

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: (Insert OTI Education Center Name)

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.

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**

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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:

OTIECcertificates@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.

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

OSHA Course Prerequisites

Must have completed the 3 required courses:

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

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

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