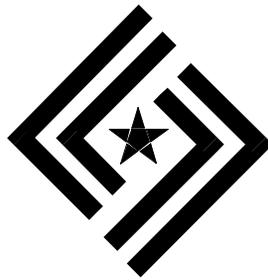




**OUTREACH TRAINING
PROGRAM
GUIDELINES**



**MARITIME INDUSTRY
SAFETY AND HEALTH**

U.S. Department of Labor
Occupational Safety and Health Administration (OSHA)
Directorate of Training and Education
2020 S. Arlington Heights Road
Arlington Heights, Illinois 60005

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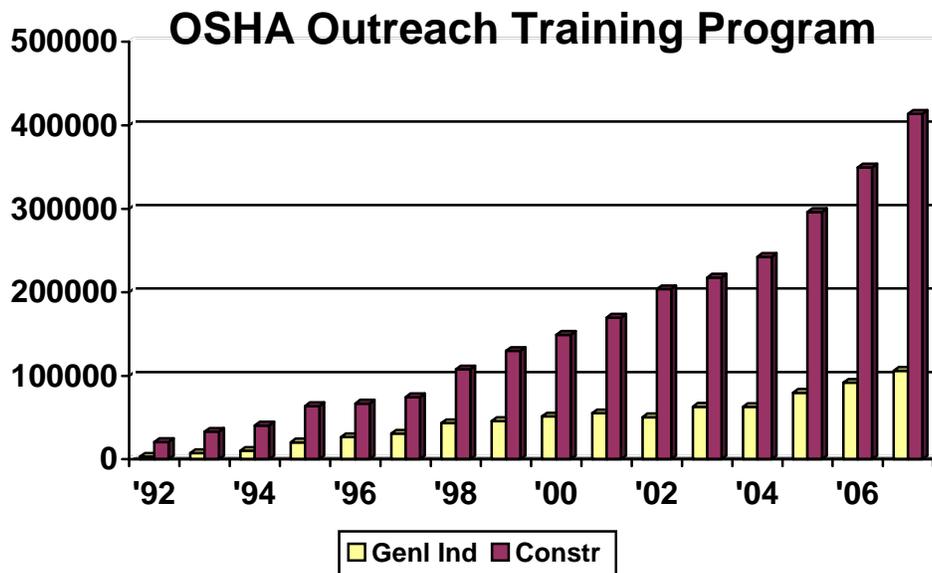
MARITIME INDUSTRY OUTREACH TRAINING PROGRAM

BACKGROUND

The Occupational Safety and Health Administration's (OSHA) Outreach Training Program is a voluntary train-the-trainer training program through which OSHA authorizes trainers to teach construction and general industry occupational safety and health standards and policy. We have promoted workplace safety and health by authorizing trainers since 1971.

The Maritime Industry Outreach Training Program began in September 2007.

The outreach program has grown rapidly in recent years. In the past five years, 1.9 million workers have received outreach training; the program has doubled in growth. In 2007, we distributed over 520,000 student cards to trainers who held over 35,000 classes – an average of over 680 classes per week. The number of students completing the 30-hour construction training has almost quadrupled in the past 4 years; however, 10-hour classes still comprise 85% of the overall program. And 80% of all the outreach training is in construction. On any day, approximately 2,200 workers attend OSHA outreach training.



This growth is as a result of wide industry acceptance. Many organizations use the Outreach Training Program to provide training for their members. Groups which have implemented formalized use of the program include the building trades, general contractors, employer associations, insurance companies, and manufacturing firms. The endorsement of this training, to serve as a foundation of occupational safety and health training, has often resulted in the requirement of the training as a condition of employment for their workers or members.

Recent State laws enacted in Massachusetts, Rhode Island, Connecticut, New Hampshire, and New York require 10-hour construction training for workers on various sized publicly funded projects.

THE MARITIME INDUSTRY OUTREACH TRAINING PROGRAM

Maritime industry outreach trainers are authorized to conduct 10- and 30-hour Maritime industry outreach courses and receive OSHA course completion cards to issue to their students. To become an authorized trainer, you must complete Course #5400, *OSHA Trainer Course for the Maritime Industry*. You must pass a final test to receive your trainer authorization.

Update Requirement. To stay current on OSHA, Maritime Industry outreach trainers must attend Course #5402, *Update for Maritime Industry Outreach Trainers*, every four years to remain authorized. The OSHA course #5400 may also be used to maintain a trainer's authorized status.

If your trainer authorization status has expired, you have a three month grace period after your expiration to take the update course. After the three month period, you may only reinstate it by retaking the OSHA #5400 course.

OSHA Training Institute Education Centers (OTIECs) conduct the trainer courses (see Attachment A).

Student Courses. The 10- and 30-hour student courses are numbered and named as follows:

10-Hour

- Course #7615, Shipyard Employment, including ship repairing, shipbuilding, shipbreaking
- Course #7617, Marine Terminals
- Course #7618, Longshoring

30-Hour

- Course #7635, Shipyard Employment, including ship repairing, shipbuilding, shipbreaking
- Course #7637, Marine Terminals
- Course #7638, Longshoring

OUTREACH TRAINING PROGRAM GUIDELINES

Training Topics. See the Designated Training Topics section for what you must cover in the 10- and 30-hour Maritime industry classes. Because the objectives of the training are different, you may supplement, but not combine, the outreach program topics with training required in the OSHA standards. CPR and First Aid may only be supplementary topics.

Topic Length. We recommend you cover each course topic for an hour. At times, however, your audience may have limited exposure to a hazard and one-half hour is appropriate. One-half hour is the minimum you may spend on a topic. In the 10-hour class, don't cover any topic for more than four hours. In the 30-hour class, don't cover any topic for more than six hours.

Training Materials. Trainers compile materials for their training from a variety of sources, including products OSHA has available under "Teaching Aids" at the OSHA Outreach Training Program web site, www.osha.gov/fso/ote/training/outreach/training_program.html. The course materials provided in the trainer classes are not designed for outreach students. Provide your students with materials (at least a fact sheet) on each topic you cover, containing key points. See the Further Assistance section for additional information.

Class Time. Breaks and lunch periods are not counted as class time.

Classes Over a Period of Time. You may break classes into segments. Each segment must be at least one hour and the course must be completed within six months.

Guest Trainers. You may use trainers who have topic expertise to help you conduct classes. The authorized outreach trainer must design and coordinate the course, teach more of the class than anyone else, and attend all sessions to answer questions and ensure topics are adequately covered and all students are in attendance.

Class Size. If your class will exceed 50 students, contact your Outreach Coordinator (Attachment B) prior to the class to receive permission to hold the class and receive student cards. Inform the coordinator how you will address these items:

- How students will be able to ask questions when the class is not in session. Methods include e-mail, answering questions after class, and a Q & A session.
- What materials, in general, you are providing to the students. You must provide your students with at least a fact sheet on each topic you cover.
- That attendance will be taken at least at the beginning and end of the class. Only those people who are on all the attendance sheets may receive cards.

We recommend using more than one trainer, holding the 10-hour over more than one day, and breaking the class into work groups. Small classes encourage trainee involvement through discussion and group participation and through sharing of knowledge and experiences.

