

 **OSHA** Training Institute  
Education Center<sup>®</sup>

Chabot - Las Positas Community College District

# OUTREACH TRAINING PROGRAM

# Chabot-Las Positas OSHA Training Institute Education Center

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CHABOT  
LAS POSITAS  
COMMUNITY COLLEGE DISTRICT

**OSHA** CARD PORTAL

**OSHA** Training Institute  
Education Center®

Chabot - Las Positas Community College District

Verify OSHA Card

Pay Invoice

## 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:

- Google Chrome is recommended when utilizing the OSHA Card Portal
- Anyone can access the OSHA Card Portal; however, only Outreach trainers given access by their ATO will be able to log in
- Without a log in you can:
  - Verify an OSHA Card
  - Pay an Invoice

# VERIFYING AN OSHA CARD

## Verify OSHA Card

[Pay Invoice](#)

## OSHA CARD PORTAL

### Sign In

[Forgot Password?](#)

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.

## How to verify an OSHA Card:

- Enter in the **Full Name** as it appears on the card; be sure to include any suffix, middle name, and punctuation
- Enter in the **Outreach Card number**, including the dash
- Click the **Submit** button

# VERIFYING AN OSHA CARD

**OSHA Card Details**

<b>Status</b>	VALID CARD ✓
<b>Name</b>	Rod Markley
<b>Card No.</b>	00-000000000
<b>Credentials</b>	Construction 10-Hour Construction 30-Hour
<b>Issue Date</b>	Jan. 27, 2021

[Verify Another Card](#)

## How to verify an OSHA Card:

- The portal will either provide **Valid Card** or **Not Valid** once submitted
- If you receive a **Not Valid** response and believe it is a valid card, click *Verify Another Card*
- Once you're back to the verification page, re-enter the information from the card
- Be sure to double check the spelling of the name, including punctuation, and resubmit

# PAYING AN INVOICE

## Verify OSHA Card

### Pay Invoice

## OSHA CARD PORTAL

### Sign In

[Forgot Password?](#)

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 feature is designed to be used by a third-party who submits payment for an order placed by an Outreach trainer
  - This is including, but not limited to, accounting departments, military, and educational institutions
- Enter in the **Order Number**. *This is found on the Invoice provided by the Outreach trainer*
- Enter in the **Billing Zip Code**. *This is found on the Invoice provided by the Outreach trainer*
- Click **Submit**

# PAYING AN INVOICE

1 Payment — 2 Confirmation

**Ship To**

Jeni Valaika  
2555 Lord Baltimore Drive, Suite N-R, Baltimore, MD, 21244

**Shipping Method**

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

**Payment**  
All transactions are secure and encrypted

Credit Card

Card Number  
XXXX

Name on Card  
John D. Appleseed

Expiration Date  
MM/YY

Security Code  
345

**Billing Address**  
Select the address that matches your card or payment method

Same as Shipping Address

Use a different Billing Address

**Order Details**

Order Number: 320586  
Order Status: Open Invoice

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

Back Pay Now

## Submitting Payment

- After clicking **Submit**, you will be able to review the details of the order and complete payment with a credit card
- Only credit card payments may be submitted on the portal. *Instructions for submitting a 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
- If the billing address is incorrect, they can select **Use a different Billing Address** and make the necessary adjustments
- Once complete, click **Pay Now**

# SETTING UP YOUR ACCOUNT

# SETTING UP YOUR ACCOUNT

Verify OSHA Card

Pay Invoice

## OSHA CARD PORTAL

### Sign In

otc@clpccd.org

.....

[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?

- Once a new account has been created, you will receive a **New Account Created** email
- A link in the email will direct you to the **Welcome Page** to set up your password.
- If your link expires, or you forgot your password, click on **Forgot Password?**
- Input your User Email and click **Send Password Reset Email**
- An email with the reset password link will be sent to your email address
- Click on the link, it will prompt you to create a password

# SETTING UP YOUR ACCOUNT

## 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 long and contain one of each of the following characters:
  - An uppercase letter
  - A lowercase letter
  - A number
  - A special character (such as \$, %, &, etc.)
- Click **Submit** after entering your new password in both boxes
- After your password is created you can go back to the OSHA Card Portal webpage and log in

# EXPLORING THE 4 MAIN TABS

HOME | OUTREACH CLASSES | STUDENTS | **ORDERS**

# EXPLORING THE 4 MAIN TABS - HOME

Getting to know your Home Screen:

