

Important OSHA Policy Change Regarding Expiration of OSHA 500 and 502 Cards:

Instructor 90 Day Grace Period & Student Completion Card Request

The Occupational Safety and Health Administration's (OSHA) Directorate of Training and Education (DTE) has asked organizations to alert trainers of recent changes regarding:

- **Important Change to the Instructor 90 Day Grace Period for instructor reauthorization (OSHA 500 and 502 card expiration).**
- **The course completion and card distribution rules, including the OSHA 10- and 30-hour and ET&D 10- and 20- Hour cards (Supervisory Leadership Skills Outreach Training cards).**

Please pass this along to your Outreach Trainers (Those who conduct your OSHA 10- and 30-hour classes – and the ET&D 10- and 20).

Important Change in Instructor 90 Day Grace Period

As part of its continuing effort to improve the Outreach Training Program, OSHA will be eliminating the authorized trainer “90-day grace period” described in Section III.B.1, 2, and 4 of the *OSHA Outreach Training Program Requirements*. This change will be included in the next published revisions of the *OSHA Outreach Training Program Requirements* and applicable sections of each *Industry Procedures* document, and will become effective January 1, 2019. However, Section III.C. of the *OSHA Outreach Training Program Requirements* (Trainer Update Exemption for Overseas Military Service) remains in effect while the Agency evaluates the impact of this change.

The intent of the elimination of the grace period is to reduce confusion regarding trainer authorization status and encourage trainers to maintain their trainer authorization(s). OSHA urges authorized trainers to schedule registration, attendance, and completion of the relevant Trainer Update course well in advance of their trainer authorization expiration date.

Authorized trainers who let their authorization lapse will be ineligible to attend a Trainer Update course [OSHA 502], and will be required to meet all prerequisite requirements to attend the relevant Trainer course, to include having successfully completed the applicable OSHA Standards course(s) within seven calendar years of attendance at the Trainer course. Extensions of trainer authorizations that expire on or after January 1, 2019 will not be granted.

Receipt of Student Completion Card

As stated in Section VIII. A & B of the *OSHA Outreach Training Program Requirements*, authorized trainers are to ensure student course completion cards are received by all students within 90 calendar days of the course completion date.

- Authorized trainers are required to submit the course completion records to their Authorizing Training Organization (ATO) within 30 calendar days of course completion.
- The ATO will then have 30 calendar days to process the cards and return them to the authorized trainer.
- Once the authorized trainer has received the course completion cards from the ATO, they must provide the completion cards to the students within 30 calendar days, but no later than 90 calendar days after class completion.

The above applies to instructors requesting either the OSHA 10-hour and/or 30-hour cards.

For those instructors applying for Supervisory Leadership Skills Outreach Training cards (**aka OSHA 20-Hour** and/or the SLSOT course), the exact same periods stated above and in the OSHA Outreach Training Program Requirements apply.

- Once started, the trainer has six (6) months to complete the Outreach training courses.
- Upon completion, the trainer must apply for the cards within 30-days of completing the training.
- DTE has 30-days to send the cards to the trainer
- The trainer has 30-days to get the cards to the student.

The primary difference is the ET&D trainer currently requests 20-Hour cards from DTE in Arlington Heights, IL and not their Authorizing Training Organization (ATO).

Card Requests for ET&D Construction Outreach course (10-Hour) and The Supervisory Leadership Skills Outreach Training course (20-Hour) Course and OSHA Construction Outreach 10 and 30-Hour Course(s)

Within 30 Days of course completion	Within 30 days of card request	Within 30 days of trainer receiving cards
Request student cards	Cards sent to trainer	Cards sent to student

Authorized trainers request the Supervisory Leadership Skills Outreach Training (20-Hour) cards from the following:

Mr. Jeff Canterbury
OSHA Office of Training and Education
2020 S. Arlington Heights Road
Arlington Heights, IL 60005
(847) 759-7771
E-mail: canterbury.Jeffrey@dol.gov

In addition, the minimum class size requirements apply to the SLSOT class as well. However, one difference is the maximum allowable class size. The minimum class size is three (3) students and the maximum class size is thirty (30) students, which differs from the OSHA requirement of forty (40) students for the 10-hour class.

It is critical that authorized trainers adhere to the OSHA Outreach Training Program Requirements. Failure or refusal to comply with all Outreach Training Program Requirements may result in corrective action, up to and including revocation of authorized trainer status, or immediate dismissal from the OSHA Outreach Training Program.

A current copy of the Outreach Training Program Requirements is available for free download at the following site: <https://www.osha.gov/dte/o/construction/>