

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 construction trainer courses at different Education Centers will have to send requests to their respective Education Centers.

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 Program Requirement document and the industry procedures document for more detail 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
myrtle.turner@gtri.gatech.edu
404-407-8066