- There are 4 main tabs: **Home**, **Outreach Classes**, **Students**, & **Orders**
- In the gray box to the right, you'll find your **Active Credentials**, **Card Orders**, and **Training Deliveries**
  - **Active Credentials:** A quick view of your current active credentials and their expiration dates
  - **Card Orders:** A quick view of cards that have shipped in the last 2 weeks and cards that are *Pending ATO Approval*
  - **Training Deliveries:** A quick view of how many students you've taught & how many classes you've instructed

Home Outreach Classes Students Orders

**i** 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)	
Awaiting Approval	Class	12/28/2021 (0d)	<a href="#">Email ATO</a>
Incomplete Report	Class	12/07/2021 (21d)	<a href="#">Complete Report</a>
Order Awaiting Payment	Order	12/07/2021 (21d)	<a href="#">Pay Invoice</a>
Incomplete Report	Class	11/22/2021 (36d)	<a href="#">Complete Report</a>
Changes Required	Class	11/09/2021 (49d)	<a href="#">Revise Report</a>

**Recent Orders**

Order No.	Date	Status	
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

# EXPLORING THE 4 MAIN TABS - HOME

## Getting to know your Home Screen:

- In the space to the left you'll find **Add Class**, **Request Reprint**, **My Tasks**, and **Recent Orders**
- **Add Class:** Clicking here will start the reporting process for a recently completed class
- **Request Reprint:** This will take you to the **Students** tab where you can order a replacement **Student Completion Card**
- **My Tasks:** Reports listed in this category need attention before they're approved
- **Recent Orders:** A list of your most recent orders and their status

**Home** Outreach Classes Students Orders

**i** 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)	
Awaiting Approval	Class	12/28/2021 (0d)	<a href="#">Email ATO</a>
Incomplete Report	Class	12/07/2021 (21d)	<a href="#">Complete Report</a>
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Changes Required	Class	11/09/2021 (49d)	<a href="#">Revise Report</a>

### Recent Orders

Order No.	Date	Status	
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

# EXPLORING THE 4 MAIN TABS - HOME

## What are *My Tasks*?

- ***Awaiting Approval:*** Report has been submitted and is waiting for the ATO to review the report
- ***Incomplete Report:*** Report was started but was not finished. Click ***Complete Report*** to add any missing information and submit the report
- ***Order Awaiting Payment:*** Report was submitted for invoicing, and the invoice is waiting on payment
- ***Changes Required:*** Report was completed, submitted, paid for, and reviewed by the ATO. Click ***Revise Report*** and make any necessary adjustments and resubmit
- Classes outlined in yellow have additional information that needs to be addressed

Home      Outreach Classes      Students      Orders

**i** 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)	
Awaiting Approval	Class	12/28/2021 (0d)	<a href="#">Email ATO</a>
Incomplete Report	Class	12/07/2021 (21d)	<a href="#">Complete Report</a>
Order Awaiting Payment	Order	12/07/2021 (21d)	<a href="#">Pay Invoice</a>
Incomplete Report	Class	11/22/2021 (36d)	<a href="#">Complete Report</a>
Changes Required	Class	11/09/2021 (49d)	<a href="#">Revise Report</a>

### Recent Orders

Order No.	Date	Status	
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


# EXPLORING THE 4 MAIN TABS – OUTREACH CLASSES

## Outreach Classes:

- Use the **Search Box** to search for a specific student's name
- Classes can be **Filtered** by:
  - Class Completed Date
  - Status of Outreach Class
  - Course Type
- **View:** This will take you to the Outreach Class review page
- **Order:** This will take you Order information associated with the class; such as, payment and shipping information
- **PDF:** This will download the PDF copy of the OTPR, one of the required recordkeeping documents

Chabot-Las Positas OTIEC

Home      **Outreach Classes**      Students      Orders

Search   [Add Class](#)

