

DATE: March 28, 2013
TO: Georgia Tech Authorized Outreach Trainers
FROM: Myrtle Turner, Director Georgia Tech OSHA Training Institute
RE: Outreach Training Card Request Policy



1. Purpose

To ensure accuracy and accountability for 10 and 30-hour Authorized Outreach Trainer card requests.

2. Scope

This policy is for Georgia Tech's Construction and General Industry Authorized Outreach Trainers who conduct 10 and/or 30-hour outreach training.

3. Background

Ethical practices of some Outreach Trainers have come into question. Given that some Outreach trainers practices have been somewhat questionable, more is being required of **ALL** Outreach Trainers. Georgia Tech is taking a proactive approach and is requiring its Outreach Trainers to provide notification of Outreach Training as a proactive measure.

6. Policy

The policy of the Georgia Tech OSHA Training Institute Education Center is to require its Authorized Outreach Trainers to submit requests for 10 and 30 hour cards in accordance with the current OUTREACH TRAINING PROGRAM GUIDELINES (http://www.osha.gov/dte/outreach/program_requirements.pdf). The Georgia Tech OTIEC Fact Sheet is attached to this policy. (attached).

7. Procedure

Provide the card requests in accordance with the current OUTREACH TRAINING PROGRAM GUIDELINES described in Item 6 above.

All card requests must be submitted online using the card request website: <https://outreachtrainer.gatech.edu> and must include all required information.

8. Effective Date

This policy will be effective for Outreach Trainers upon notification.

9. Additional Instructions

OSHA Outreach Training Program Course Reports must be submitted within 30 days following the end of the training class.

Outreach Trainers are required to maintain course records for five (5) years and should include the following:

- 1) Student Sign-in Sheets for each day of class. Student names must be printed and each student must sign their names, initials are not allowed.
- 2) Student addresses (can be work or home address)
- 3) Copy of the documentation submitted to request cards, including topic outline, list of topics taught and the amount of time spent on each
- 4) Records which indicate the card number dispensed to each student
- 5) Photo copy of cards issued
- 6) Detailed class schedule providing the actual time spent on each topic with actual time for each break and lunch (if applicable).

10. Monitoring

Periodically, OSHA or Georgia Tech Outreach Training Institute Education Center may ask for a copy of your class records. When OSHA or Georgia Tech Outreach Training Institute Education Center conducts monitoring visits for the OSHA Outreach Training Program, you may need to provide these records.

Simple Steps to Request Student Cards

Steps in the process to receive Outreach Training Student Course Completion Cards using the online card request website:

1. Register on the new online card request website: <https://outreachtrainer.gatech.edu/>
2. If you have not submitted a copy of your current trainer card or cards and a signed statement of compliance since February 2012 you must email a copy of each to: trainingcardrequests@gtri.gatech.edu with the subject line: **Trainer Documents – (Your Name) SOC and copy of card or cards**. If you attended an update trainer class here at Georgia Tech since April 2012 we will have a copy of your credentials on file, email us to confirm we have the documents on file.

NOTE: If this is the first time you have submitted a request for cards from Georgia Tech you must email a scanned copy of your certificate from the trainer class you attended, a copy of your trainer card and a signed statement of compliance.

A copy of these documents must be on file before we can approve your registration on the new website.

3. Once you have registered on the new website it will take 24 – 48 business hours to approve your registration. You will NOT be able to log into the website until your registration has been approved. *Also, **do not register more than one time on the website.*** Once approved you will receive an email letting you know your registration has been approved and at that point you may log into the website.
4. After scheduling an Outreach Training class (10- or 30-hour class), log into the website and click on Create. From the drop down menu, select Advanced Notification and complete the form and press the submit button.
 - a. All trainers are required to provide notice of upcoming Outreach Training classes. Trainers must include required info as shown on Georgia Tech Outreach Training Advanced Notification Form.

NOTE: If you are also requesting an exception to OSHA's class size requirement, please show that info in the subject line [**Trainer's Name – Advanced Notice & Request for class size exception**] and you must meet OSHA's requirements for requesting an exception:
 - b. If requesting an exception for fewer than 3 students the notice must be received 7 days in advance and include the information shown in the OSHA Outreach Training Program Requirements (Revised February 2013) document shown in section VI. M found on page 8.
 - c. If requesting an exception for more than 40 students the notice must be received 60 days in advance and include the information shown in the OSHA Outreach Training Program Requirements (Revised February 2013) document shown in section VI. L found on page 9.
5. Train a class.
6. After you conduct your Outreach Training and within 30 days of the end of the class, log into the card request website: <https://outreachtrainer.gatech.edu/>. Click View, from the drop down menu select Advanced Notification, and then click on the line showing the Advanced Notification you submitted for the class you just finished. Double click on the line and the system will take you to the Advanced Notification Summary page. At the bottom of the page, click on the **Create Course Report** Button. The system will take you to the first page of the

report. Fill in the remaining required information; submit your course report to request cards. **(NOTE: You will also pay for the card on this website, not the old payment website.)** Payment must be made at the time the course report is submitted unless other arrangements have been made with us in advance.

