



# Outreach Training Program

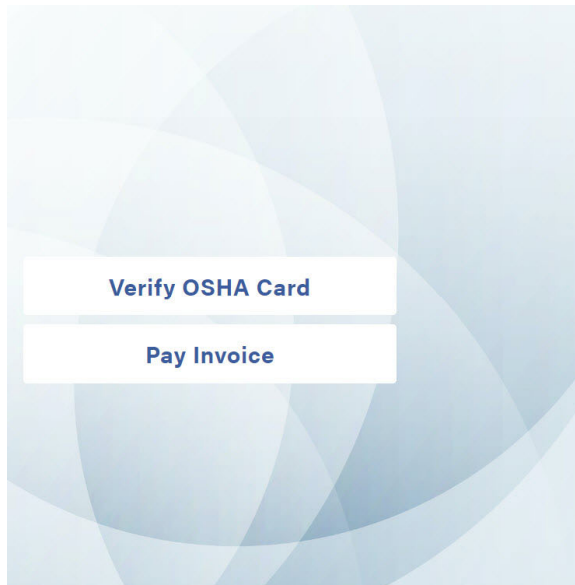
[www.oshacardportal.com](http://www.oshacardportal.com)

Questions/Assistance:

(866) 936-6742

[otc@clpccd.org](mailto:otc@clpccd.org)

# www.oshacardportal.com



## OSHA CARD PORTAL

### Sign In

[Forgot Password?](#)

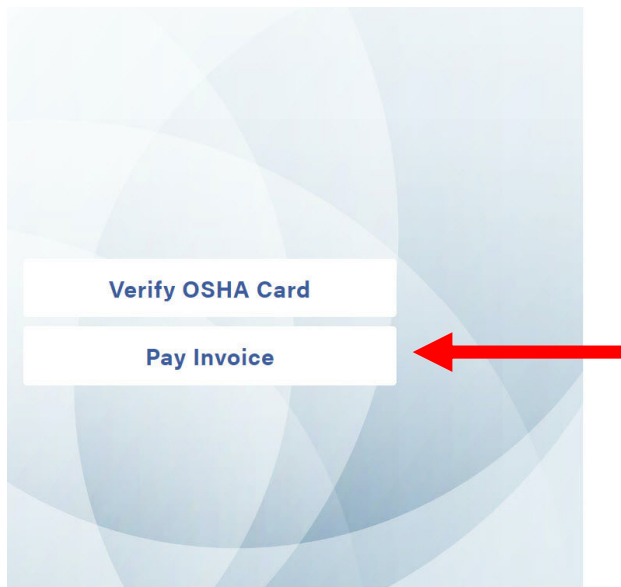
[Sign In](#)

The OSHA Card Portal is a secure system and requires a pre-approved account to access the OSHA Trainer tools. Use your email address and password in the form above to access the tools. If you do not have an account, or have issues accessing the site, please contact your OSHA Training Institute Education Center (OTIEC) for assistance.

### Available Features:

- Anyone may access the OSHA Card Portal but only pre-registered outreach trainers will be able to log in
- Without a log in, you may:
  - Verify an OSHA card
  - Pay an invoice

# Paying an Invoice

A screenshot of the OSHA CARD PORTAL sign-in page. The header reads 'OSHA CARD PORTAL'. Below it is a 'Sign In' section with two input fields: 'Email Address' and 'Password'. A 'Forgot Password?' link is located below the password field. A blue 'Sign In' button is to the right of the password field. At the bottom, there is a small disclaimer: 'The OSHA Card Portal is a secure system and requires a pre-approved account to access the OSHA Trainer tools. Use your email address and password in the form above to access the tools. If you do not have an account, or have issues accessing the site, please contact your OSHA Training Institute Education Center (OTIEC) for assistance.'

Without a log in:

- This allows for a third-party to submit payment for an order placed by an outreach trainer
- Enter the ***Order Number*** (found on invoice provided by the outreach trainer)
- Enter the ***Billing Zip Code*** (found on invoice provided by the outreach trainer)
- Click ***Submit***

# Paying an Invoice

The screenshot shows a payment confirmation interface with two main sections: 'Payment' (Step 1) and 'Confirmation' (Step 2). The 'Payment' section includes fields for 'Ship To' (empty), 'Shipping Method' (USPS First Class with tracking info - FREE, 7-10 business days), 'Payment' (Credit Card selected), and 'Billing Address' (Same as Shipping Address selected). The 'Confirmation' section displays 'Order Details' with the following information:

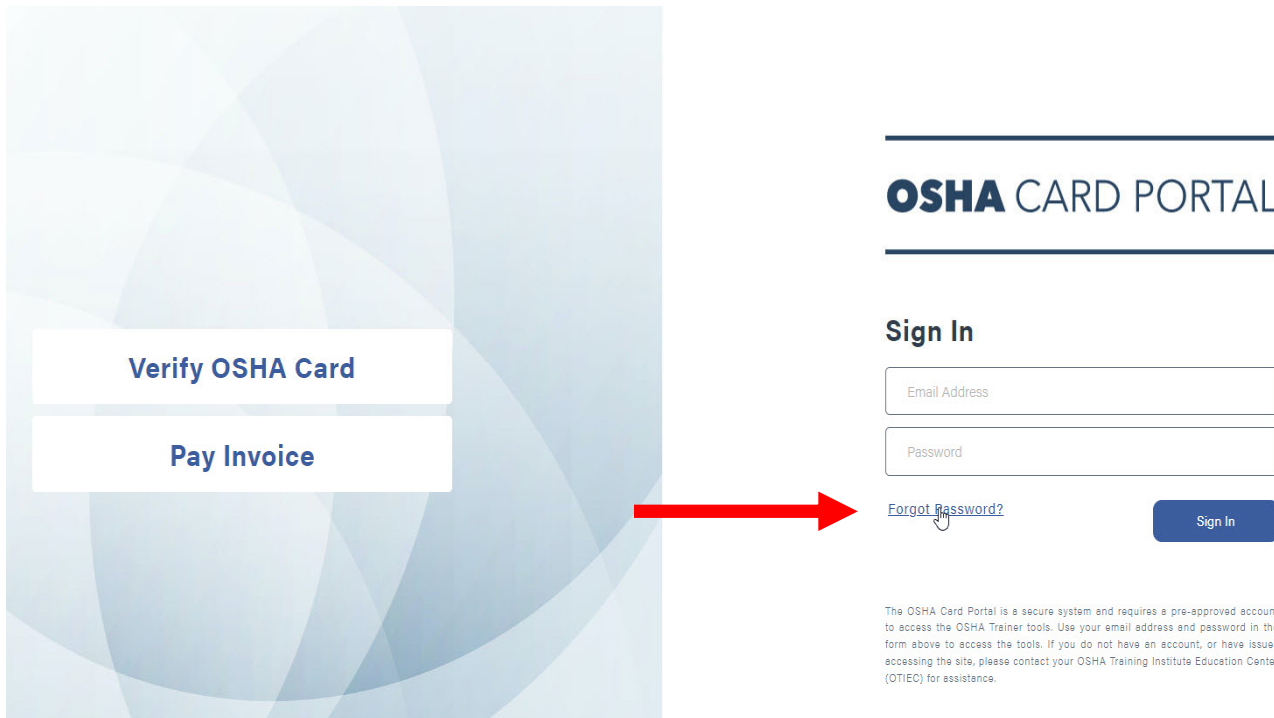
Order Details	
Order Number:	320588
Order Status:	Open Invoice
<hr/>	
Outreach Class Report	\$24.00
Class Date: 12/02/2021	
No. of Cards: 0	
<hr/>	
Subtotal	\$24.00
Shipping	\$0.00
<hr/>	
Total Due	\$24.00

At the bottom of the form, there are two buttons: 'Back' (grey) and 'Pay Now' (green).