Showing 1 - 25 of 41 classes

**Filters**

**Class Completed Date**

From

To

**Status**

In Progress

Payment Pending

Submitted

Re-submitted

Changes Required

Rejected

Approved

Cards Shipped

Cards Voided

**Course**

Cal/OSHA General Industry 10-Hour

Cal/OSHA General Industry 30-Hour

Construction 10-Hour

Construction 30-Hour

General Industry 10-Hour

General Industry 30-Hour

Course	Completed	Location	Status	
Cal/OSHA General Industry 30-Hour	10/31/2025	Zoom	Cards Shipped	<a href="#">View</a>   <a href="#">Order</a>   <a href="#">PDF</a>
Cal/OSHA General Industry 30-Hour	06/06/2025	Hubbell Corona, Ca	Cards Shipped	<a href="#">View</a>   <a href="#">Order</a>   <a href="#">PDF</a>
Cal/OSHA General Industry 30-Hour	05/15/2025	Zoom	Cards Shipped	<a href="#">View</a>   <a href="#">Order</a>   <a href="#">PDF</a>
Cal/OSHA General Industry 30-Hour	11/22/2024	Zoom	Cards Shipped	<a href="#">View</a>   <a href="#">Order</a>   <a href="#">PDF</a>
Cal/OSHA General Industry 30-Hour	09/26/2024	Zoom	Cards Shipped	<a href="#">View</a>   <a href="#">Order</a>   <a href="#">PDF</a>
Cal/OSHA General Industry 30-Hour	05/09/2024	Zoom	Cards Shipped	<a href="#">View</a>   <a href="#">Order</a>   <a href="#">PDF</a>
Cal/OSHA General Industry 30-Hour	03/28/2024	Zoom	Cards Shipped	<a href="#">View</a>   <a href="#">Order</a>   <a href="#">PDF</a>
Cal/OSHA General Industry 30-Hour	12/08/2023	Zoom	Cards Shipped	<a href="#">View</a>   <a href="#">Order</a>   <a href="#">PDF</a>
Cal/OSHA General Industry 30-Hour	08/17/2023	Zoom	Cards Shipped	<a href="#">View</a>   <a href="#">Order</a>   <a href="#">PDF</a>
Cal/OSHA General Industry 30-Hour	05/18/2023	Zoom	Cards Shipped	<a href="#">View</a>   <a href="#">Order</a>   <a href="#">PDF</a>
Cal/OSHA General Industry 30-Hour	02/16/2023	Zoom	Cards Shipped	<a href="#">View</a>   <a href="#">Order</a>   <a href="#">PDF</a>
Cal/OSHA General Industry 30-Hour	12/15/2022	Zoom	Cards Shipped	<a href="#">View</a>   <a href="#">Order</a>   <a href="#">PDF</a>
Cal/OSHA General Industry 30-Hour	10/27/2022	Zoom	Cards Shipped	<a href="#">View</a>   <a href="#">Order</a>   <a href="#">PDF</a>
Cal/OSHA General Industry 30-Hour	09/22/2022	Zoom	Cards Shipped	<a href="#">View</a>   <a href="#">Order</a>   <a href="#">PDF</a>
Cal/OSHA General Industry 30-Hour	07/21/2022	Zoom	Cards Shipped	<a href="#">View</a>   <a href="#">Order</a>   <a href="#">PDF</a>
Cal/OSHA General Industry 30-Hour	05/26/2022	5860 Owens Dr	Cards Shipped	<a href="#">View</a>   <a href="#">Order</a>   <a href="#">PDF</a>
Cal/OSHA General Industry 30-Hour	03/31/2022	5860 Owens Dr	Cards Shipped	<a href="#">View</a>   <a href="#">Order</a>   <a href="#">PDF</a>

# EXPLORING THE 4 MAIN TABS – OUTREACH CLASSES

## Outreach Classes:

- The *Outreach Class review page* displays the information of a report as submitted by the trainer and approved by the ATO
- **View OTPR:** This will take you to a PDF copy of the OTPR, one of the required recordkeeping documents
- **Card No.:** This will take you to the Student Completion card information page
- **Files:** This will allow you to view uploaded documents such as sign-in sheets, contact sheets, and detailed topic outlines

### Report Details

**Report Status**  
Approved & Shipped

**Date Submitted to ATO**  
05/27/2025 (9:30 AM EDT)

**Date Approved**  
05/27/2025 (9:34 AM EDT)

**Order No.**  
990695

**Actions**

### Class Details

**Outreach Course**  
Construction 10-Hour

**Trainer Card No.**  
14-000208317

**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

### Training Site

**Location Name**  
arena maintenance

**Address Type**  
Office

**Address**  
123 Test  
Apt 4  
Test, TX  
77777

### Class Duration

Class Schedule	Time	May 2025	June 2025
May. 24, 2025	08:00 AM - 01:30 PM	Su Mo Tu We Th Fr Sa 1 2 3	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7
May. 25, 2025	08:00 AM - 01:30 PM		

### Class Roster

Count	Student Name	Card No.
1	Student 3181350	14-602323656
2	Student 3181350	14-602323646
3	Student 3181351	14-602323647
4	Student 3181352	14-602323648
5	Student 3181353	14-602323649

### Files

The following files have been uploaded for this report.

**Student Sign-in Sheet**  
 filenamehere.pdf

**Student Contact Sheet**  
 filenamehere.pdf

**Detailed Topic Outline**  
 filenamehere.pdf

# EXPLORING THE 4 MAIN TABS – OUTREACH CLASSES

The image displays two screenshots of the Outreach Training Program Report (OTPR) form. The top screenshot shows the header and personal information sections, including the sender's name (Chabof Las Positas Community College District), trainer name (Jo), and course details (20-hour course, CLPCDD - OSHA Training Center). The bottom screenshot shows the '15. Topic Outline' section, which lists required and optional topics for 10-hour and 30-hour courses, such as Introduction to OSHA, Safety and Health, and Hazard Communication.

