

USF OTIEC Authorized Trainer Student Processing System



OSHA Authorized Trainer Student Processing System

OSHA Authorized Trainer Student Processing System

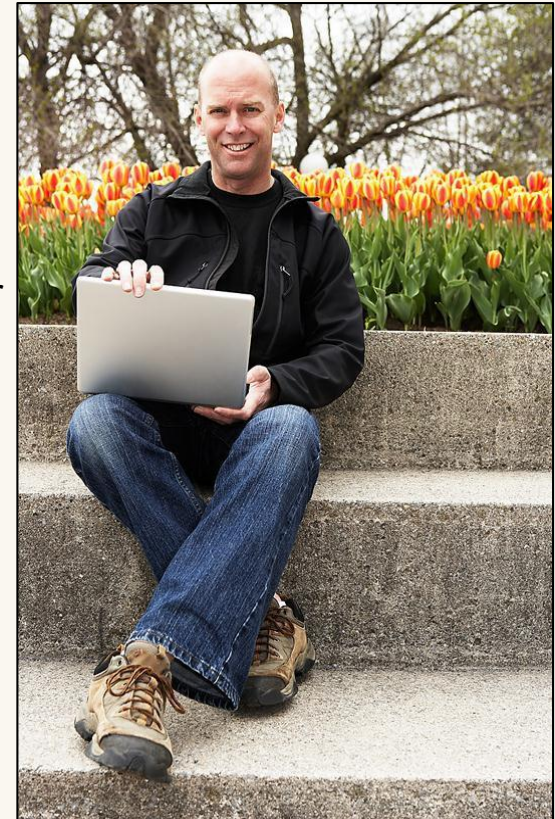
The OSHA Authorized Trainer Student Processing System (SPS) provides a Web site for you to:

- Log in and enter Outreach Training reports
- Submit reports and payments to OTIEC for approval
- View the status of previously submitted reports

Your reports will be reviewed and approved or rejected by the OSHA Training Institute Education Center in a timely manner

You will be notified by e-mail of report approval or rejection

Upon approval of your report, completion cards will be mailed to your address of record



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Dashboard

- Your Dashboard is where you arrive upon logging in to the SPS
- On your Dashboard, you can:
 - View Approved, Rejected or In Progress reports
 - Edit incomplete reports
 - Edit your trainer information
 - Start a new Outreach Training Report

Dashboard Edit Trainer Information New Outreach Training Report Logout

Dashboard

Note: Payment via credit card (Visa, MasterCard, American Express or Discover) is required when submitting Outreach Training Reports.

Approved

Class Date	Location	# of Hours	Industry	Report Status
10/11/2011	New Homebase	30	General	Approved
10/3/2011	Test Location 1	10	Construction	Approved

Pending Approval

Class Date	Location	# of Hours	Industry	Report Status
11/1/2011	Location 3	10	General	Pending Approval
11/1/2011	Test Location 2	30	Construction	Pending Approval

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Dashboard

Click the Edit Trainer Information button to view and edit your contact information

Click the New Outreach Training Report button to start a new report

Click the Logout button to exit the system

Dashboard

Dashboard

Approved

Class Date	Location	# of Hours	Industry	Report Status
10/4/2011	ASC 2	30	General	Approved

In Progress

Class Date	Location	# of Hours	Industry	Report Status	
10/13/2011	Jeremy Test Location	30	Construction	Incomplete	Edit
10/11/2011	ASC 2	10	Construction	Incomplete	Edit

The Approved section shows you reports approved by your OTIEC

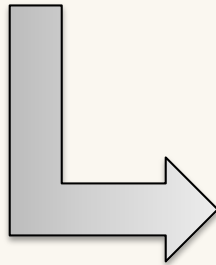
The In Progress section shows you reports you have begun but not yet submitted to your OTIEC

Click the Edit button to make changes to a report and submit it for approval

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Editing Your Trainer Information

- To update your trainer information, click the Edit Trainer Information button
- Make any changes required, and then click the Save button
- Important Notes:
 - The information entered on this page automatically populates on your Outreach Training reports as required
 - Trainer course information is maintained by your OTIEC and cannot be edited