## Submitting Payment:

- Review details of order and complete payment with a credit card
- Instructions for submitting payment with a check are available on every invoice
- The ***shipping address*** and ***shipping method*** cannot be adjusted once the order has been submitted for invoicing
- Ensure ***billing address*** is accurate
- Click ***Pay Now***

# Setting Up Your Account



The image shows a composite of two screenshots. On the left, a blue-tinted background features two white buttons: 'Verify OSHA Card' and 'Pay Invoice'. A red arrow points from the right side of this background to the right-hand screenshot. The right-hand screenshot is the 'OSHA CARD PORTAL' login page. It has a header with the title 'OSHA CARD PORTAL' between two horizontal lines. Below the header is a 'Sign In' section containing two input fields for 'Email Address' and 'Password', a 'Forgot Password?' link, and a blue 'Sign In' button. At the bottom, there is a small disclaimer paragraph.

Verify OSHA Card

Pay Invoice

OSHA CARD PORTAL

Sign In

Email Address

Password

[Forgot Password?](#)

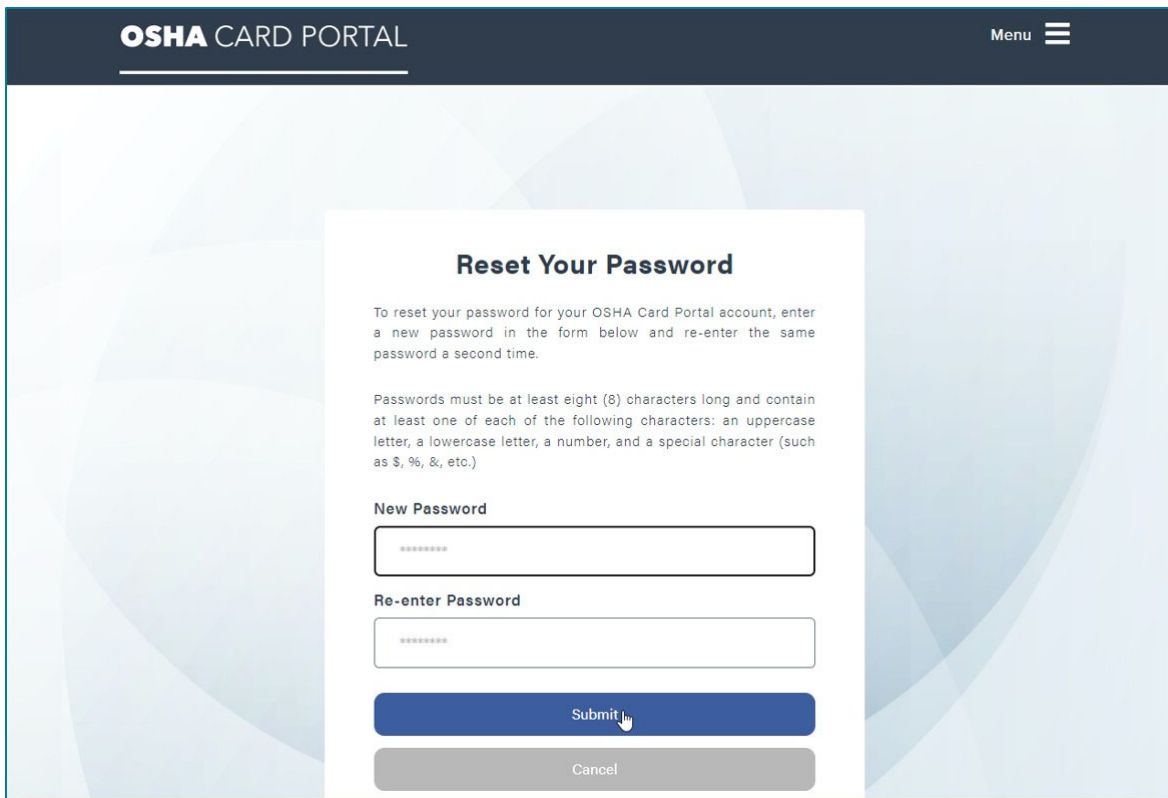
[Sign In](#)

The OSHA Card Portal is a secure system and requires a pre-approved account to access the OSHA Trainer tools. Use your email address and password in the form above to access the tools. If you do not have an account, or have issues accessing the site, please contact your OSHA Training Institute Education Center (OTIEC) for assistance.

First time logging in:

- You will receive a **New Account Created** email to the email address you provided
  - Only 1 email address per user
  - You do not need your trainer ID/card number to log in
- Go to [www.oshacardportal.com](http://www.oshacardportal.com)
- Click **Forgot Password**

# Setting Up Your Account



The screenshot shows the OSHA CARD PORTAL website with a dark blue header. The header contains the text "OSHA CARD PORTAL" on the left and "Menu" with a hamburger icon on the right. The main content area has a light blue background with a white form titled "Reset Your Password". The form includes instructions: "To reset your password for your OSHA Card Portal account, enter a new password in the form below and re-enter the same password a second time." and "Passwords must be at least eight (8) characters long and contain at least one of each of the following characters: an uppercase letter, a lowercase letter, a number, and a special character (such as \$, %, &, etc.)". There are two input fields labeled "New Password" and "Re-enter Password", both containing masked text (dots). At the bottom of the form are two buttons: a blue "Submit" button and a grey "Cancel" button.

**OSHA CARD PORTAL** Menu

### Reset Your Password

To reset your password for your OSHA Card Portal account, enter a new password in the form below and re-enter the same password a second time.

Passwords must be at least eight (8) characters long and contain at least one of each of the following characters: an uppercase letter, a lowercase letter, a number, and a special character (such as \$, %, &, etc.)

**New Password**

\*\*\*\*\*

**Re-enter Password**

\*\*\*\*\*

**Submit**

**Cancel**

## Important Notes:

- Passwords must be at least eight (8) characters and contain each of the following:
  - An uppercase letter
  - A lowercase letter
  - A number
  - A special character (\$, %, !, etc.)
- Once your password is created, return to [www.oshacardportal.com](http://www.oshacardportal.com) and log in

# Once Logged In

The highlighted Outreach Class Report has been returned to you for changes and requires you to resubmit. The highlighted Outreach Class Reports are nearing or have passed the OSHA timeline requirement.

### My Tasks

[Add Class](#) [Request Reprint](#)

Task	Category	Date in Queue (days)	Action
Awaiting Approval	Class	12/28/2021 (0d)	Email ATO
Incomplete Report	Class	12/07/2021 (21d)	Complete Report
Order Awaiting Payment	Order	12/07/2021 (21d)	Pay Invoice
Incomplete Report	Class	11/22/2021 (38d)	Complete Report
Changes Required	Class	11/09/2021 (49d)	Revise Report

### Recent Orders

Order No.	Date	Status	Action
320588	12/21/2021	Awaiting Print	<a href="#">View</a>   <a href="#">Track</a>
320587	12/14/2021	Awaiting Print	<a href="#">View</a>   <a href="#">Track</a>
320586	12/07/2021	Open Invoice	<a href="#">View</a>   <a href="#">Track</a>
320584	12/02/2021	Awaiting Approval	<a href="#">View</a>   <a href="#">Track</a>
320583	11/30/2021	Awaiting Print	<a href="#">View</a>   <a href="#">Track</a>

### Active Credentials

General Industry  
Exp: 11/29/2025 ✓

Construction  
Exp: 11/07/2023 ✓

### Card Orders

Cards Shipped (last 2 weeks) 0

Cards Pending ATO Approval 16

### Training Deliveries

Students Trained 75

Classes Delivered 18

- There are four main tabs: ***Home, Outreach Classes, Students, & Orders***
- In the gray box to the right, you'll find your ***Active Credentials, Card Orders, & Training Deliveries***

# Once Logged In

**Home** Outreach Classes Students Orders

The highlighted Outreach Class Report has been returned to you for changes and requires you to resubmit. The highlighted Outreach Class Reports are nearing or have passed the OSHA timeline requirement.

