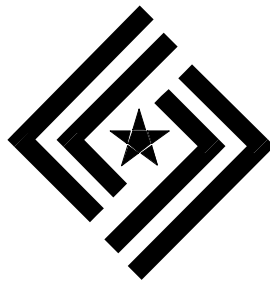


**OSHA**  
**OUTREACH TRAINING**  
**PROGRAM**  
**GUIDELINES**



**GENERAL INDUSTRY**  
**SAFETY AND HEALTH**

U.S. Department of Labor  
Occupational Safety and Health Administration (OSHA)  
Office of Training and Education  
2020 S. Arlington Heights Road  
Arlington Heights, Illinois 60005

October 2003

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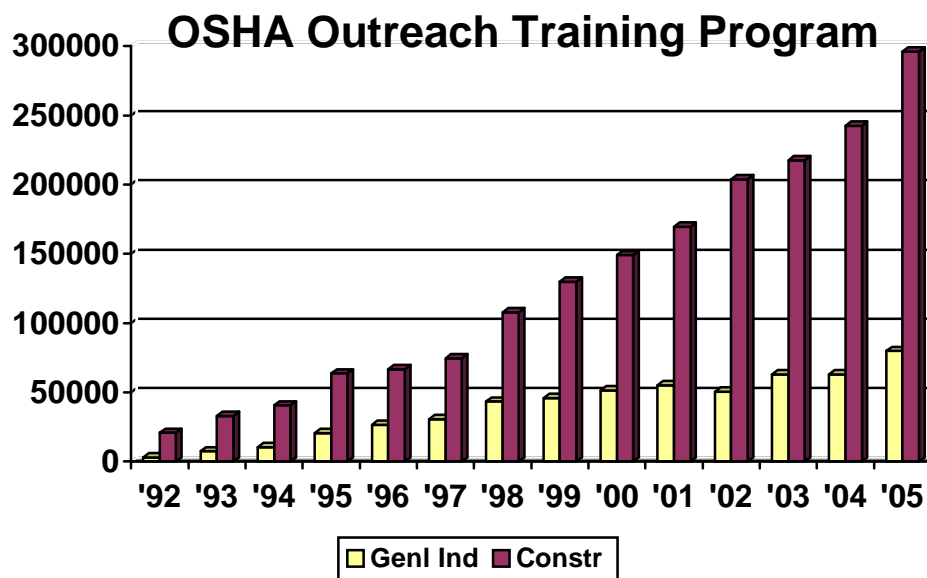
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## GENERAL INDUSTRY OUTREACH TRAINING PROGRAM

### BACKGROUND

The Occupational Safety and Health Administration's (OSHA) Outreach Training Program is a voluntary train-the-trainer training program through which OSHA authorizes trainers to teach construction and general industry occupational safety and health standards and policy. We have promoted workplace safety and health by authorizing trainers since 1971.

The outreach program has grown rapidly in recent years. In 2005, we distributed 376,000 student cards and trainers held 26,000 classes – 500 classes per week. This doubles the training numbers done as recently as 1999! On any day, there are approximately 2,000 workers attending OSHA outreach training. Over 1.2 million students were trained over the past four years.



### THE GENERAL INDUSTRY OUTREACH TRAINING PROGRAM

General industry outreach trainers are authorized to conduct 10- and 30-hour general industry outreach courses and receive OSHA course completion cards to issue to the students. To become an authorized trainer, you must complete Course #501, *Trainer Course in Occupational Safety and Health Standards for General Industry*. You must pass a test at the end of the course to receive trainer authorization.

**Update Requirement.** To stay current on OSHA, General Industry outreach trainers must attend Course #503, *Update for General Industry Outreach Trainers* every four years to maintain their status as authorized General Industry Outreach Program Trainers. The OSHA Training Institute (OTI) and the OSHA Training Institute Education Centers (OTIEC) conduct this course (see Attachment A). You may also retake Course #501 to maintain your trainer status.

If your trainer authorization status has expired, you may reinstate it by retaking the OSHA #501 course. Authorized trainers have three months after their authorization has expired to retake the #503. Go to [www.osha.gov](http://www.osha.gov) or contact OTI or an OTIEC (Attachment A) for course schedules.

## **OUTREACH TRAINING PROGRAM GUIDELINES**

**Training Topics.** You must cover the 10-or 30-hour General Industry topics listed on pages 5 and 6.

**Topic Length.** We recommend you cover each course topic for an hour. At times, however, your audience may have limited exposure to a hazard and one-half hour is appropriate -- this is the minimum time you may spend on a topic. In the 10-hour class, don't cover any topic for more than four hours. In the 30-hour class, don't cover any topic for more than six hours.

**Training Materials.** Trainers must compile materials for their training from a variety of sources, including products we have available under "Teaching Aids" at our OSHA Outreach Training Program web site, which can be found via [www.osha.gov/outreach.html](http://www.osha.gov/outreach.html). Trainers are provided a 10-hour presentation CD that may be used in full or in part in conducting an outreach class. The course materials provided in the trainer classes are intended for the trainer's insight and education and are not designed for workers taking outreach training classes. Provide your students with some materials (at least one page) on each topic covered, which contain the topic's key points.

**Class Time.** Breaks and lunch periods are not counted as class time.

**Classes Over a Period of Time.** You may break classes into segments. Each segment must be at least one hour and the course must be completed within six months.

**Guest Trainers.** You may use trainers who have topic expertise to help you conduct classes. The authorized outreach trainer must design and coordinate the course, teach more of the class than anyone else, and attend all sessions to answer questions and ensure topics are adequately covered and all students are in attendance.

**In-Person Training.** You must deliver outreach training in-person, unless you receive an exemption. If you're considering using non-live methods, such as on-line or video conferencing, contact the OSHA Outreach coordinator (see page 8). OSHA has specific guidelines for on-line training, and there are a few on-line programs that OSHA has allowed. The guidelines for video conferencing are that the trainer can ensure the full attendance of all trainees, that off-site locations have a training monitor, and that there is a setup to answer trainee questions quickly and effectively.

**Class Size.** If your class will exceed 50 students, contact the Outreach Coordinator (see page 8) prior to the class to receive permission to hold the class as an outreach training class. You must have a way for students to ask questions when the class is not in session. E-mail is the usual method. We also want to know what materials you are providing to the students. We advocate using more than one

trainer and breaking the class into work groups. Small classes encourage trainee involvement through discussion and group participation and through sharing of knowledge and experiences.

**10 + 20 Hours = 30.** If a student you trained in the 10-hour course wants to take the 30-hour course at a later time, you may provide 20 more training hours and receive a 30-hour card for the trainee. The limitations are that the same trainer must do the training and all the training must be conducted within six months. You must return the 10-hour cards at the time you request the 30-hour cards.

**Combined 10-hour Construction and General Industry Class.** You may not receive 10-hour Construction and General Industry student cards when holding a class for less than 20 full hours.

**Advertising.** When advertising outreach training you must take the proper care to correctly describe your outreach trainer designation and outreach courses. Trainer authorization is limited to conducting the 10- and 30-hour General Industry outreach training courses.

Follow these rules when advertising your General Industry Outreach Training Program courses.

