KY TOOLS – Operator Training Instructions

PLEASE READ THROUGH ALL OF THE DIRECTIONS BEFORE BEGINNING

The Kentucky Underground Storage Tank Operator Online Learning System (KY TOOLS) is Kentucky's free online compliance training program provided to UST owners and operators to comply with the annual combined Class A/B operator training requirement.

These directions are for the *"Operator Training Home"* or **Class A/B Operator** side of the portal ONLY. Prior to proceeding, the Owner, or Owners Designee, must have already designated you as a Class A/B Operator using the *"Owner/Admin Home"* or **Owner/Administrative** Instructions.

To register and access KY TOOLS go to https://secure.kentucky.gov/ust/toolstraining. New Operators that have not already registered for an account with Kentucky.gov previously, must do so.

Registering a New Account
Owners, or an Owners Designee, should create a separate Username and Password that is specific for your operator training account.

To create a new account: Click "*Sign Up*" and complete the form on the screen. Then click *"Complete Registration"*. You will receive an email from Kentucky.gov requiring you to verifiy your account. You must verify your account prior to proceeding.

1. To begin training, login using your Username and Password for your operator training account.

2. Click on the *"Operator Training Home"* button.

3. The *"Operator Training Home"* button will take you to the "*Welcome to the Training Home*" page. Next, click the green "*Start Training Now*" button and enter your Registration ID. The Registration ID is the number the Owner or Owners Designee provided you and then click the blue *"Next"* button.

4. Before you begin training, select *"Edit Account"* at the top of the page and update your information.
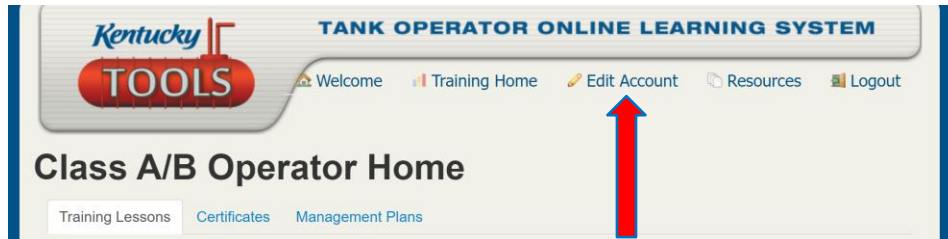
5. After updating your account information, begin your training lessons by selecting *"Training Home"* at the top of the page.

6. The *"Class A/B Operator Home"* screen will have a list of required Lessons to take based on the UST facility or facilities associated with your name. Any lesson listed above the *"Optional Lessons"* heading are required. If lessons are listed that should not be there, please contact the UST Branch Compliance Section at 502-564-5981. Each lesson must be viewed prior to taking the associated quiz.
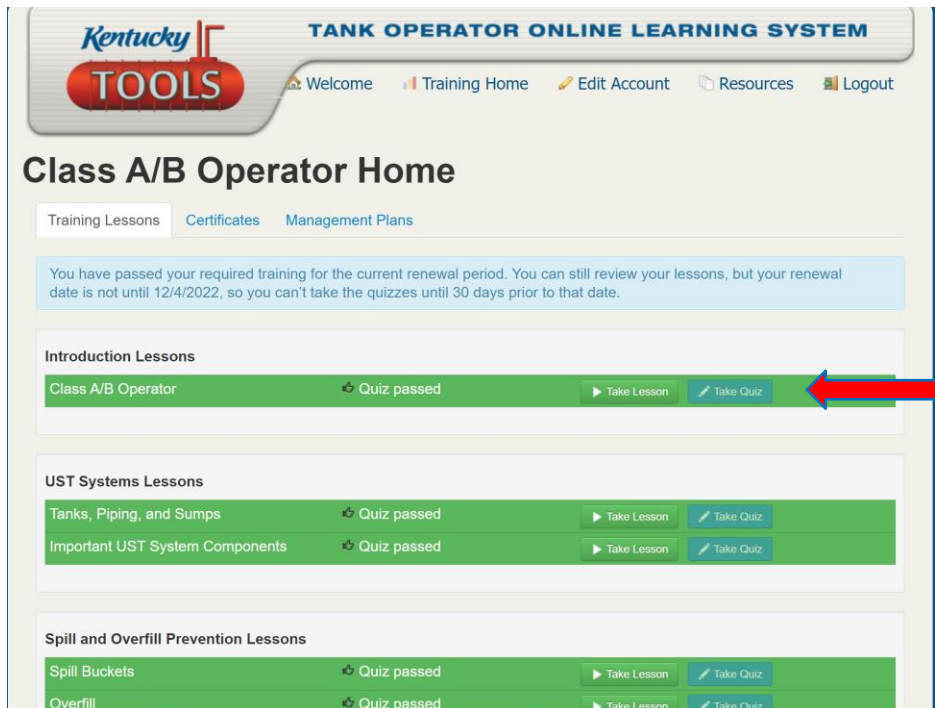
7. Once you have completed all the required lessons and passed all the quizzes, with the exception of the lessons under the *"Optional Lessons"* heading, Certificate(s) and Compliance Management Plan(s) will be available under the associated tabs within 24 hours.

If you have any questions or are having technical issues, please email us at ust.testing@ky.gov or call the **UST Branch Compliance Section** at 502-564-5981 (ask for the UST Compliance Section).

Updated 3/29/2022