



Directorate of Training and Education

Outreach Training Program



Requirements

Revised April 2011

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I. Trainer Requirements. Requirements for trainers authorized through the Occupational Safety and Health Administration (OSHA) Outreach Training Program are contained in the following documents:

A. Outreach Training Program Requirements. This covers the requirements for OSHA authorized trainers in all Outreach Training Programs.

B. Outreach Training Program Procedures. These procedures contain industry specific program requirements (e.g. Construction, General Industry, Maritime, or Disaster Site Worker).

II. Outreach Training Program Overview. The OSHA Outreach Training Program teaches workers about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid and prevent job related hazards. OSHA authorizes safety and health professionals who complete an outreach trainer course to conduct occupational safety and health classes for workers. After training is completed, trainers document their training to their Authorizing Training Organization (see section IV.A), and receive student course completion cards to distribute to the workers they have trained. OSHA has promoted workplace safety and health by authorizing trainers since 1971.

The Outreach Training Program is voluntary. It does not meet the training requirements contained in any OSHA standard. However, some states and local jurisdictions have enacted laws mandating outreach training. Some employers, unions, and various other jurisdictions also require workers to have this training to work on job sites and to fulfill their own safety training goals. For a complete list of OSHA's training-related requirements, see OSHA Publication #2254, *Training Requirements in OSHA Standards and Training Guidelines* (www.osha.gov/Publications/osha2254.pdf.)

From FY 2000 through FY 2010, the Outreach Training Program grew almost four-fold, from 200,000 workers trained per year to nearly 800,000. This growth is a result of industry-wide acceptance. Many employers use the Outreach Training Program to provide training for their employees. Groups who have integrated the program into their overall safety and health training plans include the building trades, general contractors, employer associations, insurance companies, and manufacturing firms.

III. Outreach Training Program and OSHA Jurisdiction

A. Outreach Training Limited to OSHA Jurisdiction. The Occupational Safety and Health Act covers private sector employers and their employees in the 50 states and certain territories and jurisdictions under federal authority. Those jurisdictions include the District of Columbia, Puerto Rico, the Virgin Islands, American Samoa, Guam, Northern Mariana Islands, Wake Island, Johnston Island, and the Outer Continental Shelf Lands as defined in the Outer Continental Shelf Lands Act. OSHA training programs such as the Outreach Training Program are intended for workers covered under the OSH Act. For this reason, OSHA Outreach Training Program classes must be limited to training conducted within OSHA's jurisdiction. Classes delivered outside of OSHA's jurisdiction will not be recognized as Outreach Training Program classes, and trainers will not receive student course completion cards for those students.

B. Exception Requirements. Exceptions to these requirements may only be granted with prior approval from OSHA. Requests for exception will only be considered for training that is provided on a contract basis for a specific organization and only its employees.

The contracting organization is defined as the party who has legal binding contract with the Outreach trainer to provide training outside of OSHA's jurisdiction.

Please note the following requirements for obtaining OSHA approval for training outside OSHA jurisdiction. The Outreach trainer must submit a written request for exception to OSHA at the address indicated in section IV.B. at least 60 days in advance of the scheduled training and include the following:

1. Primary authorized trainer
2. Trainer email address
3. Copy of trainer card
4. Outreach class type (indicate industry and number of hours)
5. Contracting organization name and address
6. Start and end times and dates
7. A topic outline which indicates each topic, the length of time each topic will be taught, and the date and time the topic will be taught.
8. Guest trainer name(s)
9. Address where training will be conducted
10. Typed list of employees to be trained on the contracting company letterhead.

C. Advertising Restrictions.

1. Dissemination of promotional materials of any kind (including electronic mail, print media, and/or websites) for Outreach training conducted outside the jurisdiction of OSHA is prohibited.
2. Information regarding training outside OSHA jurisdiction must not be advertised or posted on any website.

