

All Outreach Training Card Requests and
payments will be submitted via
the NEW ONLINE
OUTREACH TRAINER PORTAL

<https://outreach.msosha.com>

Register Yourself As An OSHA Authorized Outreach Trainer

Register yourself as an Authorized Outreach Trainer - log onto your portal at <https://outreach.msosha.com>

select

Login
Register
Forgot Password
Mid-South Homepage

Login

Email	<input type="text"/>
Trainer ID	<input type="text"/>
Password	<input type="password"/>

Please type the words or numbers you see below or select the speaker icon to hear a series of words that will need to be entered. Put a space in-between each word if needed.

Complete Outreach Trainer Registration Form

Trainers will need to have a copy of their Trainer card saved to their computer or sharing device to upload and attach a copy to the registration form



Complete the Outreach Trainer Registration form and register

Mid-South OTI Education Center

Register

You Must enter your information for verification purposes.

OTI Card Image	<input type="button" value="Choose File"/> No file chosen File must not exceed 2MB	If both sides not included in first file
OTI Card Image 2	<input type="button" value="Choose File"/> No file chosen File must not exceed 2MB	If both sides not included in first file
OTI Card Number	<input type="text"/>	
OTI Card Expiration Date	<input type="text"/>	
Authorized For Course	500 ▼	
First Name	<input type="text"/>	Middle Initial <input type="text"/>
		Last Name <input type="text"/>
Company	<input type="text"/>	
ATTN:	<input type="text"/>	
Address	<input type="text"/>	
Address 2	<input type="text"/>	
City	State <input type="text"/>	Zip <input type="text"/>

Trainer Registration Process

Your registration will be reviewed to assure your OTI card number and expiration date are entered correctly.

If approved:

- ▶ Trainers will receive an email from noreply@msosha.com with NEW Trainer ID & password

If denied:

- ▶ Trainers will receive an email from noreply@msosha.com explaining what was missing or incorrect on their registration form and will be ask to re-register with correct information

Once your registration has been approved you will receive an email from noreply@msosha.com with your

NEW Mid-South Trainer ID # and password

ALL TRAINERS WILL RECEIVE A NEW TRAINER ID AND PASSWORD

Log Onto Your New Outreach Trainer Account

After you receive your Trainer ID & Password email you can submit a 10 or 30 Hr. card request by logging onto your trainer account at <https://outreach.msosha.com>

[Login](#)

[Register](#)

[Forgot Password](#)

[Mid-South Homepage](#)

Login

Email

Trainer ID

Password

Please type the words or numbers you see below or select the speaker icon to hear a series of words that will need to be entered. Put a space in-between each word if needed.

You will need:

- ▶ Email address
- ▶ Trainer ID * - this is NOT the trainer number on your card
- ▶ Password*

*Sent in email after registration has been approved

Submit A Training Card Request

From the column on the left side of the screen:

Select:

Training Cards Request

The screenshot shows a web application interface for submitting a training card request. On the left is a vertical navigation menu with the following items: Home, Training Cards Request, Trainer Contact Information, Add Trainer Card, Past Card Requests, Request Replacement, Submit Upcoming Training Dates, and Change Password. The 'Training Cards Request' item is highlighted. The main content area is titled 'OSHA Outreach Request' and displays the following information: Trainer ID: 5, Name: Braud, Dianna, Course: 501, OTI Card Number: G10025854, Expires: 2/21/2017, and Image: 8_G10025854.jpg. Below this information is a section titled 'Course Details' containing two input fields: 'Students' (a text box) and 'Course Taught' (a dropdown menu with 'Select' as the current selection).