In-Person Training. Outreach training must be done in-person, unless you receive an exemption. If you're considering using non-live methods, such as on-line or video conferencing, contact the OSHA Outreach coordinator at outreach@dol.gov. OSHA has specific on-line training guidelines, and we've only accepted a few on-line programs. The on-line guidelines include the following:

- testing and reporting test scores for each topic and a final
- removal of anyone scoring less than 70 percent after three tries on any program topic
- mandatory page views of each content page
- easy trainer availability built into the system
- printable online materials for each topic
- the course must be interactive
- tracking students' time in the course, and building in a time out mechanism
- providing required reports and evaluations

The guidelines for video conferencing are as follows:

- the trainer can ensure the full attendance of all trainees,
- off-site locations have a training monitor, and
- there is a setup to answer trainee questions quickly and effectively.

You also must explain what materials, in general, you are providing to the students. You must provide your students with at least a fact sheet on each topic you cover. Contact your Outreach Coordinator (Attachment B) prior to the video conference to address the above areas and receive permission.

10 + 20 Hours = 30. If a student you trained in the 10-hour course wants to take the 30-hour course at a later time, you may provide 20 more training hours and receive a 30-hour card for the trainee. The limitations are as follows:

- the same trainer must do all the training
- all the training must be completed, from start to finish, within six months

You must return the 10-hour cards to receive the 30-hour cards.

Combined 10-hour Outreach Class. You may not receive 10-hour student cards for two different Outreach Training Programs (for example, Maritime, and Construction) when holding a class for less than 20 full hours.

Advertising. When advertising outreach training you must take the proper care to correctly describe your outreach trainer designation and outreach courses. Trainer authorization is limited to conducting the 10- and 30-hour Maritime Industry outreach training courses.

Follow these restrictions when advertising your Maritime Industry Outreach Training Program courses.

- | | |
|-----------------------------------|--|
| ▶ Certified | Neither the trainer, the students, nor the curriculum is certified or approved. The trainer is authorized and the students receive course completion cards. |
| ▶ OSHA | You can use the term “OSHA” in your ads, but don’t make it appear that you’re an OSHA employee or that the course is being conducted by OSHA. |
| ▶ Course #5400 | You can’t conduct the #5400 course. Don’t refer to your outreach course as a #5400 course. The #5400 course is the trainer course that is conducted by OTI and the OTIECs. |
| ▶ Department of Labor Logo | Don’t use the logo that is on the outreach cards or the front cover of this guide. |
| ▶ Train-the-Trainer Course | Don’t combine the use of “OSHA” and “Train-the-Trainer” in your advertising. Students who complete outreach training aren’t entitled to receive cards for students they may train. |

If we notify you that your advertising appears false or misleading and you do not correct it, we will remove you from the Outreach Training Program.

Monitoring. Staff from the OSHA Directorate of Training and Education periodically attend outreach training classes to observe training, obtain feedback from the trainer and the students on the training, and ensure awareness of the outreach guidelines and the materials and assistance that are available to help trainers. Through these visits we aim to help trainers, improve the outreach training program, ensure consistent program implementation, and assist the trainer in designing the class to meet the needs of the audience. Let us know about your outreach classes if you’d welcome our visit.

OUTREACH TRAINING TIPS

Worker Emphasis. Outreach classes are designed to be presented to workers, therefore they must emphasize hazard identification, avoidance, control and prevention, not OSHA standards. Trainers must tailor their presentations to the needs and understanding of their audience.

Training Purpose. Explain early in the class that this training isn't a bureaucratic exercise – that it may save their life and help them continue to provide for their family. Explain that safety and health add value to the company, the workplace and their life. See www.osha.gov/dcsp/smallbusiness/safetypays.html.

Importance of Safety and Health. Early in your training class, instill in the audience that safety and health add value. To do this, use local stories that they will recognize, personal experiences, injury and fatality statistics, and OSHA Fatal Facts. For more information, see the Further Assistance section.

Site-Specific Training. The most rewarding classes for students are the ones they can relate to because the trainer uses examples, pictures, and real-life scenarios from their work place, or one similar to it.

Homogenous Class. The ideal class is one where students have similar positions and needs. Hold separate sessions for supervisors, managers, and workers, if possible. Try to train workers from similar groups. For example, trade groups, office personnel, machine operators, and maintenance staff.

Train Workers in Their Language. Ensure that you know your audience, including whether there are language barriers. To the extent possible, teach non-English speaking workers separately. Use translators, easy to understand photos, videos in their language, and hands-on activities. Also emphasize real-life examples. OSHA and the Outreach Training Program have Spanish trainers, references, publications, dictionaries and e-tools available at www.osha.gov. See the Further Assistance section for additional details.

Use Objectives. Describe the skills and abilities the students should have or exhibit for each topic. Relate the objectives to the students' work, if possible.

Presentation Assortment. Students learn in different manners, and get tired of one training style. Use different trainers, computer presentations, videos, case studies, exercises and graphics to make the course interesting and enjoyable. By doing this you'll be employing the three levels of training techniques - presentation (presenting the material in a variety of ways), discussion (getting the students involved in the learning), and performance (students practice the material they learned).

Testing. We recommend using quizzes and tests to ensure students remain focused and understand key objectives. You may set passing scores. Provide feedback to the students on the exam questions.

Evaluations. OSHA recommends having students complete an evaluation of your class. This feedback will help you determine whether the course is accomplishing its goals and provide you input that you can use to improve the training.

DESIGNATED TRAINING TOPICS

**10-HOUR MARITIME INDUSTRY
OUTREACH TRAINING PROGRAM**

The 10-hour program is intended to provide a variety of Maritime safety and health training to entry level workers. Tailor your training to the type of Maritime students you are teaching – shipyard, marine terminals or longshoring. The 10-hour classes are intended for workers, therefore the training should emphasize hazard identification, avoidance, control and prevention, not standards. Instructional time must be at least 10 hours.

The 10- hour student courses are numbered and named as follows:

10-Hour	Name
7615	Shipyard Employment, including ship repairing, shipbuilding, shipbreaking
7617	Marine Terminals
7618	Longshoring

Of the below topics, three hours are mandatory (seven for 7615 course), choose four hours from the optional list (one for 7615 course), and fill the remainder of the time from the electives.

