Video Conferencing Request Guide

If you wish to request approval for Video Conferencing the Outreach Course, please carefully read all of the following information before submitting a request:

2020 UPDATE: OSHA's preferred delivery method is through standard in-person classroom instruction, however, due to COVID-19 DTE has authorized some temporary exceptions. DTE has waived the 60 day advanced notice requirement and Video Conferencing requests will be considered through July 31, 2021. DTE has no intention to issue any automatic, blanket approval of all or most exception requests. They will be evaluated individually, on their own merit. All classes considered will need to be held via a live video format. No classes should be conducted via video conferencing before receiving approval.

Video Conferencing Request Requirements:
1. Completed Video Conferencing Request form
2. Copy of your OSHA Authorized Trainer card
3. Daily Sign-in Sheet*
4. Detailed Topic Outline*
5. Completed Written Request letter including:
    o Question & answers labeled A-P*
    o Heading at the top with:*

    • Trainer name
    • Letter date
    • Class dates
    • Class type (10/30 Construction, General Industry, Maritime)
    • Method for completing Daily sign-in sheets (short explanation of how you intend on collecting student signatures)

*NOTES:
• DAILY SIGN-IN SHEETS: There have been no changes to class documentation requirements. Sign-in sheets must be completed for each day of the course. Typed first and last names must appear adjacent to the students' signatures. The students can sign with either their digital signature or at least by typing their name with a cursive font. Each sign-in sheet must contain the course name, date and time of the course sessions, and include the training location(s) name, city, and state. The primary trainer's printed first and last names and signatures must also appear on the daily student sign-in sheets, attesting to the accuracy of the data listed.
• DETAILED TOPIC OUTLINE: The outline must indicate the course title, location, and the actual date and time period (e.g. 1 p.m. to 2 p.m.) of every topic delivered, and include all breaks and meal periods. The primary and assistant OSHA Outreach Training Program authorized trainers and any guest trainers must be listed on the topic outline next to the topic(s) they instructed. This can be included in written request or as separate attachment.
• Your heading needs to be at the top of your written request, not in a separate document.

• We recommend that you combine all of your documentation into one PDF attachment. Due to the volume of requests, we will ask that you submit all the required information after each revision and have found that trainers often forget something when they submit their request in multiple attachments. This has been one of the most common reasons for a delayed approval.

• Required Question & Answers A-P:

a) A detailed narrative statement indicating why the trainer believes an exception is necessary, and explaining why the inherent flexibility of the OSHA Outreach Training Program is insufficient to deliver quality training.

b) Name(s) of the primary OSHA Outreach Training Program authorized trainer and assistant OSHA Outreach Training Program authorized trainers or guest trainers which will conduct the training.

c) A copy of the relevant OSHA Outreach Training Program authorized trainer card(s).

d) 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, number of students trained, and cumulative student contact hours.

e) The type of hardware, software, and/or systems students will utilize to participate in the alternative training method.

f) Location of the origin training site and the type of hardware, software, or system that will be used at the origin training site.

g) List of the offsite training locations. Students must receive training in a classroom, auditorium or conference room setting. *COVID exception applies

h) The primary OSHA Outreach Training Program authorized trainer must ensure that a proctor is present at each training location. The proctor will monitor consistent student 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. *COVID exception applies

i) A detailed course outline which indicates each topic, and the length of time for which each topic will be taught. Must include class dates.

j) List of the materials that will be provided to each student including a description of when and how students will receive the materials.

k) Description of how the primary OSHA Outreach Training Program authorized trainer will ensure that the Introduction to OSHA module will be conducted in a participatory manner.

l) Description of how the primary OSHA Outreach Training Program authorized trainer will ensure that one or more OSHA Outreach Training Program authorized trainers are available to respond to student questions.

m) Description of how the primary OSHA Outreach Training Program authorized trainer will ensure that student questions are answered quickly and effectively.

n) Description of how the primary OSHA Outreach Training Program authorized trainer will ensure that effective two-way communication will be incorporated into the OSHA Outreach Training Program training.

o) All training must accessible to OSHA and the respective ATO(s) for auditing purposes.

p) Due to the dispersed nature of the training delivery, a testing component is required for Video Conferencing training. Affirmative confirmation and a description of processes the primary OSHA Outreach Training Program authorized trainer will use to ensure effective evaluation of the training and testing of the students. Time allotted for administering the testing component is administrative in nature, and is not considered nor counted as instructional time. 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.

*When COVID exception applies, please write an explanation about how COVID hinders you from being able to fulfill the requirement.

Please answer every question and provide an explanation of how you intend on fulfilling the requirement.

Once your written request and all other requirements are complete, email them to oti-outreach@ucsd.edu. Please submit all required documentation via email as we are not accepting fax or mail-ins during this time.

We are happy to help with any questions you might have. Please email us at oti-outreach@ucsd.edu for assistance.

We will continue to include important information in Video Conferencing Request approval emails so please make sure to read those emails for all prospective request updates.

Required Documentation and Record Retention

It is crucial that all training requirements continue to be followed while conducting virtual training. Before your upcoming video conferencing training, please review all requirements on training requirements and records retention below:

OSHA Outreach Training Program authorized trainers must retain OSHA Outreach Training Program class records for five (5) years. Please note that failure to keep or provide these records may result in corrective action, up to and including the revocation of OSHA Outreach Training Program authorized trainer status. The class records for each class must include at least the following:

1. Daily Student Sign-In Sheets. Separate sign-in sheets must be completed for each day of the course. Printed or typed first and last names must appear adjacent to the students' signatures. Each sign-in sheet must contain the course name, date and time of the course sessions, and include the training location(s) name, city, and state. The primary trainer's printed first and last names and signatures must also appear on the daily student sign-in sheets, attesting to the accuracy of the data listed.
2. Student Contact Information. This is the location where the OSHA Outreach Training Program authorized trainer will send the student card. This location must be the student's home or business address.
3. Detailed Topic Outline. The outline must indicate the course title, location, and the actual date and time period (e.g. 1 p.m. to 2 p.m.) of every topic delivered, and include all breaks and meal periods. The primary and assistant OSHA Outreach Training Program authorized trainers and any guest trainers must be listed on the topic outline next to the topic(s) they instructed.
4. OSHA Outreach Training Program Report (OTPR). A copy of the official OSHA Outreach Training Program Report (OTPR) submitted to request student course completion cards must include: the training location; the list of student names; the list of topics taught; and the cumulative class time spent on each topic. An OTI Education Center Outreach Training portal report is not equivalent to, and may not be substituted for, the official OSHA Outreach Training Program Report.
5. Student Course Completion Cards. OSHA Outreach Training Program trainers must make a complete copy of each course completion card they issue after entering all information onto the card. The course completion card copy may be electronic, digital, or paper, and must include both front and back of each card issued. This measure will enable the OSHA Outreach Training Program authorized trainer to track the card number issued to each student, and facilitate processing of replacement card requests.
6. Guest trainers. A list containing the name of each guest trainer, the specific topics and times covered by each guest trainer, and their qualifications.
7. Assistant OSHA Outreach Training Program Trainers (if applicable) A list containing the name of each assistant Outreach trainer, including: a list of the topics covered by each assistant Outreach trainer; for each topic, the number of contact hours allocated to each assistant trainer; and a copy of each assistant Outreach trainer's valid (unexpired) OSHA Outreach Training Program authorized trainer card.

If you have any questions, email the Outreach department at oti-outreach@ucsd.edu.