



## **Card Requests, Card Replacement, and Certificate Replacement Policy**

**DATE:** December 2, 2011  
**TO:** Georgia Tech OSHA Authorized Outreach Trainers  
**FROM:** Myrtle Turner, Director Georgia Tech OSHA Training Institute  
**RE:** Card Processing and Certificate Fee Policy

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### **1. Purpose**

The U.S. Department of Labor Directorate of Training and Education (DTE) requires OSHA Training Institute Education Centers (OTIECs) to charge a card processing fee for Outreach Training Cards. Cards and certificates may be lost, stolen or damaged and need to be replaced.

### **2. Scope**

This policy is for all Georgia Tech OSHA Authorized Outreach Trainers and course attendees.

### **3. Background**

While the number of workers trained continues to increase, so does the administrative burden for the OTIECs. In addition to the work required to notify, request, receive, review, process, and distribute each card request in a timely manner, the OTIECs are also responsible for maintaining recordkeeping, reporting, auditing, and maintaining filing systems required to service trainers and to provide the controls that OSHA deems necessary. The OTIECs have developed electronic reporting systems to enable easier reporting for trainers; maintain websites to inform trainers of the changes to the program; host update webinars to provide necessary assistance in their training efforts. Recently, OSHA has stipulated that all OTIECs increase their program monitoring activity, including in-person training observations, to improve quality and limit fraud. This additional oversight required by OSHA has further added to the OTIECs' cost of administering the program.

It has always been OSHA's position that because the OTIECs receive no funding from OSHA; they have the authority to charge fees to cover the costs involved in issuing student course completion cards.

### **4. Policy**

Georgia Tech OSHA Authorized Outreach Trainers shall comply with this card processing and certificate fee policy.

Replacement student cards will only be provided to the authorized Outreach Trainer who conducted the training for which the card(s) is (are) requested.

## 5. Fee Schedule

Item/Replacement Requested	Fee
1. Replacement Course Completion Certificate	\$25.00/certificate
2. Replacement OSHA Authorized Outreach Trainer Card	\$25.00/card
3. Initial 10 or 30-Hour Student Card	\$ 5.00/card
4. Replacement 10 or 30-Hour Student Card	\$10.00/card

## 6. Procedure

Currently payment is being accepted via credit card using our payment website. Money order and company Purchase Orders may be accepted on a case by case basis.

**Send requests for payment using money order or company purchase order to:**

Karen Bartley  
Georgia Tech Research Institute  
OSHA OTI Education Center  
260 14<sup>th</sup> Street, NW, 4<sup>th</sup> Floor  
Atlanta, GA 30332-0837

or

email: [karen.bartley@gtri.gatech.edu](mailto:karen.bartley@gtri.gatech.edu)

**Money orders should be made payable to:**

Georgia Tech

## 7. Effective Date

This policy will be effective immediately.



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