Tier 1: Mandatory - 1 hour each topic - 7 hours – Shipyards (7615) - 3 hours – Other Maritime (7617 & 7618)	Tier 2: Optional - 1 hour each topic - 1 hour – Shipyards (7615) - 4 hours – Other Maritime (7617 & 7618)	Tier 3: Electives - 2 hours – Shipyards - 3 hours – Other Maritime
Introduction to OSHA , including: <ul style="list-style-type: none"> ■ OSH Act, General Duty Clause, Employer and Employee Rights and Responsibilities, Whistleblower Rights, Recordkeeping basics ■ CFR Part 1903 ■ Inspections, Citations, and Penalties ■ Value of Safety and Health ■ OSHA Website and available resources ■ OSHA 800 number 	Hazard Communications / Hazardous Materials 1915.1200 Subpart Z 1917 Subpart B 1918 Subpart L Lockout / Tagout 1915 Subpart L, 1917.48, 1917.49, 1917.151	Hot Work - Welding, Burning & Cutting 1915 Subpart D 1917.152 Subpart G Material Handling 1915 Subpart G, 1917.50, 1918 Subparts B and F
Walking and Working Surfaces 1915 Subpart E, 1917 Subpart F, 1918 Subpart C and D	Respiratory Protection 1910.134	Bloodborne Pathogens Exposure Plan Universal Precautions Spills and Decontamination
Personal Protective Equipment 1915 Subpart I, 1917 Subpart E, 1918 Subpart J	Machine Guarding 1917.151 Subpart G 1910 Subpart O	Ergonomics and Proper Lifting Techniques Repetitive motion and muscle strains
* Required – for Shipyards (7615) Fall Protection / Scaffolding 1915 Subpart E Electrical 1915 Subpart L, 1910 Subpart S Confined and Enclosed Spaces 1915 Subpart B Fire Protection 1915 Subpart P	*Optional – Other Maritime (7617 & 7618) Fall Protection 1917 Subpart F, 1918 Subpart D and H Electrical 1915 Subpart L, 1910 Subpart S Confined and Enclosed Spaces 1917.23, 1918.94 (1910.146) Fire Protection 1917 Subpart B, 1918 Subpart I	Additional Coverage <ul style="list-style-type: none"> ■ on Tier 1 or 2 topics ■ on any other Maritime industry standards or policies

DESIGNATED TRAINING TOPICS

30-HOUR MARITIME INDUSTRY OUTREACH TRAINING PROGRAM

The 30-hour program is intended to provide a variety of training to people with some safety responsibility. **Of the below topics, six hours are mandatory (fourteen for 7635 course), choose eight hours from the optional list (two the 7635 course), and fill the remainder of the time from the electives.**

The 30-hour student courses are numbered and named as follows:

30-Hour	Name
7635	Shipyards Employment, including ship repairing, shipbuilding, shipbreaking
7637	Marine Terminals
7638	Longshoring

MANDATORY TOPICS – at least 6 hours (14 for Shipyards - 7635)

- **Introduction to OSHA** - at least Two Hours
 - OSH Act, General Duty Clause, Recordkeeping basics
 - Employer and Employee Rights and Responsibilities, Whistleblower Rights
 - CFR Part 1903; Inspections, Citations, and Penalties; Value of Safety and Health
 - OSHA Website; OSHA 800 number and available resources
- **Walking & Working Surfaces**-at least Two Hours; 1915 Subpart E, 1917 Subpart F, 1918 Subpart C & D
- **Personal Protective Equipment** - at least Two Hours; 1915 Subpart I, 1917 Subpart E, 1918 Subpart J

Required – for Shipyards - 7635 (Optional for Other Maritime – 7637 & 7638)

- **Fall Protection / Scaffolding** - at least Two Hours, 1915 Subpart E
- **Electrical** - at least Two Hours; 1915 Subpart L, 1910 Subpart S
- **Confined and Enclosed Spaces** - at least Two Hours; 1915 Subpart B
- **Fire Protection** - at least Two Hours; 1915 Subpart P

OPTIONAL TOPICS – at least 8 hours (2 for Shipyards - 7635)

- Above four topics for Other Maritime (7637 & 7638) – Fall Protection (1917 Subpart F, 1918 Subpart D and H); Electrical (1915 Subpart L, 1910 Subpart S); Confined and Enclosed Spaces (1917.23, 1918.94); Fire Protection (1917 Subpart B, 1918 Subpart I)
- Hazard Communications / Hazardous Materials - 1915.1200 Subpart Z, 1917 Subpart B, 1918 Subpart L
- Lockout / Tagout - 1915 Subpart L, 1917.48, 1917.49, 1917.151
- Respiratory Protection - 1910.134

ELECTIVES

- Hot Work - Welding, Burning & Cutting, 1915 Subpart D, 1917.152 Subpart G
- Material Handling, 1918 Subpart B, 1918 Subpart F
- Bloodborne Pathogens - Exposure Plan, Universal Precautions, Spills & Decontamination
- Machine Guarding - 1917.151 Subpart G, 1910 Subpart OSHA
- Ergonomics and Proper Lifting Techniques - repetitive motion, muscle strains
- Additional Coverage on Mandatory or Optional topics or any other Maritime industry standards or policies

FURTHER ASSISTANCE

Main OSHA Web Sites

- OSHA Home Page - www.osha.gov
- OSHA Outreach Training Program Page
 - * www.osha.gov/fso/ote/training/outreach/training_program.html. The site includes:
 - Teaching Aids, including the 10-hour PowerPoint you received in the trainer class
 - Program Guidelines
 - How to get OSHA student course completion cards
 - Frequently Asked Questions (FAQs)
 - Special Announcements

OSHA Teaching / Materials Assistance Web Sites

- Training and Reference Materials Library. This library contains training and reference materials developed by OSHA as well as links to other related sites.
 - ▶ www.osha.gov/fso/ote/training/outreach/materials.html
- Resource Center Loan Service. Outreach trainers may borrow videos from OSHA's Resource Center. This collection of videos covers many occupational safety and health subjects. The catalog contains borrowing information and a list of videos, including various Spanish titles.
 - ▶ www.osha.gov/dcsp/ote/resource-center/loan.html
- Multimedia – Videos and Slide presentations
 - ▶ www.osha.gov/SLTC/multimedia.html
- Compliance Assistance - Resources and Specialists
 - ▶ www.osha.gov/dcsp/compliance_assistance/index.html
- OSHA Small Business Page
 - ▶ www.osha.gov/dcsp/smallbusiness/index.html
- Teen Workers
 - ▶ www.osha.gov/SLTC/teenworkers/index.html
- Spanish References and Trainers
 - ▶ www.osha.gov/fso/ote/training/outreach/spanish_outreach_references.html
 - ▶ www.osha.gov/fso/ote/training/outreach/spanish_outreach_trainers.html
- Making the Business Case for Safety and Health
 - ▶ www.osha.gov/dcsp/products/topics/businesscase/
- Quick Takes. At the OSHA Home Page, sign up for OSHA's bi-weekly e-news memo with information, updates, and results about safety and health in America's workplaces.

Maritime Industry and Training Web Sites

- OSHA Assistance for the Maritime Industry
 - ▶ www.osha.gov/dts/maritime/index.html
- Maritime Guidance Documents
 - ▶ www.osha.gov/dts/maritime/standards/guidance_documents.html
- Shipyard Employment eTool
 - ▶ www.osha.gov/SLTC/etools/shipyard/index.html
- Examining Fatal Shipyard Accidents video
 - ▶ www.osha.gov/dts/maritime/video/shipyard_accidents.html

- Safety and Health Topics Index
 - ▶ www.osha.gov/SLTC/index.html
- OSHA eTools - interactive, Web-based training tools
 - ▶ www.osha.gov/dts/osta/oshasoft/index.html#eTools
- NIOSH Safety and Health Topics
 - ▶ www.cdc.gov/niosh/topics/

OSHA Publications. OSHA has many helpful publications, forms, posters, and fact sheets.

- ▶ www.osha.gov/pls/publications/pubindex.list

Publications are available in HTML and PDF formats. Publications may also be available from the nearest OSHA Area or Regional Office. A few significant publications are noted below.

