



Directorate of Training and Education

## Outreach Training Program

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## Requirements

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Health Administration (OSHA)  
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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 Outreach Training Program trainers in all Outreach Training Programs.
- B. Outreach Training Program Procedures.** These procedures contain specific industry program requirements (e.g. Construction, General Industry, Maritime, or Disaster Site Worker).
- C. Outreach Training Program Investigation and Review Procedures.** These procedures are used by OSHA to process complaints or allegations of failure to comply with Outreach Training Program requirements. These procedures ensure program compliance and due process for resolving these issues.
- D. Outreach Training Program Online Training Procedures.** These procedures contain additional requirements for online providers of Outreach Training Program training.

**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 recognize, abate and prevent job-related hazards. OSHA authorizes safety and health professionals who complete an Outreach Training Program trainer course to conduct occupational safety and health classes for workers. After training is completed, trainers document the training to their Authorizing Training Organization (ATO) (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. OSHA Outreach Training Program training does not meet the training requirements contained in any OSHA standard. Some states and local jurisdictions have enacted laws mandating Outreach Training Program training, and some employers and unions require workers to have this training to work on job sites or to fulfill their own safety training goals. However, the federal government does not mandate Outreach Training Program participation. For a complete list of OSHA's training-related requirements, see OSHA Publication #2254, *Training Requirements in OSHA Standards* ([www.osha.gov/Publications/osh2254.pdf](http://www.osha.gov/Publications/osh2254.pdf)).

The growth in the Outreach Training Program is a result of industry-wide acceptance and additional training opportunities available through the OSHA Training Institute (OTI) Education Centers. Many employers use the OSHA Outreach Training Program to provide training for their employees.

**III. Authorized Outreach Training Program Trainer Designation**

- A. Becoming an Outreach Training Program Trainer.** To become an Outreach Training Program trainer, an individual must meet the prerequisites and complete the applicable industry trainer course through an Authorizing Training Organization. See the specific industry program procedures for detailed information. Trainer course

prerequisites include components for both industry-specific safety and health experience and training in OSHA standards for that industry. These are separate components. Industry experience cannot be used to fulfill or replace the training prerequisite component. OSHA does not waive the training prerequisite component.

- B. Update Requirement.** To stay current on relevant OSHA matters, Outreach Training Program trainers are required to complete a trainer update course every four (4) 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 calendar day grace period after their expiration date to take the trainer update course or the applicable industry trainer 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. During the grace period, the trainer will be unable to conduct Outreach Training Program training and receive student course completion cards. After the grace period ends, a trainer's authorization status may be reinstated only by retaking the applicable industry trainer course and meeting applicable course prerequisites (see Section III.A.). If a trainer's authorization has expired, the trainer will be unable to conduct Outreach Training Program training and receive student course completion cards. Extensions to the grace period will not be granted.
- C. Military Service Update Exemption.** Military members returning to the Continental United States (CONUS) from overseas assignment(s) have 90 calendar days from their return date to renew their trainer authorization. Proof of military status must be shown, including a copy of the military orders directing return to the U.S. Reservists who serve more than 30 days on active duty and then leave active duty status must furnish a copy of their DD-214.
- D. Course Offerings.** Trainer courses are offered at the OSHA Training Institute (OTI) Education Centers. A searchable course schedule can be found at [www.osha.gov/dte/ecd/course\\_otiec\\_search\\_public.html](http://www.osha.gov/dte/ecd/course_otiec_search_public.html). A list of all the OTI Education Centers can be found at [www.osha.gov/dte/edcenters/current\\_list.html](http://www.osha.gov/dte/edcenters/current_list.html).

#### IV. Outreach Training Program Contacts

- A. Authorizing Training Organization.** This refers to the organization that sponsored the trainer's most recent trainer course or trainer update course. The Authorizing Training Organization (ATO) is either the OSHA Training Institute (OTI) or an OTI Education Center. The Authorizing Training Organization is the trainer's primary point of contact. The name of each trainer's ATO is indicated either on the front of the Outreach Training Program trainer card, below "OSHA, U.S. Department of Labor" or the upper left portion on the back of the Outreach Training Program trainer card, along with the ATO contact information. This organization is responsible for answering trainer questions, processing OSHA Outreach Training Program Reports (OTPR), and will issue student course completion cards. An ATO point-of-contact list can be found at <https://www.osha.gov/dte/outreach/ato.html>. Trainers may be affiliated with only one Authorizing Training Organization per industry (e.g., a trainer may be authorized through one ATO for Construction, and authorized through another ATO for General Industry. The trainer may not be authorized as a Construction trainer simultaneously through two or more ATOs).

**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](mailto:Outreach@dol.gov) or by phone at (847) 725-7810. Please send written correspondence to:

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

**V. Outreach Training Program Requirements.** This section contains information on the requirements for conducting Outreach Training Program training classes. Trainers are responsible for complying with all of these requirements when planning and conducting Outreach Training Program classes.

**A. Outreach Training Program Trainer Responsibilities.** It is the responsibility of each Outreach Training Program 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 revocation of the Outreach Training Program trainer's authorized trainer status.

**B. Statement of Compliance.** Each Outreach trainer must sign a statement affirming that the training they conduct will be in accordance with Outreach Training Program requirements and procedures (see Appendix A).

**C. Exception Requests.** OTI Education Centers will review and may approve Outreach Training Program Requirements exception requests under certain limited conditions. Specific exception request information requirements are addressed throughout Section V. All exception requests must meet the following conditions:

1. **Submission Timelines.** All exception requests must be submitted, in writing, to the relevant approval authority within the stated timeline.
2. **Exception Restrictions.**
  - a) A trainer granted an exception is permitted only one exception in effect at a time.
  - b) A trainer may not apply for or request an additional exception while any course previously granted an exception remains in effect (e.g., trainers may not request multiple, concurrent or consecutive exceptions).

**D. 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 [https://www.osha.gov/dte/outreach/investigation\\_procedures.html](https://www.osha.gov/dte/outreach/investigation_procedures.html).

