

## Georgia Tech OTI Ed Center – Quick Reference Guide

I Need Assistance with:	Email or Website Address	Phone number	Fax
<p><b><u>Requesting Student 10- &amp; 30-hour Course Completion Outreach Training Cards</u></b>            (Online form on website, payment made from that website using payment button. Old email shown for information purposes only.)</p>	<p><b><u>Required method to submit course report to request student cards is the Online Card Request Website (<i>Please register on the site below unless you have already done so</i>):</u></b>  <a href="https://outreachtrainer.gatech.edu/">https://outreachtrainer.gatech.edu/</a></p>	404-407-8363	404-407-9603
<p><b><u>Additional Information to submit regarding course report submitted online</u></b>             If you need to submit additional information or questions regarding a course report you submitted, please see the email address in the next box -&gt;</p>	<p>If you need to submit additional information with your course report, email us here:  <a href="mailto:trainingcardrequests@innovate.gatech.edu">trainingcardrequests@innovate.gatech.edu</a></p> <p><i>Be sure to reference the course report ID number and the type of class and the dates of the class in the email.</i>  <i>If you do not hear from us within 24 business hours, contact <a href="mailto:Karen.Bartley@gatech.edu">Karen.Bartley@gatech.edu</a></i></p>	N/A	N/A
<p><b><u>Statement of Compliance</u></b>            You will sign a new Construction Industry and General Industry Statement of compliance each time you take the train-the-trainer (OSHA 500 or OSHA 501) or trainer update course (OSHA 502 or OSHA 503).</p>	<p>If we need another statement of compliance form signed, we will email the form to you and you will complete, sign, and email the form back to us.</p>		
<p><b><u>Making payment</u></b>            Payment for student cards and replacement student cards is made from the payment button on the card request website.</p>	<p>Payment is made from the online card request website using the 'Purchase Student Cards using button.  <a href="https://outreachtrainer.gatech.edu/">https://outreachtrainer.gatech.edu/</a></p>	404-407-8363	404-407-9603

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<p><b><u>Replacement card payments</u></b> Replacement student card payment will be made on the trainer website. Once you submit the replacement card request we will process the request within 4 business days. You will receive an email notifying you when to make the payment.</p> <p>Student Replacement cards cost \$25 and can only be replaced within 3 years from the end of the class and can only be replaced one time.</p>	<p>Log into the trainer website: <a href="https://outreachtrainer.gatech.edu/">https://outreachtrainer.gatech.edu/</a> Access the Course Report Summary page for that report and click the button Purchase New Student Card(s). Check the box to pay for the replacement card and then pay for the card. The replacement card will be mailed to the address on the original course report unless you instruct us to use a different address. NOTE: the card must go to the trainer so the trainer can make a copy of the card. (<b>Detailed instructions can be found in the Trainer Manual</b>)</p>	<p style="text-align: center;">N/A</p>	<p style="text-align: center;">N/A</p>
<p><b><u>Payments for replacement trainer cards or replacement trainer certificate or replacement certificates from other OSHA numbered courses</u></b></p> <p>Payments for a replacement certificate from an OSHA numbered course or for a replacement trainer card or certificate should be made on the old payment website. See link in next box -&gt;</p>	<p>Payments for a replacement certificate from an OSHA numbered course or for a replacement trainer card or certificate should be made here:</p> <p><a href="https://epay.gatech.edu/C20793_ustores/web/store_main.jsp?STOREID=156">https://epay.gatech.edu/C20793_ustores/web/store_main.jsp?STOREID=156</a></p>	<p style="text-align: center;">N/A</p>	<p style="text-align: center;">N/A</p>
<p><b><u>Providing advanced notification of upcoming 10- &amp; 30-Hour Outreach Training classes</u></b> (Submit notification online)</p>	<p>Log into the trainer website, <a href="https://outreachtrainer.gatech.edu/">https://outreachtrainer.gatech.edu/</a></p>	<p style="text-align: center;">404-407-8363</p>	<p style="text-align: center;">404-407-9603</p>
<p><b><u>Finding Georgia Tech OTIEC Card Request documents, forms &amp; instructions</u></b> (This website will have the most recent procedures, instructions and forms for processing Student Card Requests)</p>	<p>Log into the help page on our trainer website and select document or instructions needed: <a href="https://outreachtrainer.gatech.edu/index.php?site=100">https://outreachtrainer.gatech.edu/index.php?site=100</a></p>	<p style="text-align: center;">404-407-8363</p>	<p style="text-align: center;">404-407-9603</p>

