UC San Diego | EXTENSION

OCCUPATIONAL SAFETY AND HEALTH DEPARTMENT

University of California San Diego
An Authorized
OSHA Training Institute Education Center®

Serving OSHA Region IX: Arizona, California, Guam, Hawaii, Nevada and the Pacific Territories
8950 Villa La Jolla Drive, Ste. A-126 • La Jolla, CA 92037-1712
(858) 534-9283 • Fax (858) 534-9257 • Osha.ucsd.edu

VIDEO CONFERENCING COURSE APPROVAL

OSHA's preferred delivery method is through standard in-person classroom instruction. Outreach Training Program training conducted through a remote site video conferencing or other live, interactive instruction that is not standard in-person classroom instruction is not allowed unless OSHA or the UCSD Outreach Department has granted a written exception for the conduct of such training.

To request an exception for video conferencing a written request must be submitted by the Outreach Training Program trainer to the UCSD Outreach Department least 60 calendar days in advance of the scheduled training start date.

Exceptions may be authorized for a designated time period, not to exceed 12 consecutive months.

The written request must be sent to the UCSD Outreach Department and include the following:

PID NUMBER (IF KNOWN)

LAST NAME   FIRST NAME   M.I.

ADDRESS

CITY   STATE   ZIPCODE

PHONE NUMBER

EMAIL ADDRESS

Send information to:
UCSD OSHA Outreach Department
8950 Villa La Jolla Drive Suite A-126
La Jolla, CA 92037
Or email: oti-outreach@ucsd.edu

- ☐ A statement indicating why the trainer believes an exception is necessary.
- ☐ Name(s) of the primary Outreach Training Program trainer and assistant Outreach Training Program trainers or guest trainers who will conduct the training.
- ☐ A copy of the relevant Outreach Training Program trainer card(s).
- ☐ Documentation for all trainers (primary, assistant, and guest) of prior experience delivering occupational safety and health training via video conferencing, webinar, or other instruction that is not standard in-person classroom instruction, including topics, number of courses delivered, and number of students trained.
- ☐ The type of hardware, software, and/or systems students will utilize to participate in the alternative training method.
- ☐ Location of the origin training site and the type of hardware, software, or system that will be used at the origin training site.
- ☐ List of the offsite training locations. Students must receive training in a classroom, auditorium or conference room setting.
- ☐ The primary Outreach Training Program trainer must ensure that a proctor is present at each training location. The proctor will monitor consistent attendance, and collect daily student sign-in sheets. The proctor's printed first and last name, and signature must appear on the sign-in sheets.
- ☐ A course outline which indicates each topic, and the length of time for which each topic will be taught.

- ☐ List of the materials that will be provided to each student including a description of when and how students will receive the materials.
- ☐ Description of how the primary Outreach Training Program trainer will ensure that the Introduction to OSHA module will be conducted in a participatory manner.
- ☐ Description of how the primary Outreach Training Program trainer will ensure that one or more Outreach Training Program trainers are available to respond to student questions.
- ☐ Description of how the primary Outreach Training Program trainer will ensure that student questions are answered quickly and effectively.
- ☐ Description of how the primary Outreach Training Program trainer will ensure that effective two-way communication will be incorporated into the Outreach Training Program training.
- ☐ All training must be accessible to OSHA and the ATO for auditing purposes.
- ☐ Affirmative confirmation and a description of processes the primary Outreach Training Program trainer will use to ensure effective evaluation of the training and testing of the students. The method for conducting evaluation and testing must include the following three Evaluation Levels:
    1) Level 1 – Student satisfaction surveys for content and delivery (including summary narratives for each).
    2) Level 2 – Testing.
    3) Level 3 – Follow-up impact evaluation

UC San Diego OSHA Outreach Department Use Only - all fields required

Department Approval? ☐ Yes ☐ No   Approval Expiration Date _____
                                                               Required

Approving Signature   Date