Your Trainer Information

First Name	<input type="text" value="Tom"/>
Last Name	<input type="text" value="Trainer"/>
Address	<input type="text" value="123 Main St."/>
Apartment # or Suite #	<input type="text" value="Apt. 19"/>
City	<input type="text" value="Winter Park"/>
State / Province	<input type="text" value="Florida"/>
ZIP / Postal Code	<input type="text" value="32806"/>
Day Telephone	<input type="text" value="407-629-4811"/>
E-mail Address	<input type="text" value="taylor.sikes@amersc.com"/>
Validate E-mail	<input type="text" value="taylor.sikes@amersc.com"/>

You may use anything for your username that does not contain spaces and is between 4 and 64 characters in length. Use something that is easy to remember like a phone number or email address. Entering your password twice prevents typos and mistakes.

Username	<input type="text" value="Tom Trainer"/>
Password	<input type="password" value="*****"/>
Password Again	<input type="password" value="*****"/>

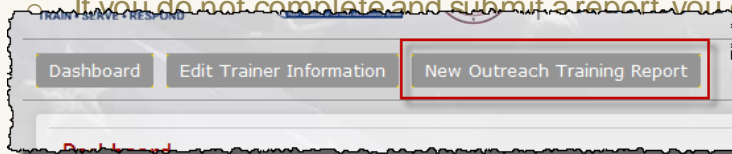


**Note changes to your
username or password
password in a secure
location**

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■ Entering a New Outreach Training Report

- ❑ To start a new Outreach Training report, click the New Outreach Training Report button
- ❑ The Outreach Training report is broken into 5 easy steps:
 - **Course Information** – Includes course type, dates, times, location, size, language and sponsoring organization
 - **Course Topics** – Includes time spent by topic during course
 - **Class Roster** – Includes names of students who completed the class
 - **Statement of Certification** – Includes attestation that all provided information is true
 - **Submit Report to OTIEC** – Includes preview of completed report, payment and submission to OTIEC
- ❑ Important Notes:
 - Your changes are saved as you progress through each step.
 - If you do not complete and submit a report you can re-enter it at a later date.



New Outreach Training Report > Step 1: Course Information

Complete the information below concerning the OSHA Outreach Training program you conducted:

Outreach Trainer: Tom Trainer

Course:

Start Date:

End Date:

Start/End Times: AM - PM

Training Site:

Class Size:

Course Information (check all that apply):

Spanish

Language other than English or Spanish (specify):

Youth

OSHA Alliance or Partnership (specify):

Sponsoring Organization:

Safety & Health

Employer

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New Outreach Training Report > Step 1: Course Information

Select the course taught from the dropdown list in the Course field

Outreach Trainer: Tom Trainer
Course: - Please Choose a Course -
Start Date: - Please Choose a Course -
End Date: 10-Hour OSHA Outreach Training Course for the Construction Industry
Start/End Times: 10-Hour OSHA Outreach Training Course for General Industry
Training Site: OSHA 30 Hour Outreach Training for the Construction Industry
Training Site: OSHA 30 Hour Outreach Training for General Industry Industry
Training Site: - PLEASE CHOOSE A LOCATION -

Use the Calendar to pick the dates for the first and last day of your class

Start Date: [Calendar Icon]
End Date: [Calendar Icon]
Start/End Times: [Dropdown]
Training Site: [Dropdown]
Class Size: [Text Box]
Course Information (check all that apply):
 Spanish
 Language other than English or Spanish (specify): [Text Box]
 Youth
 OSHA Alliance or Partnership (specify): [Text Box]

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Spanish
 Language other than English or Spanish (specify): [Text Box]

Enter the start and end times for your class

New Outreach Training Report > Step 1: Course Information

Complete the information below concerning the OSHA Outreach Training program you conducted:

Outreach Trainer: Tom Trainer
Course: - Please Choose a Course -
Start Date: [Calendar Icon]
End Date: [Calendar Icon]
Start/End Times: [AM/PM Dropdown]
Training Site: - Please Choose a Location -
Class Size: [Text Box]

Course Information (check all that apply):

Spanish
 Language other than English or Spanish (specify): [Text Box]

Youth
 OSHA Alliance or Partnership (specify): [Text Box]

Sponsoring Organization:

Safety & Health
 Employer
 Labor/Union
 Employer Association
 Education
 Community
 N/A
 Other (specify): [Text Box]

[Next: Course Topics](#)