**E. Trainer Code of Conduct.** Trainers must conduct themselves professionally at all times during the training, at meal and/or other break periods, in financial dealings with their students or customers, and during interactions with OTI Education Center staff and instructors. The following are examples of unprofessional behavior:

1. **Inappropriate Behavior, Activities, or Lack of Professionalism.** This includes such inappropriate behavior as:
    - a) Serving alcohol.
    - b) Suggesting how to circumvent OSHA regulations.
    - c) Discriminatory or defamatory remarks regarding OSHA or any individual or group of individuals.
    - d) Telling jokes that could be considered offensive, insulting, humiliating, or demeaning.
  2. **Improper Class Setting.** This includes holding training at a place not conducive to learning.
  3. **Felony Conviction.** Outreach Training Program trainers convicted of a felony may be subject to corrective action including suspension or revocation. Prior felony conviction does not automatically preclude a prospective trainer from attending a trainer course or seeking authorized trainer status.
  4. **Failure to Handle the Payment and Refund of Course Tuition and Fees in a Professional Manner.** This includes failing to reimburse full course tuition and fees within five (5) business days of cancelling a class, or, if the trainer reschedules the cancelled class, failing to reimburse full course tuition and fees to each student that does not affirmatively agree, within 10 business days of the class cancellation, to attend the rescheduled class.
  5. **Double Scheduling.** Outreach Training Program trainers may not schedule multiple classes projected to occur concurrently or at the same time.
- F. 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. **Students** are defined as those attending a class. Trainers are not considered students. Therefore, the Outreach trainer must not include their name on the student roster.
  2. **Attendance.** To receive a course completion card, the student must attend the entire class and complete all class requirements, including all requisite topics and the minimum number of contact hours.
  3. **Student Contact Hours.** Student contact hours refer to time spent covering course content. Student contact hours do not include breaks for meals or other breaks, or time spent on administrative matters such as attendance or tests.
  4. **Daily Student Contact Hour Limit**
    - a) Training is limited to a maximum of 7.5 student contact hours conducted per calendar day. Therefore:
      - (1) 10-hour classes must take a minimum of two (2) calendar days.
      - (2) 30-hour classes must take a minimum of four (4) calendar days.



- b) The entire length of a training session may be longer than 7.5 consecutive hours, but must be shorter than 10 consecutive hours, when adding time for meals and other breaks, and for time spent on administrative matters or tests. For example, a training session cannot be conducted from 9:00 pm through 7:00 am the following day, but may be conducted from 9:00 pm through 6:30 am the following day.
  - c) A 10-minute break is required for every two (2) consecutive hours of training (including student contact hours and time spent on administrative matters or tests), and a 30-minute lunch or meal break is required for every six (6) hours of training (including student contact hours and time spent on administrative matters such as attendance or tests). Training is not allowed during lunch or meals, or other break periods.
  - d) No more than 10 hours of training (including student contact hours, lunch/meal and other breaks, and administrative matters such as attendance and tests) may be conducted in a 16-hour period. An 8-hour break (minimum) is required if 7.5 or more hours of training (including student contact hours, lunch and other breaks, and administrative matters and tests) are conducted in a 16-hour period. This break may need to be longer to ensure compliance with Section V.F.4.a.
  - e) The requirements in Sections V.F.4.a. through V.F.4.d. apply unless the Authorizing Training Organization has granted an exception, in writing, to those requirements. A written request for an exception to the requirements in Sections V.F.4.a. thru V.F.4.d. must be submitted by the Outreach Training Program trainer to the relevant ATO address indicated in Section IV.A, and received by the Authorizing Training Organization at least 60 calendar days in advance of the scheduled training start date. Documentation must be submitted with training details and the reason why the Outreach Training Program trainer believes an exception is necessary. Only one exception will be permitted at a time – a request by a trainer for an exception will be rejected if the trainer was previously granted an exception for a course that has not yet been completed. An exception will only be granted in unusual, extenuating circumstances. OSHA does not consider cost savings, trainer availability, program or workplace time limits, or missing work to be extenuating circumstances.
- 5. Break and Meal Periods.** At a minimum, a 10-minute break period must be provided after every two (2) consecutive hours of instruction. A meal period of at least 30 minutes must be provided for each training session which lasts for more than six (6) hours. The break and meal periods are intended as instructional breaks, training is not allowed during these times.
- 6. Class Duration**
- a) Outreach 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 30 minutes in length.

- b) Each Outreach Training Program class must be completed within six (6) months of its start date. This 6-month requirement applies unless the Authorizing Training Organization has granted an exception, in writing, to the duration requirement. A written request for an exception to this requirement must be submitted by the Outreach Training Program trainer to the relevant ATO address indicated in Section IV.A., and received by the Authorizing Training Organization at least 60 calendar days in advance of the scheduled training start date. Documentation must be submitted with training details and include the reason why the Outreach Training Program trainer believes an exception is necessary. Only one exception will be permitted at a time – a request by a trainer for an exception will be rejected if the trainer was previously granted an exception for a course that has not yet been completed. An exception will only be granted in unusual, extenuating circumstances. OSHA does not consider cost savings, trainer availability, program or workplace time limits, or missing work to be extenuating circumstances.

## **7. Class Style**

- a) Outreach Training Program training must include workshops, case studies, exercises, and demonstrations that involve student participation and interaction.
- b) Videos cannot comprise more than 25% of the instructional time spent in Outreach Training Program training.

## **8. Student Verification.** Outreach trainers must employ every reasonable effort to verify the identity of each individual attending their Outreach Training Program training.

## **9. Providing 10-hour Students Additional Training to Receive a 30-hour Card.** Outreach trainers may provide 20 additional hours to 10-hour students and receive 30-hour cards under the following conditions:

- a) The same Outreach Training Program trainer must conduct all the Outreach Training Program training (10- and additional 20-hours).
- b) All the Outreach Training Program training must be completed (from the start of the 10-hour class, to the end of the 30-hour class) within six (6) consecutive months.
- c) The original 10-hour card must be returned to the Authorizing Training Organization for the student to receive the 30-hour card.

## **10. Stand-alone Training.** Outreach Training Program courses are considered stand-alone courses and must not be conducted as part of, and /or in conjunction or combination with other Outreach Training Program training. This does not prevent organizations from developing wrap-around coursework that is not part of the Outreach Training Program. For example, an Outreach Training Program trainer may not treat a General Industry 10-hour class as a combination General Industry 10-hour class and Construction 10-hour class because the Outreach Program Trainer combined like-portions and subsequently taught all the other required portions of both 10-hour classes in a single training. In such a

circumstance, the Outreach Program trainer will receive course completion cards for one 10-hour class in one industry only, and, as with all failures to comply, this failure to comply may result in corrective action by OSHA, up to and including the revocation of the Outreach Training Program trainer's authorized Outreach Training Program trainer status. This does not apply to the use of portions of a 10-hour class to fulfill requirements toward a 30-hour class in the same industry, as described in Section V.E.9.

