

# 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.

<b>1.</b>	<b>Applicant Name:</b>	<b>2.</b>	<b>Title:</b>	
<b>3.</b>	<b>Company:</b>	<b>4.</b>	<b>E-mail:</b>	
<b>5.</b>	<b>Applicant Address</b>			
	Company:			
	Address:			
	City:	State:	Zip:	
	Phone:	(    )	Fax: (    )	
<b>6.</b>	<b>I have completed the following courses. Please attach a copy of your course completion certificate for each applicable course.</b>			
	<b>Required Courses</b>	<b>Elective Courses</b>		
	<input type="checkbox"/> OSHA #511	<input type="checkbox"/> OSHA #521	<input type="checkbox"/> OSHA #7000	<input type="checkbox"/> OSHA #7200
	<input type="checkbox"/> OSHA #7500	<input type="checkbox"/> OSHA #2225	<input type="checkbox"/> OSHA #7005	<input type="checkbox"/> OSHA #7205
	<input type="checkbox"/> OSHA #7505	<input type="checkbox"/> OSHA #2255	<input type="checkbox"/> OSHA #7105	<input type="checkbox"/> OSHA #7210
		<input type="checkbox"/> OSHA #3095	<input type="checkbox"/> OSHA #7115	<input type="checkbox"/> OSHA #7215
				<input type="checkbox"/> OSHA #7845
				<input type="checkbox"/> OSHA #7100 or #2045
				<input type="checkbox"/> OSHA #7300 or #2264

**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**

*Read instructions before competing this form.*

**THIS PAGE IS USED FOR INTERNAL PURPOSES ONLY**

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

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

Read instructions before competing 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: <b>Applicant Name</b> · List full legal name.	Item 2: <b>Title</b> · List current job title. If currently not working, leave this field blank.
Item 3: <b>Company</b> · List current employer. If currently not working, leave this field blank.	Item 4: <b>E-mail</b> · List a current e-mail where you may be contacted.
Item 5: <b>Applicant Address:</b> · Provide a current address, phone, and fax number where you may be contacted.	Item 6: <b>Completed Courses</b> · 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
<b>OR</b>	
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
<b>OR</b>	
OSHA #2264 <i>Permit-Required Confined Space Entry</i>	20 hours