## Outreach Training Program Report (OTPR):

- The **Outreach Training Program Report (OTPR)** is one of the required recordkeeping documents and should be downloaded and kept with the class recordkeeping documents
- Click **Download** to download the PDF copy of the OTPR to your computer
- Click **Print** to print a copy of the OTPR

# EXPLORING THE 4 MAIN TABS - STUDENTS

## Students:

- Use the **Search Box** to search for a specific student's name
- Classes can be **Filtered** by:
  - Class Completed Date
  - Status of Outreach Class
  - Course Type
- **View**: This will take you to the Student Completion card information page
- **Request Reprint**: This will take you to the order page to request a replacement card for that student

Home   Outreach Classes   **Students**   Orders

Search

### Students

Showing 1 - 25 of 82 students

Name	Card Number	Course	Completed	Status	
Michael Lies	Pending	Construction 10-Hour	01/28/2020	Shipped	<a href="#">View</a>   <a href="#">Request Reprint</a>
Student Two	Pending	Construction 10-Hour	01/28/2020	Shipped	<a href="#">View</a>   <a href="#">Request Reprint</a>
Student One	Pending	Construction 10-Hour	01/28/2020	Shipped	<a href="#">View</a>   <a href="#">Request Reprint</a>
Carrie Owen	Pending	Construction 10-Hour	01/28/2020	Shipped	<a href="#">View</a>   <a href="#">Request Reprint</a>
Alan Sinks	Pending	Construction 10-Hour	01/28/2020	Shipped	<a href="#">View</a>   <a href="#">Request Reprint</a>
Student Three	Pending	Construction 10-Hour	01/28/2020	Shipped	<a href="#">View</a>   <a href="#">Request Reprint</a>
Samuel Hatcher, Jr	Pending	Construction 10-Hour	01/28/2020	Shipped	<a href="#">View</a>   <a href="#">Request Reprint</a>
David Hamilton, Jr	Pending	Construction 10-Hour	01/28/2020	Shipped	<a href="#">View</a>   <a href="#">Request Reprint</a>
Corey Brown	Pending	Construction 10-Hour	01/28/2020	Shipped	<a href="#">View</a>   <a href="#">Request Reprint</a>
Student Two	Pending	Construction 10-Hour	01/28/2020	Shipped	<a href="#">View</a>   <a href="#">Request Reprint</a>
Student Three	Pending	Construction 10-Hour	01/28/2020	Shipped	<a href="#">View</a>   <a href="#">Request Reprint</a>
Jason Derryberry	Pending	Construction 10-Hour	02/21/2020	Shipped	<a href="#">View</a>   <a href="#">Request Reprint</a>
Berk Thompson	Pending	Construction 10-Hour	02/21/2020	Shipped	<a href="#">View</a>   <a href="#">Request Reprint</a>
Student One	Pending	Construction 10-Hour	02/21/2020	Shipped	<a href="#">View</a>   <a href="#">Request Reprint</a>
Bryan Seal	Pending	Construction 10-Hour	02/21/2020	Shipped	<a href="#">View</a>   <a href="#">Request Reprint</a>
William Snook	Pending	Construction 10-Hour	02/21/2020	Shipped	<a href="#">View</a>   <a href="#">Request Reprint</a>
Daniel Amadie	Pending	Construction 10-Hour	02/21/2020	Shipped	<a href="#">View</a>   <a href="#">Request Reprint</a>
Chris Pinchak	Pending	Construction 10-Hour	02/21/2020	Shipped	<a href="#">View</a>   <a href="#">Request Reprint</a>
Student C	Pending	Construction 10-Hour	02/21/2020	Shipped	<a href="#">View</a>   <a href="#">Request Reprint</a>
Student A	Pending	Construction 10-Hour	02/21/2020	Shipped	<a href="#">View</a>   <a href="#">Request Reprint</a>
Student B	Pending	Construction 30-Hour	02/27/2020	Shipped	<a href="#">View</a>   <a href="#">Request Reprint</a>
Leroy Page Jr	Pending	Construction 30-Hour	02/27/2020	Shipped	<a href="#">View</a>   <a href="#">Request Reprint</a>

# EXPLORING THE 4 MAIN TABS - STUDENTS

Home      Outreach Classes      **Students**      Orders

### Outreach Card Details

**Card Information** [View Outreach Card](#)

Name on Card: Jill Jones  
Card No.: 14-028758758  
Status: Shipped  
Provider Record ID: None