**G. Makeup Training.** If a student misses any portion of the class, the student may be eligible to complete the training at a later time. This is considered "Makeup Training." The Outreach Training Program trainer may conduct makeup training for a student in accordance with these requirements:

1. **Student Eligibility.** For a student to be eligible for makeup training, the student must have completed at least 50% of the contact hours during the original class offering. Eligible student documentation and makeup training documentation must comply with the document submittal requirements in Section VII.B.
2. The Outreach Training Program trainer must schedule makeup training, and makeup training must be completed, within six (6) months of the start of the training course, in accordance with Section V.F.6.b.
3. Makeup training may be performed by the primary Outreach Training Program trainer or by another Outreach Training Program trainer who assists the primary Outreach Training Program trainer in accordance with Section V.M.3. The primary Outreach Training Program trainer is responsible for meeting the reporting requirements outlined in Section VII.B.
4. Students may complete the makeup training with a guest trainer who conducted the particular missed training portion, as long as this part of the training is coordinated by the primary Outreach Training Program trainer and all other requirements in Section V.M. are followed. The student must have access to the primary Outreach Training Program trainer for any follow-up questions.
5. Makeup training classes consisting of less than three (3) students is permitted.

#### **H. Training Topics**

1. **Types of Topics.** OSHA Outreach Training Program courses consist of 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 Outreach Training Program 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 elective topics to be delivered, and a minimum amount of time that must be devoted to these topics. The list of acceptable elective topics is determined by OSHA.

- c) **Optional topics** are intended to supplement the mandatory and elective topics. These topics are intended to provide an Outreach Training Program trainer with increased flexibility to fulfill Outreach Training Program training time requirements. Additional time in mandatory or elective topics is necessary if optional topics are not covered.
- 2. **The Designated Training Topics** sections in the specific industry procedures contain detailed information on subjects that must be covered in Outreach Training Program classes along with associated time requirements.
- 3. **Training and Topics Ineligible for Outreach Training Program Training**
  - a) Topics must be occupational safety and health topics dealing with hazard recognition or prevention.
  - b) **CPR and First Aid.** Although CPR and First Aid may be presented in conjunction with Outreach Training Program training, they cannot be counted towards fulfillment of Outreach Training Program requirements.
  - c) Training that is conducted to comply with OSHA standards cannot be counted toward Outreach Training Program training requirements.

## I. Training Materials

### 1. Required Curriculum

- a) Trainers must use required curriculum as noted on OSHA's Outreach Training Program Web page (see Appendix B). Outreach Training Program trainers must maintain awareness of current program requirements.
- b) *Introduction to OSHA.* This 2-hour curriculum is required to be covered in every Outreach Training Program class. The module materials include an Instructor Guide, PowerPoint slides, student handouts, and participatory activities. The curriculum is available at <https://www.osha.gov/dte/outreach/teachingaids.html>. Additional information on this module is available in each specific industry procedures document.
- 2. **Trainer Resources.** Outreach Training Program trainers are provided electronic files during the trainer courses that individuals must complete to become Outreach Training Program trainers (see Section III). These files include PowerPoint presentations and lesson plans that may be used in full or in part in conducting Outreach Training Program classes. Please note that most course materials provided in the Outreach Training Program trainer classes are intended for use by Outreach Training Program trainers, and are not designed for students.
- 3. **Student Materials.** Outreach Training Program trainers must provide students with reference materials that highlight the key training points for each topic covered. At a minimum, each student must receive a fact sheet on each topic. See Appendix B for helpful training resources.
- 4. **Trainer Contact Information.** Outreach Training Program trainers must provide all students with: the trainers' name(s), trainers' contact information, Authorizing Training Organization, and instructions on how to request a replacement student

course completion card. Outreach Training Program trainers must present their original trainer card (not a copy) at the start of the first session of each class.

**J. Topic Length.** OSHA has assigned minimum lengths for each mandatory topic. One-half hour (1/2-hour) is the minimum time period an Outreach Training Program trainer may spend on any topic. Unless otherwise noted, OSHA recommends spending an hour on each topic.

- 1. 10-Hour Class.** An Outreach Training Program trainer may not cover any single topic for more than four (4) hours, unless permitted in the specific industry procedures.
- 2. 30-Hour Class.** An Outreach Training Program trainer may not spend more than six (6) hours on any single topic, unless permitted in the specific industry procedures.

### **K. Geographic Limitations**

- 1. Geographic Jurisdiction.** OSHA Outreach Training Program classes may only be conducted in training locations within the geographic jurisdiction of the Occupational Safety and Health (OSH) Act. The geographic jurisdiction of the OSH Act is limited to the 50 U.S. States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, Wake Island, Outer Continental Shelf Lands defined in the Outer Continental Shelf Lands Act, and Johnston Island. Classes delivered outside of the geographic jurisdiction of the OSH Act will not be recognized as Outreach Training Program classes, and trainers will not receive student course completion cards for those students.

OSHA Outreach Training Program classes delivered outside of the geographic jurisdiction of the OSH Act to members of the U.S. military are permissible and these personnel are eligible to receive student course completion cards. In these cases, Outreach Training Program trainers do not have to request an exception, but must ensure their Authorizing Training Organization is aware that the persons trained are members of the U.S. military. Civil service employees of the U.S. government may also be trained outside of the geographic jurisdiction of the OSH Act without an exception, but trainers must ensure their Authorizing Training Organization is aware that the persons trained are civil service employees of the U.S. government. A civil service employee is defined as a Federal employee who is either a Competitive Service, Excepted Service, or a Senior Executive Service employee. Non civil service employees and contractors for the U.S. government cannot be trained outside of the geographic jurisdiction of the OSH Act without prior written approval from OSHA or the trainer's ATO.

- 2. Out-of-Jurisdiction Exception Requirements.** The geographic jurisdiction requirement applies unless OSHA or the Authorizing Training Organization has granted a written exception. Requests for exception will only be granted for training that is provided on a contract basis for a specific organization and only for its employees. The contracting organization is defined as the party who has a

legally binding contract with the Outreach Training Program trainer to provide Outreach Training Program training outside of OSHA's geographic jurisdiction.

Please note the following requirements for obtaining OSHA approval for training outside OSHA's geographic jurisdiction. Only one exception will be permitted at a time – a request by a trainer for an exception will not be approved if the trainer was previously granted an exception for a course that has not yet been completed. A written request for an exception to this requirement must be submitted by the Outreach Training Program trainer to the relevant ATO address indicated in Section IV.A., and received by the Authorizing Training Organization at least 60 calendar days in advance of the scheduled training start date. The written request for exception must include the following:

- a) A statement specifying why the trainer believes an exception is necessary.
  - b) Primary Outreach Training Program trainer name.
  - c) Primary Outreach Training Program trainer email address.
  - d) Copy of trainers' Outreach Training Program trainer card(s).
  - e) Signed Outreach Training Program trainer Statement of Compliance.
  - f) Outreach Training Program class type, indicating industry and number of hours.
  - g) Contracting organization name and address.
  - h) Class date(s).
  - i) Start and end times for each training day.
  - j) 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. The outline must be organized to clearly indicate the cumulative time spent on each mandatory, elective, and optional topic, and identify specific times (e.g., 1pm to 2pm) for each topic, meal and other breaks.
  - k) Guest trainer and assistant trainer name(s).
  - l) Physical address where the Outreach Training Program training will be conducted.
  - m) Typed list of employees to be trained on the contracting company letterhead.
- 3. Advertising Restriction.** Dissemination or posting of promotional materials, advertising, or information of any kind (including electronic mail, print media, and/or Web sites) for Outreach Training Program training conducted outside the geographic jurisdiction of the OSH Act is prohibited.

