

February 26, 2018

Dear Outreach Trainer,

OSHA has announced its intention to publish a list of OSHA-authorized Outreach trainers to its website. The list will serve as a resource that allows members of the general public to find Outreach trainers in their area. The list will include a trainer's name, authorized industries, city, state, email address, and phone number. Trainers must "opt-in" to being included on the list. The list will initially be updated monthly and eventually be updated quarterly. Trainers may change their decision to opt-in at any time with the understanding that the change will be reflected on the following update. If you would like your name, authorized industries, city, state, email address, and phone number published on OSHA's list, please go to your TEEX Outreach Portal login at <https://www.certifionline.org/#/login> and log in to your account. If you do not yet have an account, or have not yet conducted training and reported it through the portal, you will need to contact us toll free at 800.723.3811 so we may provide you with your login credentials.

Once you have logged into the portal, click on the green "My Account" button on the top right side of the dashboard. The "Update Account Details" box will appear. Please check your information and make any needed changes at this time. You will see the "OPT In" information at the bottom of the Update Account Details information box. To be added to the OSHA Authorized Trainers list, you will need to "check" the box to say "Yes." You will also need to select the languages you can teach in. There is a place for your website, but this is optional. Lastly, click the green "SAVE" button and you are now complete.

If you have additional questions regarding the Opt In process, you may call toll free at 800.723.3811 for further assistance.