Outreach advertising restrictions:

- |                                   |   |
|-----------------------------------|---|
| ▶ <b>Certified</b>                | Neither the trainer, the students, nor the curriculum is certified or approved. The trainer is authorized and the students receive course completion cards. |
| ▶ <b>OSHA</b>                     | Don't make it appear that you're an OSHA employee or that the course is an OSHA course.   |
| ▶ <b>Course #501</b>              | Don't refer to your outreach course as a #501 course. The #501 course is the train-the-trainer course that is conducted by OTI or the OTIECs.               |
| ▶ <b>Department of Labor Logo</b> | Don't use the logo that you see on outreach cards or the front cover of this guide in your advertising.   |
| ▶ <b>Train-the-Trainer Course</b> | Students who complete the 10- or 30-hour training aren't entitled to receive cards for students they may train.   |

If we notify you that your advertising appears false or misleading and you do not correct it, we will remove you from the Outreach Training Program.

**Monitoring.** Staff from the OSHA Office of Training and Education periodically attend outreach training classes to observe training, obtain feedback from the trainer and the students on the training, and ensure awareness of the outreach guidelines and the materials and assistance that are available to help trainers. Through these visits we aim to help trainers, improve the outreach training program, ensure consistent program implementation, and assist the trainer in designing the class to meet the needs of the audience. Let us know about your outreach classes if you'd welcome our visit.

## OUTREACH TRAINING TIPS

- ▶ **Worker Emphasis.** The outreach classes are designed to be presented to workers, therefore they must emphasize hazard identification, avoidance, control and prevention, not OSHA standards. Trainers must tailor their presentations to the needs and understanding of their audience.
- ▶ **Site-Specific Training.** The most rewarding classes for students are the ones they can relate to because the trainer uses examples, pictures, and scenarios that come from the student's work place.
- ▶ **Homogenous Class.** The ideal class to teach is one where students have similar positions and needs -- to conduct separate training for supervisors, managers, and workers. Also, try to separate workers into like groups, for example, office personnel, machine operators, and maintenance staff.
- ▶ **Training Purpose.** Explain up front, that the training isn't a bureaucratic exercise – that it may save their life and help them continue to provide for their family. Explain that safety and health add value to the company, the workplace and their life. See [www.osha.gov/dcsp/smallbusiness/safetypays.html](http://www.osha.gov/dcsp/smallbusiness/safetypays.html)
- ▶ **Use Objectives.** Describe the skills and abilities the students should have or exhibit for each topic. Relate the objectives to the students' work, if possible.
- ▶ **Presentation Assortment.** Students learn in different manners, and get tired of one training style. Use different trainers, computer presentations, videos, case studies, exercises and graphics to make the course interesting and enjoyable. By doing this you'll be employing the three levels of training techniques - presentation (presenting the material in a variety of ways), discussion (getting the students involved in the learning), and performance (students practice the material they learned).
- ▶ **Testing.** Use quizzes and tests to ensure the student understands key objectives. Provide students feedback on incorrect answers.
- ▶ **Evaluations.** Have students evaluate your class. This feedback will help you determine whether the course is accomplishing its goals and provide input you can use to improve the training.

<b>DESIGNATED TRAINING TOPICS</b>
<b>10-HOUR GENERAL INDUSTRY OUTREACH TRAINING PROGRAM</b>

The 10-hour program is intended to provide a variety of training on General Industry safety and health to entry level workers. **Of the topics listed below, four hours are mandatory and three hours must be chosen from the optional topic list provided.** For the remainder of the class, you may teach any other general industry standards or policies and/or expand on the required topics. The 10-hour classes are designed to be presented to workers, therefore they must emphasize hazard identification, avoidance, control and prevention, not OSHA standards

REQUIRED COURSE TOPICS	
One Hour <b>Introduction to OSHA, including:</b> - OSH Act - General Duty Clause 5(a)(1) - Inspections, Citations, and Penalties (CFR Part 1903) - Recordkeeping (CFR Part 1904)	<div style="border: 1px solid black; background-color: #e0e0e0; padding: 5px; margin-bottom: 10px;"> <b>Choose at least 3 topics - must add up to 3 hours:</b>            One-half to One Hour each         </div> <b>Flammable and Combustible Liquids, Subpart H</b>  <b>Personal Protective Equipment (PPE), Subpart I</b>  <b>Machine Guarding, Subpart O</b>  <b>Hazard Communication, Subpart Z</b>  <b>Introduction to Industrial Hygiene / Bloodborne Pathogens, and/or Ergonomics, Subpart Z</b>  <b>Safety and Health Programs</b>
One Hour <b>Walking and Working Surfaces, Subpart D</b>	
One Hour <b>Exit Routes, Emergency Action Plans, Fire Prevention Plans, and Fire Protection, Subparts E &amp; L</b>	
One Hour <b>Electrical, Subpart S</b>	

**Special Industry Recommendation:**

- In addition to the four required hours, the groups noted below should also teach the following:
- **Medical / Health Care** - Introduction to Industrial Hygiene / Bloodborne Pathogens (2 hours), Ergonomics, PPE, Hazard Communication, and Workplace Violence (at least ½ hour)
  - **Maintenance** - Ergonomics, Hazard Communication, and (if applicable) Powered Industrial Trucks
  - **Utility** - Ergonomics, Power Generation, and Confined Spaces
  - **Office** - Ergonomics and Hazard Communication.

## DESIGNATED TRAINING TOPICS

### 30-HOUR GENERAL INDUSTRY OUTREACH TRAINING PROGRAM

The 30-hour program is intended to provide a variety of training to people with some safety responsibility. **Of the topics listed below, seven hours are mandatory and fourteen hours must be chosen from the optional topic list provided.** For the remainder of the class, you may teach any other general industry standards or policies or expand on the required topics.

## REQUIRED COURSE TOPICS

### **Introduction to OSHA Standards – at least Two Hours**

- OSH Act
- General Duty Clause 5 (a) (1)
- Inspections, Citations, and Penalties (CFR Part 1903)

### **Walking and Working Surfaces, Subpart D - at least One Hour**

### **Exit Routes, Emergency Action Plans, Fire Prevention Plans, and Fire Protection, Subparts E & L – at least Two Hours**

### **Electrical, Subpart S – at least Two Hours**

### **Choose at least 6 topics - must add up to at least 14 hours:**

Flammable and Combustible Liquids, Subpart H

Personal Protective Equipment, Subpart I

Permit-Required Confined Spaces, Subpart J

Lockout / Tagout, Subpart J

Materials Handling, Subpart N

Machine Guarding, Subparts O

Welding, Cutting, and Brazing, Subpart Q

Hazard Communication, Subpart Z

Introduction to Industrial Hygiene / Bloodborne Pathogens, Subpart Z

Ergonomics

Recordkeeping, 29 CFR 1904

Safety and Health Programs



## FURTHER ASSISTANCE

### ▶ **Main OSHA Web Sites**

- ◆ OSHA Home Page
  - \* [www.osha.gov](http://www.osha.gov)
- ◆ OSHA Outreach Training Program Page
  - \* [www.osha.gov/outreach.html](http://www.osha.gov/outreach.html)

Here you'll find the [link to the OSHA Outreach Training Program](#). The site includes the outreach program guidelines, teaching aids, and frequently asked questions. All pertinent program changes will be communicated here.