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<p><b><u>Providing Trainer Course Prerequisite Verification</u></b></p> <p>All prerequisite verification or verification forms and other documents must be uploaded on the Professional Education website.</p>	<p>Georgia Tech Professional Education Website:  <a href="https://pe.gatech.edu/">https://pe.gatech.edu/</a></p> <p>If you have not registered since Dec 2, 2014, that is your first step.</p> <p>Instructions for applying for a trainer course or trainer update course can be found on the help page of the trainer website here:  <a href="https://outreachtrainer.gatech.edu/index.php?site=100">https://outreachtrainer.gatech.edu/index.php?site=100</a></p> <p>If you have do not receive a response within 10 business days from your request for approval, email us here:  <a href="mailto:outreachtrainerverification@innovate.gatech.edu">outreachtrainerverification@innovate.gatech.edu</a></p>	<p>404-407-8363</p>	<p>N/A</p>
<p><b><u>Replacement Certificates (OSHA numbered courses)</u></b> (Submit completed form with payment receipt and email as attachment)</p> <p>Form can be found on the Help page of the trainer website here:  <a href="https://outreachtrainer.gatech.edu/index.php?site=100">https://outreachtrainer.gatech.edu/index.php?site=100</a></p>	<p>Email form to:  <a href="mailto:trainingcardrequests@innovate.gatech.edu">trainingcardrequests@innovate.gatech.edu</a></p> <p>Pay for replacement card or certificate:  <a href="https://epay.gatech.edu/C20793_ustores/web/store_main.jsp?STOREID=156">https://epay.gatech.edu/C20793_ustores/web/store_main.jsp?STOREID=156</a></p>	<p>404-407-8363</p>	<p>404-407-9603</p>
<p><b><u>Replacement Cards</u></b> (Submit completed form with payment receipt and email as attachment)</p>	<p>Email form to:  <a href="mailto:trainingcardrequests@innovate.gatech.edu">trainingcardrequests@innovate.gatech.edu</a></p> <p>Pay for replacement student card:  <a href="https://epay.gatech.edu/C20793_ustores/web/store_main.jsp?STOREID=156">https://epay.gatech.edu/C20793_ustores/web/store_main.jsp?STOREID=156</a></p>	<p>404-407-8363</p>	<p>404-407-9603</p>

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<p><b><u>Registration for a course</u></b>          To register for a class you must be signed in and before you can sign in you must be registered. If you have registered prior to Dec 2, 2014, you will need to register again. If you registered on the website since Dec 2, 2014, you can sign in to the website.</p>	<p><a href="https://pe.gatech.edu/">https://pe.gatech.edu/</a>          Ensure you have registered since Dec 2, 2014, then Browse Subjects or search for a specific class using the search bar.</p>	<p>404-385-3501          877-571-3227          (Toll Free)</p>	<p>404-894-8925</p>
<p><b><u>Request Transcript</u></b> (Provide the following information in an email: full name, date of birth, email address, company worked for at time of attendance, and year range when courses were taken)</p>	<p><a href="http://www.pe.gatech.edu/transcripts">www.pe.gatech.edu/transcripts</a></p>	<p>N/A</p>	<p>N/A</p>
<p><b><u>Information on Certificate Programs offered by Georgia Tech</u></b></p>	<p><a href="https://pe.gatech.edu/certificates/safety-health-osa-certificates">https://pe.gatech.edu/certificates/safety-health-osa-certificates</a></p>	<p>404-407-8363</p>	<p>404-407-9603</p>
<p><b><u>Finding old webinar information</u></b> If you are looking for old webinar information you will find these on the help page of the trainer website. See the link in the next box →</p>	<p>Link to old webinar information can be found on the help page of the trainer website here:   <a href="https://outreachtrainer.gatech.edu/index.php?site=100">https://outreachtrainer.gatech.edu/index.php?site=100</a></p>	<p>404-407-8363</p>	<p>404-407-9603</p>

## Student Card Request Process

**NOTE: Effective January 1, 2013 only online card requests will be accepted.**

Steps in the process to receive Outreach Training Student Course Completion Cards using the new online card request website.

1. Register on the new online card request website: <https://outreachtrainer.gatech.edu/>
2. There is no need to email your credential documents to us unless we request it. **If requested**, email a copy of your trainer card to: [trainingcardrequests@innovate.gatech.edu](mailto:trainingcardrequests@innovate.gatech.edu) with the subject line: **Trainer Documents – (Your Name) SOC and copy of card or cards**. If you attended an update trainer class here at Georgia Tech since April 2012 we will have a copy of your credentials on file. NOTE: **A copy of these documents must be on file before we can approve your registration on the new website.** **NOTE: We should have a copy of your trainer credentials on file. You will only need to provide these via email if we request you to do so.**
3. Once you have registered on the new website it will take 2 - 4 business days to approve your registration. **You will NOT be able to log into the website until your registration has been approved.** If you do not receive approval **within 4 business days**, please email [Karen.Bartley@gatech.edu](mailto:Karen.Bartley@gatech.edu) so I can process your request. *Also, **do not register more than one time on the website.*** Once approved you will receive an email letting you know your registration has been approved and at that point you may log into the website.
4. After scheduling an Outreach Training class (10- or 30-hour class), log into the website and click on Create. From the drop down menu, select Advanced Notification and complete the form and press the submit button.
  - a. **All trainers are required to provide notice of upcoming Outreach Training classes.** Trainers must include required info as shown on Georgia Tech Outreach Training Advanced Notification Form. NOTE: If you are also requesting an exception to OSHA's class size requirement, please show that info in the subject line [**Trainer's Name – Advanced Notice & Request for class size exception**] and you must meet OSHA's requirements for requesting an exception:

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- b. If requesting an exception for fewer than 3 students the notice must be received 7 days in advance and include the information shown in the OSHA Outreach Training Program Requirements (Revised January 1, 2017, effective April 1, 2017) document shown in section V. N found on page 11.
  - c. If requesting an exception for more than 40 students the notice must be received 60 days in advance and include the information shown in the OSHA Outreach Training Program Requirements (Revised January 1, 2017, effective April 1, 2017) document shown in section V. O found on page 12.
5. Train a class.
6. After you conduct your Outreach Training and within 30 days of the end of the class, log into the card request website (NOTE: **We recommend that you submit your report within 2 weeks from the end of the class to allow time for any questions or problems**): <https://outreachtrainer.gatech.edu/>. Click View, from the drop down menu select Advanced Notification, and then click on the line showing the Advanced Notification you submitted for the class you just finished. Double click on the line and the system will take you to the Advanced Notification Summary page. At the bottom of the page, click on the Create Course Report Button. The system will take you to the first page of the report. Fill in the required information; submit your course report to request cards. (**NOTE: You will also pay for the card on this website.**) Payment must be made at the time the course report is submitted. The course report will NOT be approved or processed until payment is made.
7. If you did NOT complete an Advanced Notification online you will complete your Outreach Training Program Report by clicking on the Create button and select Create Course Report from the drop down menu. Filling in the information requested. *When you type in the topics and hours, print the screen to review just in case you receive an error regarding not meeting OSHA's requirements.* If your request is successful you will be taken to a confirmation page where you can review the information submitted. You will also be able to export the information into the Outreach Training Program Report form in MS Word and make payment for your student cards.

**NOTE: Trainers are REQUIRED to submit an Advanced Notice for any upcoming class. If you did not submit a notice you will need to email us to explain why and showing your action plan to ensure it does not happen again.**

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8. Click the '**Purchase Student Cards**' button to pay for the number of student cards submitted using a credit/debit card (most major cards are accepted).
9. After making your payment you will be automatically take back to the card request website. Click on 'View' and from the drop down menu select Course Report. The system will show all Course Reports submitted. Select the course report you just submitted or the one you wish to print. You will be taken to the Course Report Summary page, and then click the 'Export to Word Document' button to save and print your report form.
10. Once your Course Report is approved an email notice will be sent to the email address on file for the trainer. Approval can take 1 – 14 business days. **NOTE: Course reports without payment cannot be approved and will delay the processing time.**
11. Cards will be mailed within 1 – 5 business days of approval. Total processing time, from submission to mailing cards, is normally 2 – 15 days depending on volume of requests.
12. If you need to request a **replacement student card** and the original course report was submitted via email or fax using the old process and it has been less than 5 years from the end date of the Outreach Training class you will need to complete the Student Card Replacement Request Form (the student replacement card request form can be found on the help page on the trainer website) and make payment of \$25 per card here: [https://epay.gatech.edu/C20793\\_ustores/web/store\\_main.jsp?STOREID=156](https://epay.gatech.edu/C20793_ustores/web/store_main.jsp?STOREID=156). (*This payment website should only be used to pay for replacement student cards, replacement trainer cards and replacement trainer certificates after you are registered on the new online card request website.*) Email a copy of the completed Student Card Replacement Request Form and a copy of the email receipt you will receive after making payment to: [trainingcardrequests@innovate.gatech.edu](mailto:trainingcardrequests@innovate.gatech.edu).
13. If you are requesting a replacement card for a student whose request was submitted online:
  - a. Click on View, then from the drop down menu select Course Report. The system will show all course reports submitted online.
  - b. Double click the line showing the course report where the card was originally submitted.
  - c. The system will take you to the Course Report Summary page. Click on the button "Replace/Change/Add Students" under the Request Changes: title.

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- d. Check the name of the student for whom you need a replacement card.
- e. In the NOTE box, type a brief statement describing why the replacement card is needed (misprint, lost/stolen card, etc.) and any other relevant information.
- f. NOTE: We will process the request and will let you know when you can make payment. We usually do not charge for misprints but other student card replacement requests cost \$25 each.
- g. To make payment you will access the Course Report Summary page as described above and click “Purchase Student Cards.”
- h. Once payment has been made, the card will be shipped to the address associated with the original card request.

Keep in mind trainers are required to maintain additional records other than the information submitted to request student course completion cards.