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New Outreach Training Report > Step 1: Course Information

Select a previously created training site or choose – New Location – in the Training Site dropdown list

Training Site:

Class Size:

Course Information (ch):

When you select – New Location –, fields will appear where you enter the name, address and type of the training site

New Outreach Training Report > Step 1: Course Information

Complete the information below concerning the OSHA Outreach Training program you conducted:

Outreach Trainer: Tom Trainer

Course:

Start Date:

End Date:

Start/End Times: AM - PM

Training Site:

Class Size:

Course Information (check all that apply):

Spanish
 Language other than English or Spanish (specify):

Youth
 OSHA Alliance or Partnership (specify):

Sponsoring Organization:

Safety & Health
 Employer
 Labor/Union
 Employer Association
 Education
 Community
 N/A
 Other (specify):

[Next: Course Topics](#)

Training Site:

Name of Site:

Street Address:

City: St: Postal Code:

Country:

Workplace
 Office
 Union
 School
 Hotel
 Employer Association
 Other (specify):

Location information is saved and available for use on future reports

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New Outreach Training Report > Step 1: Course Information

Enter the number of students who completed your class in the Class Size field

New Outreach Training Report > Step 1: Course Information

Complete the information below concerning the OSHA Outreach Training program you conducted:

Outreach Trainer: Tom Trainer

Course:

Start Date:

End Date:

Start/End Times: AM - PM

Training Site:

Class Size:

Course Information (check all that apply):

- Spanish
- Language other than English or Spanish (specify):
- Youth
- OSHA Alliance or Partnership (specify):

Sponsoring Organization:

- Safety & Health
- Employer
- Labor/Union
- Employer Association
- Education
- Community
- N/A
- Other (specify):

Check the boxes for any relevant items in the Course Information section and enter the corresponding information as required

Check the boxes for any relevant items in the Sponsoring Organization section and enter the corresponding information as required

When you've finished, click the Next: Course Topics button to save your information and continue to Step 2

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New Outreach Training Report > Step 2: Course Topics

Course topics listed appear based on the type of course conducted (# of hours, industry)

New Outreach Training Report > Step 2: Course Topics

Select the number of hours or enter the number of minutes spent on each topic in the class:

Minutes/Hours Course Topics

REQUIRED

2.00 Introduction to OSHA

4.00 OSHA Focus Four Hazards—note the total time spent on the line to the left, and indicate the time breakdown on each line below:

1.25 Fall Protection

0.50 Electrical

1.25 Struck By

1.00 Caught in / between

0.50 Personal Protective and Lifesaving Equipment

0.50 Health Hazards in Construction - e.g. noise, hazard, communication and silica

ELECTIVE

0 Materials Handling, Storage, Use and Disposal

0.50 Tools - hand and power

0.50 Scaffolds

0 Cranes, Derricks, Hoists, Elevators, and Conveyors

0 Excavations

0 Stairways and Ladders

OPTIONAL

0 Type topic here (if applicable)

0 Type topic here (if applicable)

0 Type topic here (if applicable)

Total Hours: 8

Note: Total hours will be dynamically generated based on time selected.

[Back: Course Information](#) [Next: Class Roster](#)

Use the dropdown lists to select the number of minutes/hours spent on each class topic

0.50 Personal Protective and Lifesaving Equipment

0 Health Hazards in Construction - e.g. noise, hazard

0.25

0.50

0.75

1.00

1.25

1.50

1.75

2.00

2.25

2.50

2.75

3.00

3.25

3.50

ELECTIVE

Materials Handling, Storage, Use and Disposal

Tools - hand and power

Scaffolds

Cranes, Derricks, Hoists, Elevators, and Conveyors

Excavations

Stairways and Ladders

If you taught optional topics, select the time and enter the topic name in the available fields

As you select times by course topics, the Total Hours: field at the bottom of the page updates

When you finish entering topics, click the Next: Class Roster button to save your work and continue to Step 3

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New Outreach Training Report > Step 4: Statement of Certification

- Read and attest that all information provided in the Outreach Training report submission is true and accurate by checking the box
- Click the Next: Summary and Payment button to save your work and continue to Step 5

New Outreach Training Report > Step 4: Statement of Certification

I certify that I have conducted this outreach training class in accordance with the OSHA Outreach Training Program guidelines. I have maintained the training records as required by these guidelines and I will provide these records to the OSHA Directorate of Training and Education (or their designee) upon request. I understand that I will be subject to immediate dismissal from the OSHA Outreach Training Program if information provided herein is not true and correct. I further understand that providing false information herein may subject me to civil and criminal penalties under Federal law, including 18 U.S.C. 1001 and section 17(g) of the Occupational Safety and Health Act, 29 U.S.C. 666(g), which provides criminal penalties for making false statements or representations in any document filed pursuant to that Act. I hereby attest that all provided is true and correct.