**My Tasks** [Add Class](#) [Request Reprint](#)

Task	Category	Date in Queue (days)	Action
Awaiting Approval	Class	12/28/2021 (0d)	Email ATO
Incomplete Report	Class	12/07/2021 (21d)	Complete Report
Order Awaiting Payment	Order	12/07/2021 (21d)	Pay Invoice
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Changes Required	Class	11/09/2021 (49d)	Revise Report

**Recent Orders**

Order No.	Date	Status	Action
320588	12/21/2021	Awaiting Print	View   Track
320587	12/14/2021	Awaiting Print	View   Track
320586	12/07/2021	Open Invoice	View   Track
320584	12/02/2021	Awaiting Approval	View   Track
320583	11/30/2021	Awaiting Print	View   Track

**Active Credentials**

- General Industry Exp: 11/29/2025 ✓
- Construction Exp: 11/07/2023 ✓

**Card Orders**

- Cards Shipped (last 2 weeks) 0
- Cards Pending ATO Approval 16

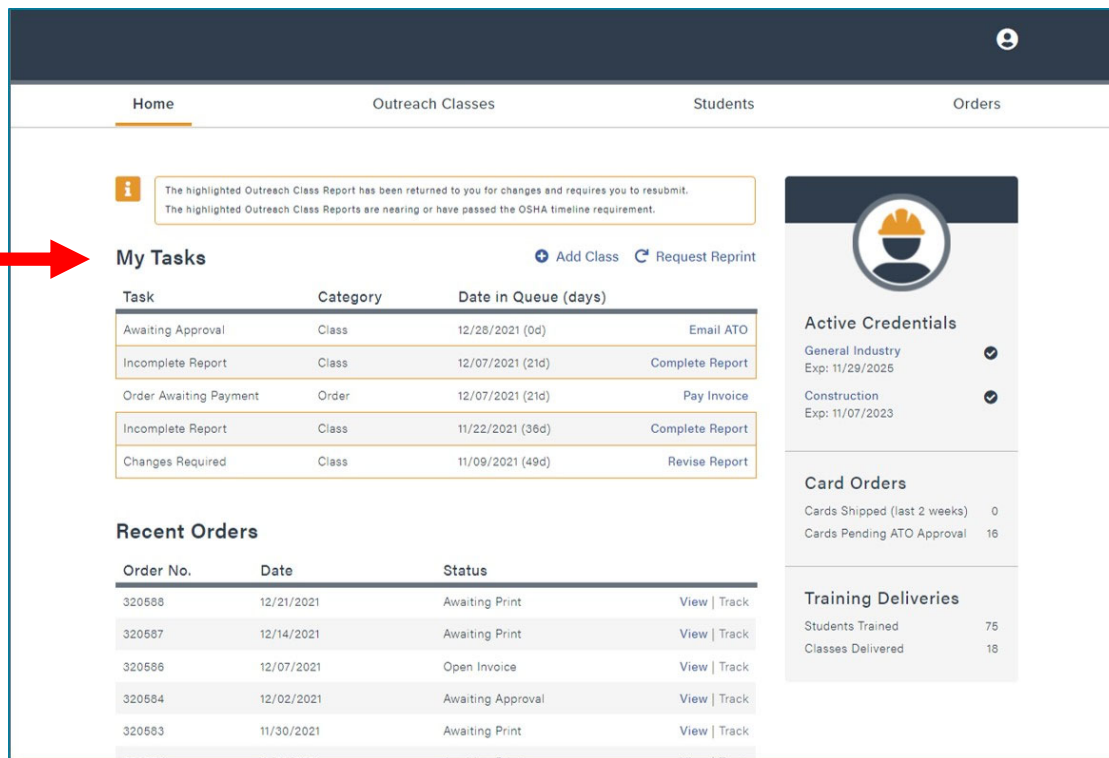
**Training Deliveries**

- Students Trained 75
- Classes Delivered 18

- On the **Home** tab, you'll find **Add Class, Request Reprint, My Tasks, & Recent Orders**
  - Add Class:** starts the reporting process for a recently completed class
  - Request Reprint:** allows you to order a replacement student completion card
  - My Tasks:** lists reports that need attention before they can be approved
  - Recent Orders:** lists most recent orders and their status



# Once Logged In



The screenshot shows a dashboard with a dark blue header and a navigation bar with links: Home, Outreach Classes, Students, and Orders. A red arrow points to the 'My Tasks' section header. Above the 'My Tasks' table is a yellow information box with an 'i' icon and text: 'The highlighted Outreach Class Report has been returned to you for changes and requires you to resubmit. The highlighted Outreach Class Reports are nearing or have passed the OSHA timeline requirement.' The 'My Tasks' table has columns: Task, Category, Date in Queue (days), and an action link. The tasks listed are: 'Awaiting Approval' (Class, 12/28/2021 (0d), Email ATO), 'Incomplete Report' (Class, 12/07/2021 (21d), Complete Report), 'Order Awaiting Payment' (Order, 12/07/2021 (21d), Pay Invoice), 'Incomplete Report' (Class, 11/22/2021 (35d), Complete Report), and 'Changes Required' (Class, 11/09/2021 (49d), Revise Report). Below the 'My Tasks' table is a 'Recent Orders' section with a table showing Order No., Date, Status, and View/Track links. The orders listed are: 320585 (12/21/2021, Awaiting Print), 320587 (12/14/2021, Awaiting Print), 320586 (12/07/2021, Open Invoice), 320584 (12/02/2021, Awaiting Approval), and 320583 (11/30/2021, Awaiting Print). On the right side of the dashboard, there is a sidebar with a profile icon, 'Active Credentials' (General Industry Exp: 11/29/2025, Construction Exp: 11/07/2023), 'Card Orders' (Cards Shipped: 0, Cards Pending ATO Approval: 16), and 'Training Deliveries' (Students Trained: 75, Classes Delivered: 18).

Task	Category	Date in Queue (days)	Action
Awaiting Approval	Class	12/28/2021 (0d)	Email ATO
Incomplete Report	Class	12/07/2021 (21d)	Complete Report
Order Awaiting Payment	Order	12/07/2021 (21d)	Pay Invoice
Incomplete Report	Class	11/22/2021 (35d)	Complete Report
Changes Required	Class	11/09/2021 (49d)	Revise Report

Order No.	Date	Status	Action
320585	12/21/2021	Awaiting Print	View   Track
320587	12/14/2021	Awaiting Print	View   Track
320586	12/07/2021	Open Invoice	View   Track
320584	12/02/2021	Awaiting Approval	View   Track
320583	11/30/2021	Awaiting Print	View   Track

## My Tasks:

- Reports listed in this category need attention before they can be approved. They are outlined in yellow.
- ***Awaiting Approval:*** Report has been submitted and waiting for the ATO to review
- ***Incomplete Report:*** Report was started but not completed. Click ***Complete Report*** to add missing information and submit report
- ***Order Awaiting Payment:*** Report was submitted for invoicing and is waiting on payment
- ***Changes Required:*** Report was completed, submitted, paid for, and reviewed by ATO. Click ***Revise Report*** to make necessary adjustments and resubmit

# Submitting a Class Report

The screenshot shows the OSHA Outreach Classes portal. At the top, there are navigation tabs: Home, Outreach Classes, Students, and Orders. The 'Home' tab is selected. Below the navigation bar, there is a notification box stating: "The highlighted Outreach Class Report has been returned to you for changes and requires you to resubmit. The highlighted Outreach Class Reports are nearing or have passed the OSHA timeline requirement." Below this, the 'My Tasks' section is visible, featuring a table with columns: Task, Category, Date in Queue (days), and an action link. A red arrow points to the '+ Add Class' button above the table. The 'Recent Orders' section is also visible, showing a table with columns: Order No., Date, Status, and a 'View | Track' link. On the right side, there are sections for 'Active Credentials' (General Industry and Construction), 'Card Orders' (Cards Shipped and Cards Pending ATO Approval), and 'Training Deliveries' (Students Trained and Classes Delivered).