**Class Information** [View Class](#)

Course: Construction 10-Hour  
Completed Date: 10/16/2025  
Training Site: Some Place

**Card History**

Date	Event	Card Number	
10/23/2025	10-Hour Construction Course	14-028758758	<a href="#">View</a>

**Order Information**

Order No.: 14-028758758  
Ordered By: Jenny Bentley  
Order Date: 10/23/2025 (02:54 PM EDT)  
Order Type: Outreach Class  
Status: Shipped  
Shipped Date: 11/03/2025  
Shipping Method: USPS First Class with tracking info  
Tracking: 1

## Students:

- The Student Completion card information page provides details about a specific student and the class they attended
- **View Outreach Card:** This will allow you to view a PDF of the scanned front and back of the student completion card
- **View Class:** This will take you to the Outreach Class review page

# EXPLORING THE 4 MAIN TABS - STUDENTS

Home

Outreach Classes

Students

Orders

## Outreach Card Reprint Request

### Card Information

Card Number

XXXXXXXXXX

Card Holder

John McDonald

Class

CON10 - 10-Hour Construction Course

Class Date

01/28/2020

### Reprint Request

Reprint Reason

-- Select Reprint Reason --

-- Select Reprint Reason --

Name was misspelled

Card lost/damaged/stolen

Cancel

Add to Cart

## Request Replacement Card:

- Select the reason for the request, **misspelled** or **lost/damaged/stolen**
- Student completion cards are only eligible for reprint if the class was completed within the last 5 years
- If the student completion card is lost more than once, or is older than 5 years, the request will be denied and the student will be required to take the course again to obtain a new completion card

# EXPLORING THE 4 MAIN TABS - STUDENTS

**Outreach Card Reprint Request**

**Card Information**

**Card Number**

**Card Holder**

**Class**  
CON10 - 10-Hour Construction Course

**Class Date**  
01/28/2020

**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 in the correct spelling in the box provided
- The misspelled card must be returned to the ATO at the address provided. The Outreach trainer must check the box that states, ***I will return the misspelled card***
- Failure to return the misspelled cards could result in the Outreach trainer being denied access to the *OSHA Card Portal* until the cards have been returned

# EXPLORING THE 4 MAIN TABS - ORDERS

## Orders:

- Use the **Search Box** to search for a specific student's name
- Classes can be **Filtered** by:
  - Class Completed Date
  - Status of Outreach Classes
  - Order Item Type
  - Payment Type
- **Pay:** This will take you to the checkout page to make payment for the order
- **View:** This will take you Order information associated with the class; such as, payment and shipping information
- **Track:** If the order has shipped, this will take you to the **USPS** or **FedEx** tracking page. *Note: USPS does not track beyond 120 days*

Home
Outreach Classes
Students
Orders

🔍

### Filters

**Order Date**

From

To

**Status**

Open Invoice

Awaiting Approval

Awaiting Shipment

Shipped

Refund Pending

Refunded

Cancelled

Lost in Transit

**Order Item Type**

Outreach Card Reissue

Outreach Card Reprint

Outreach Class Report

Trainer Card

Trainer Card Reissue

Trainer Card Reprint

Trainer Class

**Payment Type**

Credit Card

Check

Cash

Voided

### Orders

Showing 1 - 15 of 15 orders

No.	Type	Amount	Payment	Date	Status	
320589	Single Item	\$24.00	-	12/28/2021 (12:09 PM)	Open Invoice	<a href="#">Pay</a>   <a href="#">View</a>   <a href="#">Track</a>
320588	Single Item	\$24.00	Cash	12/21/2021 (9:51 AM)	Awaiting Shipment	<a href="#">View</a>   <a href="#">Track</a>
320587	Single Item	\$24.00	Cash	12/14/2021 (9:52 AM)	Awaiting Shipment	<a href="#">View</a>   <a href="#">Track</a>
320586	Single Item	\$24.00	-	12/07/2021 (10:05 AM)	Open Invoice	<a href="#">Pay</a>   <a href="#">View</a>   <a href="#">Track</a>
320584	Multiple Items	\$78.00	Cash	12/02/2021 (11:47 AM)	Awaiting Approval	<a href="#">View</a>   <a href="#">Track</a>
320583	Single Item	\$24.00	Cash	11/30/2021 (10:48 AM)	Awaiting Shipment	<a href="#">View</a>   <a href="#">Track</a>
320582	Single Item	\$24.00	Cash	11/23/2021 (9:52 AM)	Awaiting Shipment	<a href="#">View</a>   <a href="#">Track</a>
320581	Single Item	\$24.00	Cash	11/22/2021 (10:12 AM)	Awaiting Shipment	<a href="#">View</a>   <a href="#">Track</a>
320580	Single Item	\$24.00	Cash	11/09/2021 (10:06 AM)	Awaiting Shipment	<a href="#">View</a>   <a href="#">Track</a>
320579	Multiple Items	\$48.00	Cash	11/09/2021 (8:38 AM)	Awaiting Approval	<a href="#">View</a>   <a href="#">Track</a>
320578	Single Item	\$24.00	Cash	11/08/2021 (12:26 PM)	Awaiting Approval	<a href="#">View</a>   <a href="#">Track</a>
108237	Single Item	\$64.00	Credit Card	03/16/2020 (10:11 AM)	Shipped	<a href="#">View</a>   <a href="#">Track</a>
105927	Single Item	\$66.00	Credit Card	02/28/2020 (9:02 AM)	Shipped	<a href="#">View</a>   <a href="#">Track</a>
105806	Single Item	\$72.00	Credit Card	02/21/2020 (6:05 PM)	Shipped	<a href="#">View</a>   <a href="#">Track</a>
105375	Single Item	\$88.00	Credit Card	01/29/2020 (10:41 AM)	Shipped	<a href="#">View</a>   <a href="#">Track</a>

