

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

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**1. Purpose**

To ensure greater accountability for Outreach Training conducted by Authorized Outreach Trainers who received their training from the Georgia Tech OSHA Training Institute Education Center

**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 provide notification of planned/scheduled 10 and 30-hour courses.

**7. Procedure**

Provide the information listed below using the online card request website. The website link: <https://outreachtrainer.gatech.edu>. Trainers must be registered to use the website. If registered and approved, log into the website, click Create and select Advanced Notification from the dropdown selection. Complete and submit the form.

Notification will include:

1. Trainer's Name
2. Trainer's ID #
3. Trainer's Address/Company Address
4. Trainer's e-mail address
5. Trainer's phone number
6. Course Title (10C, 10G, 30C, or 30 G)
7. Course start date
8. Course end date
9. Number of students anticipated (fewer than 3 or more than 40 require advanced approval)
10. Location of course (physical address, city and state)

**8. Effective Date**

This policy will be effective for Outreach Trainers upon notification.

## **Frequently Asked Questions regarding Outreach Trainer Notification**

1. "How long before you conduct a class do I have to notify GA Tech?"

We understand that trainers may not always have an opportunity to provide notice days prior to conducting a course. If a trainer is unable to provide notice prior to the start of a course, notice must be provided prior to the end of the course.

2. "According to this so-called policy you could notify Tech by Blackberry 2 seconds before a class and meet the requirement – this is ridiculous"

Although, this may appear to be ridiculous, that will allow for the information to be entered into our database prior to receipt of a request for cards. Therefore, when the Outreach trainer sends in a request, notification will be on file.

3. "What if you get asked to do a class by tomorrow or you have to start one this afternoon and only get notified shortly before you do a course...how do you handle that?"

As long as notification is received prior to the end of the course or before you submit the course report to request cards, the trainer will have complied with the intent of this policy.

4. "What is going to be done with this information?" -----the policy provides no purpose, no explanation, no scope, etc.

See attached policy.

## **Frequently Asked Questions regarding Outreach Trainer Notification**

5. "What are the consequences if you fail to notify GA Tech in advance...will they refuse to process the cards, does the trainer get in trouble?????"

Trainers, who do not comply with policy after notification, will receive a written warning.

6. "What if you are busy and simply forget to send the notification?"

Trainers, who do not comply with policy after notification, will receive a written warning.

7. "Have the other 1100 GA Tech instructors been notified of this requirement or do people only hear this when they come to a class ... if that's the case it may be 4 years when people take the 502 that they get the info. What are the plans to notify ALL instructors.....otherwise this policy is not fair?"

Trainers will be notified when cards are requested and during initial and update trainer courses.