

**OSHA Training Institute (OTI) Education Centers Program  
Public Sector Safety & Health Fundamentals for General Industry  
Application for Certificate Program**

*Read instructions before competing this form.*

Submit completed forms to (OTI Education Center and Contact Information):

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 authorized OTI Education Center listed above.

**Requirements to complete the certificate program:**

- ❖ Participants must complete a minimum of seven (7) courses, comprised of required and elective courses that include a minimum of 68 contact hours of training through the OTI Education Centers program to complete the *Public Sector Safety & Health Fundamentals for General Industry* certificate program.
  - Participants must have completed the three (3) required courses listed below in item #6 for a minimum of 39 contact hours of training.
  - Participants must have completed a minimum of four (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 course(s). 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 #7845
<input type="checkbox"/>	OSHA #7500	<input type="checkbox"/>	OSHA #2225	<input type="checkbox"/>	OSHA #7005	<input type="checkbox"/>	OSHA #7205	<input type="checkbox"/>	OSHA #7100 or #2045
<input type="checkbox"/>	OSHA #7505	<input type="checkbox"/>	OSHA #2255	<input type="checkbox"/>	OSHA #7105	<input type="checkbox"/>	OSHA #7210	<input type="checkbox"/>	OSHA #7300 or #2264
		<input type="checkbox"/>	OSHA #3095	<input type="checkbox"/>	OSHA #7115	<input type="checkbox"/>	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:** \_\_\_\_\_

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**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:		

**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 Directorate of Training and Education (DTE) at the following address:

**Director  
Office of Training Program and Administration  
OSHA Directorate of Training and Education  
2020 S. Arlington Heights Road  
Arlington Heights, IL 60005-4102**

- Upon receipt, DTE 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. DTE 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 *Public Sector 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, 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 Course(s)</b> · Check the box which corresponds to the applicable OSHA course(s) completed.
<b>OSHA Course Prerequisites</b>	
<p><b>Must have completed the three (3) required courses:</b></p> <ul style="list-style-type: none"> <li>• OSHA #511 <i>Occupational Safety and Health Standards for the General Industry</i></li> <li>• OSHA #7500 <i>Introduction to Safety and Health Management</i></li> <li>• OSHA #7505 <i>Introduction to Accident [Incident] Investigation</i></li> </ul>	
<p><b>Must have completed a minimum of four (4) of the following elective courses that include a minimum of 29 contact hours of training:</b></p> <ul style="list-style-type: none"> <li>• OSHA #521 <i>OSHA Guide to Industrial Hygiene</i> (26 hours)</li> <li>• OSHA #2045 <i>Machinery and Machine Guarding Standards</i> (26 hours)</li> <li>• OSHA #2225 <i>Respiratory Protection</i> (26 hours)</li> <li>• OSHA #2255 <i>Principles of Ergonomics</i> (18 hours)</li> <li>• OSHA #3095 <i>Electrical Standards</i> (26 hours)</li> <li>• OSHA #7000 <i>OSHA Training Guidelines for Safe Patient Handling</i> (7.5 hours)</li> <li>• OSHA #7005 <i>Public Warehousing and Storage</i> (7 hours)</li> <li>• OSHA #7100 <i>Introduction to Machinery and Machine Safeguarding</i> (4 hours)</li> <li>• OSHA #7105 <i>Evacuation and Emergency Planning</i> (4 hours)</li> <li>• OSHA #7115 <i>Lockout/Tagout [Controlling Hazardous Energy to Prevent Workplace Injury]</i> (7.5 hours)</li> <li>• OSHA #7200 <i>Bloodborne Pathogens Exposure Control for Healthcare Facilities</i> (7 hours)</li> <li>• OSHA #7205 <i>Health Hazard Awareness</i> (6 hours)</li> <li>• OSHA #7210 <i>Pandemic Influenza and Workplace Preparedness</i> (5.5 hours)</li> <li>• OSHA #7215 <i>Silica in Construction, Maritime, and General Industries courses as electives</i> (7 hours)</li> <li>• OSHA #7300 <i>Understanding OSHA's Permit-Required Confined Space Standard</i> (7 hours)</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• OSHA #2264 <i>Permit-Required Confined Space Entry</i> (20 hours)</li> <li>• OSHA #7845 <i>Recordkeeping Rule Seminar</i> (4 hours)</li> </ul>	