OSHA Training Institute (OTI) Education Center Program

Safety & Health Fundamentals for General Industry
Application for Certificate Program

Read instructions before competing this form.

Submit completed forms to:
Great Plains OSHA Ed Center 100 Continental Drive Grandview Plaza, KS 66441

It is the responsibility of the applicant to ensure all required and elective courses have been completed prior to submitting this application. An application processing fee is due at the time of application (see page 4). Please submit copies of this completed and signed Application for Certificate Program and all necessary documentation that verifies successful completion for each course to the OTI Education Center listed above.

Requirements to complete the certificate program:

❖ Participants must complete a minimum of 7 OTI Education Center courses, comprised of required and elective courses that include a minimum of 68 contact hours of training to earn the certificate in *Safety & Health Fundamentals for General Industry*.
- Participants must complete the 3 required courses listed below in item #6 for a minimum of 39 contact hours of training.
- Participants must complete a minimum of 4 elective courses that include a minimum of 29 contact hours of training from the list below in item #6.

1.	Applicant Name:		2.	Title:
3.	Company:		4.	E-mail:

5.	Applicant Address			
Company:				
Address:				
City:		State:		Zip:
Phone:	( )	Fax:	( )	

6. I have completed the following courses. Please attach a copy of your course completion certificate for each applicable course.

Required Courses		Elective Courses							
☐	OSHA #511	☐	OSHA #521	☐	OSHA #7000	☐	OSHA #7200	☐	OSHA #7845
☐	OSHA #7500	☐	OSHA #2225	☐	OSHA #7005	☐	OSHA #7205	☐	OSHA #7100 or #2045
☐	OSHA #7505	☐	OSHA #2255	☐	OSHA #7105	☐	OSHA #7210	☐	OSHA #7300 or #2264
		☐	OSHA #3095	☐	OSHA # 7115	☐	OSHA #7215	☐	

7. Statement of Certification

The information I have included herein and submitted to the OTI Education Center (or its designee) is true and accurate.

Applicant Signature _____   **Date:** _____

OSHA Training Institute (OTI) Education Center Program

Safety & Health Fundamentals for General Industry

Application for Certificate Program
THIS PAGE IS USED FOR INTERNAL PURPOSES ONLY

OFFICE USE ONLY				
Date:		Approving Authority Signature:		
Check One: ☐ Approved ☐ Not Approved				
1.	**Approving Authority Name:**		**2.**	**Title:**
3.	**OTI Education Center:**		**4.**	**E-mail:**
5.	**Approving Authority Address**			
Address:				
City:		State:		Zip:
Phone:	( )		Fax: ( )	
If not approved, please indicate reason:				
☐	Applicant did not complete the required courses.		☐	Applicant did not sign form.
☐	Applicant did not submit documentation of completion for all courses.		☐	Applicant did not complete four of the elective courses.
☐	Application processing fee was not paid.		☐	Applicant did not complete the minimum 68 contact hours.
☐	Applicant did not complete a minimum of 29 contact hours of elective courses.		☐	Other: (please explain)

Process for review and approval:

- **The OTI Education Center will review this form for accuracy and ensure that appropriate supporting documentation attached.**
- **If this form is not approved, the OTI Education Center will notify the applicant in writing with the reason.**
- **If the form is approved, the OTI Education Center will send the completed form and all supporting documentation to the Office of Training and Education (OTE) at the following address:**

    Director
    Division of Training Programs and Administration
    OSHA Office of Training and Education
    2020 S. Arlington Heights Road
    Arlington Heights, IL 60005-4102

- **Upon receipt, OTE will process the program certificate, to include the applicant's name and issue date, and will mail the program certificate to the OTI Education Center. OTE will contact the OTI Education Center with any questions or concerns.**
- **The authorized OTI Education Center is responsible for issuing the program certificate to the student.**

OSHA Training Institute (OTI) Education Center Program

Safety & Health Fundamentals for General Industry

Application for Certificate Program

Instructions for Applicants

It is the responsibility of the applicant to ensure all required and elective courses have been completed prior to submitting this application for the *Safety & Health Fundamentals for General Industry* certificate program. Submit copies of this completed and signed application and all required documentation of successful course completion for all courses to **Barton Community College, 100 Continental Drive, Grandview Plaza, KS 66441** *along with a check, credit card, or money order made out to Barton Community College.* Required documentation is either a course completion certificate or official transcript from the OTI Education Center where the course was completed.

Item 1: <u>**Applicant Name**</u> · List full legal name.	**Item 2:** <u>**Title**</u> · List current job title. If currently not working, leave this field blank.
Item 3: <u>**Company**</u> · List current employer. If currently not working, leave this field blank.	**Item 4:** <u>**E-mail**</u> · List a current e-mail where you may be contacted.
Item 5: <u>**Applicant Address:**</u> · Provide a current address, phone, and fax number where you may be contacted.	**Item 6:** <u>**Completed Courses**</u> · Check the boxes which correspond to the applicable OSHA courses completed.

OSHA Course Prerequisites

Must have completed the 3 required courses:

OSHA #511 *Occupational Safety and Health Standards for General Industry*	26 hours
OSHA #7500 *Introduction to Safety and Health Management*	5½ hours
OSHA #7505 *Introduction to Incident (Accident) Investigation*	7½ hours

Must have completed a minimum of 4 of the following elective courses that total a minimum of 29 contact hours of training:

	OSHA #521 *OSHA Guide to Industrial Hygiene*	26 hours
	OSHA #2225 *Respiratory Protection*	26 hours
	OSHA #2255 *Principles of Ergonomics*	18 hours
	OSHA #2264 *Permit-Required Confined Space Entry*	20 hours
	OSHA #3095 *Electrical Standards*	26 hours
	OSHA #7000 *OSHA Training Guidelines for Safe Patient Handling*	7½ hours
	OSHA #7005 *Public Warehousing and Storage*	7 hours
	OSHA #7105 *Introduction to Evacuation and Emergency Planning*	4 hours
	OSHA #7115 *Lockout/Tagout [Controlling Hazardous Energy to Prevent Workplace Injury]*	7½ hours
	OSHA #7200 *Bloodborne Pathogens Exposure Control for Healthcare Facilities*	7 hours
	OSHA #7205 *Health Hazard Awareness*	6 hours
	OSHA #7210 *Pandemic Illness Preparedness*	5½ hours
	OSHA #7215 *Silica in Construction, Maritime, and General Industries*	7 hours
	OSHA #7845 *Recordkeeping Rule Seminar*	4 hours
	OSHA #7100 *Introduction to Machinery and Machine Safeguarding* **OR** OSHA #2045 *Machinery and Machine Guarding Standards*	4 hours 26 hours
	OSHA #7300 *Understanding OSHA's Permit-Required Confined Space Standard* **OR** OSHA #2264 *Permit-Required Confined Space Entry*	7 hours 20 hours

OSHA Training Institute (OTI) Education Center Program

Safety & Health Fundamentals for General Industry

Application for Certificate Program

Application Processing Fee:

Please check box:

_____   Certificate $25

_____   Shipping extra

_____

Signature of Applicant   Date

_____

Received By   Date

_____

Approved By   Date