Task	Category	Date in Queue (days)	Action
Awaiting Approval	Class	12/28/2021 (0d)	Email ATO
Incomplete Report	Class	12/07/2021 (21d)	Complete Report
Order Awaiting Payment	Order	12/07/2021 (21d)	Pay Invoice
Incomplete Report	Class	11/22/2021 (38d)	Complete Report
Changes Required	Class	11/09/2021 (49d)	Revise Report

Order No.	Date	Status	Action
320588	12/21/2021	Awaiting Print	View   Track
320587	12/14/2021	Awaiting Print	View   Track
320586	12/07/2021	Open Invoice	View   Track
320584	12/02/2021	Awaiting Approval	View   Track
320583	11/30/2021	Awaiting Print	View   Track

Add a class:

- In the Home tab, click **Add Class**

# Submitting a Class Report

The screenshot displays a web application for managing OSHA Outreach Classes. The main navigation bar includes 'Home', 'Outreach Classes', 'Students', and 'Orders'. A notification banner at the top states: 'The highlighted Outreach Class Report has been returned to you for changes and requires you to resubmit. The highlighted Outreach Class Reports are nearing or have passed the OSHA timeline requirement.'

The 'My Tasks' section lists several tasks with categories: 'Awaiting Approval' (Class), 'Incomplete Report' (Class), 'Order Awaiting Payment' (Order), 'Incomplete Report' (Class), and 'Changes Required' (Class).

The 'Recent Orders' table shows the following data:

Order No.	Date	Status	View   Track
320588	12/21/2021	Awaiting Print	View   Track
320587	12/14/2021	Awaiting Print	View   Track
320586	12/07/2021	Open Invoice	View   Track
320584	12/02/2021	Awaiting Approval	View   Track
320583	11/30/2021	Awaiting Print	View   Track

The 'Add Class' modal is open, prompting the user to 'Please select an OSHA Outreach Course from the list of courses that you are credentialed to teach.' The 'Course' dropdown menu is open, showing the following options:

- CON10 - 10-Hour Construction Course (highlighted)
- CON30 - 30-Hour Construction Course
- GEN10 - 10-Hour General Industry Course
- GEN30 - 30-Hour General Industry Course

The 'Continue' button is visible at the bottom right of the modal.

The right sidebar contains sections for 'Active Credentials' (General Industry Exp: 11/29/2025, Construction Exp: 11/07/2023), 'Card Orders' (Cards Shipped: 0, Cards Pending ATO Approval: 16), and 'Training Deliveries' (Students Trained: 75, Classes Delivered: 18).

Add a class:

- Select from the drop-down list of OSHA Outreach Courses
- Only courses you are authorized to instruct will be listed
- Click ***Continue*** and the report will begin

# Submitting a Class Report

The screenshot shows a web application interface for submitting a class report. At the top, there is a navigation bar with links for Home, Outreach Classes (which is highlighted), Students, and Orders. Below the navigation bar, the main heading is 'Create Class Report'. A progress indicator shows two steps: '1 Report' (active) and '2 Review'. The form is divided into two main sections: 'Report Details' and 'Class Details'. The 'Report Details' section includes a 'Report Status' field showing 'In Progress'. The 'Class Details' section includes fields for 'Outreach Course' (Construction 10-Hour), 'Trainer Card No.' (00-00000000), and a 'Sponsoring Organization' dropdown menu set to 'N/A'. There are also checkboxes for 'Emphasis' (select all that apply) under 'Language' (Spanish, Language other than English or Spanish (specify)) and 'Other Emphasis' (Youth (age 18 and under), OSHA Alliance or Partnership (specify), Other (specify)). At the bottom, there is a 'Training Site' section with fields for 'Location Name', 'Address Type' (Workplace), and 'Address', along with a 'Change' button. Finally, there is a 'Class Duration' section with three buttons labeled 'Day 1', 'Day 2', and 'Day 3'.

Home Outreach Classes Students Orders

Create Class Report

1 Report 2 Review

**Report Details**

Report Status  
In Progress

**Class Details**

Outreach Course  
Construction 10-Hour

Trainer Card No.  
00-00000000

Sponsoring Organization  
N/A

Emphasis (select all that apply)

Language:

☐ Spanish

☐ Language other than English or Spanish (specify)

Other Emphasis:

☐ Youth (age 18 and under)

☐ OSHA Alliance or Partnership (specify)

☐ Other (specify)

**Training Site**

Location Name [Change](#)

Address Type  
Workplace

Address

**Class Duration**

Day 1 Day 2 Day 3

## Create Class Report:

- **Report Details:** Shows progress of report  
*In Progress, Payment Pending, Submitted, Approved, & Rejected*
- **Class Details:** Type of course, trainer card number, language, emphasis, etc.
- **Training Site:** Where the class was taught
- To add a new address or select from a previous address, click the **Change** button

# Submitting a Class Report

The screenshot shows a web form for submitting a class report. At the top, there are two sections: 'Address Type' with options 'Workplace' and 'Address', and a section for 'Language other than English or Spanish (specify)' and 'Other Emphasis' with checkboxes for 'Youth (age 18 and under)', 'OSHA Alliance or Partnership (specify)', and 'Other (specify)'. Below these is the 'Class Duration' section, which contains four panels for 'Day 1', 'Day 2', 'Day 3', and 'Day 4'. Each panel has fields for 'Date', 'Start Time' (with AM/PM dropdown), and 'End Time' (with AM/PM dropdown). A dropdown menu is open for the 'End Time' of Day 2, showing 'AM' and 'PM' options. Below the duration panels is an 'Add Day' button. At the bottom is the 'Topics' section, divided into 'Required' and 'Elective' topics, each with a list of topics and a corresponding '0.00' value field.

Address Type  
Workplace  
Address

☐ Language other than English or Spanish (specify)

Other Emphasis:  
☐ Youth (age 18 and under)  
☐ OSHA Alliance or Partnership (specify)  
☐ Other (specify)

Class Duration

Day 1  
Date: 12/01/2021  
Start Time: 08:00 AM  
End Time: 02:00 PM

Day 2  
Date: 12/02/2021  
Start Time: 08:00 AM  
End Time: 02:00 PM

Day 3  
Date: mm/dd/yyyy  
Start Time: 00:00 ----  
End Time: 00:00 ----

Day 4  
Date: mm/dd/yyyy  
Start Time: 00:00 ----  
End Time: 00:00 ----

+ Add Day

Topics

Required  
Introduction to OSHA 0.00

Elective  
Cranes, Derricks, Hoists, Elevators, and Conveyors 0.00

## Class Duration:

- The ***Class Duration*** is the total time that the students were in class, including all topic hours, breaks, administrative matters, etc.
- Input the ***Class Date, Start Time, and End Time for each day***
  - Be sure to select *AM* or *PM* from the drop-down
- If you do not need all the days listed, leave them blank and they will be removed from the report

# Submitting a Class Report

The screenshot displays a web form for submitting a class report. At the top, there are fields for 'Start Time' and 'End Time', each with a numeric input and a dropdown menu. Below these is a '+ Add Day' button. The main section is titled 'Topics' and is divided into three columns: 'Required', 'Elective', and 'Optional'. Each column lists various topics with corresponding numeric input fields for time allocation. The 'Required' column includes 'Introduction to OSHA' (1.00), 'OSHA Focus Four Hazards' (4.00), 'Falls' (1.50), 'Electrocution' (1.00), 'Struck by' (1.00), 'Caught-In or Between' (0.50), 'Personal Protective Equipment' (1.00), and 'Health Hazards in Construction' (1.00). The 'Elective' column includes 'Cranes, Derricks, Hoists, Elevators, and Conveyors' (1.00), 'Excavations' (1.00), 'Materials Handling, Storage, Use, and Disposal' (0.00), 'Scaffolds' (0.00), 'Stairways and Ladders' (0.00), and 'Tools - Hand and Power' (0.00). The 'Optional' column has a minus button, a text input field containing 'Bloodborne Pathogens' (1.00), and a '+ Add Optional Topic' button. At the bottom of the 'Topics' section, a summary bar states 'Total Time Entered for All Topics: 10.00'. Below the 'Topics' section is a 'Class Roster' section with a 'Number of Students in Class' input field set to '3'.