### ▶ **OSHA Teaching / Materials Assistance Web Sites**

- ◆ Outreach Training Materials – including a 10-hour presentation
  - \* [www.osha.gov/fso/ote/training/outreach/materials.html](http://www.osha.gov/fso/ote/training/outreach/materials.html)
- ◆ Resource Center Loan Service.
  - \* [www.osha.gov/fso/ote/training/resource-center/loan.html](http://www.osha.gov/fso/ote/training/resource-center/loan.html)

Outreach trainers may borrow videos from OSHA's Resource Center, a collection of over 550 video titles which cover about 125 occupational safety and health subjects. The catalog contains borrowing information and a list of videos, including ones in Spanish.
- ◆ Training and Reference Materials
  - \* [www.osha.gov/fso/ote/training/outreach\\_materials.html](http://www.osha.gov/fso/ote/training/outreach_materials.html)
- ◆ Multimedia – Videos and Slide presentations
  - \* [www.osha.gov/SLTC/multimedia.html](http://www.osha.gov/SLTC/multimedia.html)
- ◆ Compliance Assistance - Resources and Specialists
  - \* [www.osha.gov/dcsp/compliance\\_assistance/index.html](http://www.osha.gov/dcsp/compliance_assistance/index.html)
- ◆ Quick Takes – sign up for OSHA's bi-weekly e-news memo with information, updates, and results from OSHA about safety and health in America's workplaces - [www.osha.gov](http://www.osha.gov)

### ▶ **General Industry and Training Web Sites**

- ◆ OSHA eTools - interactive, Web-based training tools
  - \* [www.osha.gov/dts/osta/oshasoft/index.html#eTools](http://www.osha.gov/dts/osta/oshasoft/index.html#eTools)
- ◆ OSHA Technical Links
  - \* [www.osha.gov/SLTC/index.html](http://www.osha.gov/SLTC/index.html)
- ◆ NIOSH Safety and Health Topics
  - \* [www.cdc.gov/niosh/topics/](http://www.cdc.gov/niosh/topics/)
- ◆ General Safety and Health References
  - \* [www.osha.gov/SLTC/generalshreferences/index.html](http://www.osha.gov/SLTC/generalshreferences/index.html)
- ◆ General Safety and Health References - Other Internet Sites
  - \* [www.osha.gov/SLTC/generalshreferences/otherresources.html](http://www.osha.gov/SLTC/generalshreferences/otherresources.html)
- ◆ OSHA Small Business Page
  - \* [www.osha.gov/dcsp/smallbusiness/index.html](http://www.osha.gov/dcsp/smallbusiness/index.html)

- ▶ **OSHA Support.** For technical questions, contact the Regional Office, or the Area Office near you. These offices provide publications, answer questions on OSHA standards, and provide other references. See [www.osha.gov/html/RAmap.html](http://www.osha.gov/html/RAmap.html) for contact information. At the Regional Office ask for technical support. OSHA also has Compliance Assistance Specialists in each Area Office in states under federal jurisdiction. They're available for seminars, workshops, and speaking events, see [www.osha.gov/dcsp/compliance\\_assistance/index.html](http://www.osha.gov/dcsp/compliance_assistance/index.html).
  
- ▶ **U.S. Government Bookstores.** These bookstores sell OSHA standards, publications, and subscriptions to the OSHA CD-ROM. The bookstores are located throughout the country. The U.S. Government Printing Office (GPO) in Washington, DC is the main office; you can order materials by calling (866) 512-1800, or visiting <http://bookstore.gpo.gov>.
  
- ▶ **OSHA Publications.** OSHA has many helpful publications, forms, posters, and fact sheets. Find these at [www.osha.gov/pls/publications/pubindex.list](http://www.osha.gov/pls/publications/pubindex.list). Publications are available in formats such as HTML and PDF. Single free copies of some of these are available by calling (202) 693-1888, by fax at (202) 693-2498, or from the nearest OSHA Area or Regional Office. A few significant publications are noted below.
  - \* *OSHA Publications and Audiovisual Programs*, OSHA 2019, contains information on OSHA materials. Also, details are given on ordering from NTIS and GPO.
  - \* *All About OSHA*, OSHA 2056.
  - \* *Training Requirements in OSHA Standards and Training Guidelines*, OSHA 2254.
  - \* *OSHA Handbook for Small Businesses*, OSHA 2209. Assists small business employers in implementing OSHA's recommended safety and health program management guidelines.
  
- ▶ **National Technical Information Service (NTIS).** NTIS sells some OSHA informational and training associated materials. NTIS is the Federal government's central source for the sale of scientific, technical, engineering, and related business information produced by or for the U.S. government. You can reach them at (703) 605-6000 or visit their web site at [www.ntis.gov](http://www.ntis.gov).
  
- ▶ **General Industry Outreach Training Program.** If you cannot find the answers for your outreach questions in this guide or at the OSHA web site, contact:
  - Mr. Don Guerra
  - Outreach Program Coordinator
  - (847) 759-7735
  - e-mail: [outreach@dol.gov](mailto:outreach@dol.gov)
  
- ▶ **Resource Center.** The Resource Center Audiovisual Catalog is available at [www.osha-slc.gov/fso/ote/training/resource-center/loan.html](http://www.osha-slc.gov/fso/ote/training/resource-center/loan.html). For further information contact:
  - Librarian, (847) 759-7736
  
- ▶ **Outreach Trainer State Lists.** We distribute lists of active trainers (two or more classes conducted within a year) by state, to persons looking for 10-or 30-hour outreach training and to trainers who need assistance. To obtain a state list(s):

Contact: Diane Uramkin  
(847) 759-7780  
fax (847) 297-6636  
e-mail: **uramkin.diane@dol.gov**

Provide:

- 1) State(s) you are looking for (up to three)
- 2) Whether you want the list(s) for Construction or General Industry
- 3) Your fax number or mailing address

## PROGRAM ADMINISTRATION

**NOTE ► Major Change in Processing Student Card Requests – Requests for student cards must be sent to OSHA or the OSHA Education Center responsible for your trainer training (see Attachment B)**

OSHA Education Centers may have slightly different processing requirements than OSHA – check with the Education Center if you’re unsure.

\* For trainers who are accustomed to receiving cards from OSHA, who now have to send their requests to an Education Center, please send in all of the documentation described below.

### Obtaining Student Course Completion Cards

After conducting an outreach class, follow the instructions below to document your class to the responsible training location (Attachment B) to receive OSHA student course completion cards.

For each outreach class, send the following:

1. **OSHA Outreach Training Program Report** (see page 13).

This includes information on the course and the trainer. Use the format on page 13 or create your own form. Make sure you include your most recent trainer date and the address to send the cards. An excerpt of the format is shown below.

#### Primary Trainer Course Information

<b>①</b>	<b>②</b>	<b>③</b>
ID Number* (see note below)	Name	Course (500/501/502/503)
		Expiration Date
<small>*ID number - new trainers do not have - only applies to trainers who have received student cards</small>		

**①** ID - doesn’t apply to new trainers. Only trainers who have received student cards have one.

**②** Course - The most recent course (501 or 503) you took.

**③** Trainer expiration date (four years after the last course taken).

#### **ID Number ①: Applies only to trainers who have received student cards.**

- The ID number assigned to you by OSHA may not be the same one used for you at the responsible Education Center (OTIEC). Read information that they provide to you carefully.
- OSHA does not assign an ID number to each person that takes a trainer class (#501 or #503).
- OSHA indicates the ID number on the preprinted OSHA Outreach Training Program Report that is sent with student cards. OTIECs will have different ways of providing your ID number.
- Each trainer has one ID number, even if you are also qualified as a General Industry trainer.
- If your OSHA preprinted report form only shows your Construction trainer expiration date, you must provide the date and course number (#501 or #503) that you completed your General Industry training course and provide a copy of your course certificate or trainer card.
- If your most recent course #501 or #503 expiration date is not reflected on the preprinted report form, write in the last General Industry trainer course (#501 or #503) you took, the expiration date of that training, and provide a copy of your course certificate or trainer card.
- If you have an OSHA ID, you may use one of the shortcut formats in Attachment C.
- If you have misplaced your ID, note on the report that you have one but misplaced it.