[< Previous](#) | [Next >](#)  
 Display 25 orders

# SUBMITTING A CLASS REPORT

# SUBMITTING A CLASS REPORT

## Adding a Class:

- OSHA Outreach Training Program authorized trainers may **not** rely on internal or external staff, clients, employers, or third parties to prepare, submit, report, retain, or maintain the required OSHA Outreach Training Program records
- Locate and click the **Add Class** button found above the *My Tasks* section
- Select from the drop-down list of OSHA Outreach Courses; only courses you're authorized to instruct will be listed
- Once you hit **Continue** the report will be started

The screenshot displays the OSHA Outreach Training Program dashboard. At the top, there are navigation tabs: Home, Outreach Classes, Students, and Orders. Below the Home tab, a notification box 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." Below the notification, the "My Tasks" section features a table with columns for Task, Category, and Date in Queue (days). 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 (36d), Complete Report), and Changes Required (Class, 11/09/2021 (49d), Revise Report). Below the My Tasks section is the "Recent Orders" section with a table showing Order No., Date, Status, and View/Track links. The orders listed are: 320588 (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, there is a user profile sidebar with a hard hat 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).

Home Outreach Classes Students Orders

**i** 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)	
Awaiting Approval	Class	12/28/2021 (0d)	<a href="#">Email ATO</a>
Incomplete Report	Class	12/07/2021 (21d)	<a href="#">Complete Report</a>
Order Awaiting Payment	Order	12/07/2021 (21d)	<a href="#">Pay Invoice</a>
Incomplete Report	Class	11/22/2021 (36d)	<a href="#">Complete Report</a>
Changes Required	Class	11/09/2021 (49d)	<a href="#">Revise Report</a>

**Recent Orders**

Order No.	Date	Status	
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

# SUBMITTING A CLASS REPORT

## Create Class Report:

- **Report Details:** Shows the progress of the report *In Progress, Payment Pending, Submitted, Approved, & Rejected*
- **Class Details:** Type of Course, Trainer Card Number, Sponsoring Organization, Language Emphasis other than English, and Other Emphasis
- **Training Site:** Location Name, Address Type, and Address
- If you find errors that will need to be adjusted, click the **Back** button at the bottom of the review page to make the necessary adjustments
- Scroll down to the next section, **Class Duration**

Home      Outreach Classes      Students      Orders

### Create Class Report

1 Report      2 Review

#### Report Details

**Report Status**  
In Progress

#### Training Site

**Location Name** [Change](#)

**Address Type**  
Workplace

**Address**  
2555 Lord Baltimore Drive  
Suite N-R  
Baltimore, MD  
21244

#### Class Details

**Outreach Course**  
Construction 10-Hour

**Trainer Card No.**  
14-000107232

**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)

#### Class Duration

Day 1      Day 2      Day 3

# SUBMITTING A CLASS REPORT

**Address Type**  
Workplace

**Address**  
2555 Lord Baltimore Drive  
Suite N-R  
Baltimore, MD  
21244

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

## Create Class Report:

- The ***Class Duration*** is the total time that the students are in class, including all ***Topic*** hours, breaks, and administrative matters
- Input the ***Class Date***, ***Start Time***, and ***End Time*** for each day
- Select ***AM*** or ***PM*** from the drop-down menu
- Click ***Add Day*** if you need to report additional class days
- If you do not need all the days listed, leave them blank and the system will remove them from the report
- Scroll down to the next section, ***Topics***