Category	Topic	Time
Required	Introduction to OSHA	1.00
	OSHA Focus Four Hazards	4.00
	Falls	1.50
	Electrocution	1.00
	Struck by	1.00
	Caught-In or Between	0.50
	Personal Protective Equipment	1.00
	Health Hazards in Construction	1.00
Elective	Cranes, Derricks, Hoists, Elevators, and Conveyors	1.00
	Excavations	1.00
	Materials Handling, Storage, Use, and Disposal	0.00
	Scaffolds	0.00
	Stairways and Ladders	0.00
	Tools - Hand and Power	0.00
Optional	Bloodborne Pathogens	1.00
	<a href="#">Add Optional Topic</a>	

Total Time Entered for All Topics: 10.00

**Class Roster**

Number of Students in Class
3

## Topics:

- 3 topic categories for every report: *Required, Elective, & Optional*
- Topic time must be in decimal format
  - 30 minutes = 0.50
  - 45 minutes = 0.75
  - 1 hour = 1.00
  - 1 hour & 15 minutes = 1.25
- Click **Add Optional Topic** to add additional topics instructed

# Submitting a Class Report

The screenshot shows a web form for submitting a class report. It is divided into several sections:

- Topics and Time:** A grid of topics with input fields for time values.
  - Struck by: 1.00
  - Caught-in or Between: 0.50
  - Personal Protective Equipment: 1.00
  - Health Hazards in Construction: 1.00
  - Stairways and Ladders: 0.00
  - Tools - Hand and Power: 0.00
  - Optional:**
    - Bloodborne Pathogens: 1.00
    - Add Optional Topic: (button)
- Total Time:** A summary bar showing "Total Time Entered for All Topics: 10.00".
- Class Roster:** A section for entering student information.
  - Number of Students in Class: 3
  - Student Names:** A sub-section with instructions: "Enter each student individually. Be sure spelling and capitalization are entered as they should appear on the student's OSHA card." It contains three input fields labeled "Student One", "Student Two, Jr.", and "Student N. Three", each with a minus icon to the left. An "Add Student" button with a plus icon is at the bottom.
- Buttons:** At the bottom, there is a "Cancel" button on the left and a "Save & Continue" button on the right, which is highlighted with a mouse cursor.

## Class Roster:

- Enter the ***Number of Student in Class*** or click ***Add Student*** button to add students one at a time
- You must have no fewer than 3 students and no more than 40 students unless exception was granted beforehand
- Each student's name must be their legal name
  - Include applicable suffix (Jr, Sr, III, etc.)
- Only students who have completed full training and all requirements should be included

# Submitting a Class Report

The screenshot shows a web application interface for submitting a class report. At the top is a dark blue navigation bar with a user profile icon on the right. Below it is a white navigation menu with four items: 'Home', 'Outreach Classes' (which is highlighted with an orange underline), 'Students', and 'Orders'. The main content area is titled 'Create Class Report' and features a progress indicator with two steps: '1 Report' and '2 Review'. Below the progress indicator, a paragraph of text reads: 'Review the Class Report information below and, if required, provide explanations for flagged exceptions. If any changes need to be made to the report, click the **Back** button at the bottom of the page and make the necessary corrections. Otherwise, if the Class Report is accurate, click the **Add To Cart** button.' The form is divided into two main sections: 'Report Details' on the left and 'Class Details' on the right. The 'Report Details' section contains three input fields: 'Report Status' (with the value 'In Progress'), 'Location Name', and 'Address Type' (with the value 'Workplace'). The 'Class Details' section contains several input fields and radio button groups: 'Outreach Course' (with the value 'Construction 10-Hour'), 'Trainer Card No.' (with the value '00-000000000'), 'Sponsoring Organization' (with the value 'None Selected'), 'Emphasis Language' (with radio buttons for 'Spanish' and 'Language other than English or Spanish'), and 'Other Emphasis' (with radio buttons for 'Youth (age 18 and under)', 'OSHA Alliance or Partnership', and 'Other'). At the bottom left of the form is a label 'Class Duration'.

Home Outreach Classes Students Orders

Create Class Report

1 Report 2 Review

Review the Class Report information below and, if required, provide explanations for flagged exceptions. If any changes need to be made to the report, click the **Back** button at the bottom of the page and make the necessary corrections. Otherwise, if the Class Report is accurate, click the **Add To Cart** button.

**Report Details**

Report Status  
In Progress

**Training Site**

Location Name

Address Type  
Workplace

Address

**Class Details**

Outreach Course  
Construction 10-Hour

Trainer Card No.  
00-000000000

Sponsoring Organization  
None Selected

Emphasis  
Language:  
☐ Spanish  
☐ Language other than English or Spanish

Other Emphasis:  
☐ Youth (age 18 and under)  
☐ OSHA Alliance or Partnership  
☐ Other

Class Duration

## Review Class Report:

- Review each section to ensure all information is accurate and follows the Outreach Training Program Requirements and Procedures



# Submitting a Class Report

The screenshot shows a web form for submitting a class report. At the top, there are two summary boxes: 'Required Total' with a value of 7.00 and 'Optional' with a value of 1.00. Below these, a box indicates 'Total Time Entered for All Topics: 10.00'. The 'Class Roster' section contains a table with three rows of student data. Below the table is a 'Note to ATO' section with a text area for additional information. At the bottom, there are two buttons: 'Back' and 'Add To Cart'.

Count	Student Name	Total Count: 3
1	Student N. Three	
2	Student Two, Jr.	
3	Student One	

**Note to ATO**  
Use this area if you need to provide additional information about this Outreach Training Program Report to your Authorizing Training Organization. The notes entered here are for the ATO only and will not be recorded on your official OSHA program report.

Leave a note here for the ATO to read. Example: "A student missed the second day of class, they attended a minimum of 50% of the class and will be making up the second day at a later date. A report will be submitted for that student once the make-up day is complete."

Back Add To Cart

## Review Class Report:

- Review the names submitted for accuracy
- If you find errors, click the ***Back*** button to make necessary adjustment
- Once payment has been made, you cannot add or remove any students
- Enter desired notes to ATO (optional)

# Submitting a Class Report

Required Total 7.00

Optional

Bloodborne Pathogens 1.00

Optional Total 1.00

Total Time Entered for All Topics: 10.00

Class Roster

Count	St
1	St
2	St
3	St

Total Count: 3

Note to ATO

Use this area if you need to enter a note for the ATO. The notes entered here will be submitted for the report.

Leave a note here for the ATO to review. The notes entered here will be submitted for the report.

By clicking the **Confirm** button, I certify that I have conducted this Outreach Training Program class in accordance with the OSHA Outreach Training Program Requirements and Procedures. I have maintained the training records as stated in the Requirements and Procedures. I will provide these records to the OSHA Directorate of Training and Education (or its 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, 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.