- Enter the number of students taught
- Select type of course taught
 - Your blank Outreach Card Request form will open

Complete Outreach Program Report Form

Trainer ID: 5
Name: Braud, Dianna

Course: 501
OTI Card Number: G10025854 **Expires:** 2/21/2017 **Image:** [8_G10025854.jpg](#)

Course Details

Students	5	<input type="button" value="Update"/>
Course Taught	General Industry 30 hr ▼	
Check all that apply	<input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Language other than English or Spanish <input type="checkbox"/> Youth (18 & under) <input type="checkbox"/> OSHA Alliance or partnership related	
Training Site Address	Address: <input type="text"/> City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/> Country: <input type="text"/>	
Type of Training Site	<input type="radio"/> Workplace <input type="radio"/> School <input type="radio"/> Office <input type="radio"/> Hotel <input type="radio"/> Union <input type="radio"/> Employer Association <input type="radio"/> Other <input type="text"/>	
Sponsoring Organization	<input type="radio"/> Safety & Health <input type="radio"/> Employer <input type="radio"/> Labor/Union <input type="radio"/> Employer Association <input type="radio"/> Education <input type="radio"/> Community <input type="radio"/> N/A <input type="radio"/> Other <input type="text"/>	
Required	<input type="checkbox"/> <i>Statement of Certification. I certify that I have conducted this outreach training class in accordance with the OSHA Outreach Training Program guidelines. I have maintained the training records as required by these guidelines and I will provide these records to the OSHA Directorate of Training and Education (or their designee) upon request. I understand that I will be subject to immediate dismissal from the OSHA Outreach Training Program if information provided herein is not true and correct. I further understand that providing false information herein may subject me to civil and criminal penalties under Federal law, including 18 U.S.C. 1001 and section 17(g) of the Occupational Safety and Health Act, 29 U.S.C.666(g), which provides criminal penalties for making false statements or representations in any document filed pursuant to that Act. I hereby attest that all provided is true and correct.</i>	

Trainer Signature

- Complete the entire card request form; location, dates, clock hours and times for each topic trained
- Enter students names on the roster






Pay With Credit Card

Each Outreach Card requested costs \$8.00

Student Names: (\$8.00 a student)
Type the student name in exactly as you want it to appear on the printed Outreach card

First Name	Last Name	First Name	Last Name
1 <input type="text"/>	<input type="text"/>	2 <input type="text"/>	<input type="text"/>
3 <input type="text"/>	<input type="text"/>	4 <input type="text"/>	<input type="text"/>
5 <input type="text"/>	<input type="text"/>		

Credit Card Details

Total Cost	<input type="text" value="\$40.00"/>
We accepts	   
Credit card number:	<input type="text"/>
Expiration Date:	<input type="text" value="Example: 12/10"/>
	 SecurityMetrics for PCI Compliance, QSA, IDS, Penetration Testing, Forensics, and Vulnerability Assessment

- At the end of each Outreach Card request, trainers will be required to enter credit card information to pay for their cards.
- Credit Cards are processed via a secure PayPal portal
- Trainers will be emailed a confirmation of submission and receipt

Approve Your Completed Outreach Program Report Form

The screenshot displays the OSHA Outreach Request web interface. On the left is a navigation menu with options: Home, Training Cards Request, Trainer Contact Information, Add Trainer Card, Past Card Requests, Request Replacement, Submit Upcoming Training Dates, Change Password, and Logout. The main content area shows the 'OSHA Outreach Request' page for Trainer ID: 11, Name: Kreller, Jeannine, Course: 500, and OTI Card Number: C1111111. A red warning message states: 'The charges for this transaction will appear on your credit card statement as being processed by The Rocky Mountain Education Center at Red Rocks Community College in Colorado.' Below this, a confirmation message says: 'Your report has been successfully submitted. You will receive a response once it has been reviewed.' There are 'Continue' and 'Edit' buttons. The 'Continue' button leads to a detailed 'OUTREACH TRAINING PROGRAM REPORT' form for 'CONSTRUCTION'. The form includes fields for Trainer Name (Jeannine Kreller), ID Number (11), Most Recent Trainer Course (500), and Expiration Date (2/28/2019). It also contains sections for Authorizing Training Organization (Region 1 OTIFC), Trainer Address (RRCC RMEC, 13300 W 6th Ave, LAKEWOOD, CO 80228), Course Conducted (10-Hour), Course Emphasis (Spanish, Youth, Other), and Training Site Address (123 LAKEWOOD, CO 80228). The form is marked as 'Submitted' and includes a 'Continue' button at the bottom.