- *All About OSHA*, OSHA 2056.
- *Shipyard Industry*, OSHA 2268.
- *Longshoring Industry*, OSHA 2232.
- *Traffic Safety In Marine Terminals*, OSHA 3337-07.
- *OSHA Publications and Audiovisual Programs*, OSHA 2019.
- *Training Requirements in OSHA Standards and Training Guidelines*, OSHA 2254.
- *OSHA Handbook for Small Businesses*, OSHA 2209. Assists small business employers in implementing OSHA's recommended safety and health program management guidelines.

OSHA Quick Cards. Students will benefit from these cards, many of which are available in both English and Spanish. These are straightforward reference materials which focus on specific safety and health topics.

- ▶ www.osha.gov/OshDoc/quickcards.html

U.S. Government Bookstores. These bookstores sell OSHA standards and publications.

- ▶ <http://bookstore.gpo.gov>

Active Outreach Trainer Lists. If you're looking for 10-or 30-hour Maritime training or if you need training assistance, contact the applicable OSHA Education Center Outreach Coordinator (Attachment B) for a list of active Maritime Industry trainers (two or more classes conducted the past year). To obtain a list(s) provide:

- 1) State(s) you are looking for (up to three)
- 2) Whether you want the list(s) for Maritime (and/or Construction or General Industry)
- 3) Your e-mail, fax number or mailing address

OSHA Technical Support. For support related to enforcement and the OSHA standards, contact the Regional Office, or the Area Office near you. These offices also provide publications and other helpful references. At the Regional Office ask for technical support.

- ▶ www.osha.gov/html/RAmap.html

OSHA also has Compliance Assistance Specialists in each Area Office in states under federal jurisdiction. They're available for seminars, workshops, and speaking events.

- ▶ www.osha.gov/dcsp/compliance_assistance/index.html

Outreach Contacts

- OSHA Outreach Training Program Coordinator. For online training information and help on matters that are not found in this guide or at the OSHA web site, including annual PowerPoint charts on OSHA's Most Frequently Cited Serious Violations in Construction or General Industry, contact:
Don Guerra, (847) 759-7735
e-mail: outreach@dol.gov
- OSHA Education Centers. For matters relating to general program administration, contact your representative from the organization responsible for your training. The contact list is at Attachment B.
- Resource Center Loan Program. For further information on borrowing videos through this program, contact the OSHA librarian at (847) 759-7736.

PROGRAM ADMINISTRATION

Obtaining Student Course Completion Cards

After conducting an outreach class, follow the instructions below to document your class to the responsible training location (Attachment B) to receive OSHA student course completion cards.

For each outreach class, send the following:

1. **OSHA Outreach Training Program Report.**

This includes trainer and course information. Use our format or create your own. Provide an address that goes directly to you, because we can't replace card packages that are not received. An excerpt:

Primary Trainer Course Information

①	②	/ ③ /
ID Number* (see note below)	Name	Course (5400/5402)
		Expiration Date

* **ID number** - new trainers do not have - only applies to trainers who have received student cards)

① ID - doesn't apply to new trainers. Only trainers who have received student cards have one.

② Course - The most recent course (5400 or 5402) you took.

③ Trainer expiration date (four years after the last course taken).

ID and Associated Information:

- Applies only to trainers who have received student cards.
- If your most recent Maritime Industry expiration date is not reflected on the preprinted report form, write in the last Maritime Industry trainer course (#5400 or #5402) you took, the expiration date of that training, and provide a copy of your course certificate or trainer card.
- Trainers with ID numbers may use one of the shortcut formats in Attachment C.
- If you misplaced your ID number, note on the report that you have one but misplaced it.

2. **A copy of your OSHA trainer card if:**

- This is your first Maritime Industry outreach training class, or
- You have a new expiration date, because you took a more recent trainer course than the one shown on your preprinted Outreach Training Program Report.

3. **Student Names.** Must be legible. We only need one list – do not send in all the sign-in sheets.

4. **Topic Outline.** List the topics taught and the amount of time spent on each. For 10-hour classes, complete the topic outline on the bottom of the report format or send a separate outline. For 30-hour classes, send a separate outline.

**** Submittals that do not include items 1 – 4 may be returned ****

Remember these key points when submitting your documentation:

- You must document and request cards within six months of class completion.
- Send separate documentation for each class.
- Inform us of special training activities or measured workplace improvements from your training.

Mail, fax, or e-mail your student card requests

- See Attachment B for your responsible training location and Attachment C for shortcut procedures.

Records. Keep class files for 5 years. The file for each class should include the topic outline, student names, and a copy of the documentation you sent to request cards.

Information on Student Course Completion Cards

- Student cards expire five years after the training. To retain a valid 10- or 30-hour Maritime Industry card, students are required to take an update course within the five year period.
- Although participation is voluntary, OSHA recommends Outreach Training Program courses as an orientation to occupational safety and health for workers. Workers must receive additional training on specific hazards of their job.
- Processing card requests takes two to four weeks. Please wait this amount of time before inquiring about the status of a request.
- Trainers complete student cards by printing or typing:
 - Student's name
 - Course end date
 - Expiration date – five years after the course end date
 - Your name. You may also sign the card, but you must print or type your name.
- Use Avery 5371 label style to print on the cards. Practice by using a copy of the card sheet. Feed one sheet at a time.
- You may laminate the cards.
- You may use the back of the cards for other identification or training information, especially if you have taught a special type of outreach training program. You may list the OSHA Education Center where you receive your cards – this may help if a student needs a replacement card.
- You may provide a training certificate to your students. This often helps them prove that they took the training prior to receiving their card. Advertising restrictions also apply here.
- Trainers are sent a few extra cards for each class completed in case of card errors or to enable you to replace lost student cards for students you trained.

Replacing Lost, Damaged, or Misprinted Cards

Trainer Card. Contact the organization (Attachment B) where you took the course.

Student Cards. We rarely replace a batch of cards from an entire class. For individual replacements, use the extra cards provided to you, after you make the proper verification. If you don't have an extra card, contact your responsible organization (Attachment B) for a replacement. Provide them the student's name, your name, the training date, and the type of class (10 or 30-hour, construction or general industry). Records are kept for five years plus the present year. If the training took place prior to this, we can't issue a new card.

Misprinted Cards: Return all misprinted cards for replacements.