IV. Outreach Training Program Contacts

- A. Authorizing Training Organization.** This refers to the organization that sponsored the trainer or most recent update course for the trainer. The Authorizing Training Organization will be either the OSHA Training Institute (OTI) or one its OTI Education Centers. It is the trainer's primary point of contact. The name of each trainer's Authorizing Training Organization is indicated on the front of the trainer card, below "OSHA, U.S. Department of Labor." This organization is responsible for answering trainer questions and will issue student course completion cards. For a complete list of Authorizing Training Organizations see www.osha.gov/dte/index.html.
- B. OSHA Directorate of Training and Education.** For assistance on matters specifically referenced in these requirements or on the OSHA website, please contact the Outreach Training Program via email at outreach@dol.gov, or by phone at (847) 725-7810. Please send written correspondence to:

Director
OSHA Office of Training and Educational Programs
2020 S. Arlington Heights Road
Arlington Heights, IL 60005-4102

V. Authorized Outreach Trainer Designation

- A. **Becoming an Authorized Trainer.** To become an authorized trainer, an individual must meet the applicable prerequisites and complete the applicable industry trainer course. See the specific industry program procedures for detailed information. Trainer course prerequisites include components for both industry experience and training in OSHA standards for that industry. These are separate components. Industry experience cannot be used to fulfill the training prerequisite component. OSHA does not waive the training prerequisite component.
- B. **Update Requirement.** To stay current on relevant OSHA matters, authorized Outreach Trainers are required to attend a trainer update course every four years. The trainer course may also be retaken to maintain a trainer's authorized status. If a trainer's authorization status has expired, the trainer has a 90-day grace period after their expiration date to take the update course. The 90-day grace period is designed to allow for unexpected circumstances like course cancellations, illness, and other unavoidable obligations such as jury duty. After the grace period, a trainer's authorization status may only be reinstated by retaking the trainer course. If a trainer's authorization has expired, they will be unable to conduct outreach training and receive student course completion cards. See the specific industry program procedures for detailed information.
- C. **Military Service Update Exemption.** Military members returning from overseas have 90 days from their return date to renew their trainer authorization. Proof of military status must be shown. This includes a copy of the military orders for returning to the U.S. Reservists who serve more than 30 days and leave active duty must furnish a copy of their DD214.
- D. **Course Offerings.** Trainer courses are offered at the OSHA Training Institute (OTI) Education Centers, see www.osha.gov/dte/edcenters/current_list.html. Each OTI Education Center posts its course offerings, schedule, contact information and locations on its individual website.

VI. Outreach Training Program Requirements.

This section contains information on the requirements for conducting outreach training classes. Trainers are responsible for complying with these requirements when planning and conducting outreach classes.

- A. **Authorized Trainer Responsibilities.** It is the responsibility of each authorized OSHA Outreach Trainer to adhere to the most current Outreach Training Program requirements and related procedures. Failure to comply may result in corrective action by OSHA, up to and including the revocation of authorized trainer status.
- B. **Statement of Compliance.** Each authorized trainer must sign a statement verifying that the training they conduct will be in accordance with Outreach Training Program requirements and procedures. See Appendix A.
- C. **Investigation and Review Procedures.** The procedures used by OSHA to process complaints or allegations of failure to comply with Outreach Training Program requirements are available at www.osha.gov/dte/outreach/construction_generalindustry/investigation_procedures.html.