#### **L. Training Language.**

Outreach Training Program trainers must teach in a language that students understand. Also, if a student's vocabulary is limited, the Outreach training Program training must accommodate that limitation. The primary Outreach

trainer must be fluent in the training language, or translators or interpreters may be used. If using a translator or interpret, observe the following:

1. **Translator/Interpreter Qualifications.** The translator or interpreter must have a background in occupational safety and health.
2. **Class Length.** If translation or interpretation is used, the class must be held for twice the amount of time to allow for adequate translation or interpretation

#### **M. Types of Outreach Training Program Trainers**

1. **Primary Outreach Training Program Trainer.** The primary Outreach Training Program trainer must:
  - a) Design and coordinate the class.
  - b) Teach a minimum of 50% of the class, except as indicated in Section V.M.3., below.
  - c) Be in attendance at all times to answer questions and ensure proper topic coverage, except as indicated in Section V.M.3., below, and ensure proper topic coverage.
  - d) Document the class and retain class documentation, including student attendance.
  - e) Maintain a list of guest trainers or assistant Outreach Training Program trainers used for each class, their qualifications, and the topics each trainer delivered.
2. **Guest Trainers.** Guest trainers are defined as subject matter experts who are not authorized Outreach Training Program trainers. Outreach Training Program trainers may use guest trainers to assist in delivering their classes.
3. **Assistant Outreach Training Program Trainers.** Use of assistant Outreach Training Program trainers relieves the primary Outreach Training Program trainer from the responsibility of attending all training sessions. When assistant Outreach Training Program trainers are used, the primary Outreach Training Program trainer must teach and be in attendance for at least 20% of the class, and must coordinate, document, and retain records of the training sessions. The assistant Outreach Training Program trainers must be authorized in the specific industry course being delivered. At least one Outreach Training Program authorized trainer must be in attendance at all times.

#### **N. Minimum Class Size**

1. OSHA intends for Outreach Training Program training to be participatory. For this reason, OSHA requires Outreach Training Program trainers to teach at least three (3) students per class, except as noted below.
2. **Minimum Class Size Exception.** Authorizing Training Organizations may allow an exception under extenuating circumstances. A written request for an exception to this requirement must be submitted by the Outreach Training Program trainer to the relevant address indicated in Section IV.A., and received by the

Authorizing Training Organization at least seven (7) calendar days in advance of the scheduled training start date. A separate request must be submitted for each class for which an exception is sought, and only one exception will be permitted, and in effect, at a time. A written request must contain the following:

- a) **Explanation.** The Outreach Training Program trainer must explain why training cannot be conducted in accordance with OSHA Outreach Training Program requirements. If Outreach Training Program training is considered a routine business practice, such as when beginning employment, the period over which this practice will continue must be noted. The Authorizing Training Organization may, at its discretion, issue an exception covering multiple classes over an extended period, not to exceed 12 months per request. Unless an extended period exception is issued by the Authorizing Training Organization, the requirement that a separate request be submitted for each class will apply.
- b) **Target Audience.** Indicate whether the Outreach Training Program training is for in-house employees, and if the training is required for employee orientation purposes or to fulfill company or jurisdictional policy.

#### **O. Maximum Class Size.**

- 1. Outreach Training Program classes are limited to a maximum of 40 students.
- 2. **Maximum Class Size Exceptions.** Authorizing Training Organizations may allow an exception under unusual, extenuating circumstances. A written request for an exception to this requirement must be submitted by the Outreach Training Program trainer to the relevant address indicated in Section IV.A., and received by the Authorizing Training Organization at least 60 calendar days in advance of the scheduled training start date. A separate request must be submitted for each class for which an exception is sought, and only one exception will be permitted, and in effect, at a time. A written request must contain the following:
  - a) **Explanation.** The Outreach Training Program trainer must explain why training cannot be conducted in accordance with OSHA Outreach Training Program requirements.
  - b) **Class Topic Outline.** A topic outline which indicates each topic, the length of time each topic will be taught, and the specific date and time the topic will be taught.
  - c) **Student Materials.** Provide a general list of materials which will be provided to each student.
  - d) **Method for Facilitating Student Questions.** Outreach Training Program trainers must ensure students will be able to ask questions when the class is not in session. Possible methods include e-mail, answering questions after class, and/or a question and answer session after each topic.



- e) **Documentation of Student Attendance.** Confirm that, and describe how, the Outreach Training Program trainer plans to ensure attendance will be taken at the beginning and end of each class day.

**P. Records Retention.**

Outreach Training Program trainers must retain Outreach Training Program class records for five (5) 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 Outreach Training Program trainer status. The class records for each class must include at least the following:

1. **Daily Student Sign-In Sheets.** Separate sign-in sheets must be completed for each day of the course. Printed or typed first and last names must appear adjacent to the students' signatures. Each sign-in sheet must also contain the course name, date and time of the course sessions, and include the training location(s) name, and city, and state. The instructors' printed first and last names and signatures must also appear on the daily student sign-in sheets.
2. **Student Contact Information.** This is the location where the Outreach Training Program trainer will send the student card; it must be the student's home or business address.
3. **Detailed Topic Outline.** The outline must indicate the course title, location, and the specific date and time period (e.g. 1 p.m. to 2 p.m.) of every topic, and include all breaks and meal periods. The primary and assistant Outreach Training Program trainers and any guest trainers (see Section V.M.), must be listed on the topic outline next to the topic(s) they instructed.
4. **Outreach Training Program Report (OTPR).** A copy of the official *Outreach Training Program Report* (OTPR) submitted to request student course completion cards must include: the list of student names; the list of topics taught; and the cumulative class time spent on each topic. An OTI Education Center Outreach Training portal report may not be substituted for the official *Outreach Training Program Report*.
5. **Student Course Completion Cards.** Outreach Training Program trainers must make a complete of each course completion card they issue after entering all information onto the card. The course completion card copy may be electronic, digital or paper, and must include both front and back of each card issued. This measure will enable the Outreach Training Program trainer to track the card number issued to each student.
6. **Guest trainers.** A list containing the name of each guest trainer, the specific topics and times covered by each guest trainer, and their qualifications.
7. **Assistant Outreach Training Program Trainers.** A list containing the name of each assistant Outreach Training Program Trainer, including: a list of the topics covered by each assistant Outreach trainer; and, for each topic, the number of contact hours allocated to each assistant trainer; and a copy of each assistant trainer's valid (unexpired) Outreach Training Program trainer card.