OSHA OUTREACH TRAINING PROGRAM REPORT

Course Conducted:

- 10-Hour 7615 – Shipyards
- 10-Hour 7617 – Marine Terminals
- 10-Hour 7618 – Longshoring
- 30-Hour 7635 – Shipyards
- 30-Hour 7637 – Marine Terminals
- 30-Hour 7638 – Longshoring

Course Information (check all that apply):

- Spanish
- Language other than Spanish
- OSHA Alliance or Partnership related (specify below) _____
- Youth (age 18 or less)
- Training conducted outside US

State where training held (or country if outside of US): _____
Course End Date: ____ / ____ / ____ (We can't accept requests that are older than 6 months)
Number of Students: _____ (More than 50 requires prior permission)

Primary Trainer Course Information

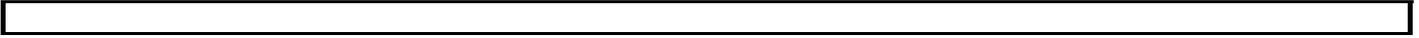
ID Number* below _____ Name _____ Course (5400/5402) _____ / ____ / ____ Expiration Date
* **ID number** - new trainers do not have one - this only applies to trainers who have received student cards

Address - Use an address that will get directly to you. (If you have an ID and your address is the same, don't complete this)
 Check if this is a new address
 Company / Dept. _____
 Address _____

 City /State /Zip _____
 Phone No: (____) - ____ - ____ ext. ____ Best time(s) to call: _____

<p>Your documentation must include:</p> <ul style="list-style-type: none"> (1) Outreach Training Program Report (2) Copy of trainer card if this is your 1st class or you have taken new trainer training (3) Student names (4) Topic list and the time spent on each 	<p>Also remember:</p> <ul style="list-style-type: none"> * Send separate documentation for each class * See Attachment B for where to send card request * Print or type trainer's name on card to ensure legible * Use Avery 5371 label style to print on the cards
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10 Hour Maritime Industry Topics (for 30-hour class, include a separate topic list)	
<p>HOURS (Indicate the amount of time spent on each of the topics)</p>	
_____	Required Introduction to OSHA
_____	Required Walking and Working Surfaces
_____	Required Personal Protective Equipment
_____	(Shipyards) Required Fall Protection / Scaffolding
_____	(Shipyards) Required Electrical
_____	(Shipyards) Required Confined and Enclosed Spaces
_____	(Shipyards) Required Fire Protection
Optional	
_____	Hazard Communications / Hazardous Materials
_____	Lockout / Tagout
_____	Respiratory Protection
_____	(non Shipyards) Fall Protection
_____	(non Shipyards) Electrical
_____	(non Shipyards) Confined and Enclosed Spaces
_____	(non Shipyards) Fire Protection
Electives	Other Maritime Standards or Policies
_____	Hot Work – Welding, Burning & Cutting
_____	Material Handling
_____	Bloodborne Pathogens
_____	Machine Guarding
_____	Ergonomics and Proper Lifting Techniques



ATTACHMENT A - OSHA TRAINING INSTITUTE EDUCATION CENTERS

The OSHA Training Institute has authorized these educational institutions to conduct selected OSHA courses, including:

Course 5400 OSHA Trainer Course for the Maritime Industry
 Course 5402 Update for Maritime Industry Outreach Trainers

For schedules and tuition see www.osha.gov/fso/ote/training/edcenters/index.html

Education Centers	Lead Center: City / State	Phone
Keene State College	Manchester, NH	800-449-6742
Rochester Institute of Technology	Rochester, NY	866-385-7470x2919
Atlantic OSHA Training Center (Univ. of Medicine & Dentistry of NJ, State University of New York at Buffalo, Universidad Metropolitana, San Juan, PR)	New Brunswick, NJ	732-235-9450
National Resource Center for OSHA Training (West Virginia University, National Labor College, Building and Construction Trades Dept., , Center to Protect Workers' Rights)	Morgantown, WV	800-626-4748
Keystone Occupational Safety and Health Center (Indiana University of Pennsylvania)	Indiana, PA	800-640-7421
Georgia Tech Research Institute	Atlanta, GA	404-385-3500
University of South Florida	Tampa, FL	866-697-0975
Eastern Kentucky University	Richmond, KY	877-358-6742
Great Lakes OSHA Training Consortium (Univ. of Cincinnati, Eastern Michigan University, United Auto Workers)	Cincinnati, OH	800-207-9399
The National Safety Education Center (Northern Illinois University, Construction Safety Council, National Safety Council)	Chicago area, IL	800-656-5317
Mid-America OSHA Training Institute (Ohio Valley Construction Education Foundation, Sinclair Community College)	Springboro, OH	866-444-4412
Texas Engineering Extension Service, Texas A & M University	Mesquite, TX	800-723-3811
Metropolitan Community Colleges - Business & Technology Center	Kansas City, MO	800-841-7158
Midwest OSHA Education Centers (Kirkwood Community College, St. Louis University, Safety and Health Council of Greater Omaha)	Cedar Rapids, IA	800-464-6874
Red Rocks Community College	Lakewood, CO	800-933-8394
Mountain West OSHA Training & Outreach Center (University of Utah, Salt Lake City Community College)	Salt Lake City, UT	801-581-4055
University of California - San Diego	San Diego, CA	800-358-9206
WESTEC, Westside Energy Services	Taft, CA	866-493-7832
University of Washington	Seattle, WA	800-326-7568

ATTACHMENT B

OSHA OUTREACH TRAINING PROGRAM FACT SHEET

WHERE: See the following pages on where and how (mail, e-mail, fax) to submit requests.

QUESTIONS: See the below list

PROGRAM ADMINISTRATION:

Send in:

1. OSHA Outreach Training Program report
2. Copy of Maritime Industry trainer card if this is your first request or if you've taken new trainer training
3. Student names
4. Course topic list and the time spent on each

Requests are reviewed to ensure:

- Trainer is currently authorized
- Complies with guidelines (topics, time, etc.)
- Documentation is complete

WHERE – Specifics

This list is organized by OSHA Regions 1-10. Here are the Regional Office locations in each of the regions.

1 – Boston 2 – New York 3 – Philadelphia 4 – Atlanta 5 – Chicago
6 – Dallas 7 – Kansas City 8 – Denver 9 – San Francisco 10 – Seattle

Region 1 – Northeast, including NH, ME, RI, MA, CT, VT	
<u>If you took the training from</u> <ul style="list-style-type: none">- OTI Education Center at Keene State College, Manchester, NH- OTI Education Center at Keene State College, Keene, NH- Associated Builders and Contractors, Rock Hill, CT- Survival System USA, Groton, CT- University of New Haven, West Haven, CT- Associated General Contractors of Mass., Wellesley, MA- Janus Training Center, Lawrence, MA- Central Maine Community College, Auburn, ME- Maine Dept. of Transportation, Fairfield, ME- Occupational & Environmental Health Center of RI, Providence, RI- Roger Williams University, Portsmouth, RI- Associated General Contractors of Vermont, Montpelier, VT	<u>Send your card requests to</u> OSHA Training Institute Education Center Keene State College 175 Ammon Drive Manchester, NH 03103-3308 For questions: (800) 449-6742 Leslie Singleton – lsingleton@keene.edu

Region 2 – Northeast, including NJ, NY, and Puerto Rico	
<u>If you took the training from</u> <ul style="list-style-type: none">- Univ. of Medicine and Dentistry of NJ, New Brunswick, NJ- State Univ. of New York at Buffalo, Toxicology Research Center, Buffalo, NY- Universidad Metropolitana, San Juan, PR	<u>Send your card requests to</u> UMDNJ- School of Public Health Attn: Janet Crooks, Registrar Atlantic OSHA Training Center Office of Public Health Practice 683 Hoes Lane West, 1st Floor Piscataway, NJ, 08854 <ul style="list-style-type: none">• Fax (732) 235-9460• e-mail: crooksje@umdnj.edu• Online request form http://sph.ophp.umdnj.edu For questions: Koshy Koshy (732) 235-9459, koshyko@umdnj.edu Janet Crooks (732) 235-9455, crooksje@umdnj.edu

