identity.

Important Notes

- You must complete the full training duration (3.5 hours) to receive your CPC hours.
 - You can complete the course at your own pace.
 - Progress is saved automatically – you can log in and out as needed.
 - You do not have to complete it in one sitting, but it must be fully completed before the deadline above.
 - Once finished, please let us know so we can upload the hours to RTITB.
 - Please ensure that you are not repeating this module within a 5-year rolling period.
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If you have any trouble accessing the course or have questions, feel free to contact us at **[Training Provider Email]** or call **[Phone Number]**.

Happy learning!

Best regards,

[Your Name]