- D. Trainer Code of Conduct.** Trainers must conduct themselves professionally at all times during the class and at lunch and breaks. The following are examples of unacceptable behavior:
1. **Inappropriate Behavior or Activities.** Includes serving alcohol, suggesting how to circumvent OSHA regulations, or acting in an unprofessional manner.
 2. **Lack of Professionalism.** Includes discriminatory or defamatory remarks regarding OSHA or any individual or group of individuals.
 3. **Offensive Humor or Anecdotes.** Includes telling jokes that could be considered offensive, insulting, humiliating, or demeaning.
 4. **Improper Class Setting.** Includes holding training at a place not conducive to training.
- E. Training Delivery.** Training that does not comply with the requirements listed below will not be recognized and trainers will not be given student course completion cards.
1. **Daily Class Hours.**
 - a) Training is limited to a maximum of 7 ½ hours per day.
 - (1) 10-hour classes must take a minimum of two days.
 - (2) 30-hour classes must take a minimum of four days.
 - b) Training cannot be conducted over 10 consecutive hours. An 8-hour break is required after 7½ consecutive hours. Consequently, for example, a training class cannot be conducted from 9 pm until 7 am the following day.
 - c) A request for an exception to these requirements must be sent at least 60 days prior to the start of the class to OSHA at the address indicated in section IV.B. Documentation must be submitted with training details and the reason why it is necessary.
 - d) Please note that an exception will only be granted in extremely extenuating circumstances. OSHA will not consider cost savings, trainer availability, time limits, or missing work as extenuating circumstances.
 2. **Break and Lunch Periods.** At a minimum, a 10-minute break period must be provided after every two hours of instruction. A lunch period of at least 30 minutes must be provided for each training session which lasts for more than 6 hours. The lunch period is intended as a break period, training is not allowed during this time.
 3. **Class Duration.**
 - a) Trainers may break the class into time segments to deliver the training over multiple days, weeks, or months. Each segment must be a minimum of one hour in length.
 - b) Each outreach class must be completed within 6 months of its start date. If the training will take longer than 6 months, an exception must be received from OSHA following the exception procedure noted above in section VI.E.1.c).

4. **Class Style.**
 - a) Training should include workshops, cases, exercises, and demonstrations that involve student participation and interaction.
 - b) Videos cannot comprise more than 25 percent of the time spent in training.

F. Training Topics.

1. **Types of Topics.** There are mandatory, elective, and optional topics. These topics are outlined in the specific industry procedures.
 - a) **Mandatory topics** are required and must be conducted for the minimum amount of time indicated. These topics are determined by OSHA.
 - b) **Elective topics** must be chosen by the trainer from the list provided in the specific industry procedures. Usually the choices are based on industry, locality, or audience needs. OSHA requires a minimum number of these topics that must be taught and a minimum amount of time that must be devoted to these topics. This list of topics is determined by OSHA.
 - c) **Optional topics** are intended to supplement the mandatory and elective topics. These topics are intended to provide a trainer with increased flexibility to fulfill training time requirements. Additional time in mandatory or elective topics is necessary if optional topics are not covered.
2. **The Designated Training Topics** section in the specific industry procedures contain detailed information on subjects that must be covered in outreach classes and time requirements.
3. **CPR and First Aid.** Although CPR and First Aid may be presented in conjunction with outreach training, they cannot be counted towards fulfillment of outreach requirements because they are not considered occupational safety and health topics dealing with hazard recognition or prevention.

G. Topic Length. OSHA has assigned minimum lengths for each mandatory topic. One-half hour is the minimum a trainer may spend on any topic. Unless it is otherwise noted, OSHA recommends spending an hour on each topic.

1. **10-Hour Class.** A trainer may not cover any single topic for more than four hours, unless it is permitted in the specific industry procedures.
2. **30-Hour Class.** A trainer may not spend more than six hours on any single topic, unless it is permitted in the specific industry procedures.

H. Training Materials.

1. **Required Curriculum.**
 - a) Trainers must use required curriculum as noted on OSHA's Outreach Training Program website. Trainers are responsible to be aware of current program requirements.
 - b) *Introduction to OSHA.* The two-hour curriculum is required to be covered in every outreach class. The module materials include an Instructor Guide,

PowerPoint slides, student handouts, and participatory activities. The curriculum is available at www.osha.gov/dte/outreach/construction_generalindustry/teachingaids.html.