**Note:** Completion and retention of all records associated with Outreach Training Program training classes are the responsibility of the primary Outreach Training Program trainer. If the Outreach Training Program trainer leaves an organization for which they conducted training, retention of the original Outreach Training Program training records is the responsibility of the Outreach Training Program trainer. Duplicate copies of Outreach Training Program training records may be maintained by the organization for their records. Outreach Trainers may not rely on internal or external staff, clients, employers, or third parties to maintain the required Outreach Training Program training records.

## **Q. Advertising.**

When advertising Outreach Training Program training, Outreach Training Program trainers must properly describe their Outreach Training Program trainer designation and the Outreach Training Program training classes they are authorized to deliver. An Outreach Training Program trainer's authorization is limited to conducting OSHA Outreach Training Program classes for the applicable industries for which authorization to train is granted. Advertising must not state or imply that Outreach Training Program trainer authorization exceeds this limit. If advertising is false or misleading, the Outreach Training Program trainer must promptly correct the problem. Failure to comply may result in corrective action, up to and including revocation of Outreach Training Program trainer status. These restrictions also apply to course certificates, and other advertising or marketing materials and documents.

### **1. Advertising may include:**

- a) **“OSHA-authorized”.** Indicate that the training is authorized by OSHA; the use of “OSHA-authorized” is allowed.
- b) **“OSHA” and “Department of Labor” Usage.** “OSHA” and “Department of Labor” may be used in advertising but not in a manner which implies or expresses that the Outreach Training Program trainer is an OSHA employee or that the Outreach Training Program class is being conducted by, has been approved by, is endorsed by, or is being done in cooperation with OSHA or the Department of Labor.

### **2. Advertising must not include:**

- a) **Department of Labor and/or OSHA Logos.** The use of the OSHA logo, the U.S. Department of Labor logo, and the U.S. Department of Labor seal is strictly prohibited.
- b) **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 Outreach Training Program trainer is authorized and students receive student course completion cards. Advertisements must not use any form of the word “certify” including the word “certification”, or imply that the Outreach Training Program class will result in the individual being certified.

- c) **OSHA “Approved”.** OSHA does not “approve” trainers or classes. Advertising cannot state, imply or suggest that Outreach Training Program training or Outreach Training Program trainers are approved by OSHA.
  - d) **OSHA Trainer Course (e.g., #500, #501, #5400, #5600).** Outreach Training Program trainers cannot conduct OSHA trainer courses. Outreach Training Program trainers must not refer to an Outreach Training Program class as an OSHA trainer course or an Outreach Training Program trainer course. OSHA Outreach Training Program trainer courses may only be conducted by the Authorizing Training Organization, which is either the OSHA Training Institute (OTI) or an OTI Education Center (see [www.osha.gov/otiec](http://www.osha.gov/otiec)).
  - e) **Use of “Train-the-Trainer.”** Outreach Training Program 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 Outreach Training Program trainers and are not entitled to receive student course completion cards for students they may train.
  - f) Outreach Training Program trainers cannot provide cards to students which are depictions or representations of an OSHA Outreach Training Program student course completion card or which may be misconstrued as an OSHA Outreach Training Program student course completion card.
  - g) Outreach Training Program trainers cannot state that Outreach Training Program training is OSHA compliant, or that it meets the requirements in any OSHA standard.
3. **Training Outside OSHA’s Geographic Jurisdiction.** Outreach Training Program trainers may not disseminate or post promotional materials, advertising or information of any kind (including electronic mail, print media, and/or Web sites) for Outreach Training Program training conducted outside the geographic jurisdiction of the OSH Act and may not post information regarding this training on any Web site, or otherwise advertise for, Outreach Training Program training outside the geographic jurisdiction of the OSH Act.

## **R. Alternative Training Methods.**

Outreach Training Program classes must be conducted in-person, unless a written exception is obtained from OSHA or the trainer’s Authorizing Training Organization as described in Section V.C. above.

- 1. **Online Training.** Authorized Outreach trainers may not conduct online Outreach Training Program classes. Only OSHA-authorized online Outreach training providers may conduct online Outreach Training Program classes.
- 2. **Video Conferencing.** OSHA’s preferred delivery method is through standard in-person classroom instruction. Outreach Training Program training conducted through a remote site video conferencing or other live, interactive instruction that is not standard in-person classroom instruction is not allowed unless OSHA or the relevant Authorizing Training Organization has granted a written exception for the conduct of such training. To request an exception for video conferencing a written request must be submitted by the Outreach Training Program trainer to the

relevant address indicated in Section IV.A., and received by the Authorizing Training Organization at least 30 calendar days in advance of the scheduled training start date. Exceptions may be authorized for a designated time period, not to exceed 12 consecutive months. The written request must be sent to the Authorizing Training Organization and include the following:

- a) A statement indicating why the trainer believes an exception is necessary.
- b) Name(s) of the primary Outreach Training Program trainer and assistant Outreach Training Program trainers or guest trainers who will conduct the training.
- c) A copy of the relevant Outreach Training Program trainer card(s).
- d) Documentation for all trainers (primary, assistant, and guest) of prior experience delivering occupational safety and health training via video conferencing, webinar, or other instruction that is not standard in-person classroom instruction, including topics, number of courses delivered, and number of students trained.
- e) The type of hardware, software, and/or systems students will utilize to participate in the alternative training method.
- f) Location of the origin training site and the type of hardware, software, or system that will be used at the origin training site.
- g) List of the offsite training locations. Students must receive training in a classroom, auditorium or conference room setting.
- h) The primary Outreach Training Program trainer must ensure that a proctor is present at each training location. The proctor will monitor consistent attendance, and collect daily student sign-in sheets. The proctor's printed first and last name, and signature must appear on the sign-in sheets.
- i) A course outline which indicates each topic, and the length of time for which each topic will be taught.
- j) List of the materials that will be provided to each student including a description of when and how students will receive the materials.
- k) Description of how the primary Outreach Training Program trainer will ensure that the *Introduction to OSHA* module will be conducted in a participatory manner.
- l) Description of how the primary Outreach Training Program trainer will ensure that one or more Outreach Training Program trainers are available to respond to student questions.
- m) Description of how the primary Outreach Training Program trainer will ensure that student questions are answered quickly and effectively.
- n) Description of how the primary Outreach Training Program trainer will ensure that effective two-way communication will be incorporated into the Outreach Training Program training.