Region 2 – New York	
<u>If you took the training from</u> <ul style="list-style-type: none">- Rochester Institute of Technology OSHA Education Center, Rochester, NY- Rochester Builder's Exchange, Rochester, NY- General Building Contractors' Safety Training Facility in Spencerport, NY and Albany, NY- Total Safety Consulting, Long Island City, NY- Oneida Indian Nation Building Annex, Oneida, NY	<u>Send your card requests to</u> Rochester Institute of Technology OSHA Education Center Attn: Donna Winter 31 Lomb Memorial Dr. Rochester, NY 14623-5603 <ul style="list-style-type: none">• Fax (585) 475-6292• e-mail: dlwtpo@rit.edu For questions: Donna Winter (866) 385-7470 ext. 2919

Region 3 – Pennsylvania	
<u>If you took the training from</u> <ul style="list-style-type: none">- Indiana University Training Center, Monroeville, PA- High Training Center, Lancaster, PA- Wilkes University, Wilkes Barre, PA- Indiana University of Pennsylvania, Indiana, PA- Graduate Business Center, West Chester University, West Chester, PA- Montgomery County Public Safety Training Campus Fire Academy, Conshohocken, PA (Philadelphia)- Dixon Center, Harrisburg, PA- New Castle School of Trades, New Castle, PA- Bedford County Workforce Development and CE Center, Everett, PA- Lucerne County Community College, Nantycoke, PA	<u>Send your card requests to</u> IUP School of Continuing Education Keith Hall Suite #100 390 Pratt Drive Indiana, PA 15705-1014 <ul style="list-style-type: none">• Fax (724) 357-7597 For Questions: Kathy Evanko, kathye@iup.edu (724) 357-2227 or (800) 640-7421

Region 3 – East and Building Trades, including WV, MD, PA, VA, DC	
<p><u>If you took the training from</u> National Labor College - College Park, MD; Philadelphia PA; Silver Spring MD; Washington DC; Wilkes-Barre PA, Harrisburg PA, Richmond VA & Roanoke VA - and other organizations, unions, and companies served with special programs or on-site training</p> <hr/> <p>Center to Protect Workers' Rights/BCTD - Building and Construction Trades Unions - Building and Construction Trades Councils - Building and Construction Trades Contractors</p> <hr/> <p>West Virginia University - Morgantown, WV - Charleston, WV - Huntington, WV - Operating Engineers, Beckley, WV - Contractors Association, Parkersburg, WV - Pittsburgh, PA - Richmond, VA - and other safety councils, organizations, and companies served with on-site training</p>	<p><u>Send your card requests to</u> National Labor College 10000 New Hampshire Avenue Silver Spring, MD 20903</p> <ul style="list-style-type: none"> ▪ Fax (301) 431-5411 ▪ e-mail: Sandra Tillett_nrcosha@nlc.edu ▪ Questions: Jamal Brown, Sandra Tillett (800) 367-6724 <hr/> <p>Center to Protect Workers' Rights 815 16th Street NW Washington, DC 20006</p> <ul style="list-style-type: none"> ▪ Fax (202) 756-4675 ▪ e-mail: Janice Wheeler ▪ Questions: Janice Wheeler (202) 756-4636 <hr/> <p>West Virginia University Safety & Health Extension P. O. Box 6615 - 130 Tower Lane Morgantown, WV 26506</p> <ul style="list-style-type: none"> ▪ Fax (304) 293-5905 ▪ e-mail: Missy Stewart_missy.stewart@mail.wvu.edu ▪ Questions: Tom Stockdale (800) 626-4748

Region 4 – South, including GA, NC, SC, MS, KY, AL, FL, TN	
<p><u>If you took the training from</u> - Georgia Tech / Georgia Institute of Technology, Atlanta, GA - Georgia Tech OTI Education Center in these cities: GA – Atlanta, Savannah FL - Orlando, Ft. Lauderdale, Destin, Jacksonville NC – Raleigh AL – Birmingham, Huntsville SC - Charleston MS - Biloxi TN – Nashville, Knoxville, Memphis</p>	<p><u>Send your card requests to</u> Georgia Tech OTI Education Center ATTN: Diane Knobloch 430 Tenth Street, NW Atlanta, GA 30332-0837</p> <ul style="list-style-type: none"> • Fax (404) 407-9024 • e-mail: diane.knobloch@gtri.gatech.edu • Online request form - www.oshainfo.gatech.edu <p>For questions: Diane Knobloch (404) 407-7024 Myrtle Turner (404) 407-8066</p>

Region 4 – Florida	
<p><u>If you took the training from</u> University of South Florida, Tampa, FL Host Training Sites: - Associated Builders and Contractors, Orlando, FL - Caribbean Legal and Professional Institute, Kingston, Jamaica - Indian River Community College, Fort Pierce, FL - Florida International College, Fort Myers, FL - Florida Safety Council, Orlando, FL - North East Florida Safety Council, Jacksonville, FL - Safety Council of Palm Beach County, West Palm Beach, FL - Safety Management Internatl Co., Couva, Trinidad, West Indies - Suncoast Safety Council, Clearwater, FL - Suncoast Safety Council, St Petersburg, FL - Sunshine Safety Council, Daytona, FL</p>	<p><u>Send your card requests to</u> University of South Florida OTI Education Center ATTN: Diane Ray 13201 Bruce B. Downs Blvd., MDC 56 Tampa, FL 33612-3805</p> <ul style="list-style-type: none"> • Fax (813) 974-9972 • e-mail: dray@health.usf.edu <p>For questions: Diane Ray (813) 974-7782</p>

Region 4 – Kentucky

<p><u>If you took the training from</u></p> <ul style="list-style-type: none"> - Eastern Kentucky University, Richmond, KY - McCulley, Eastham & Associates, Inc., Greenup, KY - Corbin Center for Technology and Community Activities, Corbin, KY 	<p><u>Send your card requests to</u> Bobby Spurlock Eastern Kentucky University OSHA Training Institute Education Center Workforce Education 521 Lancaster Ave, Perkins 202 Richmond, KY 40475-3100</p> <ul style="list-style-type: none"> ▪ e-mail: Bobby.Spurlock@eku.edu ▪ For questions: (859) 622-6216
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Region 5 – Midwest, especially IL and WI, IN	
<p><u>If you took the training from</u></p> <ul style="list-style-type: none"> - NIU-DeKalb, IL - NIU-Naperville, IL - NIU Education Center, Hoffman Estates, IL - NIU Rockford Center, Rockford, IL - National Safety Council, Itasca, IL - Construction Safety Council, Hillside, IL - Richland Community College, Decatur, IL - Northeast Wisconsin Technical College, Green Bay, WI - Fox Valley Technical College, Appleton, WI - Dawson Technical Institute, Chicago, IL - University of Southern Indiana, Evansville, IN - and other safety councils, organizations, and companies served with on-site contract training. 	<p><u>Send your card requests to</u> The National Safety Education Center College of Engineering & Engineering Technology Northern Illinois University 590 Garden Road, EB 318 DeKalb, IL 60115</p> <ul style="list-style-type: none"> ▪ Fax: (815) 753-4203 ▪ Email: nsec_outreach@niu.edu ▪ On-line request form available at: www.earnyourcard.com <p>For questions: (815) 753-6902 or (800) 656-5317, or engineeringoutreach@niu.edu</p>