2. **PowerPoint CD.** Trainers are provided a CD in the trainer course. The CD contains PowerPoint presentations and lesson plans that may be used in full or in part in conducting an outreach class. Please note that most course materials provided in the trainer classes are intended for trainers, not students.
 3. **Student Materials.** Trainers must provide their students with reference materials on each topic covered which highlights the key training points. At a minimum, each student must receive a fact sheet on each topic. See Appendix B for helpful training resources.
- I. Training Language.** Trainers must teach workers in a language that they understand. Also, if a worker's vocabulary is limited, the training must account for that limitation. Translators may be used. If using a translator, observe the following:
1. **Translator Qualifications.** The translator must have a background in occupational safety and health.
 2. **Class Length.** If translation is used, the class must cover twice the amount of time to allow for the translation.
- J. Guest Trainers.** Guest trainers are defined as subject matter experts who are not authorized Outreach Trainers.
1. Authorized trainers may use guest trainers to assist in their classes.
 2. Responsibilities of the primary authorized trainer when using a guest trainer:
 - a) Design and coordinate the class.
 - b) Teach a minimum of 50% of the class.
 - c) Must be in attendance at all times to answer questions and ensure proper topic coverage.
 - d) Document the class, and retain class documentation, including student attendance.
 - e) Maintain a list of guest trainers used for each class, the topics each guest trainer delivered, and their qualifications.
- K. Additional Authorized Trainers.** A primary authorized trainer may use additional authorized trainers to assist in their class. Using these trainers relieves the primary authorized trainer from the responsibility of attending all the training sessions. However, the primary authorized trainer must teach at least 20% of the class and must coordinate, document, and retain records of the training. At least one authorized trainer must be in attendance at all times.
- L. Maximum Class Size.** Outreach classes are limited to a maximum of 40 students. If a class is being planned which is expected to have more than 40 students, trainers must request an exception, however OSHA recommends that the class be divided. The request must be made at least 60 days prior to the class. Submit the request to your Authorizing

Training Organization (www.osha.gov/dte/index.html). Provide the following information:

1. **Explanation.** Explain why the training cannot be conducted in accordance with OSHA requirements.
2. **Class Curriculum.** A topic outline which indicates each topic, the length of time each topic will be taught, and the date and time the topic will be taught.
3. **Student Materials.** Provide a general list of materials which will be provided to each student.
4. **Method for Facilitating Student Questions.** Explain how students will be able to ask questions when the class is not in session. Possible methods include e-mail, answering questions after class, and a Q & A session after each topic.
5. **Documentation for Student Attendance.** Confirm that attendance will be taken at the beginning and end of each class day.

M. Minimum Class Size. OSHA intends for outreach training to be participatory. For this reason, OSHA encourages trainers to teach at least 3 students per class. If a trainer has an extenuating circumstance which necessitates training less than 3 students, OSHA may allow an exception. Classes with less than 3 students in order to expedite employment will not be approved. If a class is expected to have less than 3 students, trainers must request an exception at least 7 days prior to the class. Submit the request to your Authorizing Training Organization (www.osha.gov/dte/index.html). The request must contain the following:

1. **Explanation.**
 - a) Explain why the training cannot be conducted in accordance with OSHA requirements. Include information regarding why students cannot obtain the training in a larger class at a later time.
 - b) If this type of training is considered a routine business practice, such as when beginning employment, please note this. If applicable, note the period over which this practice will continue. The Authorizing Training Organization may provide an exception over an extended period.
2. **Target Audience.** If applicable, indicate whether the training is for in-house employees, if the training is required for employee orientation purposes or to fulfill company or jurisdictional policy, or if it is makeup training.

N. Makeup Training. If a student misses any portion of the required training, the trainer may conduct makeup training for that student, in accordance with these requirements:

1. Students may makeup the portion of the training they missed within six months of the start of the training.
2. Makeup training can only be performed by the same trainer.
3. Makeup training for small classes (less than three students) is allowed as long as it does not exceed three hours of training.

O. Student Requirements.

1. To receive a completion card, a student must attend all required elements of the outreach class.
2. Students are defined as those attending a class. Trainers are not considered students. Therefore, the authorized trainer must not include their name on the student roster.