2. **A copy of your course certificate or trainer card (note the place you took the training) if:**
  - this is your first General Industry outreach training class, or
  - you are a trainer with an ID number, but you have taken a more recent trainer course than the one shown on your preprinted Outreach Training Program Report.
3. **Student Names** who completed the class. These must be legible. We only need one list – we do not want all the sign-in sheets.
4. **Topic Outline** that lists the topics taught and the amount of time spent on each. For 10-hour classes, you may complete the topic outline on the bottom of the OSHA Outreach Training Program Report or send a separate outline. For 30-hour classes, send a separate outline.

**\*\* Submittals that do not include items 1 – 4 may be returned \*\***

Remember these **key points** when submitting your documentation:

- \* Send separate documentation for each class. You may submit more than one class in an envelope.
- \* Submit documentation within six months of course completion.
- \* Do not staple the documentation.
- \* If you observe or measure workplace improvements that resulted from your outreach training, please inform us. Examples include declining incidents of workplace injuries and illnesses, the establishment of safety and health committees, or the correction of workplace hazards.

Mail your course documentation (for OSHA) to:

**(See Attachment B for your responsible training location)**

General Industry Outreach Program Coordinator  
OSHA Office of Training and Education  
2020 S. Arlington Heights Road  
Arlington Heights, IL 60005

**Information on Student Course Completion Cards**

- It takes three to four weeks to process your request after we receive your documentation and additional time for mailing. Please don't call us about the status of a request until five weeks have elapsed since you sent the request.
- Student course completion cards are sent to the trainer for completion and distribution.
- The trainer completes the card by inserting the student's name and the course end date and signing it. The trainer's name may be typed in and must be typed or printed in if the signature is illegible.
- You may laminate the cards, and use the back of the cards for other identification or training information purposes, but no other alterations are permitted.
- Student course completion cards do not expire.

- You may provide students with a certificate of training. This often helps students prove that they took the training before they receive their student card. Advertising restrictions (page 3) also apply here.
- Trainers are sent a few extra cards for each class completed in case of card errors or to enable you to replace lost student cards for students you trained.
- OSHA recommends Outreach Training Program courses as an orientation to occupational safety and health for workers. Participation is voluntary. Workers must receive additional training on specific hazards of their job.

### **Replacing Lost, Damaged, or Misprinted Cards**

**Trainer Cards:** Contact the organization where you took the course. Inform them what course you took and when you took it. After they validate that you took the class, and passed the test, they will issue you a replacement card.

For trainers who OSHA is responsible for (see Attachment B) contact:

Diane Uramkin  
OSHA Office of Training and Education  
2020 S. Arlington Heights Road  
Arlington Heights, IL 60005  
(847) 759-7780  
e-mail: [uramkin.diane@dol.gov](mailto:uramkin.diane@dol.gov)

**Student Cards:** Use the extra cards provided to you with each class to replace student cards, after you make the proper verification. If you do not have an extra card, contact OSHA or the responsible Education Center for the replacement. Provide the following information: student name, trainer name, training date, and type of class (10 or 30-hour, construction or general industry). Records are only kept for five years plus the present year. If the training took place prior to this, we cannot issue a new card.

**Misprinted Cards:** Return all misprinted cards for replacements.

# OSHA OUTREACH TRAINING PROGRAM REPORT

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**Course Conducted** (Document each class with a separate Report):

- 10-Hour Construction**  
 **30-Hour Construction**

- 10-Hour General Industry**  
 **30-Hour General Industry**

**End Date of Course:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Number of Students:** \_\_\_\_\_ (List students= names on back, or on a separate sheet)

**Primary Trainer Course Information**

---

\_\_\_\_\_  
 ID Number\* below                      Name                      \_\_\_\_\_                      Course (500/501/502/503)                      \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Expiration Date  
 \*ID number – new trainers do not have one - this only applies to trainers who have received student cards)

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**Address - cards will be sent here:** (If you have an ID number and your address is the same, you don't need to complete this)

Check if this is a new address

Company / Dept. \_\_\_\_\_

Address \_\_\_\_\_

City /State /Zip \_\_\_\_\_

**Phone No:** (\_\_\_\_) - \_\_\_\_ - \_\_\_\_ ext. \_\_\_\_                      Best time(s) to call: \_\_\_\_\_

**Your documentation must include these items:**

- (1) OSHA Outreach Training Program Report
- (2) Student names
- (3) List of course topics & the time spent on each

**Do not include these items with your documentation:**

- \* Student evaluation forms
- \* Student sign-in sheets
- \* Long topic outline
- \* Stapled pages

<i>optional use</i>	<b>10 Hour Topics</b> (for a 30-hour class, send in a separate topic list)
<p style="text-align: center;"><b><u>Construction</u></b></p> <p><b>HOURS*</b></p> <p>_____ <b>Required</b> Introduction to OSHA</p> <p>_____ <b>Required</b> Electrical (K)</p> <p>_____ <b>Required</b> Fall Protection (M)</p> <p><b>Required - Choose three or more:</b></p> <p>_____ Personal Protective and Lifesaving Equipment (E)</p> <p>_____ Materials Handling, Storage, Use and Disposal (H)</p> <p>_____ Tools - Hand and Power (I)</p> <p>_____ Scaffolds (L)</p> <p>_____ Cranes, Derricks, Hoists, Elevators, and Conveyors (N)</p> <p>_____ Excavations (P)</p> <p>_____ Stairways and Ladders (X)</p> <p><b>Electives:</b> Any OSHA Construction standard or policy</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p style="text-align: center;"><b><u>General Industry</u></b></p> <p><b>HOURS*</b></p> <p>_____ <b>Required</b> Introduction to OSHA</p> <p>_____ <b>Required</b> Walking and Working Surfaces (D)</p> <p>_____ <b>Required</b> Exit Routes, Emergency Action Plans, Fire Prevention Plans and Fire Protection (E &amp; L)</p> <p>_____ <b>Required</b> Electrical (S)</p> <p><b>Required - Choose three or more</b></p> <p>_____ Flammable and Combustible Liquids (H)</p> <p>_____ Personal Protective Equipment (I)</p> <p>_____ Machine Guarding (O)</p> <p>_____ Hazard Communication (Z)</p> <p>_____ Intro. to Industrial Hygiene / Bloodborne Pathogens (Z) and/or Ergonomics</p> <p>_____ Safety and Health Programs</p> <p><b>Electives:</b> Any OSHA General Industry standard or policy</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
* Indicate the amount of time spent on each of the topics in the class.	

