



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, complete the form on the next page and email it, your receipt, and your transcript to: trainingcardrequests@innovate.gatech.edu and Karen.Bartley@innovate.gatech.edu:
 - a. Completed **Certificate Replacement Request Form** (see next page);
 - b. Copy of your Georgia Tech Professional Education **transcript**;
 - c. Copy of the **receipt** for your payment.
4. The request will be fulfilled within 1 week and an email will be sent when your certificate is mailed.
5. If you do not received a notification email after 3 days, please contact Karen Bartley via email: karen.bartley@innovate.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.



1. Payment must be made prior to filling out this form. Replacement documents cost \$25 each. Make payment here:
https://epay.gatech.edu/C20793_ustores/web/store_main.jsp?STOREID=156
2. If the end date of the trainer class more than 5 years from the date of the request you must include a copy of your transcript with your request.

Use this online form to request your transcript: www.pe.gatech.edu/transcripts.

NOTE: It can take 1 – 3 business days to receive your transcript. Also, be sure to request it to be sent to you via email.

3. Email this completed form, a copy of your transcript if more than 5 years since you took the class, and a copy of the receipt to: trainingcardrequests@innovate.gatech.edu

Date of This Request	
Your Name	
Address (Address where we mail the replacement card/certificate)	
Training Class Attended (500, 501, 502, 503 etc)	
Date of Class (Must have this information)	
Trainer Card Expiration Date (Must have this information)	
Order Number from Payment Receipt for Trainer Replacement Card or Certificate	