P. Class Records. Trainers must retain outreach class records for five years. OSHA reserves the right to request copies of class records for verification purposes at any time. Please note that failure to keep or provide these records may result in corrective action, up to and including the revocation of authorized trainer status. The class records must include at least the following:

1. **Student Sign-In Sheets.** Sign-in sheets for each day of class. Printed or typed names must appear adjacent to signatures.
2. **Student Contact Information.** This is the location where the trainer will send the student card; it must be the students' home or business address.
3. **Topic Outline.** This must include the exact timing of all topics and breaks.
4. **Class Documentation.** A copy of the documentation sent in to request student course completion cards including the list of the topics taught and the class time spent on each topic.
5. **Student Course Completion Card Numbers.** Trainers must make a copy (electronic or paper) of every course completion card they issue, after entering all information onto the card. This will enable the trainer to track the card number issued to each student.
6. **Guest trainers.** A list of each guest trainer, topics and times covered by each, and their qualifications.
7. **Additional Authorized Trainers.** The name of each additional trainer. For each trainer list the topics covered, the number of contact hours allocated to each topic, and a copy of their trainer card.

Q. Advertising: When advertising outreach training, trainers must properly describe their outreach trainer designation and outreach training classes. Trainer authorization is limited to conducting OSHA Outreach Training Program classes. If advertising is false or misleading, the trainer must promptly correct the problem. Failure to comply may result in corrective action, including revocation of authorized trainer status. Here are the restrictions on advertising Outreach Training Program classes:

1. **Department of Labor and OSHA Logos.** The use of OSHA and U.S. Department of Labor logos is strictly prohibited.
2. **Certified.** The OSHA Outreach Training Program is not a certification program and must not be advertised as such. Outreach Training Program trainers, students, and curriculum are not certified. The trainer is authorized and students receive student course completion cards.
3. **OSHA "Approved".** OSHA does not "approve" trainers or classes.

4. **“OSHA” Usage.** “OSHA” may be used in advertising but not in a manner which implies the trainer is an OSHA employee or that the class is being conducted or has been approved by OSHA.
5. **OSHA Trainer Course (e.g. #500, #501, #5400, #5600).** Authorized OSHA Outreach Trainers cannot conduct OSHA trainer courses. Trainers must not refer to an outreach class as an OSHA trainer course. OSHA trainer courses may only be conducted by the OSHA Training Institute (OTI) or an OTI Education Center.
6. **Use of “Train-the-Trainer.”** Trainers must not combine the use of “OSHA” and “Train-the-Trainer” in advertising. Students who complete an OSHA Outreach Training Program class are not recognized as authorized trainers and are not entitled to receive student course completion cards for the students they train.
7. **Trainers must not depict an OSHA course-completion card.**
8. **Outside OSHA Jurisdiction.** As noted in section III.C., trainers may not disseminate promotional materials for training outside OSHA’s jurisdiction and may not advertise or post information regarding this training on any website.

R. Alternative Training Methods. OSHA Outreach Training Program classes must be conducted in-person, unless an exception is obtained from OSHA.

1. **Online Training.** Only online training providers authorized by OSHA may conduct online Outreach Training Program classes.
2. **Webinars and Video Conferencing.** Training conducted through webinars and video conferencing are not allowed unless an exception has been received. To request an exception, a written request must be sent in at least 60 days prior to the class. The request must be sent to OSHA at the address indicated in section IV.B. and include the following:
 - a) Process that ensures the full attendance of each student.
 - b) The estimated number of students and training sites.
 - c) A topic outline which indicates each topic, the length of time each topic will be taught, and the date and time the topic will be taught.
 - d) Process that ensures student questions will be answered quickly and effectively.
 - e) A list of the materials that will be provided to each student.
 - f) The plan to include an evaluation component in the training.

VII. How to Obtain Student Course Completion Cards. After conducting an outreach class, follow the instructions below to document the class to receive OSHA student course completion cards.

A. Trainer ID Number. Trainers who have received student course completion cards will receive an ID number. Trainers receive an ID number *after* submitting their initial card request. It is usually provided on the letter that is sent with the student course completion cards. Some Authorizing Training Organizations may issue an ID number upon course registration or trainer course completion.