Cancel Confirm

Back Add To Cart

## Statement of Certification:

- All reports must have a ***Statement of Certification*** on file
- By clicking ***Confirm*** you certify that you conducted the outreach training program class in accordance with the OSHA Outreach Training Program Requirements and Procedures

# Completing Checkout Process

Shopping Cart

Item Summary

Order Item	Item Description	Unit Price	Card Quantity	Item Total
<a href="#">Outreach Class Report</a> <a href="#">edit</a>   <a href="#">remove</a>	10-Hour Construction Course Class Date: 12/02/2021	\$8.00	3	\$24.00

Order Summary

Subtotal	\$24.00
Shipping	Calculated during checkout
<b>Total</b>	<b>\$24.00</b>

[Add More](#) [Checkout](#)

## Shopping Cart:

- **Item Summary:** Breakdown of different items in cart
- **Order Summary:** Total cost of all items in shopping card, not including shipping
- If you have more than one report or replacement card request to submit on the same invoice, click **Add More** to add to the order
  - Note: invoices must be paid in full and cannot be split between multiple payment methods
- Click **Checkout** button

# Completing Checkout Process

## Shipping Method:

The screenshot displays a checkout interface with a progress bar at the top indicating five steps: 1. Cart, 2. Address, 3. Shipping (current step), 4. Payment, and 5. Confirmation. Below the progress bar, the 'Ship To' section shows the address: 'Firstname Lastname, 123 Main St, Suite A, City, St, 00000', with a 'Change' link. The 'Shipping Method' section lists four options: 'FedEx Standard Overnight - \$60.00' (1-2 business days), 'FedEx 2Day - \$40.00' (2-3 business days), 'FedEx Express Saver (3-day) - \$35.00' (3-4 business days), and 'USPS First Class with tracking info - FREE' (7-10 business days), which is selected. A note at the bottom states: 'Orders placed by 2:00PM EST should be printed and shipped the same day. However, Outreach Class Reports and some card reprint orders require ATO approval. In those cases, processing time may delay shipping.' The 'Order Details' table on the right shows: 'Outreach Class Report' (\$24.00), 'Class Date: 12/02/2021', 'No. of Cards: 3', 'Subtotal' (\$24.00), 'Shipping' (\$0.00), and 'Total' (\$24.00). Navigation buttons 'Back' and 'Continue' are at the bottom.

Home Outreach Classes Students Orders

Cart

Checkout

1 Cart 2 Address 3 Shipping 4 Payment 5 Confirmation

Ship To

Firstname Lastname  
123 Main St, Suite A, City, St, 00000

Change

Shipping Method

☐ FedEx Standard Overnight - \$60.00  
Cards should arrive in 1-2 business days

☐ FedEx 2Day - \$40.00  
Cards should arrive in 2-3 business days

☐ FedEx Express Saver (3-day) - \$35.00  
Cards should arrive in 3-4 business days

☒ USPS First Class with tracking info - FREE  
Cards should arrive in 7-10 business days

Orders placed by 2:00PM EST should be printed and shipped the same day. However, Outreach Class Reports and some card reprint orders require ATO approval. In those cases, processing time may delay shipping.

Order Details

Outreach Class Report	\$24.00
Class Date: 12/02/2021	
No. of Cards: 3	
Subtotal	\$24.00
Shipping	\$0.00
Total	\$24.00

Back Continue

- **USPS First Class with Tracking:** Provided at no additional cost. Arrives in 7-10 business days
- **FedEx Express Saver (3-day):** Additional cost varies by location and quantity of cards. Arrives in 3-4 business days
- **FedEx 2 Day:** Additional cost varies by location and quantity of cards. Arrives in 2-3 business days
- **FedEx Standard Overnight:** Additional cost varies by location and quantity of cards. Arrives in 1-2 business days
- Expedited (FedEx) orders approved by ATO by **11:00 am PST** are shipped the same day

# Completing Checkout Process

1 Cart 2 Address 3 Shipping 4 Payment 5 Confirmation

**Ship To**

Firstname Lastname  
123 Main St, Suite A, City, St. 00000 [Change](#)

**Shipping Method**

USPS First Class with tracking info - FREE  
7-10 business days [Change](#)

**Payment**

All transactions are secure and encrypted.

☒ **Credit Card**

Card Number  
XXXX

Name on Card  
John D. Appleseed

Expiration Date  
MM/YY

Security Code  
3456

☐ **Pay Later**  
Create an invoice to pay by check, purchase order, or at a later date

**Billing Address**

Select the address that matches your card or payment method.

☒ **Same as Shipping Address**

☐ **Use a different Billing Address**

[Back](#) [Pay Now](#)

**Order Details**

Outreach Class Report Class Date: 12/02/2021 No. of Cards: 3	\$24.00
Subtotal	\$24.00
Shipping	\$0.00
<b>Total</b>	<b>\$24.00</b>

## Payment Method (Pay Now):

- If making payment by credit card, enter card information in the payment section
- Shipping address is selected as the default billing address, however this can be changed by selecting ***Use a different billing address***
- Click ***Pay Now*** and the report will be submitted to ATO for review

# Completing Checkout Process

The screenshot displays a checkout interface with a progress bar at the top showing five steps: 1. Cart, 2. Address, 3. Shipping, 4. Payment (current step), and 5. Confirmation. The main content area is divided into three columns. The left column contains the 'Ship To' section with a form for Firstname, Lastname, and Address (123 Main St, Suite A, City, St, 00000), a 'Change' link, the 'Shipping Method' section with a dropdown menu showing 'USPS First Class with tracking info - FREE' and '7-10 business days', and a 'Change' link. The middle column contains the 'Payment' section with a note 'All transactions are secure and encrypted', two radio buttons for 'Credit Card' and 'Pay Later' (selected), and a 'Billing Address' section with a note 'Select the address that matches your card or payment method' and two radio buttons for 'Same as Shipping Address' (selected) and 'Use a different Billing Address'. The right column contains the 'Order Details' section with a table showing 'Outreach Class Report' for \$24.00, 'Subtotal' for \$24.00, 'Shipping' for \$0.00, and 'Total' for \$24.00. At the bottom, there are 'Back' and 'Submit' buttons.

Home Outreach Classes Students Orders

Checkout

1 Cart 2 Address 3 Shipping 4 Payment 5 Confirmation

Ship To

Firstname Lastname  
123 Main St, Suite A, City, St, 00000

Change

Shipping Method

USPS First Class with tracking info - FREE  
7-10 business days

Change

Payment

All transactions are secure and encrypted

☐ Credit Card

☒ Pay Later  
Create an invoice to pay by check, purchase order, or at a later date

Billing Address

Select the address that matches your card or payment method

☒ Same as Shipping Address

☐ Use a different Billing Address

Order Details

Outreach Class Report	\$24.00
Class Date: 12/02/2021 No. of Cards: 3	
Subtotal	\$24.00
Shipping	\$0.00
Total	\$24.00

Back Submit

## Payment Method (Pay Later):

- If you would like to request an invoice, select **Pay Later** in the payment section
- Shipping address is selected as the default billing address, however this can be changed by selecting **Use a Different Billing Address**
  - The billing address can be adjusted by the person who is submitting payment
- The ship to address and shipping method can be adjusted only by the outreach trainer, not the 3<sup>rd</sup> party submitting payment
- Click **Submit** to generate an invoice

# Completing Checkout Process

The screenshot displays a web application interface for a checkout process. At the top, there are navigation tabs: Home, Outreach Classes, Students, and Orders. Below these, a progress bar indicates the current step is 'Payment' (step 4), with previous steps being 'Cart' (1), 'Address' (2), 'Shipping' (3), and 'Confirmation' (5). The main content area is divided into sections: 'Ship To' (with fields for Firstname Lastname and Address), 'Shipping Method' (with a selected option 'USPS First Class with tracking info - FREE 7-10 business days'), 'Payment' (with options for 'Credit Card' and 'Pay Later' (selected)), and 'Billing Address' (with options for 'Same as Shipping Address' and 'Use a different Billing Address'). A modal window titled 'Pay Later Confirmation' is overlaid on the 'Payment' section. It contains a notice: 'NOTICE: Your Class Report is not submitted until payment is received.' Below the notice, it states: 'By selecting to Pay Later, an invoice will be created for this order and your order will remain in "Awaiting Payment" status until payment is received. The invoice provides instructions on how to pay online through the OCP or make payment to the ATO directly.' At the bottom of the modal are 'Cancel' and 'Confirm' buttons. A mouse cursor is pointing at the 'Confirm' button.

