

## OSHA OUTREACH TRAINING PROGRAM FACT SHEET

### WHEN:

Before 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 to create your Advanced Notification. After your class, login and create your course report from the Advanced Notification (see Trainer Manual for step-by-step instructions). **NOTE: You must submit an advanced notice PRIOR to conducting class and must PAY for the student cards before your report will be approved and processed.**

**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, you must do so before submitting your advanced notice for any upcoming 10- or 30-hour class you plan to teach. Link for the Georgia Tech Outreach Trainer website: <https://outreachtrainer.gatech.edu>. Register if you do not have an account. Login if you have an account.

If you have questions you can contact us via email at: [trainingcardrequests@innovate.gatech.edu](mailto:trainingcardrequests@innovate.gatech.edu) or by phone at: 404-407-8363. We will respond as quickly as possible, normally within 24 business hours. If you do not hear from us within 48 business hours, please email [Karen.Bartley@gatech.edu](mailto:Karen.Bartley@gatech.edu) so I can process your request.

**NOTE** – Normally we will have your trainer credentials (statement of compliance and copy of trainer card) on file, however, since we must have these on file prior to approving your registration, we may request that you email these document to us. **You will NOT need to provide the documents until requested.** If documents are requested, please email them to: [trainingcardrequests@gtri.gatech.edu](mailto:trainingcardrequests@gtri.gatech.edu) and to the person making the request.

### HOW THE PROGRAM ADMINISTRATION WILL WORK:

Refer to the Outreach Guidelines for details; the guidelines are also available at [www.osha.gov](http://www.osha.gov) or by viewing the following documents:

[http://www.osha.gov/dte/outreach/program\\_requirements.pdf](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/construction/construction_procedures.pdf)

[http://www.osha.gov/dte/outreach/generalindustry/generalindustry\\_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 2-15 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 Coordinator  
[karen.bartley@gatech.edu](mailto:karen.bartley@gatech.edu)  
404-407-8317

Myrtle Turner, OTI Education Center Director  
[myrtle.turner@innovate.gatech.edu](mailto:myrtle.turner@innovate.gatech.edu)  
404-407-8066