

Exception Request Template

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Exception Request Notes:

- Submit all exception requests to **otc@clpccd.org**.
- All exception requests must be submitted at least **60 calendar days in advance** of the requested training start date except for minimum class size (at least 7 calendar days in advance).
- Exception requests are evaluated individually. Previous grants of exceptions to policy do not guarantee or imply approval of future requests.
- A trainer granted an exception is permitted only one exception in effect at a time.
Example: you may not request an exception for both a virtual class *and* for fewer than 3 students.
- A trainer may not apply for or request an additional exception while any course previously granted an exception remains in effect.

Minimum Class Size – fewer than 3 students

Trainer Name(s):

Class Type (ex: 10-hour construction):

Dates and Times of Requested Training:

Detailed narrative describing the reason why you believe an exception is necessary:

Indicate who the target audience will be (example: in-house employee needing class for orientation purposes, employee fulfilling company or jurisdictional policies):

Maximum Class Size – more than 40 students

Trainer Name(s):

Class Type (ex: 10-hour construction):

Dates and Times of Requested Training:

Detailed narrative describing the reason why you believe an exception is necessary (cost savings, trainer availability, program or workplace time limits, or missing work are *not* considered extenuating circumstances):

Detailed topic outline indicating each topic, length of time each topic will be taught, and specific date and time the topic will be taught (may be included as a separate document if more space is needed):

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List of student materials to be provided to each student (may be included as a separate document if more space is needed):

Method for facilitating student questions (how will you answer student questions when class is not in session – ex: email, answering questions after class, Q&A sessions):

Method of documenting student attendance at the beginning and end of each class date:

Daily Student Contact Hour Limit

Includes:

- *10-hour class conducted in fewer than two calendar days*
- *30-hour class conducted in fewer than four calendar days*
- *Student contact hours conducted longer than 7.5 hours per calendar day*
- *Entire length of individual training session longer than 10 consecutive hours per calendar day*
- *More than 10 hours of total time conducted in a 16-hour period (minimum of 8-hour break required if 7.5 or more of training (including contact hours & breaks) are conducted in a 16-hour period)*

Trainer Name(s):

Class Type (ex: 10-hour construction):

Dates and Times of Requested Training:

Detailed narrative describing the reason why you believe an exception is necessary, including why the program's inherent flexibility is not sufficient (cost savings, trainer availability, program or workplace time limits, or missing work are *not* considered extenuating circumstances):

Class Duration

Includes:

- *Class session(s) shorter than 30 minutes*
- *Outreach Training Program class completed in more than six months from start date*

Trainer Name(s):

Class Type (ex: 10-hour construction):

Dates and Times of Requested Training:

Detailed narrative describing the reason why you believe an exception is necessary (cost savings, trainer availability, program or workplace time limits, or missing work are *not* considered extenuating circumstances):

Out-of-Jurisdiction – outside OSHA’s geographic jurisdiction

Note: Requests for exception will only be granted for training that is provided on a contract basis for a specific organization and only for its employees, and is intended to apply to persons subject to the OSH Act. The contracting organization is defined as the party which has a legally binding contract with the OSHA Outreach Training Program authorized trainer to provide training outside of OSHA’s geographic jurisdiction.

OSHA’s Office of Training and Education retains final authority to approve or deny this exception.

Trainer Name(s):

Trainer(s)’ email address:

Class Type (ex: 10-hour construction):

Dates and Times of Requested Training:

Detailed narrative describing the reason why you believe an exception is necessary. Please address specific training audience and why this audience cannot receive training within OSHA’s geographic jurisdiction (cost savings, trainer availability, program or workplace time limits, or missing work are *not* considered extenuating circumstances):

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Contracting organization's name and address:

Detailed topic outline indicating each topic, length of time each topic will be taught, and specific date and time the topic will be taught (may be included as a separate document if more space is needed):

Guest/Assistant authorized trainer name(s) if applicable:

Physical address where training will be conducted:

Please include the following:

- **Copy of OSHA Outreach Training Program authorized trainer card(s)**
- **Signed OSHA Outreach Training Program Trainer Statement of Compliance**
- **Proof that the training is for individuals covered under the OSH Act**
- **Typed list of employees to be trained on the contracting company letterhead**

Video Conferencing/Virtual Training

Trainer Name(s) including assistant or guest trainers:

Class Type (ex: 10-hour construction):

Dates and Times of Requested Training:

Detailed narrative describing the reason why you believe an exception is necessary (cost savings, trainer availability, program or workplace time limits, or missing work are *not* considered extenuating circumstances):

All trainers (primary, assistant, and guest) prior experience with delivering OSH training via video conferencing, webinar, etc. (include specific topics, approximate number of courses delivered, number of students trained, and cumulative student contact hours):

Type of hardware (ex: tablets), software (ex: Zoom), and/or systems students will utilize during training:

Location of origin training site and type of hardware, software, or system that will be used by you:

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List of offsite training locations (where your students will be located during training):

Will a proctor be used to monitor attendance, collect assignments, etc.? If so, indicate their name:

Detailed topic outline indicating each topic, length of time each topic will be taught, and specific date and time the topic will be taught (may be included as a separate document if more space is needed):

List of student materials to be provided to each student and when and how students will receive these materials (may be included as a separate document if more space is needed):

Method for ensuring the Introduction to OSHA module will be conducted in a participatory manner:

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Description of how you will ensure students will be able to ask questions:

Description of how you will ensure you are able to respond to student questions quickly and effectively:

Description of how you will ensure effective two-way communication will be incorporated in this training:

A testing component, student satisfaction surveys, and a follow-up impact evaluation is required for video conferencing training. Please confirm that you understand these requirements and describe how you will ensure this is achieved:

Please include the following:

- **Copy of OSHA Outreach Training Program authorized trainer card(s) for primary and assistant trainers (if applicable)**
- **Meeting link to video conference/virtual training for auditing purposes**