# SUBMITTING A CLASS REPORT

Start Time

End Time

[+ Add Day](#)

Topics

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

Total Time Entered for All Topics: 10.00

Class Roster

Number of Students in Class

## Create Class Report:

- 3 topic categories for every report: **Required**, **Elective** and **Optional**
- Topic time must be in decimal format
  - 30 min = 0.50
  - 45 min = 0.75
  - 1 hour = 1.00
  - 1 hour & 15 min = 1.25
- Click **Add Optional Topic** to add additional topics instructed
- Scroll down to the next section, **Class Roster**

# SUBMITTING A CLASS REPORT

+ Add Optional Topic

Total Time Entered for All Topics: 0.00

### Class Roster

Number of Students in Class

#### Student Names

Enter each student individually. Be sure spelling and capitalization are entered as they should appear on the student's OSHA card.

-




-

-

+ Add Student

### Files

Upload the three required files.  
Uploaded files need to be a valid type: pdf, docx, xlsx, jpeg, or heic.  
Please combine documents with multiple sheets into one file.

Student Sign-In Sheet	Student Contact Sheet	Detailed Topic Outline
 Drop files here or click to upload.	 Drop files here or click to upload.	 Drop files here or click to upload.

Cancel Save & Continue

## Create Class Report:

- Under ***Class Roster*** you can enter the *Number of Students in Class*, or click the ***Add Student*** button to add students one at a time
- The student's name must be their **full legal name** and should match what appears on a license or government ID
- Include any applicable suffixes, such as Jr, Sr, II, or III
- Only students who have completed the full training as indicated above should be included on this report. Makeup students are submitted on their own separate report.
- Move over to the next section, ***Files***

# SUBMITTING A CLASS REPORT

[+ Add Optional Topic](#)

Total Time Entered for All Topics: 0.00

### Class Roster

Number of Students in Class

#### Student Names

Enter each student individually. Be sure spelling and capitalization are entered as they should appear on the student's OSHA card.

[+ Add Student](#)

### Files

Upload the three required files.  
Uploaded files need to be a valid type: pdf, docx, xlsx, jpeg, or heic.  
Please combine documents with multiple sheets into one file.

**Student Sign-In Sheet**

Drop files here or click to upload.

**Student Contact Sheet**

Drop files here or click to upload.

**Detailed Topic Outline**

Drop files here or click to upload.

[Cancel](#) [Save & Continue](#)

## Create Class Report:

- Under **Files** you will be required to upload three documents:
  - Student Sign-in Sheets
  - Student Contact Sheet
  - Detailed Topic Outline
- These files are required record-keeping documents that all trainers must maintain for at least five (5) years
- Ensure your files have been uploaded properly; you will not be able to edit them once the report has been approved
- Once you're complete, click the **Save & Continue** button to proceed with reviewing the report

*(templates are provided for your use on our website, osha4you.com)*

# SUBMITTING A CLASS REPORT

## Review Class Report:

- Review each section to ensure that all information is accurate and follows the *Outreach Training Program Requirements and Procedures*
- If you've found errors that will need to be adjusted, click the **Back** button and make the necessary adjustments
- All OTP reports must be submitted **within 30 calendar days of class completion**

Home

Outreach Classes

Students

Orders

### Create Class Report



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**  
Mid Atlantic OTI Education Center

**Address Type**  
Workplace

**Address**  
2555 Lord Baltimore Drive  
Suite N-R  
Baltimore, MD  
21244

#### Class Duration

#### Class Details

**Outreach Course**  
Construction 10-Hour

**Trainer Card No.**  
14-000107232

**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

# SUBMITTING A CLASS REPORT

Required Total	7.00
<b>Optional</b>	
Bloodborne Pathogens	1.00
Optional Total	1.00

Total Time Entered for All Topics: 10.00

## Class Roster

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:

- **Note to ATO:** Leave a note about the class that the ATO may need to know. Do not provide information about payment, shipping, or changes that need to be made.
  - Shipping is an automated process and **cannot be adjusted by the ATO**
  - The report, including the Note to ATO, cannot be viewed by the ATO until payment has been made
- Click ***Add to Cart*** to proceed
- Once payment has been made, you cannot add or remove any students from the report

# 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

### Statement of Certification

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 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

Class Roster

Count	St
1	Stu
2	Stu
3	Stu

Total Count: 3

Note to ATO

Use this area if you need to report to the OSHA Directorate of Training and Education. The notes entered here will be submitted for that Organization. The notes entered here will be submitted for that Organization.

