

Records Retention. OSHA Outreach Training Program authorized trainers must retain OSHA Outreach Training Program class records for **five (5) years**. OSHA reserves the right to request copies of class records for verification purposes at any time. 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:

- **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 instructors' printed first and last names and signatures must also appear on the daily student sign-in sheets.
- **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.
- **Detailed Topic Outline.** The outline must indicate the course title, location, and the specific date and time period (e.g. 1 p.m. to 2 p.m.) of every topic, and include all breaks and meal periods. The primary and assistant OSHA Outreach Training Program authorized trainers and any guest trainers (see Section V.M.), must be listed on the topic outline next to the topic(s) they instructed.
- **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*.
- **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.
- **Guest trainers.** A list containing the name of each guest trainer, the specific topics and times covered by each guest trainer, and their qualifications.
- **Assistant OSHA Outreach Training Program Trainers.** 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.

Note: Completion and retention of all records associated with OSHA Outreach Training

Program training classes are the responsibility of the primary OSHA Outreach Training Program authorized trainer. If the OSHA Outreach Training Program authorized trainer leaves an organization for which they conducted training, retention of the original OSHA Outreach Training Program training records is the responsibility of the OSHA Outreach Training Program authorized trainer. Duplicate copies of OSHA Outreach Training Program training records may be maintained by the organization for their records. *OSHA Outreach Training Program authorized trainers may not rely on internal or external staff, clients, employers, or third parties to maintain the required OSHA Outreach Training Program training records.*