



Georgia Tech

An Authorized

OSHA[®] Training Institute
Education Center

How to Submit a Student Replacement Card Request

(original course report submitted online)



November 28, 2017



Student Card Replacement Request Process – Original Course Report Submitted Online

Georgia Tech

Student Card Replacement

Replacement student card process

The process to request a student replacement card is online. The next slide will include the steps to begin the process.

NOTE: OSHA requires the OTI Education Center to request sign-in sheets from the trainer for all replacement card requests. Email a copy of your sign-in sheets from each day of class for the class associated with the replacement request to: Yavonne.jones@innovate.gatech.edu AND trainingcardrequests@innovate.gatech.edu

Student cards can be replaced if the end date for the class was within the last five (5) year and cards can only be replaced one time.

Student Replacement cards cost \$25 each.



Student Card Replacement

When requesting a replacement student card, you must do the following:

1. Log into the trainer website: <https://outreachtrainer.gatech.edu>
2. Click View, Course Report
3. Select the course report ID #
4. Click Replace/Change/Add Students button
5. Check the box next to the name of the student who needs the replacement card
6. In the notes box, type the reason for the replacement. If the name is misspelled, you must type the correct spelling of the student's name.
7. Replacement cards will be mailed to the address from the original course report unless you provide a new one in the note box when submitting the replacement request.
8. Email a copy of the sign-in sheets for the class to:
trainingcardrequests@innovate.gatech.edu AND to:
Yavonne.Jones@innovate.gatech.edu
9. You will receive an email instructing you to make the \$25 payment for the card once we have processed your request.

Georgia Tech

An Authorized

 OSHA® Training Institute
Education Center