## ATTACHMENT A - OSHA TRAINING INSTITUTE EDUCATION CENTERS

The OSHA Training Institute has authorized these educational institutions to conduct selected OSHA courses, including:

Course 500	Trainer Course in Occupational Safety and Health Standards for the Construction Industry
Course 501	Trainer Course in Occupational Safety and Health Standards for General Industry
Course 502	Update for Construction Industry Outreach Trainers
Course 503	Update for General Industry Outreach Trainers
Course 510	Occupational Safety and Health Standards for Construction
Course 511	Occupational Safety and Health Standards for General Industry

For schedules and tuition see [www.osha.gov/fso/ote/training/edcenters/index.html](http://www.osha.gov/fso/ote/training/edcenters/index.html)

Education Centers	Lead Center: City / State	Phone
Keene State College	Manchester, NH	800-449-6742
Rochester Institute of Technology	Rochester, NY	866-385-7470x2919
Atlantic OSHA Training Center <small>(Univ. of Medicine &amp; Dentistry of NJ, State University of New York at Buffalo, Universidad Metropolitana, San Juan, PR)</small>	New Brunswick, NJ	732-235-9450
National Resource Center for OSHA Training <small>(West Virginia University, National Labor College, Building and Construction Trades Dept., , Center to Protect Workers' Rights)</small>	Morgantown, WV	800-626-4748
Keystone Occupational Safety and Health Center <small>(Indiana University of Pennsylvania)</small>	Indiana, PA	800-640-7421
Georgia Tech Research Institute	Atlanta, GA	404-385-3500
University of South Florida	Tampa, FL	866-697-0975
Eastern Kentucky University	Richmond, KY	877-358-6742
Great Lakes OSHA Training Consortium <small>(Univ. of Cincinnati, Eastern Michigan University, United Auto Workers)</small>	Cincinnati, OH	800-207-9399
The National Safety Education Center <small>(Northern Illinois University, Construction Safety Council, National Safety Council)</small>	Chicago area, IL	800-656-5317
Mid-America OSHA Training Institute <small>(Ohio Valley Construction Education Foundation, Sinclair Community College)</small>	Springboro, OH	866-444-4412
Texas Engineering Extension Service, Texas A & M University	Mesquite, TX	800-723-3811
Metropolitan Community Colleges - Business & Technology Center	Kansas City, MO	800-841-7158
Midwest OSHA Education Centers <small>(Kirkwood Community College, St. Louis University, Safety and Health Council of Greater Omaha)</small>	Cedar Rapids, IA	800-464-6874
Red Rocks Community College	Lakewood, CO	800-933-8394
Mountain West OSHA Training & Outreach Center <small>(University of Utah, Salt Lake City Community College)</small>	Salt Lake City, UT	801-581-4055
University of California - San Diego	San Diego, CA	800-358-9206
WESTEC, Westside Energy Services	Taft, CA	866-493-7832
University of Washington	Seattle, WA	800-326-7568



## ATTACHMENT B

### OSHA OUTREACH TRAINING PROGRAM FACT SHEET

**Note: Trainers taking their Construction and General Industry trainer courses from different organizations will send their requests to two different organizations**

#### **WHERE:**

- If an OSHA Education Center conducted or sponsored your training, see the following pages on where and how (mail, e-mail, fax) to submit requests.
- For persons who took their training at the OSHA Training Institute (OTI) send your requests to:

OSHA Construction (or General Industry) Outreach Training Program  
2020 S. Arlington Heights Road  
Arlington Heights, IL 60005

⇒ Fax (847) 297-6636

⇒ E-mail - [outreach@dol.gov](mailto:outreach@dol.gov)

#### **PROGRAM ADMINISTRATION:**

##### Send in:

1. OSHA Outreach Training Program report
2. Copy of trainer card if this is your first request or if you've taken new trainer training
3. Student names
4. Course topic list and the time spent on each

##### Requests are reviewed to ensure:

- Trainer is currently authorized
- Complies with guidelines (topics, time, etc.)
- Documentation is complete

**QUESTIONS:** For OSHA, see above, for Education Centers, see below list

## WHERE – Specifics

This list is organized by OSHA Regions 1-10. Here are the Regional Office locations in each of the regions.

1 – Boston      2 – New York      3 – Philadelphia      4 – Atlanta      5 – Chicago  
6 – Dallas      7 – Kansas City      8 – Denver      9 – San Francisco      10 – Seattle

Region 1 – Northeast, including NH, ME, RI, MA, CT, VT	
<u>If you took the training from</u> <ul style="list-style-type: none"><li>- OTI Education Center at Keene State College, Manchester, NH</li><li>- OTI Education Center at Keene State College, Keene, NH</li><li>- Associated Builders and Contractors, Rock Hill, CT</li><li>- Survival System USA, Groton, CT</li><li>- University of New Haven, West Haven, CT</li><li>- Associated General Contractors of Mass., Wellesley, MA</li><li>- Janus Training Center, Lawrence, MA</li><li>- Central Maine Community College, Auburn, ME</li><li>- Maine Dept. of Transportation, Fairfield, ME</li><li>- Occupational &amp; Environmental Health Center of RI, Providence, RI</li><li>- Roger Williams University, Portsmouth, RI</li><li>- Associated General Contractors of Vermont, Montpelier, VT</li></ul>	<u>Send your card requests to</u> OSHA Training Institute Education Center <b>Keene State College</b> 175 Ammon Drive Manchester, NH 03103-3308  For questions: (800) 449-6742 Leslie Singleton – <a href="mailto:lsingleton@keene.edu">lsingleton@keene.edu</a>

Region 2 – Northeast, including NJ, NY, and Puerto Rico	
<u>If you took the training from</u> <ul style="list-style-type: none"><li>- Univ. of Medicine and Dentistry of NJ, New Brunswick, NJ</li><li>- State Univ. of New York at Buffalo, Toxicology Research Center, Buffalo, NY</li><li>- Universidad Metropolitana, San Juan, PR</li></ul>	<u>Send your card requests to</u> UMDNJ- School of Public Health Attn: Janet Crooks, Registrar <b>Atlantic OSHA Training Center</b> Office of Public Health Practice 683 Hoes Lane West, 1st Floor Piscataway, NJ, 08854 <ul style="list-style-type: none"><li>• Fax (732) 235-9460</li><li>• e-mail: <a href="mailto:crooksje@umdnj.edu">crooksje@umdnj.edu</a></li><li>• Online request form <a href="http://sph.ophp.umdnj.edu">http://sph.ophp.umdnj.edu</a></li></ul> For questions: Koshy Koshy (732) 235-9459, <a href="mailto:koshyko@umdnj.edu">koshyko@umdnj.edu</a> Janet Crooks (732) 235-9455, <a href="mailto:crooksje@umdnj.edu">crooksje@umdnj.edu</a>

Region 2 – New York	
<u>If you took the training from</u> <ul style="list-style-type: none"><li>- Rochester Institute of Technology OSHA Education Center, Rochester, NY</li><li>- Rochester Builder's Exchange, Rochester, NY</li><li>- General Building Contractors' Safety Training Facility in Spencerport, NY and Albany, NY</li><li>- Total Safety Consulting, Long Island City, NY</li><li>- Oneida Indian Nation Building Annex, Oneida, NY</li></ul>	<u>Send your card requests to</u> <b>Rochester Institute of Technology OSHA Education Center</b> Attn: Donna Winter 31 Lomb Memorial Dr. Rochester, NY 14623-5603 <ul style="list-style-type: none"><li>• Fax (585) 475-6292</li><li>• e-mail: <a href="mailto:dlwtpo@rit.edu">dlwtpo@rit.edu</a></li></ul> For questions: Donna Winter (866) 385-7470 ext. 2919