- o) All training must be accessible to OSHA and the ATO for auditing purposes.
- p) Affirmative confirmation and a description of processes the primary Outreach Training Program trainer will use to ensure effective evaluation of the training and testing of the students. The method for conducting evaluation and testing must include the following three Evaluation Levels:
  - 1) Level 1 – Student satisfaction surveys for content and delivery (including summary narratives for each).
  - 2) Level 2 – Testing.
  - 3) Level 3 – Follow-up impact evaluation.

## **VI. Industry Sector-Specific Emphasis Training.**

Organizations interested in developing industry sector-specific emphasis training courses must submit a written request to the OSHA Directorate of Training and Education. The written request must include the following:

- A. Justification.** A justification for the industry specific-emphasis training, which must include:
  - 1. Which industry sector(s) will be addressed?
  - 2. Why the industry sector-emphasis training is needed.
  - 3. The training goals and objectives used to address the training need.
- B. Topics Listing.** A listing of topics and minimum instructional times must be provided. Topics covered must align and comply with the requirements outlined in the applicable industry Outreach Training Program Procedures.
- C. Training Materials.** A copy of all training materials developed for delivery, including the methods of delivery (e.g., audio visuals, handouts, workshops), must be provided for review and made available for posting on OSHA’s website. Requesting organizations must ensure training materials are kept current. At least annually, the requesting organization must ensure the training materials are current and relevant for the industry and provide for posting on OSHA’s website. Documentation of the annual review must be submitted to OSHA.

## **VII. How to Obtain Student Course Completion Cards.**

After conducting an Outreach Training Program class, the Outreach Training Program trainer must follow the instructions below to submit documentation for the class and receive OSHA student course completion cards.

- A. Trainer ID Number.** Outreach Training Program trainers who have received student course completion cards will receive a Trainer Identification (ID) number from their Authorizing Training Organization. A Trainer ID number is usually provided on the letter that is sent with the student course completion cards; however, some

Authorizing Training Organizations may issue a Trainer ID number upon course registration or trainer course completion.

1. **Multiple ID Numbers.** An Outreach Training Program trainer who has completed trainer courses in different industry programs from more than one Authorizing Training Organization will have different Trainer ID numbers from each Authorizing Training Organization. Such a trainer must request student course completion cards from the Authorizing Training Organization which granted authorization to train in that particular industry (see Section IV.A.).
2. **Misplaced ID Numbers.** An Outreach Training Program trainer who has misplaced their Trainer ID number must contact their Authorizing Training Organization to obtain it.

**B. Submit Required Class Documentation.** After completing an Outreach Training Program class, the Outreach Training Program trainer must send the following documentation to the Authorizing Training Organization ([www.osha.gov/dte/outreach/ato.html](http://www.osha.gov/dte/outreach/ato.html)). The trainer's Authorizing Training Organization is indicated on the top (or back) of his or her Outreach Training Program trainer card. This organization has specific instructions on how to submit documentation for training conducted (e.g., online, e-mail, fax, etc.).

**1. OSHA Outreach Training Program Report (OTPR)**

- a) **See specific industry procedures for information on completing OSHA Outreach Training Program Reports (OTPR),** available at [www.osha.gov/dte/outreach](http://www.osha.gov/dte/outreach). The Outreach Training Program trainer must provide a correct, current, physical contact address on the report. This address must be a location where the trainer can receive mail. It is the responsibility of the Outreach Program Trainer to promptly notify their Authorized Training Organization(s) when they change the address where they receive mail. It is also the responsibility of the Outreach Training Program Trainer to receive and sign for mail sent by OSHA or their Authorized Training Organization(s), via return receipt requested, for example. The Outreach Training Program Trainer cannot avoid notice of mailings sent by OSHA or the trainer's Authorizing Training Organization(s) by not complying with these requirements or refusing to accept delivery of Outreach Training Program correspondence.

**2. Trainer ID**

- a) Outreach trainers must include their Outreach Training Program Trainer ID in item 2 of the Outreach Training Program report.
- b) Outreach Training Program trainers that have not received a Trainer ID number must include a copy of their current Outreach Training Program trainer card.
- c) Outreach trainers that have renewed their authorized Outreach Training Program trainer status must include a copy of their current Outreach Training Program trainer card (i.e., do not submit copies of cards that have expired).

3. **Documentation for Students Eligible for Makeup Training.** The Outreach Training Program trainer must submit documentation for students that missed any portion of a class and are eligible for future makeup training (see Section V.G.). This documentation must be separate from the OSHA Outreach Training Program Report (OTPR). Eligible students' names must not be included on the OSHA OTPR submitted for students who completed the full class. The documentation for each student eligible for makeup training must include:
  - a) Student address.
  - b) Reason the student was unable to complete the Outreach Training Program training as originally scheduled.
  - c) Topics and contact hours completed.
  - d) Topics and contact hours not completed.
4. **Makeup Training.** The primary Outreach Training Program trainer must provide the following information for a card request upon completion of makeup training:
  - a) A copy of the original OSHA Outreach Training Program Report (OTPR) submitted for students who completed the full class. The name(s) of the student(s) who completed the makeup training must not be included on the original OTPR submitted for students who completed the full class.
  - b) Documentation of student(s) participation in the original class, including a clear indication of topics and contact hours trained and missed.
  - c) A new OSHA Outreach Training Program Report that notes the end date of the makeup training, the name(s) of the student(s) who completed the makeup training and a complete, cumulative list of the topics and contact hours trained.

### C. Key Points on Submitting Class Documentation

1. **Statement of Certification.** Outreach Training Program trainers must sign the statement of certification on the OTPR attesting that the Outreach Training Program training was conducted in accordance with Outreach Training Program requirements and procedures and that the Outreach Training Program trainer has submitted accurate documentation.
2. **Time Limit on Submitting Training Documentation.** Outreach Training Program trainers must submit documentation of training within 30 calendar days of class completion. If class documentation is submitted via hard copy, the postmark will be used to determine the timeliness of the request.
3. **Report Classes Individually.** Report each class separately – do not combine multiple classes in one report. This condition does not apply in cases where a 10-hour class is used to fulfil requirements toward a 30-hour class in the same industry, as described in Section V.F.9.

#### **D. Where to Send Class Documentation**

1. Outreach Training Program trainers must send class documentation to their Authorizing Training Organization (see Section IV.A.). The list of Authorizing Training Organizations is at [www.osha.gov/dte/outreach/ato.html](http://www.osha.gov/dte/outreach/ato.html).
2. The name of the Outreach Training Program trainer's Authorizing Training Organization is indicated on the trainer's Outreach Training Program trainer card.
3. Outreach Training Program trainers who have taken an update course shall submit card requests to the Authorizing Training Organization that provided their most recent trainer authorization.
4. Outreach Training Program trainers who have completed trainer courses for multiple or separate industry programs through different Authorizing Training Organizations must send class documentation to the Authorizing Training Organization that authorized training in the particular industry for which training was conducted (see Section IV.A.).