If topics and times are complete and correct – an Outreach Program Report Form will be displayed and needs to be approved by selecting 

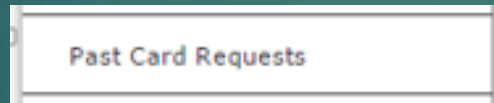
- ▶ Outreach Program Report Forms are required as part of your record keeping requirements. These forms are attached all course submission as a PDF under “past card requests”

How Do I Know If My Card Request Went Through?

Trainers will:

- ▶ Receive a prompt that says your submission was successful and is pending processing
- ▶ Receive an email with training information and charges processed

Trainer can also check to see if there is a pending request on their account under:



Trainers may have to check their spam or junk mail if they do not see an email after submitting a card request. ALL correspondence from the Outreach Trainer Portal comes from a auto generated email account starting with noreply@ and should be received immediately

Incomplete OR Incorrect Submission

If outreach program report form was incomplete or incorrect – the page will prompt you with a:

Your outreach request has NOT been submitted, please verify entry below.

Scroll down the form to review highlighted areas that are incorrect

- ▶ Anything submitted incorrectly will be highlighted in RED!!!
 - ▶ This counts as 1 incorrect submission
- ▶ Correct the information and resubmit

Required Courses	
Introduction to OSHA	<input type="text" value="Incorrect Value."/>
OSHA Focus Four Hazards - Falls	<input type="text" value="Incorrect Value."/>
OSHA Focus Four Hazards - Electrocuttion	<input type="text" value="Incorrect Value."/>
OSHA Focus Four Hazards - Struck By	<input type="text" value="Incorrect Value."/>
OSHA Focus Four Hazards - Caught-In or Between	<input type="text" value="Incorrect Value."/>
Personal Protective Equipment	<input type="text" value="Incorrect Value."/>
Health Hazards in Construction	<input type="text" value="Incorrect Value."/>
Total	<input type="text" value="0"/> Does not meet required amount.

Please review your training guide prior to resubmitting 2012 Maritime Industry Procedures

Elective Courses		
You must enter hours for 2	<input type="text"/>	Cranes, Derricks, Hoists, Elevators, and Conveyors
	<input type="text"/>	Excavations
	<input type="text"/>	Materials Handling, Storage, Use and Disposal
	<input type="text"/>	Scaffolds
	<input type="text"/>	Stairways and Ladders
	<input type="text"/>	Tools - Hand and Power
Total	<input type="text" value="0"/> Does not meet required amount.	

Optional Courses

Incomplete OR Incorrect Submission

Because this is a NEW system, trainers are being given time to familiarize yourself with the forms and process

Trainer are currently given five attempts to submit outreach training with errors before being locked out of the card request portal

- ▶ Incorrect submissions are cumulative from the time the trainer starts using the portal, entries may have been from last year, last month, last week.
- ▶ When five incorrect submission have been submitted the trainer will be unable to submit any further outreach training card requests and will receive a prompt that the trainers account is locked
 - ▶ *The number of incorrect submissions accepted may change without prior notice*

After submitting five incorrect Outreach Program Report Forms in the portal, the system will lock them out.

- ▶ Trainers **MUST** contact their OTIEC for further instructions

What Causes Me To Get Locked Out Of The System?

Typical errors made when submitting training:

- ▶ **Not** checking the statement of certification box
- ▶ **Not** entering Trainer name on signature line
- ▶ Dates of training in the **future**
 - ▶ all training must be submitted **AFTER** training has been completed
- ▶ **Incorrect** times on topics
- ▶ **Incomplete** topics selected
- ▶ Did **NOT** meet minimum requirements for topics and times
- ▶ Did **NOT** total 10 or 30 hours as required for training
- ▶ **Exceeded** maximum time allowed per topic in a 10 or 30 hours
 - ▶ 10 hr topics cannot exceed 4 hours
 - ▶ 30 hr topics cannot exceed 6 hours

Locked Trainer Account

Trainers are notified when they have been locked out of the system:
After Submitting FIVE incorrect card requests you will receive this message with your OTIEC contact information:

	OSHA Outreach Request
Home	Trainer ID: 11
Training Cards Request	Name: Kreller, Jeannine
Trainer Contact Information	Course: 500
Add Trainer Card	OTI Card Number: C1111111 Expires: 2/28/2019 Image: 36_C1111111.jpg
Past Card Requests	Your trainer card request privileges have been locked out due to 5 invalid data entries. Please contact your OTIEC at
Request Replacement	
Submit Upcoming Training Dates	
Change Password	
Logout	

Trainers locked out of the system are requested to submit a records audit

How Long Does It Take To Get My Cards?