Region 3 – Pennsylvania	
<u>If you took the training from</u> <ul style="list-style-type: none"><li>- Indiana University Training Center, Monroeville, PA</li><li>- High Training Center, Lancaster, PA</li><li>- Wilkes University, Wilkes Barre, PA</li><li>- Indiana University of Pennsylvania, Indiana, PA</li><li>- Graduate Business Center, West Chester University, West Chester, PA</li><li>- Montgomery County Public Safety Training Campus Fire Academy, Conshohocken, PA (Philadelphia)</li><li>- Dixon Center, Harrisburg, PA</li><li>- New Castle School of Trades, New Castle, PA</li><li>- Bedford County Workforce Development and CE Center, Everett, PA</li><li>- Lucerne County Community College, Nantycoke, PA</li></ul>	<u>Send your card requests to</u> <b>IUP School of Continuing Education</b> Keith Hall Suite #100 390 Pratt Drive Indiana, PA 15705-1014 <ul style="list-style-type: none"><li>• Fax (724) 357-7597</li></ul> For Questions: Kathy Evanko, <a href="mailto:kathye@iup.edu">kathye@iup.edu</a> (724) 357-2227 or (800) 640-7421

**Region 3 – East and Building Trades, including WV, MD, PA, VA, DC**

If you took the training from

**National Labor College**

- College Park, MD; Philadelphia PA; Silver Spring MD; Washington DC; Wilkes-Barre PA, Harrisburg PA, Richmond VA & Roanoke VA
- and other organizations, unions, and companies served with special programs or on-site training

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**Center to Protect Workers' Rights/BCTD**

- Building and Construction Trades Unions
- Building and Construction Trades Councils
- Building and Construction Trades Contractors

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**West Virginia University**

- Morgantown, WV
- Charleston, WV
- Huntington, WV
- Operating Engineers, Beckley, WV
- Contractors Association, Parkersburg, WV
- Pittsburgh, PA
- Richmond, VA
- and other safety councils, organizations, and companies served with on-site training

Send your card requests to

**National Labor College**

10000 New Hampshire Avenue  
Silver Spring, MD 20903

- Fax (301) 431-5411
- e-mail: [Sandra.Tillett@nlc.edu](mailto:Sandra.Tillett@nlc.edu)
- Questions: Jamal Brown, Sandra Tillett (800) 367-6724

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**Center to Protect Workers' Rights**

815 16th Street NW  
Washington, DC 20006

- Fax (202) 756-4675
- e-mail: [Janice.Wheeler](mailto:Janice.Wheeler@cpwr.org)
- Questions: Janice Wheeler (202) 756-4636

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**West Virginia University**

Safety & Health Extension  
P. O. Box 6615 - 130 Tower Lane  
Morgantown, WV 26506

- Fax (304) 293-5905
- e-mail: [Missy.Stewart@mail.wvu.edu](mailto:Missy.Stewart@mail.wvu.edu)
- Questions: Tom Stockdale (800) 626-4748

**Region 4 – South, including GA, NC, SC, MS, KY, AL, FL, TN**

If you took the training from

- Georgia Tech / Georgia Institute of Technology, Atlanta, GA
- Georgia Tech OTI Education Center in these cities:
  - GA – Atlanta, Savannah
  - FL - Orlando, Ft. Lauderdale, Destin, Jacksonville
  - NC – Raleigh
  - AL – Birmingham, Huntsville
  - SC - Charleston
  - MS - Biloxi
  - TN – Nashville, Knoxville, Memphis

Send your card requests to

**Georgia Tech OTI Education Center**

ATTN: Diane Knobloch  
430 Tenth Street, NW  
Atlanta, GA 30332-0837

- Fax (404) 407-9024
  - e-mail: [diane.knobloch@gtri.gatech.edu](mailto:diane.knobloch@gtri.gatech.edu)
  - Online request form - [www.oshainfo.gatech.edu](http://www.oshainfo.gatech.edu)
- For questions: Diane Knobloch (404) 407-7024  
Myrtle Turner (404) 407-8066

**Region 4 – Florida**

If you took the training from

- University of South Florida, Tampa, FL  
Host Training Sites:
- Associated Builders and Contractors, Orlando, FL
  - Caribbean Legal and Professional Institute, Kingston, Jamaica
  - Indian River Community College, Fort Pierce, FL
  - Florida International College, Fort Myers, FL
  - Florida Safety Council, Orlando, FL
  - North East Florida Safety Council, Jacksonville, FL
  - Safety Council of Palm Beach County, West Palm Beach, FL
  - Safety Management Internatl Co., Couva, Trinidad, West Indies
  - Suncoast Safety Council, Clearwater, FL
  - Suncoast Safety Council, St Petersburg, FL
  - Sunshine Safety Council, Daytona, FL

Send your card requests to

**University of South Florida OTI Education Center**

ATTN: Diane Ray  
13201 Bruce B. Downs Blvd., MDC 56  
Tampa, FL 33612-3805

- Fax (813) 974-9972
  - e-mail: [dray@health.usf.edu](mailto:dray@health.usf.edu)
- For questions: Diane Ray (813) 974-7782

Region 4 – Kentucky	
<p><u>If you took the training from</u></p> <ul style="list-style-type: none"> <li>- Eastern Kentucky University, Richmond, KY</li> <li>- McCulley, Eastham &amp; Associates, Inc., Greenup, KY</li> <li>- Corbin Center for Technology and Community Activities, Corbin, KY</li> </ul>	<p><u>Send your card requests to</u></p> <p>Bobby Spurlock  <b>Eastern Kentucky University</b>          OSHA Training Institute Education Center          Workforce Education          521 Lancaster Ave, Perkins 202          Richmond, KY 40475-3100</p> <ul style="list-style-type: none"> <li>▪ e-mail: <a href="mailto:Bobby.Spurlock@eku.edu">Bobby.Spurlock@eku.edu</a></li> <li>▪ For questions: (859) 622-2961</li> </ul>

Region 5 – Midwest, especially IL and WI, IN	
<p><u>If you took the training from</u></p> <ul style="list-style-type: none"> <li>- NIU-DeKalb, IL</li> <li>- NIU-Naperville, IL</li> <li>- NIU Education Center, Hoffman Estates, IL</li> <li>- NIU Rockford Center, Rockford, IL</li> <li>- National Safety Council, Itasca, IL</li> <li>- Construction Safety Council, Hillside, IL</li> <li>- Richland Community College, Decatur, IL</li> <li>- Northeast Wisconsin Technical College, Green Bay, WI</li> <li>- Fox Valley Technical College, Appleton, WI</li> <li>- Dawson Technical Institute, Chicago, IL</li> <li>- University of Southern Indiana, Evansville, IN</li> <li>- and other safety councils, organizations, and companies served with on-site contract training.</li> </ul>	<p><u>Send your card requests to</u></p> <p><b>The National Safety Education Center</b>          College of Engineering &amp; Engineering Technology  <b>Northern Illinois University</b>          590 Garden Road, EB 318          DeKalb, IL 60115</p> <ul style="list-style-type: none"> <li>▪ Fax: (815) 753-4203</li> <li>▪ Email: <a href="mailto:nsec_outreach@niu.edu">nsec_outreach@niu.edu</a></li> <li>▪ On-line request form available at: <a href="http://www.earnyourcard.com">www.earnyourcard.com</a></li> </ul> <p>For questions: (815) 753-6902 or (800) 656-5317, or <a href="mailto:engineeringoutreach@niu.edu">engineeringoutreach@niu.edu</a></p>

