



Follow the instructions below to request a replacement certificate from an OSHA (formerly OTI) numbered class.

1. First, request your transcript from Georgia Tech Professional Education by completing the online form here: www.pe.gatech.edu/transcripts. Request to receive your transcript via email. It can take 1 – 3 business days to receive your transcript. After you receive your transcript, save it on your computer. You will need to include it with your request.
2. Next, use the online site to pay for the replacement certificate (\$25) here: https://epay.gatech.edu/C20793_ustores/web/store_main.jsp?STOREID=156. To make the payment click the box showing **Replacement Course Completion Certificate** to make the payment. Be sure to print the receipt and save it on your computer. You will need to send it with your request.
3. Next, access our website here: <https://outreachtrainer.gatech.edu>. Click the **HELP** link, located under the Georgia Tech OTI Education Center logo. **NOTE:** You do not have to be registered or signed in to access the Help page on this website.
4. On the Help page, go to the section named **Forms** and click on the **Certificate Replacement Request Form**. Complete the form and save it on your computer.
5. Email the following to: trainingcardrequests@gtri.gatech.edu:
 - a. Completed **Certificate Replacement Request Form**;
 - b. Copy of your Georgia Tech Professional Education **transcript**;
 - c. Copy of the **receipt** for your payment.
6. The request will be fulfilled within 1 week and an email will be sent when your certificate is mailed.
7. If you do not received a notification email after 1 week, please contact Karen Bartley via email: karen.bartley@gtri.gatech.edu. Be sure to include the following:
 - a. Your name and phone number;
 - b. Type of class for which you are requesting the replacement certificate;
 - c. Date of the class; and
 - d. Date the request was submitted.