## Pay Later Confirmation:

- By selecting to ***Pay Later***, an invoice will be created and your order will remain in ***Awaiting Payment*** status until payment is received
  - Orders awaiting payment are not considered submitted
  - Payment must be made within 30 days of the last date of class
  - ATO is unable to review orders that are awaiting payment

# Completing Checkout Process

Home Outreach Classes Students Orders

Checkout

1 Cart 2 Address 3 Shipping 4 Payment 5 Confirmation

Order Confirmation

Thank you for your order!

Your order number is [320589](#)

We'll send you a confirmation email to:

✉ [email@company.com](mailto:email@company.com)

It may not arrive immediately. Make sure to check your spam folder.

Payment Required

① Your cards will not ship until payment is received.

This order is currently in a status of Open Invoice and will remain open until payment is received. To get your cards printed, you must either:

1. [Pay online](#) using a credit card; or
2. Remit payment to the ATO, following the instructions on the [invoice](#).

We have already emailed you a copy of the order invoice, attached to your confirmation email. If you prefer, we can also [email the invoice](#) to someone else.

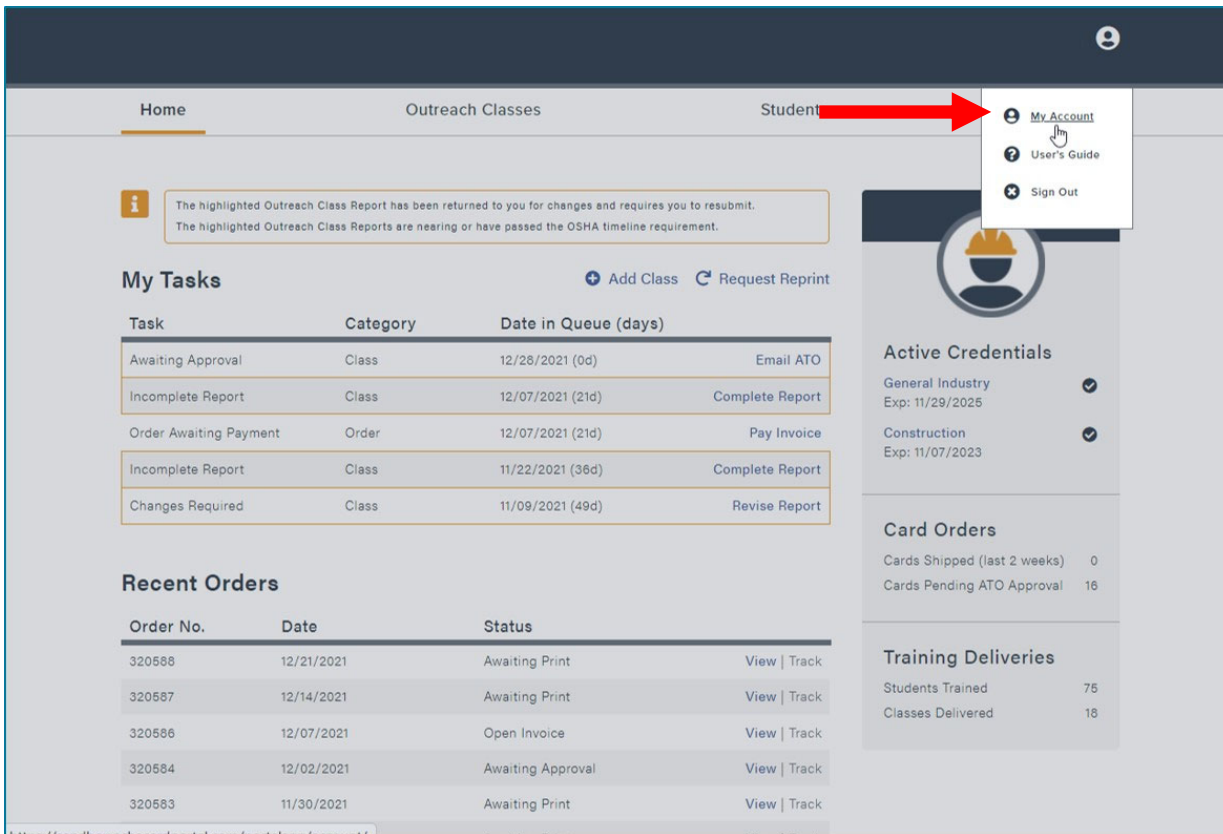
[Back to Home](#)

## Invoice Confirmation:

- A copy of the invoice will be emailed to you
- Click **Pay Online** to submit a credit card payment
- Click **Email the Invoice** to send an email directly from [noreply@oshacardportal.com](mailto:noreply@oshacardportal.com) to someone else
  - Note: noreply emails may sometimes flag as spam
- Click **Invoice** to download a PDF copy of the invoice



# Editing Your Account



The screenshot shows a user dashboard with a dark blue header. In the top right corner, there is a user profile icon. A red arrow points to a dropdown menu that appears when the icon is clicked. The menu contains three options: 'My Account' (with a person icon), 'User's Guide' (with a question mark icon), and 'Sign Out' (with a power icon). The dashboard itself has a light gray background and contains several sections: a notification banner, 'My Tasks' table, 'Recent Orders' table, and a right sidebar with 'Active Credentials', 'Card Orders', and 'Training Deliveries' sections.

Home Outreach Classes Student

The highlighted Outreach Class Report has been returned to you for changes and requires you to resubmit. The highlighted Outreach Class Reports are nearing or have passed the OSHA timeline requirement.

**My Tasks** [Add Class](#) [Request Reprint](#)

Task	Category	Date in Queue (days)	Action
Awaiting Approval	Class	12/28/2021 (0d)	Email ATO
Incomplete Report	Class	12/07/2021 (21d)	Complete Report
Order Awaiting Payment	Order	12/07/2021 (21d)	Pay Invoice
Incomplete Report	Class	11/22/2021 (36d)	Complete Report
Changes Required	Class	11/09/2021 (49d)	Revise Report

**Recent Orders**

Order No.	Date	Status	Action
320588	12/21/2021	Awaiting Print	<a href="#">View</a>   <a href="#">Track</a>
320587	12/14/2021	Awaiting Print	<a href="#">View</a>   <a href="#">Track</a>
320586	12/07/2021	Open Invoice	<a href="#">View</a>   <a href="#">Track</a>
320584	12/02/2021	Awaiting Approval	<a href="#">View</a>   <a href="#">Track</a>
320583	11/30/2021	Awaiting Print	<a href="#">View</a>   <a href="#">Track</a>