Cards are processed weekly

- ▶ Trainers will receive an email when cards have been printed with card numbers issued to students
- ▶ Typically trainers receive their cards within 7 business days after processing
- ▶ All Outreach cards are sent by the US Postal Service, first class mail

Pre-printed cards will be sent to trainer with

- ▶ Student name
- ▶ Trainer name
- ▶ End date of training

Trainer Needs a Student 10 or 30 Hr. Card Replaced

Typos

- ▶ Trainer can return misspelled cards with copy of letter sent with the card batch. Please make a notation on the side of letter that the card was misspelled and include the correct spelling.
 - ▶ \$20 fee for each replacement card

Lost Student Card

- ▶ Trainer must log onto account to order replacement cards:
 - ▶ Select date of training
 - ▶ Check box next to student name
 - ▶ Only 1 replacement card can be issued to students
- ▶ After approval of replacement request the Trainer will receive an email with a payment link
- ▶ Only cards issued within last 3 years can be replaced

Update Trainer Account Information

	Trainer ID	5				
Home	First Name	Dianna	Middle Initial	Last Name	Braud	
Training Cards Request	Company	<input type="text" value="Your Company"/>				
Trainer Contact Information	ATTN:	<input type="text"/>				
Add Trainer Card	Address	<input type="text" value="10099 N. Reiger Rd."/>				
Past Card Requests	Address 2	<input type="text"/>				
Request Replacement	City	<input type="text" value="Baton Rouge"/>	State	<input type="text" value="LA"/>	Zip	<input type="text" value="70809"/>
Submit Upcoming Training Dates	Email	<input type="text" value="youremail@gmail.com"/>				
Change Password	Phone	<input type="text" value="(225) 282-3297"/>				
Logout	Business Phone	<input type="text"/>				
Mid-South Homepage	Fax	<input type="text"/>				
						<input type="button" value="Update"/>

Trainer Contact Information:

This is the address where your outreach cards will be mailed and how your OTIEC will contact you. Check to be sure your trainer information is current and make any changes necessary:

- Mailing Address
- Email address
- Phone

Update Trainer Authorization(s)

Home	Add Trainer Card	
Training Cards Request	OTI Card Image <i>File must not exceed 2MB</i>	<input type="button" value="Choose File"/> No file chosen Include front and back image of your OTI Card
Trainer Contact Information	OTI Card Image 2 <i>File must not exceed 2MB</i>	<input type="button" value="Choose File"/> No file chosen If both sides not included in first file
Add Trainer Card	OTI Card Number	<input type="text"/>
Past Card Requests	OTI Card Expiration Date	<input type="text" value="i.e. 01/01/2011"/>
Request Replacement	Authorized For Course	<input type="text" value="500"/>
Submit Upcoming Training Dates	<input type="button" value="Add Card"/>	
Change Password		
Logout		
Mid-South Homepage		

Add Multiple Trainer Authorizations or Update NEW Trainer Authorization after completing an update course.