1. **Multiple ID Numbers.** A trainer who has completed outreach trainer courses in separate programs from more than one Authorizing Training Organization will

have different ID numbers from each organization. These trainers must request student course completion cards from these different Authorizing Training Organizations (see section IV.A.).

2. **Misplaced ID Numbers.** A trainer who has misplaced their ID number must contact their Authorizing Training Organization to obtain it.

B. Submit Required Class Documentation. After completing an OSHA Outreach Training Program class, send the following documentation to the Authorizing Training Organization (www.osha.gov/dte/outreach). The trainer's Authorizing Training Organization is indicated on the top of the trainer card. This organization has specific instructions to report via online, e-mail, or fax.

1. **OSHA Outreach Training Program Report**

- a) **See specific industry procedures for report.** The trainer address provided on the report should be an address which goes directly to the trainer.
- b) **Topic Outline.** A list of the topics taught and the amount of time spent on each topic as noted by completing the topic outline on the report form.
- c) **Student List.** A list of students who completed the training. The list must be legible. Send only one list.

2. **Trainer ID**

- a) Include your trainer ID in item 2 of the Outreach Training Program report.
- b) If you have not received an ID number, include a copy of your OSHA trainer card.

C. Key Points on Submitting Class Documentation.

1. **Statement of Certification.** Trainers must sign the statement of certification on the Outreach Training Program Report attesting that they have conducted the training in accordance with Outreach Training Program requirements and procedures and have submitted accurate documentation.
2. **Time Limit on Training Documentation.** Trainers must document training within 30 days of class completion. If class documentation is submitted via hard copy, the postmark will be used to judge the timeliness of the request.
3. **Report Classes Individually.** Report each class separately – do not combine multiple classes in one report.

D. Where to Send Class Documentation.

1. Trainers must send their class documentation to their Authorizing Training Organization. The list of Authorizing Training Organizations is at www.osha.gov/dte/index.html and is defined in section IV.A.
2. The name of your Authorizing Training Organization is indicated on the front of the trainer card, below "OSHA, U.S. Department of Labor." This is the organization where class documentation must be sent.

3. For trainers who have taken a trainer update course, submit the request to the Authorizing Training Organization that provided your most recent training.
4. Trainers who have completed different trainer courses at different Authorizing Training Organizations must send applicable class documentation to the respective Authorizing Training Organizations.

E. Replacing Lost, Damaged or Misprinted Cards.

1. **Trainer Card.** Trainers should contact their Authorizing Training Organization to receive a replacement trainer card. A fee may be charged by the Authorizing Training Organization for the replacement.
2. **Student Course Completion Cards.** The student must contact their authorized Outreach Trainer to request a replacement card. Authorized Outreach Trainers must contact their Authorizing Training Organization for a replacement course completion card.
 - a) **Replacing a Student Card.** Replacement student course completion cards will not be issued if the training took place more than three years ago. Trainers must provide their name, the student's name, the training date, and the type of class to receive a replacement. Only one replacement may be issued per student. A fee may be charged by the Authorizing Training Organization to replace a course completion card.
 - b) **Non-Receipt of Batch of Student Cards.** If a class took place more than 90 days ago, a new set of student course completion cards will not be issued to replace previously issued cards. If the class that took place less than 90 days ago, a trainer may request replacements by sending appropriate documentation to their Authorizing Training Organization as follows:
 - (1) Student sign-in sheets for each day of the class (including students' addresses).
 - (2) Topic outline which indicates the timing of all topics and breaks.
 - (3) Signed agreement to pay fees associated with all future student course completion card deliveries if the batch is replaced, to cover the cost of certified delivery.
 - c) **Misprinted Course Completion Cards.** Return all misprinted student course completion cards to the Authorizing Training Organization to obtain replacement student course completion cards. Do not attempt to correct and use these cards.
 - d) **Replacement Requestor.** Replacements may be requested by the organization that maintains the records for the Authorized Outreach Trainer.