By checking the box to the left, I attest that all information provided in this submission is true and accurate.

Date:

[Back: Class Roster](#) [Next: Summary and Payment](#)

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New Outreach Training Report > Step 5: Submit Report to OTIEC

New Outreach Training Report > Step 5: Submit Report to OTIEC

Click the link below to open and review your Outreach Training program report. Click the Back button to go back and make any changes necessary. Then, complete the payment information and click the Submit Report and Payment to OTIEC button to finalize your report.

[Review Outreach Training Report](#)

OTIEC Card Processing Fee Payment

Effective 10/1/11, OSHA Training Institute Education Centers will be requiring a \$5 per student, processing fee for OSHA course completion cards. Please complete the form below to submit your payment and Outreach Training Program report for processing. Your request will be promptly reviewed.

Card Type:

Card Number:


Expiration Date:

Your Card Verification Number (CVN) protects you from fraudulent purchases. Please provide this number to increase the security of your purchase.


Card Verification Number:

Your card verification number (Card ID) can be found as illustrated below:

American Express
4 digits on front of card



Visa and MasterCard
3 digits on back of card



Card Holder Information

Check this box if your credit card billing address is identical to your mailing address

First Name:

Last Name:

Name Suffix:

Address:

Apartment # or Suite #:

City:

State / Province:

ZIP / Postal Code:

Day Telephone:

Order Information

Items: OSHA Training Report \$50.00

[Back: Statement of Certification](#)
[Submit Report and Payment to OTIEC](#)

Click the Review Outreach Training Report button to open and review a PDF of your completed report

U.S. DEPARTMENT OF LABOR
OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION

**OUTREACH TRAINING PROGRAM REPORT
CONSTRUCTION**

Read instructions before completing this form.

15. Topic Outline	16. Student Names
10-Hour Topics	Note: ensure that names are legible
*Indicate the amount of time spent on each of the topics in the class.	
REQUIRED	
Hours * 2 _____ Introduction to OSHA	1. Sample Student
4 _____ OSHA Focus Four Hazards—note the total time spent on the line to the left, and indicate the time breakdown on each line below:	2. Sample Student
1.25 _____ Fall Protection	3. Sample Student
0.5 _____ Electrical	4. Sample Student
1.25 _____ Struck By	5. Sample Student
1 _____ Caught in/between	6. Sample Student
0.5 _____ Personal Protective and Lifesaving Equipment	7. Sample Student
0.5 _____ Health Hazards in Construction—e.g. noise, hazard communication and silica	8. Sample Student
ELIGIBLE	9. Sample Student
	10. Sample Student
	11. Sample Student

If changes are required, click the Back button to go back and make changes to your report

If no changes are required, enter your payment information and click the Submit Report and Payment to OTIEC button

OTIEC will receive e-mail notification that your report has been submitted; You will receive e-mail notification upon report approval

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Outreach Training Report Receipt

- Upon submitting your report, you will be able to print a receipt for your records
- Click the Back to Dashboard or View Report Statuses buttons to check the status of recently submitted reports, start a new report or edit incomplete reports

New Outreach Training Report Receipt

Congratulations! You have successfully submitted your OSHA Outreach Training Program Report.
Your report has been received and will be processed shortly. Please save the information below as a confirmation of your report.

Order ID# 2967991

Order Information		Total
Items	10-Hour Construction Outreach Report	\$50.00

Trainer Information	
Name:	Tom test
Course:	10-Hour Construction
Start Date:	9/1/11
End Date:	9/8/11

Payment Information	
Card Holder Name:	Tom test
Card Type:	Visa
Expiration Date:	9/18/13

[View Report Statuses](#)

To obtain an UserID and password, please email

usfotioutreach@health.usf.edu