

# 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: ( )

**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 or #2455	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:				
<b>Check One:</b> Approved                      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>					
	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.

**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 Occupational Safety and Health Standards for General Industry	26 hours
OSHA #7500 Introduction to Safety and Health Management <b>OR</b> OSHA #2455 Safety and Health Management Program	5½ hours 18 hours
OSHA #7505 Introduction to Incident (Accident) Investigation	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 OSHA Guide to Industrial Hygiene	26 hours
OSHA #2225 Respiratory Protection	26 hours
OSHA #2255 Principles of Ergonomics	18 hours
OSHA #2264 Permit-Required Confined Space Entry	20 hours
OSHA #3095 Electrical Standards	26 hours
OSHA #7000 OSHA Training Guidelines for Safe Patient Handling	7½ hours
OSHA #7005 Public Warehousing and Storage	7 hours
OSHA #7105 Introduction to Evacuation and Emergency Planning	4 hours
OSHA #7115 Lockout/Tagout [Controlling Hazardous Energy to Prevent Workplace Injury]	7½ hours
OSHA #7200 Bloodborne Pathogens Exposure Control for Healthcare Facilities	7 hours
OSHA #7205 Health Hazard Awareness	6 hours
OSHA #7210 Pandemic Illness Preparedness	5½ hours
OSHA #7215 Silica in Construction, Maritime, and General Industries	7 hours
OSHA #7845 Recordkeeping Rule Seminar	4 hours
OSHA #7100 Introduction to Machinery and Machine Safeguarding <b>OR</b> OSHA #2045 Machinery and Machine Guarding Standards	4 hours 26 hours
OSHA #7300 Understanding OSHA's Permit-Required Confined Space Standard <b>OR</b> OSHA #2264 Permit-Required Confined Space Entry	7 hours 20 hours