

**GEORGIA TECH OSHA TRAINING INSTITUTE
EDUCATION CENTER**

ANSWERS TO TRAINERS' FAQs

Report Submittal

- **For first-time submissions, please mail or fax your report, because you will need to include a copy of the certificate you received when you took your course with Georgia Tech.** The inclusion of your certificate is a one-time event until your authorization status changes (ie, until you update your authorization); the update certificate will remain in effect until you update yet again (hopefully with us!). Other necessary information needed for first-time-submitted reports: course taught (10- or 30- construction or general industry or 16-hour disaster site-worker), end date of course, number of students, trainer name, trainer course taken at Georgia Tech and expiration date, trainer address and phone number, course agenda, and list of students' names. Signatures for list of students is not acceptable; names only should be printed and clearly readable – addresses of students, ss#s, etc. are not needed. *Please note: a 10-hour class must equal 10 or more hours, a 30-hour class 30 or more hours, and so on – if not, your report will be incorrect.*

- **If you have questions regarding report submittal or outreach training in general, please consult the training section of your course manual or go to the OSHA website (www.osha.gov).** At the OSHA website, click on the letter "O" (for Outreach Training) and you will find the answer to most any question regarding outreach training. Due to the growing volume of calls we receive from individuals with questions, we ask that you make every effort to seek an answer on your own before calling us; our number of active trainers has grown so large that we don't always have available time to answer your questions expeditiously.

- **Based on the foregoing, if you absolutely cannot find the answer to your question, please e-mail Diane Knobloch at diane.knobloch@gtri.gatech.edu.** It is our preference that you e-mail rather than call, since e-mail is more instantaneous.

- **Please do not call or e-mail asking if we received your report.** Again, we do not have available manpower to verify each report received. We sometimes receive as many as 25 reports a day. If you need to know if we received your report, please attach a 'return receipt requested' notice to an e-mail version of your report. Receipt will be acknowledged immediately.

- **Due to Computer Support restrictions at Georgia Tech, we are unable to accept your report as an e-mail attachment because of the risk of spreading viruses.** E-mail is acceptable if you include your report in the body of the e-mail. This restriction may change in the future, but for now we must abide by company rules.

- **Only one trainer can get credit for a report.** If you and another authorized trainer (or trainers) collaborate equally on a 10-, 30-, or 16-hour course, you need to decide in advance which one of you will submit the report and thus get credit for the training. Otherwise, the trainer who did the majority of the training should submit the report.
- **Please staple each individual report you mail to us.**
- **You will need permission from the the Georgia Tech OSHA Training Institute Education Center in order to teach a class with more than 50 attendees.** The points listed below are concerns regarding large classes. If you plan to teach a class with more than 50 attendees, please e-mail Diane Knobloch with an explanation of how you will handle the following (permission must be granted before you teach):
 - The trainer must have a way for students to ask questions when the class is not in session; e-mail is the usual method. Time can also be set aside after class, or the trainer can institute a Q and A session.
 - Basic materials on each of the covered topics should be provided each student highlighting key points of the training.
 - For large classes we advocate using more than one trainer and breaking the class into work groups.
- **If you also have a training authorization in another discipline from another OSHA Training Institute Education Center, you will send your training reports for that discipline to the institution where you received your last trainer or update course.**

Report Processing

- **Reports done correctly will be processed first.** If required information is missing from your report, your report will be put aside. When all correct reports are processed, you will be contacted regarding the problem with your report. *(See paragraph one under Report Submittal.)*
- **Please include your phone number or an e-mail address on all your reports.** It saves our having to search for it if there is a problem with your report.
- **Your attendees need their cards immediately or they will lose their jobs.** This happens occasionally, and if you find yourself in this situation, please let us know. If you need your cards immediately for the above reason, please give us your Fed-Ex account number or business purchasing card number, and we will make every effort to overnight your cards the same day we receive your request to do so.
- **Our staff cannot process reports that are over six months old.**

Trainer ID#s

- **You will be issued an ID# when you submit your first report to Georgia Tech.**
- **After you submit your first 10-hour report, you may use the certification statement in lieu of the course agenda for successive 10-hour reports. The same applies to a 30-hour report.** (“I certify that the topics taught and the time spent on the topics in this class met the requirements of the OSHA Outreach Training Program.”)
- **You will have only one ID# from Georgia Tech no matter how many training authorizations you have from Georgia Tech (construction and/or general industry and/or disaster site-worker).** The number on the back of your wallet card is a serial number, not your ID number.

Student Cards

- **If you don't receive your cards and you verify with us that they were sent, we will re-send.** However, replacement cards cannot repeatedly be sent. Unless your company is small, it is always best for a trainer to use his/her home address. *Please have the cards sent to you at your address, **not** to the company or organization where you taught.*
- **If your printer misaligns or damages your cards, or if any other situation occurs that renders your cards unusable, send the unusable cards back to us, along with a note of explanation and a copy of your report.** You will be issued new cards.
- **Names on cards can be hand-written or typed, and a rubber-stamp of your signature can be used.** We send cards for number of students plus 10%; so, depending on the number of people you train, you may not receive full sheets of cards.
- **Please keep the 10% extra cards you are sent.** Occasionally one of your students may misplace a card and need reissuance from you.
- **There will be a \$5.00 fee per card for student cards that you have received, but are misplaced by you.**

Other

- **Please be honest in your training.** The Georgia Tech OSHA Training Institute Education Center has had several instances in which questionable training was reported. Each instance has been investigated, and trainers in question have been exonerated; **however**, trainer authorization can and will be pulled by OTE if investigations reveal that a trainer has not adhered to the guidelines. Don't get yourself into this situation!

- **A new OSHA initiative is geared toward training youth.** In general, high-school age is the minimum age for training. Many high school teachers are becoming authorized trainers and are incorporating the 10- and 30-hour construction and general industry courses into their school's curricula.
- **Please keep copies of all your training reports.** We also get a large volume of calls from trainers who have misplaced their reports and need us to fax or mail all training reports they have previously submitted. This uses a tremendous amount of time, and we have to make it a very low priority. Based on this premise, if you do misplace your reports, please grant us ample time to honor your request.
- **If you lose your trainer authorization card or your certificate, we charge \$25 to replace each (total of \$50 for both).** If this happens, please send a memo to Diane Knobloch stating your name, address, phone number, course you took and date you took it, what you want replaced (card, certificate, or both), and enclose a check made payable to Georgia Tech for the correct amount. We cannot accept credit cards. Your replacement(s) will be sent to you the day we receive your check.
- **Your personal information will never be shared with anyone unless we have your permission.** There is a box at the bottom of the Outreach Training Program Report for you to sign if you authorize Georgia Tech to recommend you to the public as a trainer; if you do authorize this, only your contact information will be released to the public.
- **Both your certificate and card belong to you, not your company.** If you leave your employer, both documents remain in your possession. A company cannot use your ID# for any trainer but yourself.

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