#### **E. Lost, Damaged, Misprinted, or Erroneous Cards**

1. **Trainer Card.** Each Outreach Training Program trainer must maintain physical possession of his or her Outreach Training Program trainer card. This card serves as proof of the trainer's Outreach Training Program trainer status. The trainer must display their Outreach Training Program trainer card at the beginning of each Outreach class they conduct, and upon student request. In the event of loss, damage, theft, name change, misprint etc., Outreach Training Program trainers must promptly contact their Authorizing Training Organization to receive a replacement Outreach Training Program trainer card. A replacement fee may be charged by the Authorizing Training Organization for a replacement card. A trainer on suspension (or whose authorization has been revoked) may not use their trainer card to misrepresent his or her current Outreach Training Program trainer status.
2. **Student Course Completion Cards**
  - a) **Replacing Lost or Damaged Student Course Completion Cards.** A student that lost or damaged their student course completion card must contact their Outreach Training Program trainer to request a replacement student course completion card. The Outreach Training Program trainer must then contact their Authorizing Training Organization for a replacement student course completion card.
    - 1) The Outreach Training Program trainer shall not request replacement student course completion cards for an Outreach Training Program training that ended more than five (5) years prior to the request for a replacement card. Replacement student course completion cards will not be issued for an Outreach Training Program training that ended more than five (5) years prior to the completion of the Authorizing Training Organization's review of a request for the replacement card.



- 2) To receive a replacement card, an Outreach Training Program trainer must provide to their Authorizing Training Organization their name, the requesting student's name, the Outreach Training Program class end date, and type of class for which the student received the original student course completion card. A student that requests a replacement card for a particular class will be issued only one (1) replacement card for that class. A fee may be charged by the Authorizing Training Organization to replace a student course completion card.
- b) Non-Receipt of Batch of Student Cards.** Where an Authorizing Training Organization issues a batch of student course completion cards for an Outreach Training Program class to an Outreach Training Program trainer, and the trainer asserts that he or she did not receive the batch, the trainer shall not request a new set of cards more than 90 calendar days after the class end date. If the trainer makes such a request, a new set of cards will not be issued. However, if the trainer requests a new set of cards 90 or fewer calendar days after the course end date, a new set of cards will be issued, provided the trainer sends the following documentation to the Authorizing Training Organization:
    - (1) Student sign-in sheets for each day of the class
    - (2) Student contact information
    - (3) Topic outline which indicates the specific timing of all topics, mealtimes and breaks (e.g., 1 p.m. to 2 p.m.)
    - (4) A signed statement agreeing to pay fees associated with future student course completion card deliveries if the batch is replaced, to cover the cost of certified delivery
  - c) Misprinted or Erroneous Course Completion Cards.** An Outreach Training Program trainer shall return all misprinted or erroneous student course completion cards to their Authorizing Training Organization to obtain replacement cards. The trainer may not attempt to correct and/or use or distribute misprinted cards.
  - d) Replacement Requestor.** Replacements on behalf of the student may be requested by an organization that maintains a duplicate copy of the Outreach Training Program trainer's records. However, the limitation of only one (1) replacement card per student per class remains in effect. Authorizing Training Organizations will issue only one (1) replacement card per student per class, subject to the time limit specified above in Section VII.E.2.a.1.

## **VIII. Student Course Completion Cards and Certificates**

### **A. Distribution of Student Course Completion Cards**

1. Outreach Training Program trainers must ensure all student course completion cards are received by students within 90 calendar days of the course end date.
2. Outreach Training Program trainers must issue student course completion cards directly to the student, regardless of who paid for the training. Cards must be sent

to the student's address on record (see Section V.P.2.). Outreach Training Program trainers who fail to comply with this requirement may be subject to corrective action by OSHA, up to and including revocation of Outreach Training Program trainer status.

3. Student course completion cards are issued for a specific class and must be used for students that successfully completed that class only. Student course completion cards for a particular Outreach Training Program training class are distributed from the Authorizing Training Organization with a series of card numbers. Authorized Outreach Training Program trainers shall not use these card numbers for, or in connection with, any Outreach Training Program training class other than the class for which the ATO processed the original card request.

**B. Receipt of Student Course Completion Cards.** To ensure student course completion cards are received by students within 90 calendar days of the course end date:

1. Outreach Training Program trainers must submit class documentation to their Authorizing Training Organization within 30 calendar days of class completion.
2. Authorizing Training Organizations must process a course completion card request within 30 calendar days of receipt from the requestor.
3. Outreach Training Program trainers must provide student course completion cards to students within 30 calendar days of receipt from the Authorizing Training Organization but no later than 90 calendar days after class completion.

**C. Student Course Completion Card Fees.** OTI Education Centers do not receive funding from OSHA. These organizations support their training programs and Outreach Training Program administrative activities through tuition and fees. For this reason, OSHA authorizes OTI Education Centers to charge fees for student course completion cards, as they would for other course completion documents such as certificates, diplomas, or transcripts.

**D. Card Completion**

1. **Legibility.** Outreach Training Program trainers must complete student course completion cards by printing or typing the student name, class end date, and Outreach Training Program trainer name (applies to paper cards only).
2. **Card Alteration.** Outreach Training Program trainers may not alter, use white out, or otherwise modify student course completion cards. Trainers may not add additional information, such as company names, to the cards.
3. **Misprinting.** Student course completion cards that are misprinted must be returned to the Authorizing Training Organization (see Section VII.E.2.c.), so that the Outreach Training Program trainer can receive replacements.
4. **Card Lamination.** Student course completion cards may be laminated (applies to paper cards only).
5. A trainer who has an industry sector-specific audience (see Section VI) may request to have the industry sector-specific emphasis specialization printed on the

course completion card when the card is printed. Such a request will be granted only if the request is made of the Authorizing Training Organization at the time of the trainer's submission of the Outreach Training Program Report (OTPR).

**E. Class Certificates.** Outreach Training Program trainers are encouraged, but not required, to provide training certificates to students at the end of the training class. This helps students provide evidence that they completed the training before they receive their student course completion cards. Acceptance of a training certificate is at the discretion of the requesting organization (e.g., employer, union, trade association, jobsite, etc.).

1. All advertising restrictions listed in Section V.Q. apply to certificates.
2. If providing certificates, the Outreach Training Program trainer must include the following statement on each certificate, in addition to including the student's name, the end date of the Outreach Training Program training, and the Outreach Training Program trainer name:

*“As an OSHA Outreach Training Program trainer, I affirm that I have conducted this OSHA Outreach Training Program training class in accordance with OSHA Outreach Training Program requirements. I will document this class to my OSHA Authorizing Training Organization. Upon successful review of my documentation, I will provide each student their course completion card within 90 calendar days of the end of the class.”*

3. To reduce confusion, it is required that class completion certificates not be the same print format or size as student course completion cards, and that certificates not otherwise appear to be student course completion cards.

