

Advance Notification of Outreach Training

Complete the following information and email as an attachment it to: axacms@rit.edu

Advance notification to the Region 2 RIT OSHA Training Institute Education Center is required for all your outreach classes at least two weeks in advance and includes the following information:

Primary Outreach Trainer & ID #:

Contact email/phone #:

Additional Instructors/Trainers Planned (names):

Type of Outreach Training:

10 HR Construction 30 HR Construction 10 HR General Industry 30 HR General Industry

Location of Outreach Training (physical address, room, city, state and zipcode):

If a client/business site, provide the businessname:

Start Date & Times: End Date & Times:

Additional Dates & Times:

Number of Students Anticipated:

I have attached a copy of the detailed topic outline for each day of outreach training including breaks and lunch, if applicable, along with any additional instructors or Authorized Trainers, including the specific time they will be teaching.

This notification is less than two-weeks in advance for the following reasons:

*Outreach training **Program Requirements** state that Outreach Trainers must permit unscheduled training monitoring visits of your classes from OSHA or OTI Education Center representatives.*

Please note that if an Outreach Trainer does not comply with or provide the information requested, the Authorizing OTIEC can not issue student completion cards for the training(s) for which notice was not provided or incomplete.

Thank you for your service to the Outreach Training Program.

