



175 Ammon Drive | Manchester, NH 03103-3308

OSHAedNE.com | 800-449-6742

OSHA Training Institute Education Center, Region 1
OUTREACH DOCUMENTATION POLICY
Notice to Outreach Trainers: Effective April 2016

MISPRINTED/MISSPELLED DOL Outreach Training Cards:

OSHA Outreach Trainers are responsible for the correct spelling of their outreach training students' names, as well as keeping accurate records as required by the Outreach Training Program Requirements.

OTIEC Region 1 will only replace cards upon receipt of misprinted or destroyed cards. The fee for replacing misspelled or otherwise misprinted outreach cards is \$25 per card.

LOST or Significantly Damaged Student Outreach CARDS: \$25 replacement fee.

Lost or significantly damaged outreach training cards may be replaced if outreach training took place within the last five years, based on the training date.

NOTE: If an outreach card was originally generated in the on-line portal, the replacement card must be ordered through the portal. **See the portal FAQs** for instructions on how to order a misspelled, lost or damaged card. If the card was earned prior to the portal, use the Lost, Misspelled and Replacement Form.

UPDATING PAPER CARDS to NEW DOL Outreach Cards: Refer to the Replacement Card Form. The outreach training paper DOL card remains valid. If an outreach trainee chooses to replace a paper card with a new card, the old card must first be returned to the OSHA Education Center prior to the generation of the new card. Paper cards, along with the Replacement Card Form and payment of \$25 per card, can be mailed to: OSHA Education Center, 175 Ammon Drive, Manchester NH 03103 or scanned and emailed to: oshaed@keene.edu

NON-RECEIPT of BATCH of STUDENT CARDS.

If an Outreach class took place more than 90 days ago, a new set of student course completion cards will not be issued to replace previously issued cards. If the Outreach training that took place fewer than 90 days ago, an Outreach trainer may request replacements by sending appropriate documentation to their Authorizing Training Organization as follows (there is a fee associated with this request):

- (1) Student sign-in sheets for each day of the class (including students' addresses)

(2) Topic outline, which indicates the timing of all topics and breaks

(3) Signed agreement to pay fees associated with all future student course completion card deliveries if the batch is replaced, to cover the cost of *certified delivery*

AUTHORIZED TRAINER Card or Certificate Replacement.

If an authorized trainer requests a new Outreach TRAINER card within the 4-year period of authorization, there is a \$25 fee that must be paid prior to Region 1 reissuing a replacement card. If a replacement CERTIFICATE is requested, please use the Certificate Replacement Form.

PAYMENT:

Payment for replacement cards/certificates is accepted via MasterCard, Visa, DiscoverCard, or by check payable to Keene State College. Mailed replacement cards/certificate forms are to be addressed to: OSHA Training Institute Education Center, 175 Ammon Drive, Manchester NH 03103

QUESTIONS? 1-800-449-6742 or email: oshaed@keene.edu



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