Region 5 – Midwest, including OH, MI, MN, IN, WI	
<p><u>If you took the training from</u></p> <ul style="list-style-type: none"> - University of Cincinnati, Cincinnati, and Columbus, OH - Kent State University, Canton, OH - Eastern Michigan University, Livonia, MI - Eastern Michigan University-Web Based Training - M-TEC, Kalamazoo, MI - University of Findlay, Findlay, OH - University of Minnesota, Minneapolis, MN - South Central Tech, Mankato, MN - Lake Shore Technical College, Cleveland, WI - Indiana University Southeast, New Albany, IN - Purdue University North Central, Indianapolis IN 	<p><u>Send your card requests to</u> Great Lakes Regional OTI Education Center ATTN: Marianne Kautz Genome Research Institute University of Cincinnati 2180 E. Galbraith, 3rd Floor Cincinnati, OH 45237-1625</p> <ul style="list-style-type: none"> • Fax (513) 558-1756 • e-mail: kautzm@uc.edu <p>For questions: Marianne Kautz (800) 207-9399 or (513) 558-1730</p>

Region 5 – Ohio	
<p><u>If you took the training from</u> Mid-America OSHA Education Center, Springboro, OH</p>	<p><u>Send your card requests to</u> Mid-America OSHA Education Center ATTN: Susan White 33 Greenwood Lane Springboro, OH 45066</p> <ul style="list-style-type: none"> • Fax (937) 704-9394 • e-mail: ovabc@ovabc.org • Online request form available www.midamericaosha.org <p>For questions: (937) 521-1570 or (866) 444-4412</p>

Region 6 – South, especially TX, and NM, LA, OK, AR	
<p><u>If you took the training from</u></p> <ul style="list-style-type: none"> - TEEEX – North Texas Regional Training Center, Mesquite, TX - TEEEX – Houston Regional Training Center, Houston, TX - TEEEX – South Central TX Reg'l Training Center, San Antonio, TX - TEEEX – Corpus Christi Regional Training Center, Corpus Christi, TX - TEEEX – South Presa Training Center, San Antonio, TX - TEEEX – Marine Safety Center, Galveston, TX - State of New Mexico Occup. Health & Safety Bureau, Santa Fe, NM - Safety Counseling Inc., Albuquerque, NM - Safety Matters, Albuquerque, NM - Acadian Integrated Solutions, Maurice, LA - U.S. Army Safety Center, Ft. Rucker, AL - U.S. Air Force Safety Center, Albuquerque, NM - Francis Tuttle Tech. Center, Oklahoma City, OK - NATCO Training Center, Midland, TX - Pioneer Tech. Center, Ponca City, OK - National Park Community College, Hot Springs, AR - Texas State Tech. College, Harlingen, TX - TAMU – Corpus Christi, TX - KTech, Inc., Albuquerque, NM - Eastern New Mexico University, Roswell, NM - CEHMM, Carlsbad, NM - Permian Basin Regional Training Center, Carlsbad, NM - United Space Alliance, Houston, TX - San Juan College, Farmington, NM - Arkansas Construction Education Foundation, Little Rock, AR - Bossier Parish Community College, Shreveport, LA - Alford Safety Services, Houma, LA - Del Mar College, Corpus Christi, TX - David Carrasco Job Corp Center, El Paso, TX - New Mexico State University, Las Cruces, NM 	<p><u>Send your card requests to</u> OTI Southwest Education Center Texas Engineering Extension Service ATTN: Registrar 15515 IH 20 at Lumley Mesquite, TX 75181</p> <ul style="list-style-type: none"> • Fax (972) 222-2978 • e-mail: OTISEC@teexmail.tamu.edu <p>For questions: Therese Paterka or Pam Pendleton (972) 222-1300 or (800) 723-3811</p>

Region 7 – Missouri	
<p><u>If you took the training from</u></p> <ul style="list-style-type: none"> - Metropolitan Community College, Kansas City, MO - Maple Woods Community College, Kansas City, MO - Business & Technology Center, Kansas City, MO 	<p><u>Send your card requests to</u> Region VII OTI Education Center Metropolitan Community Colleges ATTN: Dick Day, Program Manager 1775 Universal Avenue Kansas City, MO 64120</p> <ul style="list-style-type: none"> • Fax 816-482-5454 <p>For questions : Dick Day (816) 482-5282, dick.day@mccck.edu</p>

Region 7 – Midwest, including MO, IA, NE	
<p><u>If you took the training from</u></p> <ul style="list-style-type: none"> - Saint Louis University, St. Louis, MO - Saint Louis University, Springfield, MO - Kirkwood Community College, Cedar Rapids, IA - National Safety Council, Omaha, NE 	<p><u>Send your card requests to</u> Kirkwood Community College Midwest OSHA Education Center ATTN: Marsha Willox 6301 Kirkwood Blvd. SW Cedar Rapids, IA 52406</p> <ul style="list-style-type: none"> • Fax (319) 398-5894 • e-mail: mwillox@kirkwood.edu • On-line request form at: http://moec.slu.edu <p>For questions : -- Marsha Willox (319)398-5893 -- Edgar Thornton (319)398-1029</p>

Region 8 – Mountain, especially Colorado, and also UT, MT	
<p><u>If you took the training from</u></p> <ul style="list-style-type: none"> - Rocky Mountain Education Center, Lakewood, CO - Red Rocks Community College, Lakewood, CO - Ogden Weber Applied Technology College, Salt Lake City, UT - Montana Dept of Labor and Industry Occupational Safety & Health Bureau, Missoula, MT 	<p><u>Send your card requests to</u></p> <p>Rocky Mountain Education Center ATTN: Jeannine Kreller 13300 W. 6th Ave, Box 41 Lakewood, CO 80228-1255</p> <ul style="list-style-type: none"> ▪ Fax (303) 914-8997 ▪ e-mail: Jeannine Kreller <p>For questions: Jeannine Kreller (800) 933-8394</p>

Region 8 – Utah	
<p><u>If you took the training from</u></p> <ul style="list-style-type: none"> - Mountain West OSHA Training and Outreach Center, Salt Lake City, UT - Salt Lake Community College, Salt Lake City, UT 	<p><u>Send your card requests to</u></p> <p>Mountain West OSHA Training and Outreach Center University of Utah ATTN: Registrar 391 Chipeta Way, Suite C Salt Lake City, UT 84108</p> <ul style="list-style-type: none"> • Fax (801) 585-5275 • e-mail: luz.dominguez@hsc.utah.edu <p>For questions: -- Connie Crandall (801)581-7182, connie.crandall@hsc.utah.edu -- Luz Dominguez (801)581-7909, luz.dominguez@hsc.utah.edu</p>

Region 9 – West, especially CA, and also NV, HI, and AZ	
<p><u>If you took training from</u></p> <p>University of California, San Diego OSHA Training Institute in Region IX</p> <ul style="list-style-type: none"> • Arizona • California • Hawaii • Nevada 	<p><u>Send your card requests to</u></p> <p>UCSD OSHA Training Institute ATTN: Outreach Training Coordinator 11770 Bernardo Plaza Court, Suite 270 San Diego, CA 92128</p> <ul style="list-style-type: none"> • Fax (858) 485-7390 • e-mail: OTI-Outreach@ucsd.edu • Forms available online at: http://osha.ucsd.edu/outreach.htm <p>For questions: OTI-Outreach@ucsd.edu, (858) 485-5371</p>

