

# Outreach Training Program Guidelines

## Obtaining Student Course Completion Cards

After conducting an outreach class follow the instructions below to document your class to receive OSHA student course completion cards.

- OSHA Outreach Training Program Report, one that is provided to you. Make sure it's filled out completely. This includes trainer and course information. Provide an address that goes directly to you, because OSHA Education Centers can't replace card packages that are not received.
- A copy of your OSHA Construction or General Industry trainer card. (1<sup>st</sup> submission only for new trainers and trainers who have updated their trainers status)
- A list of the students who completed the training. Use the area on the back to list your students, or send a separate list. The list must be **legible**. Only send one list, **NOT** all of the sign-in sheets.
- Topic Outline. List the topics taught and the amount of time spent on each. Complete the topic outline on the bottom of the report (10-hour) or on the back (30-hour) or send a separate outline.

## Other Key Points on Submitting Course Documentation

- Trainers must sign the statement of certification attesting that they have conducted the training in accordance with the guidelines and have submitted accurate documentation. If sending electronically make sure box has been checked.
- Trainers must submit documentation of training within six months of class completion.
- Trainers must report classes separately. Each class should be reported individually and contain each of the items indicated above.
- Existing trainers with ID numbers may e-mail or fax their course documentation. New trainers must **mail** their first submission.
- All submissions need to be legible and complete for quicker processing.