**Active Credentials**

- General Industry Exp: 11/29/2025 ☒
- Construction Exp: 11/07/2023 ☒

**Card Orders**

- Cards Shipped (last 2 weeks) 0
- Cards Pending ATO Approval 16

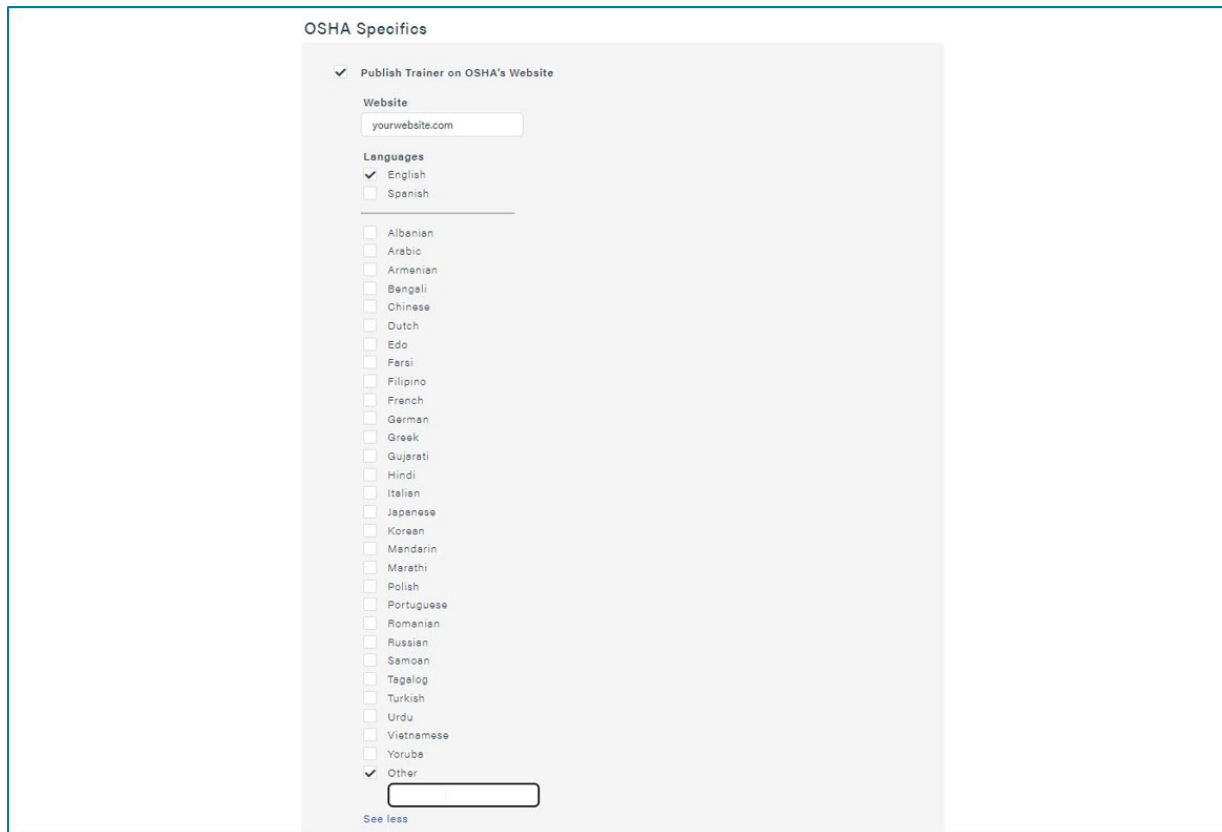
**Training Deliveries**

- Students Trained 75
- Classes Delivered 18

## My Account:

- In the top right corner, click on the greeting that says ***Hi, [your name]***
- Select ***My Account*** on the drop-down menu to view and edit your account information

# Editing Your Account



The screenshot shows a form titled "OSHA Specifics" with the following sections:

- Publish Trainer on OSHA's Website:** A checked checkbox.
- Website:** A text input field containing "yourwebsite.com".
- Languages:**
  - English: Checked checkbox.
  - Spanish: Unchecked checkbox.
  - A scrollable list of other languages, each with an unchecked checkbox: Albanian, Arabic, Armenian, Bengali, Chinese, Dutch, Edo, Farsi, Filipino, French, German, Greek, Gujarati, Hindi, Italian, Japanese, Korean, Mandarin, Marathi, Polish, Portuguese, Romanian, Russian, Samoan, Tagalog, Turkish, Urdu, Vietnamese, Yoruba.
  - Other: Checked checkbox, followed by a text input field.
- See less:** A link at the bottom of the form.

## OSHA Specifics:

- This section allows you to opt in to **OSHA's list of searchable outreach trainers on OSHA.gov**
- Click the check box to opt in
- Add website and additional languages (if applicable)
- The Opt-In list is submitted to OSHA and updated approximately once per month

# Exploring the Four Main Tabs

The screenshot shows the 'Outreach Classes' tab selected in a navigation bar with 'Home', 'Students', and 'Orders'. Below the navigation bar is a search box and an 'Add Class' button. A 'Filters' sidebar on the left includes sections for 'Class Completed Date' (with 'From' and 'To' date pickers), 'Status' (with checkboxes for In Progress, Payment Pending, Submitted, Re-submitted, Changes Required, Rejected, Approved, Cards Shipped, and Cards Voided), and 'Course' (with checkboxes for Construction 10-Hour, Construction 30-Hour, General Industry 10-Hour, and General Industry 30-Hour). The main content area displays a table of 19 classes, showing columns for Course, Completed, Location, and Status. Each row has links for 'View', 'Order', and 'PDF'. A mouse cursor is hovering over the 'PDF' link for the 10th row.

Course	Completed	Location	Status	View	Order	PDF
Construction 10-Hour	12/10/2021	Main Street	In Progress	View	Order	PDF
Construction 10-Hour	12/02/2021	Main Street	Payment Pending	View	Order	PDF
General Industry 10-Hour	12/02/2021	Main Street	In Progress	View	Order	PDF
Construction 10-Hour	12/02/2021	Main Street	Approved	View	Order	PDF
Construction 10-Hour	12/02/2021	Main Street	Approved	View	Order	PDF
Construction 10-Hour	12/02/2021	Main Street	Payment Pending	View	Order	PDF
Construction 10-Hour	11/16/2021	Main Street	Approved	View	Order	PDF
Construction 10-Hour	11/02/2021	Main Street	Re-submitted	View	Order	PDF
Construction 10-Hour	11/02/2021	Main Street	Approved	View	Order	PDF
Construction 10-Hour	11/02/2021	Main Street	Approved	View	Order	PDF
Construction 10-Hour	11/02/2021	Main Street	Approved	View	Order	PDF
Construction 10-Hour	11/02/2021	Main Street	Approved	View	Order	PDF
Construction 10-Hour	10/30/2021	Main Street	Approved	View	Order	PDF

## Outreach Classes Tab:

- Use the **Search Box** to search for a specific student by name
- **View:** Takes you to the Outreach Class review page
- **Order:** Takes you to the Order information (payment, shipping information, etc.)
- **PDF:** Downloads the PDF copy of the OTPR (required recordkeeping document)

# Exploring the Four Main Tabs

The screenshot shows a web application interface with four main tabs: Home, Outreach Classes, Students (selected), and Orders. The 'Students' tab displays the 'Outreach Card Reprint Request' form. The form is divided into two main sections: 'Card Information' and 'Reprint Request'.

**Card Information**

- Card Number**: [Redacted]
- Card Holder**: [Redacted]
- Class**: CON10 - 10-Hour Construction Course
- Class Date**: 01/26/2020

**Reprint Request**

- Reprint Reason**: A dropdown menu is open, showing three options: '-- Select Reprint Reason --', 'Name was misspelled', and 'Card lost/damaged/stolen'. The first option is currently selected.

At the bottom of the form, there are two buttons: 'Cancel' and 'Add to Cart'.

## Request Student Replacement Card:

- Under ***Students*** tab
- Select student and reason for the request (misspelled, lost, damaged, etc.)
- Student completion cards eligible for reprint only if class was completed within last 5 years
- Only one replacement completion card per student for lost/damaged/stolen
  - Student must retake class to get another card

# Exploring the Four Main Tabs

**Outreach Card Reprint Request**

Card Information

Card Number

Card Holder

Class  
CON10 - 10-Hour Construction Course

Class Date  
01/26/2020

Reprint Request

Reprint Reason  
Name was misspelled

Corrected Student Name  
Correct Spelling Here

The misspelled card must be returned to the following address:

☒ I will return the misspelled card

Cancel Add to Cart

## Replacing a Misspelled Card:

- If requesting for a misspelled card, enter the correct spelling in the box provided
- Misspelled card must be returned to the ATO (address on next slide)
  - Check the box that states *I will return the misspelled card*



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