

OSHA Training Institute (OTI) Education Center Program Safety & Health Fundamentals for General Industry Application for Certificate Program

Read instructions before completing this form.

Submit completed forms to:

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 of \$95 is due at the time of the application. 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.												
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Required Courses</th> <th style="width: 25%;">Elective Courses</th> </tr> </thead> <tbody> <tr> <td>OSHA #511</td> <td>OSHA #521 OSHA #7000 OSHA #7200 OSHA #7845</td> </tr> <tr> <td>OSHA #7500</td> <td>OSHA #2225 OSHA #7005 OSHA #7205 OSHA #7100 or #2045</td> </tr> <tr> <td>OSHA #7505</td> <td>OSHA #2255 OSHA #7105 OSHA #7210 OSHA #7300 or #2264</td> </tr> <tr> <td></td> <td>OSHA #3095 OSHA #7115 OSHA #7215</td> </tr> </tbody> </table>			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
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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**

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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 is 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) by e-mail to:

OTIECertificates@dol.gov

- 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**

Read instructions before completing this form.

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 **(Name & Contact information for approving OTI Education Center)** *along with a check, credit card, or money order for \$95 [enter respective OTI Education Center payment processing information].* 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: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">OSHA #511 <i>Occupational Safety and Health Standards for General Industry</i></td> <td style="text-align: right; padding: 2px;">26 hours</td> </tr> <tr> <td style="padding: 2px;">OSHA #7500 <i>Introduction to Safety and Health Management</i></td> <td style="text-align: right; padding: 2px;">5½ hours</td> </tr> <tr> <td style="padding: 2px;">OSHA #7505 <i>Introduction to Incident (Accident) Investigation</i></td> <td style="text-align: right; padding: 2px;">7½ hours</td> </tr> </table>		OSHA #511 <i>Occupational Safety and Health Standards for General Industry</i>	26 hours	OSHA #7500 <i>Introduction to Safety and Health Management</i>	5½ hours	OSHA #7505 <i>Introduction to Incident (Accident) Investigation</i>	7½ hours																																		
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