- Construction
- General Industry
- Maritime
- ET&D

Trainers authorization MUST be current to request cards

View Card Requests

Home	Card Submissions																								
Training Cards Request	<table border="1"><thead><tr><th>Trainer ID</th><th>Course ID</th><th>Course Hours</th><th>End Date</th><th>Submission Date</th><th>Status</th><th></th><th></th></tr></thead><tbody><tr><td>11</td><td>CONSTRUCTION</td><td>10</td><td>2/2/2016</td><td>2/8/2016 12:41:32 PM</td><td>Pending</td><td>PDF</td><td>Details</td></tr><tr><td>11</td><td>CONSTRUCTION</td><td>10</td><td>2/1/2016</td><td>2/8/2016 10:28:10 AM</td><td>Pending</td><td>PDF</td><td>Details</td></tr></tbody></table>	Trainer ID	Course ID	Course Hours	End Date	Submission Date	Status			11	CONSTRUCTION	10	2/2/2016	2/8/2016 12:41:32 PM	Pending	PDF	Details	11	CONSTRUCTION	10	2/1/2016	2/8/2016 10:28:10 AM	Pending	PDF	Details
Trainer ID	Course ID	Course Hours	End Date	Submission Date	Status																				
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11	CONSTRUCTION	10	2/1/2016	2/8/2016 10:28:10 AM	Pending	PDF	Details																		
Trainer Contact Information	Replacement Card Submissions																								
Add Trainer Card	<table border="1"><thead><tr><th>Trainer ID</th><th>Course ID</th><th>Hours</th><th>End Date</th><th>Original OTI</th><th>Student Name</th><th>Request Date</th><th>Status</th></tr></thead></table>	Trainer ID	Course ID	Hours	End Date	Original OTI	Student Name	Request Date	Status																
Trainer ID	Course ID	Hours	End Date	Original OTI	Student Name	Request Date	Status																		
Past Card Requests	<input type="button" value="Purchase Selected"/>																								
Request Replacement																									
Submit Upcoming Training Dates																									
Change Password																									
Logout																									

View all card requests:

- ▶ Processed
- ▶ Replacements
- ▶ Pending

Request Replacement Cards

Replacement cards can be requested for cards issued within the last 3 years.

- ▶ Replacement fee – \$20

	Replacement Trainer Card Request																		
	<u>Select the course that the student was in</u>																		
	<table border="1"><thead><tr><th>End Date</th><th>Students</th><th>Course ID</th><th>Hours</th><th>Submission Date</th><th></th></tr></thead><tbody><tr><td>2/1/2016</td><td>x x, x x, x x</td><td>CONSTRUCTION</td><td>10</td><td>2/8/2016</td><td>Select</td></tr><tr><td>2/2/2016</td><td>j k, j k, j k</td><td>CONSTRUCTION</td><td>10</td><td>2/8/2016</td><td>Select</td></tr></tbody></table>	End Date	Students	Course ID	Hours	Submission Date		2/1/2016	x x, x x, x x	CONSTRUCTION	10	2/8/2016	Select	2/2/2016	j k, j k, j k	CONSTRUCTION	10	2/8/2016	Select
End Date	Students	Course ID	Hours	Submission Date															
2/1/2016	x x, x x, x x	CONSTRUCTION	10	2/8/2016	Select														
2/2/2016	j k, j k, j k	CONSTRUCTION	10	2/8/2016	Select														
Home																			
Training Cards Request																			
Trainer Contact Information																			
Add Trainer Card																			
Past Card Requests																			
Request Replacement																			
Submit Upcoming Training Dates																			
Change Password																			
Logout																			

Submit Upcoming Dates of Training for Training Observation

Trainers can submit upcoming dates of training as required

Home	OSHA Outreach Request
Training Cards Request	Trainer ID: 5 Name: Braud, Dianna
Trainer Contact Information	Course: 501 OTI Card Number: G10025854 Expires: 2/21/2017 Image: 8_G10025854.jpg
Add Trainer Card	As an active Outreach Trainer we are required to observe outreach training conducted by trainers authorized by us. If you would like to provide upcoming training dates for observation please complete the following information.
Past Card Requests	Contact Information
Request Replacement	PhoneNumber <input type="text"/>
Submit Upcoming Training Dates	Course 1
Change Password	Course Type Construction 10 hr ▾
Logout	Course Location <input type="text"/>
Mid-South Homepage	<input type="text"/> AL ▾ <input type="text"/>
	Add Day Remove Day
	Day 1
	Date <input type="text"/> mm/dd/yyyy
	Begin Time <input type="text"/> End Time <input type="text"/>
	Day 2
	Date <input type="text"/> mm/dd/yyyy
	Begin Time <input type="text"/> End Time <input type="text"/>
	Course 2
	Course Type Construction 10 hr ▾

Change Password

The password emailed to trainers is computer generated and will need to be changed to something more familiar

Home	Change Password
Training Cards Request	
Trainer Contact Information	
Add Trainer Card	<input type="password"/>
Past Card Requests	<input type="password"/>
Request Replacement	<input type="button" value="Change Password"/>
Submit Upcoming Training Dates	
Change Password	
Logout	

CONTACT

info@midsouthoti.org OR

877-345-2515