

# Outreach Training Program Requirements

## Summary of Key Changes

February 2013

### For OSHA Authorized Outreach Trainers

OSHA periodically updates the requirements that all OSHA-authorized Outreach trainers must follow when conducting and reporting OSHA Outreach Training Program classes. This update follows the April 2011 version of the Outreach Training Program Requirements. Key changes from the April 2011 version are noted below.

**Exception policies.** In most cases, exception requests must be received at least 60 days in advance of the scheduled training. If an Outreach trainer is granted an exception, the Outreach trainer will not be permitted to apply for another exception until the course given the original exception is completed.

**Student verification.** Outreach trainers should employ every reasonable effort to ensure the identity of each individual attending their training.

### Makeup training clarification

- Defines student eligibility to complete makeup training to receive course completion card
- Specifies additional documentation required to report makeup training
- Limits completion of makeup training to six months after the original training

### Advertising restrictions

- Outreach trainers cannot provide cards to students which are depictions or representations of an OSHA card or that may be misconstrued as an OSHA card
- Outreach trainers cannot state that the Outreach training is OSHA compliant or that it meets the requirements stipulated in any OSHA standard or policy

**Online Training:** OSHA will only accept for review or authorization Online Outreach Training Program proposals in response to a competitive solicitation.

### Webinars and Video Conferencing

- Delivery of Outreach Training Program classes is not allowed unless the trainer receives prior exception approval from OSHA.
- When requesting an exception, the Outreach trainer must:
  - provide justification as to why in-person training poses a hardship for the students.
  - document previous experience delivering occupational safety and health training via videoconferencing and/or webinar.

**Negative (Unmarked) Space on Card.** Negative space is that portion of the printed card that is unmarked and includes space between graphics, margins or lines of text.

- Pre-printed language on the card cannot be masked, obliterated, covered, or otherwise obscured.
- An Outreach trainer may not insert expiration language on the card. Organizations may establish expiration dates to satisfy their safety and health goals, but this information must be communicated to students in a separate manner.
- Outreach trainers may use negative space on the back of the student course completion cards for identification or training information. This may be helpful and appropriate if the Outreach class is targeted to a specific industry or audience. A sticker or photo can be applied in the negative space on the back of the card.

### Web site updates

- OSHA Authorizing Training Organizations ([www.osha.gov/dte/outreach/ato.html](http://www.osha.gov/dte/outreach/ato.html))
- Revised web site references in Appendix B – Training Resources