Region 5 – Midwest, including OH, MI, MN, IN, WI	
<p><u>If you took the training from</u></p> <ul style="list-style-type: none"> <li>- University of Cincinnati, Cincinnati, and Columbus, OH</li> <li>- Kent State University, Canton, OH</li> <li>- Eastern Michigan University, Livonia, MI</li> <li>- Eastern Michigan University-Web Based Training</li> <li>- M-TEC, Kalamazoo, MI</li> <li>- University of Findlay, Findlay, OH</li> <li>- University of Minnesota, Minneapolis, MN</li> <li>- South Central Tech, Mankato, MN</li> <li>- Lake Shore Technical College, Cleveland, WI</li> <li>- Indiana University Southeast, New Albany, IN</li> <li>- Purdue University North Central, Indianapolis IN</li> </ul>	<p><u>Send your card requests to</u></p> <p>Great Lakes Regional OTI Education Center          ATTN: Marianne Kautz          Genome Research Institute  <b>University of Cincinnati</b>          2180 E. Galbraith, 3<sup>rd</sup> Floor          Cincinnati, OH 45237-1625</p> <ul style="list-style-type: none"> <li>• Fax (513) 558-1756</li> <li>• e-mail: <a href="mailto:kautzm@uc.edu">kautzm@uc.edu</a></li> </ul> <p>For questions: Marianne Kautz          (800) 207-9399 or (513) 558-1730</p>

Region 5 – Ohio	
<p><u>If you took the training from</u></p> <p>Mid-America OSHA Education Center, Springboro, OH</p>	<p><u>Send your card requests to</u></p> <p><b>Mid-America OSHA Education Center</b>          ATTN: Susan White          33 Greenwood Lane          Springboro, OH 45066</p> <ul style="list-style-type: none"> <li>• Fax (937) 704-9394</li> <li>• e-mail: <a href="mailto:ovabc@ovabc.org">ovabc@ovabc.org</a></li> <li>• Online request form available <a href="http://www.midamericaosha.org">www.midamericaosha.org</a></li> </ul> <p>For questions: (937) 521-1570 or (866) 444-4412</p>

**Region 6 – South, especially TX, and NM, LA, OK, AR**

If you took the training from

- TEEEX – North Texas Regional Training Center, Mesquite, TX
- TEEEX – Houston Regional Training Center, Houston, TX
- TEEEX – South Central TX Reg'l Training Center, San Antonio, TX
- TEEEX – Corpus Christi Regional Training Center, Corpus Christi, TX
- TEEEX – South Presa Training Center, San Antonio, TX
- TEEEX – Marine Safety Center, Galveston, TX
- State of New Mexico Occup. Health & Safety Bureau, Santa Fe, NM
- Safety Counseling Inc., Albuquerque, NM
- Safety Matters, Albuquerque, NM
- Acadian Integrated Solutions, Maurice, LA
- U.S. Army Safety Center, Ft. Rucker, AL
- U.S. Air Force Safety Center, Albuquerque, NM
- Francis Tuttle Tech. Center, Oklahoma City, OK
- NATCO Training Center, Midland, TX
- Pioneer Tech. Center, Ponca City, OK
- National Park Community College, Hot Springs, AR
- Texas State Tech. College, Harlingen, TX
- TAMU – Corpus Christi, TX
- KTech, Inc., Albuquerque, NM
- Eastern New Mexico University, Roswell, NM
- CEHMM, Carlsbad, NM
- Permian Basin Regional Training Center, Carlsbad, NM
- United Space Alliance, Houston, TX
- San Juan College, Farmington, NM
- Arkansas Construction Education Foundation, Little Rock, AR
- Bossier Parish Community College, Shreveport, LA
- Alford Safety Services, Houma, LA
- Del Mar College, Corpus Christi, TX
- David Carrasco Job Corp Center, El Paso, TX
- New Mexico State University, Las Cruces, NM

Send your card requests to

OTI Southwest Education Center  
**Texas Engineering Extension Service**  
ATTN: Registrar  
15515 IH 20 at Lumley  
Mesquite, TX 75181

- Fax (972) 222-2978
- e-mail: [OTISEC@teexmail.tamu.edu](mailto:OTISEC@teexmail.tamu.edu)

For questions: Therese Paterka or Pam Pendleton  
(972) 222-1300 or (800) 723-3811

**Region 7 – Missouri**

If you took the training from

- Metropolitan Community College, Kansas City, MO
- Maple Woods Community College, Kansas City, MO
- Business & Technology Center, Kansas City, MO

Send your card requests to

Region VII OTI Education Center  
**Metropolitan Community Colleges**  
ATTN: Dick Day, Program Manager  
1775 Universal Avenue  
Kansas City, MO 64120

- Fax 816-482-5454

For questions :  
Dick Day (816) 482-5282, [dick.day@mccck.edu](mailto:dick.day@mccck.edu)

**Region 7 – Midwest, including MO, IA, NE**

If you took the training from

- Saint Louis University, St. Louis, MO
- Saint Louis University, Springfield, MO
- Kirkwood Community College, Cedar Rapids, IA
- National Safety Council, Omaha, NE

Send your card requests to

**Kirkwood Community College**  
Midwest OSHA Education Center  
ATTN: Marsha Willox  
6301 Kirkwood Blvd. SW  
Cedar Rapids, IA 52406

- Fax (319) 398-5894
- e-mail: [mwillox@kirkwood.edu](mailto:mwillox@kirkwood.edu)
- On-line request form at: <http://moec.slu.edu>

For questions :  
-- Marsha Willox (319)398-5893  
-- Edgar Thornton (319)398-1029

**Region 8 – Mountain, especially Colorado, and also UT, MT**

<p><u>If you took the training from</u></p> <ul style="list-style-type: none"> <li>- Rocky Mountain Education Center, Lakewood, CO</li> <li>- Red Rocks Community College, Lakewood, CO</li> <li>- Ogden Weber Applied Technology College, Salt Lake City, UT</li> <li>- Montana Dept of Labor and Industry Occupational Safety &amp; Health Bureau, Missoula, MT</li> </ul>	<p><u>Send your card requests to</u></p> <p><b>Rocky Mountain Education Center</b>  ATTN: Jeannine Kreller  13300 W. 6th Ave, Box 41  Lakewood, CO 80228-1255</p> <ul style="list-style-type: none"> <li>▪ Fax (303) 914-8997</li> <li>▪ e-mail: <a href="mailto:outreach@rrcc.edu">outreach@rrcc.edu</a></li> </ul> <p>For questions: Jeannine Kreller (800) 933-8394</p>
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<b>Region 8 – Utah</b>	
<p><u>If you took the training from</u></p> <ul style="list-style-type: none"> <li>- Mountain West OSHA Training and Outreach Center, Salt Lake City, UT</li> <li>- Salt Lake Community College, Salt Lake City, UT</li> </ul>	<p><u>Send your card requests to</u></p> <p>Mountain West OSHA Training and Outreach Center  <b>University of Utah</b>  ATTN: Registrar  391 Chipeta Way, Suite C  Salt Lake City, UT 84108</p> <ul style="list-style-type: none"> <li>• Fax (801) 585-5275</li> <li>• e-mail: <a href="mailto:luz.dominguez@hsc.utah.edu">luz.dominguez@hsc.utah.edu</a></li> </ul> <p>For questions:  -- Connie Crandall (801)581-7182, <a href="mailto:connie.crandall@hsc.utah.edu">connie.crandall@hsc.utah.edu</a>  -- Luz Dominguez (801)581-7909, <a href="mailto:luz.dominguez@hsc.utah.edu">luz.dominguez@hsc.utah.edu</a></p>