VIII. Student Course Completion Cards and Certificates.

A. Distribution of Student Course Completion Cards.

1. Trainers must issue all student course completion cards within 90 days of class completion.

2. Trainers must issue student course completion cards directly to the student, regardless of who paid for the training. Cards must be sent to the address on record (see section VI.P.2). Trainers who fail to comply with this requirement may be subjected to corrective action by OSHA, up to and including the revocation of authorized trainer status.
- B. Receipt of Student Course Completion Cards.** To ensure student course completion cards are distributed within 90 days:
1. Trainers must submit their class documentation within 30 days of class completion.
 2. Authorizing Training Organizations must process a course completion card request within 30 days.
 3. Trainers must provide student course completion cards to students within 30 days of receipt.
- C. Card Legibility.** Trainers must complete student course completion cards by printing or typing the student name, class end date, and trainer name.
- D. Trainer Signature.** Adding a trainer signature is optional. If the card is signed, only the trainer may do the signing.
- E. Use of Labels.** It is not permissible to affix identifying information such as student or trainer name on the card via a label.
- F. Printing Assistance.** Use Avery 5371 label style to assist in printing information on the student course completion cards.
- G. Card Alteration.** Trainers may not alter the student course completion cards or use white out on the student course completion cards. If student course completion cards are misprinted, they must be returned to the Authorizing Training Organization (section IV.A) in order to receive replacements.
- H. Card Lamination.** Student course completion cards may be laminated.
- I. Information on Back of Card.** Trainers may use the back of the student course completion cards for other identification or training information. This may be helpful and appropriate if the outreach class is targeted to a specific industry or audience. The printed language on the card cannot be obliterated or covered.
- J. Class Certificates.** Trainers are encouraged to provide training certificates to students at the end of the training class. This helps students provide verification that they completed the training prior to receiving their student completion card.
1. All advertising restrictions listed in section VI.Q. apply to certificates.
 2. If using a certificate, trainers must include the following statement on each certificate, in addition to the student's name and the end date of training:

“As an OSHA authorized trainer, I verify that I have conducted this OSHA outreach training class in accordance with OSHA Outreach Training Program requirements. I will document this class to my authorizing OSHA training organization. Upon successful review of my documentation, I will provide each student their completion card within 90 days of the end of the class.”

IX. Monitoring Visits and Record Audits. OSHA and the OTI Education Centers periodically conduct training monitoring visits and record audits of outreach classes and/or trainers to ensure compliance with Outreach Training Program requirements and procedures. Trainers must permit unscheduled training monitoring visits from OSHA or OTI Education Center representatives. Trainers may be asked to provide advance notice of training. If a trainer does not provide this information, the Authorizing Training Organization may refuse to issue student course completion cards and the trainer will be subject to corrective action by OSHA, up to and including the revocation of authorized trainer status.

- A. Monitoring Visits.** A monitoring visit may include verification of class timing, student attendance, topic coverage, guest trainers, and other OSHA Outreach Training Program requirements.
- B. Record Audits.** A record audit may require, among other things, a copy of student course completion cards distributed, information regarding class location, sponsoring organization, advertising, class timing, topic outline, guest trainers, student sign-in sheets, student contact data, and any fact-sheets and certificates distributed to students.

Appendix A – Statement of Compliance

Statement of Compliance with Outreach Training Program Requirements

I certify that I will conduct all outreach training classes in accordance with the OSHA Outreach Training Program requirements. I understand that it is my responsibility to ensure that I meet the requirements of the most recent edition of the OSHA Outreach Training Program requirements and related procedures. I will maintain the training records as required by the requirements and procedures and I will provide these records to the OSHA Directorate of Training and Education (or its designee) upon request. I understand that I will be subject to immediate dismissal from the Outreach Training Program if I provide information that is not true, complete and correct. I further understand that providing false information may subject me to civil and criminal penalties under Federal law, including 18 U.S.C. Sec. 1001 and 29 U.S.C. 666(g), which provides criminal penalties for making any false statement, representation or certification.