Region 9 – West, especially CA, also NV and Guam	
<p><u>If you took the training from</u></p> <ul style="list-style-type: none"> - WESTEC, North Kern Training Center, Shafter, CA - Cal State University at Dominguez Hills, Carson, CA - Community College of Southern Nevada, Henderson, NV - Truckee Meadows Community College, Reno, NV - Guam Community College, Mangilao, Guam 	<p><u>Send your card requests to</u></p> <p>WESTEC Region IX OSHA Training Institute Education Center ATTN: Craig Bertram 5801 E. Lerdo Hwy. Shafter, CA 93263</p> <ul style="list-style-type: none"> • Fax (661) 393-1015 <p>For questions: Craig Bertram, 661-387-1055, craigb@westec.org</p>

Region 10 – West, especially WA, and also OR, ID, and AK	
<p><u>If you took the training from</u></p> <p>UW/Denali Safety Council – Anchorage, AK UW – Boise State University - Boise, ID UW/HVAC Metals Institute – Portland, OR UW/Portland Community College – Portland, OR UW/HAMMER Facility – Richland, WA UW/EnergX Facility – Richland, WA UW – Seattle, WA UW – Spokane, WA UW – Cruise to Alaska</p>	<p><u>Send your card requests to</u></p> <p>Region X OSHA Training Institute Education Center University of Washington ATTN: Registrar 4225 Roosevelt Way NE #100 Seattle, WA 98105</p> <ul style="list-style-type: none"> • Fax (206) 685-3872 • e-mail: Terumi Capeling capeling@u.washington.edu • On-line requests form available at: www.osha.washington.edu <p>For questions: Terumi Capeling, (206) 685-3089</p>

ATTACHMENT C
SHORTCUT PROCEDURES
FOR OUTREACH TRAINERS WITH ID NUMBERS

*Student card requests are accepted by e-mail, fax, and short mail-in format, if you have an ID number.
* Carefully read the instructions below before using these procedures.*

1. Who is Eligible? Outreach Trainers with ID Numbers.

- You receive your ID number in your card package AFTER submitting your first card request.
- Your ID number is provided on the letter or the preprinted Outreach Training Report that are returned with your student cards.

2. Sending Requests for Student Cards

a. E-mail

- ▶ See Attachment B for e-mail addresses
- ▶ Subject: 10 or 30-Hour Maritime Industry Outreach Training Program
- ▶ Format your e-mail request based on the format which follows these procedures
- ▶ Do not send attachments – send all information in the body of your e-mail

b. Fax

- ▶ See Attachment B for numbers
- ▶ Send a cover page and indicate the number of pages you're sending
- ▶ Subject: 10 or 30-Hour Maritime Industry Outreach Training Program
- ▶ Format your fax request based on the format which follows these procedures

c. Short Mail-in Format

- ▶ See Attachment B for numbers
- ▶ Use short mail-in format which follows these procedures

3. Instructions

- a. Use your ID Number when requesting cards using one of these procedures
- b. For each class - send a separate e-mail, fax, or mail-in format
- c. Keep a file on each course which includes:
 - ▶ Topics taught and time spent on each
 - ▶ Student names
 - ▶ A copy of the e-mail or fax you sent to request cards.

4. Monitoring. At times, we may ask for a copy of your training topics. When we conduct monitoring visits for the OSHA Outreach Training Program, we may ask to see documentation of the topics and students taught for each outreach training class conducted.

**E-Mail Format –
Request for Outreach Training Cards -- For Trainers with ID Numbers**

- Below is a sample of the e-mail format.
- You have to create the format and include it in the body of your e-mail – don't send attachments
- Send a separate e-mail for each class.

TO: See Attachment B for e-mail address

SUBJECT: 10- or 30-Hour Maritime Industry Outreach Training Program

Course Information (check all that apply):

- Spanish
- Language other than Spanish
- Youth (age 18 or less)
- Training conducted outside US
- OSHA Alliance or Partnership related (specify _____
)

State where training held (or country if outside of US): _____

Course End Date: ____ / ____ / ____ (We can't accept requests that are older than 6 months)

Number of Students: _____ (More than 50 requires prior permission)

Trainer ID: _____

Trainer Name: _____

Trainer Course Data: *If the Course information shown on your Outreach Training Report is incorrect, enter the following information, as applicable:*

Maritime Industry __ 5400 __ 5402 Training Date ____/____/____

Trainer Address / Phone: (Only needed if address has changed)

Student Names:

____ (Check) *I certify that the topics taught and the time spent on the topics in this class met the requirements of the OSHA Outreach Training Program.*

FAX – Request for Outreach Training Cards -- For Trainers with ID Numbers

See Attachment B for Fax numbers

- Course: 10 hour Maritime
 30 hour Maritime

Course Information (check all that apply):

- Spanish
- Language other than Spanish
- Youth (age 18 or less)
- Training conducted outside US
- OSHA Alliance or Partnership related (specify: _____
)

State where training held (or country if outside of US): _____

Course End Date: ____ / ____ / ____ (We can't accept requests that are older than 6 months)

Number of Students: _____ (More than 50 requires prior permission)

Trainer ID: _____

Trainer Name: _____

Trainer Course Data: *If the Course information shown on your Outreach Training Report is incorrect, please enter the following information, as applicable:*

Maritime Industry __ 5400 __ 5402 Training Date ____ / ____ / ____

Trainer Address / Phone: (Only needed if your address has changed)

I certify that the topics taught and the time spent on the topics in this class met the requirements of the OSHA Outreach Training Program _____ **(Sign)**

Student Names

1 _____	11 _____
2 _____	12 _____
3 _____	13 _____
4 _____	14 _____
5 _____	15 _____
6 _____	16 _____
7 _____	17 _____
8 _____	18 _____
9 _____	19 _____

----> *Continue on another page if more students*

**Short Mail Format –
Request for Outreach Training Cards -- For Trainers with ID Numbers**

See Attachment B for Addresses

- Course: 10 hour Maritime
 30 hour Maritime

Course Information (check all that apply):

- Spanish
 Language other than Spanish
 Youth (age 18 or less)
 Training conducted outside US
 OSHA Alliance or Partnership related (specify: _____)

State where training held (or country if outside of US): _____

Course End Date: ____ / ____ / ____ (We can't accept requests that are older than 6 months)

Number of Students: _____ (More than 50 requires prior permission)

Trainer ID: _____

Trainer Name: _____

Trainer Course Data: *If the Course information shown on your Outreach Training Report is incorrect, please enter the following information, as applicable:*

Maritime Industry __ 5400 __ 5402 Training Date ____ / ____ / ____

Trainer Address / Phone: (Only needed if your address has changed)

I certify that the topics taught and the time spent on the topics in this class met the requirements of the OSHA Outreach Training Program _____ **(Sign)**

Student Names

1 _____	11 _____
2 _____	12 _____
3 _____	13 _____
4 _____	14 _____
5 _____	15 _____
6 _____	16 _____
7 _____	17 _____
8 _____	18 _____
9 _____	19 _____
10 _____	20 _____

---->> Continue on another page if more students