<b>Region 9 – West, especially CA, and also NV, HI, and AZ</b>	
<p><u>If you took training from</u></p> <p>University of California, San Diego  OSHA Training Institute in Region IX</p> <ul style="list-style-type: none"> <li>• Arizona</li> <li>• California</li> <li>• Hawaii</li> <li>• Nevada</li> </ul>	<p><u>Send your card requests to</u></p> <p><b>UCSD OSHA Training Institute</b>  ATTN: Outreach Training Coordinator  11770 Bernardo Plaza Court, Suite 270  San Diego, CA 92128</p> <ul style="list-style-type: none"> <li>• Fax (858) 485-7390</li> <li>• e-mail: <a href="mailto:OTI-Outreach@ucsd.edu">OTI-Outreach@ucsd.edu</a></li> <li>• Forms available online at: <a href="http://osha.ucsd.edu/outreach.htm">http://osha.ucsd.edu/outreach.htm</a></li> </ul> <p>For questions: <a href="mailto:OTI-Outreach@ucsd.edu">OTI-Outreach@ucsd.edu</a>, (858) 485-5371</p>

<b>Region 9 – West, especially CA, also NV and Guam</b>	
<p><u>If you took the training from</u></p> <ul style="list-style-type: none"> <li>- WESTEC, North Kern Training Center, Shafter, CA</li> <li>- Cal State University at Dominguez Hills, Carson, CA</li> <li>- Community College of Southern Nevada, Henderson, NV</li> <li>- Truckee Meadows Community College, Reno, NV</li> <li>- Guam Community College, Mangilao, Guam</li> </ul>	<p><u>Send your card requests to</u></p> <p><b>WESTEC</b>  Region IX OSHA Training Institute Education Center  ATTN: Craig Bertram  5801 E. Lerdo Hwy.  Shafter, CA 93263</p> <ul style="list-style-type: none"> <li>• Fax (661) 393-1015</li> </ul> <p>For questions: Craig Bertram, 661-387-1055, <a href="mailto:craigb@westec.org">craigb@westec.org</a></p>

<b>Region 10 – West, especially WA, and also OR, ID, and AK</b>	
<p><u>If you took the training from</u></p> <p>UW/Denali Safety Council – Anchorage, AK  UW – Boise State University - Boise, ID  UW/HVAC Metals Institute – Portland, OR  UW/Portland Community College – Portland, OR  UW/HAMMER Facility – Richland, WA  UW/EnergX Facility – Richland, WA  UW – Seattle, WA  UW – Spokane, WA  UW – Cruise to Alaska</p>	<p><u>Send your card requests to</u></p> <p>Region X OSHA Training Institute Education Center  <b>University of Washington</b>  ATTN: Registrar  4225 Roosevelt Way NE #100  Seattle, WA 98105</p> <ul style="list-style-type: none"> <li>• Fax (206) 685-3872</li> <li>• e-mail: Terumi Capeling <a href="mailto:capeling@u.washington.edu">capeling@u.washington.edu</a></li> <li>• On-line requests form available at: <a href="http://www.osha.washington.edu">www.osha.washington.edu</a></li> </ul> <p>For questions: Terumi Capeling, (206) 685-3089</p>

# ATTACHMENT C

## SHORTCUT PROCEDURES FOR OUTREACH TRAINERS WITH ID NUMBERS

*Student card requests are accepted by e-mail, fax, and short mail-in format, if you have an ID number.*

*\* Carefully read the instructions below before using these procedures.*

**\* OSHA Education Centers may have slightly different processing requirements than OSHA**

– check with the Education Center (see Attachment B).

**\*\* For trainers who are accustomed to receiving cards from OSHA**, who now have to send their requests to an Education Center, please send in all of the documentation described on pages 10 and 11.

### 1. Who is Eligible? Outreach Trainers with ID Numbers.

- OSHA provides trainer ID Numbers on preprinted Outreach Training Reports that are returned with the student cards.
- If you've never received student cards from OSHA, you do not have an ID number. OSHA does not assign ID numbers to each person that takes a trainer class (#501 or #503). If you're sending in your first submission, you must use the standard procedure (page 10).
- OSHA does not provide ID numbers over the phone.

### 2. Sending Requests for Student Cards - Procedures (also see the following pages)

▶ For trainers whose requests are served by an Education Center – see Attachment B.

#### a. E-mail

- ▶ Construction: [uramkin.diane@dol.gov](mailto:uramkin.diane@dol.gov)
- ▶ General Industry: [outreach@dol.gov](mailto:outreach@dol.gov)
- ▶ Subject: 10 or 30-Hour // Construction or General Industry
- ▶ Format your e-mail request based on the format which follows these procedures
- ▶ Do not send as an attachment – send in the body of your e-mail

#### b. Fax

- ▶ (847) 297-6636
- ▶ Send a cover page and indicate the number of pages you're sending
- ▶ Subject: 10 or 30-Hour; Construction or General Industry
- ▶ Format your fax request based on the format which follows these procedures

#### c. Short Mail-in Format

- ▶ Mail to: OSHA Outreach Training Program  
2020 S. Arlington Heights Road  
Arlington Heights, IL 60005
- ▶ Use short mail-in format which follows these procedures

### 3. Instructions

- a. Use your ID Number when requesting cards using one of these procedures
- b. For each class - send a separate e-mail, fax, or mail-in format
- c. Keep a file on each course which includes:
  - ▶ Topics taught and time spent on each
  - ▶ Student names and addresses -- the student=s work or home address.
  - ▶ A copy of the e-mail or fax you sent to request cards.

4. **Monitoring.** At times, we may ask for a copy of your training topics. When we conduct monitoring visits for the OSHA Outreach Training Program we may ask to see documentation of the topics and students taught for each outreach training class conducted.

**E-Mail Format -- Request for Outreach Training Cards -- For Trainers with ID Numbers**

- This is a sample of the e-mail format.
- You will have to create the format and include it in the body of your e-mail – don't send attachments
- Send a separate e-mail for each class.

**► For trainers whose requests are served by an Education Center – see Attachment B.  
The OSHA Education Centers may have slightly different processing requirements than OSHA.**

**TO:** [uramkin.diane@dol.gov](mailto:uramkin.diane@dol.gov) (Construction)  
or [outreach@dol.gov](mailto:outreach@dol.gov) (General Industry)

**SUBJECT:** 10-Hour Construction **or** 30-Hour Construction  
10-Hour General Industry **or** 30-Hour General Industry

-----  
**Course End Date:** \_\_\_/\_\_\_/\_\_\_

**Number of Students**

**ID #:** (ID's are provided on Outreach Training Reports that are sent with student cards to all trainers)

**Trainer Name:** \_\_\_\_\_

**Trainer Course Data:** *If the Trainer or Update Course information shown on your Outreach Training Report is incorrect, please enter the following information:*

Check one, as applicable:    *Construction*    \_\_\_ 500 \_\_\_ 502    Training Date \_\_\_/\_\_\_/\_\_\_

*General Industry*    \_\_\_ 501 \_\_\_ 503    Training Date \_\_\_/\_\_\_/\_\_\_

Education Center that provided/sponsored the training \_\_\_\_\_

**Trainer Address / Phone:** (Only needed if your address has changed)

\_\_\_\_ (Check) *I certify that the topics taught and the time spent on the topics in this class met the requirements of the OSHA Outreach Training Program.*

**Student Names** (addresses are not necessary):