7. If you did NOT complete an Advanced Notification online but emailed it to us, you will complete your Outreach Training Program Report by clicking on the Create button and select Create Course Report from the drop down menu. Filling in the information requested. *When you type in the topics and hours, print the screen to review just in case you receive an error regarding not meeting OSHA's requirements.* If your request is successful you will be taken to a confirmation page where you can review the information submitted. You will also be able to export the information into the Outreach Training Program Report form in MS Word and make payment for your student cards.
8. Click the '**Purchase Student Cards**' button to pay for the number of student cards submitted using a credit/debit card (most major cards are accepted).
9. After making your payment you will be automatically take back to the card request website. Click on 'View' and from the drop down menu select Course Report. The system will show all Course Reports submitted. Select the course report you just submitted or the one you wish to print. You will be taken to the Course Report Summary page, and then click the 'Export to Word Document' button to save and print your report form.
10. Once your Course Report is approved an email notice will be sent to the email address on file for the trainer. Approval can take 1 – 14 business days. **NOTE: Course reports without payment cannot be approved and will delay the processing time.**
11. Cards will be mailed within 1 – 5 business days of approval. Total processing time, from submission to mailing cards, is normally 2 – 19 days depending on volume of requests.
12. If you need to request a **replacement student card** and it has been less than 3 years from the end date of the Outreach Training class you will need to complete the Student Card Replacement Request Form and make payment of \$10 per card here: https://epay.gatech.edu/C20793_ustores/web/store_main.jsp?STOREID=156. ***(This payment website should only be used to pay for replacement student cards, replacement trainer cards and replacement trainer certificates after you are registered on the new online card request website.)*** Email a copy of the completed Student Card Replacement Request Form and a copy of the email receipt you will receive after making payment to: trainingcardrequests@gtri.gatech.edu.
13. If you are requesting a replacement card for a student whose request was submitted online:
 - a. Click on View, then from the drop down menu select Course Report. The system will show all course reports submitted online.
 - b. Double click the line showing the course report where the card was originally submitted.
 - c. The system will take you to the Course Report Summary page. Click on the button "Replace/Change/Add Students" under the Request Changes: title.
 - d. Check the name of the student for whom you need a replacement card.
 - e. In the NOTE box, type a brief statement describing why the replacement card is needed (misprint, lost/stolen card, etc.) and any other relevant information.
 - f. NOTE: We will process the request and will let you know when you can make payment. We usually do not charge for misprints but other student card replacement requests cost \$10 each.
 - g. To make payment you will access the Course Report Summary page as described above and click "Purchase Student Cards."
 - h. Once payment has been made, the card will be shipped to the address associated with the original card request.

OSHA OUTREACH TRAINING PROGRAM FACT SHEET

WHEN:

After 10- or 30-hour course has been taught, ensure that you are registered on the card request website: <https://outreachtrainer.gatech.edu>, if registered and approved, log into the website, click on Create, then select Course Report and complete the course report for your class. Pay for the cards on the same website after course report is created.

NOTE – Trainers who took their last General Industry and/or Construction Industry trainer course at a different Education Center must contact that Education Center for instructions on submitting a request.

WHERE:

Effective Jan 1, 2013, all card requests must be submitted online.

<https://outreachtrainer.gatech.edu>

If you have not registered on the website, email a copy of your trainer card and statement of compliance to: trainingcardrequests@gtri.gatech.edu, then go to the card request website and register. We must approve your registration and approvals can take 1 – 4 days. Instructions for registering and using the site can be found on the Help page of the website and you do not need to register or log in to access the Help page. Web address:

<https://outreachtrainer.gatech.edu>.

If you have questions you can contact us via email at: trainingcardrequests@gtri.gatech.edu or by phone at: 404-407-8363. We will respond as quickly as possible, normally within 24 business hours.

NOTE – If you have not been assigned an ID number by GA Tech, please email a copy of the 8.5 x 11" certificate you received when you completed your latest trainer or update course with Georgia Tech, a copy of your authorized OSHA OT trainer card you received at the end of training and a copy of your signed statement of compliance (SOC). Email documents to: trainingcardrequests@gtri.gatech.edu. **You will then need to register on the website:** <https://outreachtrainer.gatech.edu>. After we approve your registration you can log in and create a course report.

HOW THE PROGRAM ADMINISTRATION WILL WORK:

Refer to the Outreach Guidelines for details; the guidelines are also available at:

http://www.osha.gov/dte/outreach/program_requirements.pdf

http://www.osha.gov/dte/outreach/construction/construction_procedures.pdf

http://www.osha.gov/dte/outreach/generalindustry/generalindustry_procedures.pdf

All Card Requests require the following information:

- OSHA Outreach Training Program Report Form (**Complete the online report**); and
- Payment of the student cards (pay on the same website where online form is created)

NOTE – Trainers are required to maintain other documentation and paperwork for each course taught. Please refer to the OSHA Outreach Training Programs Requirement document and the Industry Procedures document for more details on the recordkeeping requirements.

We will review requests for:

- Trainer qualification (valid authorization status);
- If you are training under the Electrical Transmission & Distribution Alliance you must supply proof of authorization to train under this alliance
- Compliance with the guidelines (topics, time, etc.);
- Payment received and processed; and
- Completeness of information
- Discrepancies will be reviewed with the trainer
- Reports submitted online **and with a payment successfully processed** will be filled within 2-19 days.

QUESTIONS:

If you have questions about the outreach training program, including the administration procedures, contact either of the following Georgia Tech OTIEC staff members.

Karen Bartley, Program Manager
karen.bartley@gtri.gatech.edu
404-407-8317

Myrtle Turner, Education Center Director
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404-407-8066