Trainer Signature

Date

Typed or Printed Name

Authorized Trainer Expiration Date

Name of Course & Course Dates (To be completed by OTI Education Center)

Name of OTI Education Center (To be completed by OTI Education Center)

Appendix B – Training Resources

This appendix provides information to help trainers prepare and conduct outreach training classes

Main OSHA Websites

- **OSHA Home Page** - www.osha.gov
- **OSHA Outreach Training Program Page** www.osha.gov/dte/outreach. Includes program announcements, Outreach Training Program requirements, specific industry outreach procedures, list of Authorizing Training Organizations, training tips, finding outreach classes, the Outreach Trainer Watch List, Investigation and Review Procedures, and Frequently Asked Questions

OSHA Teaching / Materials Assistance Websites

- **OSHA Outreach Training Tips**. Available on the Outreach Training Program website.
- **Training and Reference Materials Library**. Training and reference materials developed by OSHA as well as links to other related sites. www.osha.gov/dte/library/materials_library.html
- **Resource Center Loan Program**. Outreach trainers may borrow occupational safety and health videos from OSHA's Resource Center. The catalog contains borrowing information and a list of videos, including various Spanish titles. See www.osha.gov/dte/resource_center/index.html. For further information, contact the OSHA librarian at otiresourceloan@dol.gov or (847) 759-7736.
- **Multimedia** – Videos and Slide presentations - www.osha.gov/SLTC/multimedia.html
- **Alliance Program Participants Developed Products**
www.osha.gov/dcsp/alliances/alliance_products.html
- **Compliance Assistance - Resources and Specialists**
www.osha.gov/dcsp/compliance_assistance/index.html
- **OSHA Small Business Page** - www.osha.gov/dcsp/smallbusiness/index.html
- **Safety and Health Topics Index** - www.osha.gov/SLTC/index.html
- **Teen Workers** - www.osha.gov/SLTC/teenworkers/index.html
- **Making the Business Case for Safety and Health**
www.osha.gov/dcsp/products/topics/businesscase/
- **Quick Takes**. Sign up for OSHA's bi-weekly e-news memo with information, updates, and results about safety and health - www.osha.gov/as/opa/quicktakes/index.html

Spanish

- **Training References**
www.osha.gov/dte/outreach/construction_generalindustry/spanish_training.html
- **PowerPoint Presentations** - www.consultationconnection.org/oti/
- **Trainers**
www.osha.gov/dte/outreach/construction_generalindustry/spanish_outreach_trainers.html

OSHA Publications. OSHA has many helpful publications, forms, posters, and fact sheets. See www.osha.gov/pls/publications/pubindex.list. Publications are available in HTML and PDF formats. Publications may also be available from the local OSHA Area or Regional Office.

A few significant publications:

- All About OSHA, OSHA 3302
 - 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.

OSHA Quick Cards. These are straightforward reference materials which focus on specific safety and health topics. Students will benefit from these cards, many of which are available in both English and Spanish. See www.osha.gov/OshDoc/quickcards.html.

U.S. Government Bookstores. For OSHA standards and publications - <http://bookstore.gpo.gov>

Finding Outreach Trainers and Training

- Outreach Trainer Website - www.OutreachTrainers.org

OSHA encourages authorized Outreach Trainers to add their trainer profile and training schedules to this site. The site allows searches of trainers by type of training and geographically. Trainers are also able to use the site to find others to assist them in their training. OSHA references the website to those looking for outreach training.
- **Active Outreach Trainer Lists**

OSHA distributes lists of active trainers (two or more classes conducted within a year) to persons looking for outreach training and to trainers who need assistance in their training. To obtain a list, contact outreach@dol.gov, (847) 725-7810, fax (847) 297-6636, or an appropriate Authorizing Training Organization (www.osha.gov/dte/index.html). Provide the State(s) looking for, the industry program(s), and an email address, fax number or mailing address.

OSHA Technical Support

- **OSHA Regional or Area Office.** For support related to enforcement and the OSHA standards. These offices also provide publications and other helpful references. At the Regional Office ask for technical support. See www.osha.gov/html/RAmap.html.
- **Compliance Assistance Specialists.** These specialists are 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/cas.html.