**IX. Outreach Training Program Monitoring.** OSHA and the OTI Education Centers periodically conduct training monitoring visits and record audits of Outreach Training Program classes and/or trainers to ensure compliance with Outreach Training Program requirements and procedures.

**A. Advance Notice of Training.** Outreach Training Program trainers are required to provide one-time or ongoing advance notice of scheduled Outreach training and advance notice of cancellation of scheduled Outreach training to their Authorizing Training Organization upon request by either OSHA or the Authorizing Training Organization. If an Outreach Training Program trainer does not comply with or provide the information requested, the Authorizing Training Organization will not issue student course completion cards for the training(s) for which notice was not provided or incomplete. The Outreach Training Program trainer may be subject to corrective action by OSHA, up to and including revocation of their Outreach Training Program trainer status, for noncompliance with advance notification requirements.

**B. Training Observations.** A training observation may include verification of class timing, student attendance, topic coverage, assistant Outreach Training Program trainers and guest trainers, and other OSHA Outreach Training Program requirements. Outreach Training Program trainers must permit unscheduled training monitoring visits from OSHA or OTI Education Center representatives.

**C. Record Audits.** A record audit may require any or all of the items noted in Section V.P. If a trainer does not respond to a record audit request by the stated due date, the Authorizing Training Organization will not issue student course completion cards and the trainer may be subject to corrective action by OSHA, up to and including the revocation of Outreach Training Program trainer authorization.

**X. OSHA Outreach Training Program Trainer Watch List.** OSHA maintains a list of each individual whose status as an OSHA Outreach Training Program trainer has been suspended or revoked as a result of failure to comply with the Outreach Training Program requirements and procedures (see <https://www.osha.gov/dte/outreach/watchlist.html>). It is the responsibility of each Outreach Training Program trainer to be aware of the Outreach Training Program trainers on the Watch List. Individuals may not conduct OSHA Outreach Training Program training, or attend OSHA Outreach Training Program trainer courses, while their trainer authorization is suspended or revoked. Additionally, primary Outreach Training Program trainers may not use a trainer whose name appears on the Watch List as an assistant Outreach Training Program trainer or guest trainer for any Outreach Training Program courses.

## Appendix A – Statement of Compliance

### Statement of Compliance with Outreach Training Program Requirements

I certify that I will conduct all Outreach Training Program 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.

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Trainer Signature

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Date

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Typed or Printed Name

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Authorized Trainer Expiration Date

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

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

## Appendix B – Training Resources

The intent of this appendix is to provide trainers with resource information to assist in the development and preparation of Outreach Training Program training classes.

### Outreach Training Program References

- **OSHA Outreach Training Program Page** - [www.osha.gov/dte/outreach/index.html](http://www.osha.gov/dte/outreach/index.html).
  - Program announcements
  - Outreach Training Program requirements
  - Specific OSHA Outreach industry procedures
  - Frequently Asked Questions
- **Authorizing Training Organization** - [www.osha.gov/dte/outreach/ato.html](http://www.osha.gov/dte/outreach/ato.html). Find the Outreach Training Program trainer's primary point of contact.
- **OSHA Training Institute (OTI) Education Centers** - [www.osha.gov/otiec](http://www.osha.gov/otiec). Locate information on how to register for trainer and other courses.
- **Introduction to OSHA** - <https://www.osha.gov/dte/outreach/teachingaids.html>. Required Outreach Training Program course curriculum.
- **Investigation and Review Procedures** - [https://www.osha.gov/dte/outreach/investigation\\_procedures.html](https://www.osha.gov/dte/outreach/investigation_procedures.html).

### Relevant OSHA Websites

- **OSHA Home Page** - [www.osha.gov](http://www.osha.gov)
- **Safety and Health Training Resources** - [www.osha.gov/dte/library/index.html](http://www.osha.gov/dte/library/index.html). Main OSHA training resource site which includes:
  - **Resource Center Loan Program.** Outreach trainers may borrow occupational safety and health videos from OSHA's Resource Center, including various Spanish titles.
  - **Training and Reference Materials Library.** Training and reference materials developed by OSHA as well as links to other related sites.
  - **Compliance Assistance Resources.** Resources to help understand OSHA requirements and learn about OSHA's cooperative programs.
  - **Grantee Developed Materials.** Training materials such as PowerPoints, instructor and student manuals, and test questions developed by OSHA grantees.
  - **Other Safety and Health Training Resources** - Training materials and resources developed by other federal and state agencies.
- **Other Helpful OSHA Sites**
  - **Safety and Health Topics Index** - [www.osha.gov/SLTC/index.html](http://www.osha.gov/SLTC/index.html)
  - **Young Workers** – [www.osha.gov/youngworkers/index.html](http://www.osha.gov/youngworkers/index.html)

- **Making the Business Case for Safety and Health** - [www.osha.gov/dcsp/products/topics/businesscase](http://www.osha.gov/dcsp/products/topics/businesscase). Helps illustrate why investing in workplace safety and health can improve an organization's financial performance.
- **Quick Takes** - [www.osha.gov/as/opa/quicktakes/index.html](http://www.osha.gov/as/opa/quicktakes/index.html). Sign up for OSHA's bi-weekly e-news memo.

## Spanish

- **Training Aids** - [www.osha.gov/dte/outreach/construction\\_generalindustry/spanish\\_training.html](http://www.osha.gov/dte/outreach/construction_generalindustry/spanish_training.html)
- **Trainers** - [www.osha.gov/dte/outreach/construction\\_generalindustry/spanish\\_outreach\\_trainers.html](http://www.osha.gov/dte/outreach/construction_generalindustry/spanish_outreach_trainers.html)

**OSHA Publications** - [www.osha.gov/pls/publications/publication.html](http://www.osha.gov/pls/publications/publication.html). Helpful quick cards, fact sheets, publications, forms, and posters. A few significant publications include:

- OSHA: All About OSHA, OSHA 3302
- OSHA At-A-Glance, OSHA 3439
- Training Requirements in OSHA Standards, OSHA 2254
- Workers' Rights – Vertical Wallet Card, OSHA 3392

**U.S. Government Bookstores** - <http://bookstore.gpo.gov/>. Order OSHA standards.

## OSHA Technical Support

- **OSHA Regional or Area Offices.** For support related to enforcement and the OSHA standards. These offices also provide publications and other helpful references. When contacting a Regional Office, ask for technical support. See [www.osha.gov/html/RAmap.html](http://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](http://www.osha.gov/dcsp/compliance_assistance/cas.html).