Leave a note here for the ATO to use in their report. The notes entered here will be submitted for that Organization. The notes entered here will be submitted for that Organization.

second day at a later date. A

Back Add To Cart

## Statement of Certification

- All reports are required to 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
- Providing false information herein may subject the Outreach trainer to civil and criminal penalties under Federal law
- Click **Confirm** to proceed with payment

# COMPLETING THE CHECKOUT PROCESS

# COMPLETING CHECKOUT PROCESS

## Shopping Cart:

- **Item Summary:** A breakdown of the different items in the cart
  - Cards on the original class report are \$10 per card, replacement cards are \$35 per card
- **Order Summary:** The total cost of all items in the shopping cart, minus shipping
- If you have more than one report, or a replacement card request to submit on the same invoice, click **Add More** to add to the order
- Once all items have been added, click the **Checkout** button to proceed with payment

Home      Outreach Classes      Students      **Orders**

### Shopping Cart

Item Summary

Order Item	Item Description	Unit Price	Card Quantity	Item Total
<b>Outreach Class Report</b> <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](#)

# COMPLETING CHECKOUT PROCESS

## Shipping Address:

- The **Shipping Address** will be pre-filled in with the address provided on your **User Properties** page
- The shipping address should be the home or business address of the primary Outreach trainer
- Cards should **NOT** be mailed directly to the students, the company who the training was for, or any third-party individual
- Click **Continue** to select a shipping method

Home      Outreach Classes      Students      Orders

### Checkout

1 Cart      2 Address      3 Shipping      4 Payment      5 Confirmation

#### Shipping Address

First Name

Last Name

Company Name

Street Address

City      State  
     

Zip Code

Phone Number

#### Order Details

Outreach Class Report	\$24.00
Class Date: 12/02/2021	
No. of Cards: 3	
Subtotal	\$24.00
Shipping	Calculated at the next step
<b>Total</b>	<b>\$24.00</b>

# COMPLETING CHECKOUT PROCESS

## Shipping Method:

- **USPS First Class with Tracking Info:** Provided at no cost. Arrives in 7-10 business days.
- **FedEx Express Saver (3-day):** Cost varies by location and quantity of cards. Arrives in 3-4 business days.
- **FedEx 2Day:** Cost varies by location and quantity of cards. Arrives in 2-3 business days.
- **FedEx Standard Overnight:** Cost varies by location and quantity of cards. Arrives in 1-2 business days.
- Expedited orders **approved** by the ATO by **2:00pm EST** are shipped the same day; orders submitted after 2:00pm will be shipped the next business day.
- Click **Continue** to proceed with payment

Home      Outreach Classes      Students      Orders

### Checkout

1 Cart — 2 Address — 3 Shipping — 4 Payment — 5 Confirmation

#### Ship To

Jeni Valaika  
2555 Lord Baltimore Drive, Suite N-R, Baltimore, MD, 21244 [Change](#)

#### Shipping Method

FedEx Standard Overnight - \$50.00  
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

#### Order Details

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

 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.

[Back](#) [Continue](#)

# COMPLETING CHECKOUT PROCESS

Cart      Address      Shipping      **Payment**      Confirmation

**Ship To**

Jeni Valaike  
2666 Lord Baltimore Drive, Suite N-R, Baltimore, MD, 21244 [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      Security Code  
MM/YY      345

**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 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 a payment by credit, enter in the credit card information in the **Payment** section
- The *Shipping Address* is selected as the default *Billing Address*; however, this can be changed by selecting **Use a different Billing Address** and filling in the alternate *Billing Address* information
- Click **Pay Now** and the report will be immediately submitted to the ATO for review

# COMPLETING CHECKOUT PROCESS

## Payment Method - Pay Later:

- If you would like to request an invoice, select **Pay Later**
- The *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 also be adjusted by the person who is submitting payment.
- Click **Submit** to generate an invoice
- By selecting to **Pay Later**, your order will remain in **Awaiting Payment** status until payment is received
- If using **Pay Later** - it is the outreach trainers responsibility to track payment and make sure the order is submitted prior to the 30 day cut off!

Home Outreach Classes Students Orders

### Checkout

1 Cart — 2 Address — 3 Shipping — 4 Payment — 5 Confirmation

**Ship To**

Jeni Valaika  
2555 Lord Baltimore Drive, Suite N-R, Baltimore, MD, 21244 [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 Class Date: 12/02/2021 No. of Cards: 3	\$24.00
Subtotal	\$24.00
Shipping	\$0.00
<b>Total</b>	<b>\$24.00</b>

[Back](#) [Submit](#)

# COMPLETING CHECKOUT PROCESS

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'Outreach Classes', 'Students', and 'Orders'. Below the navigation bar is a 'Checkout' section with a progress indicator consisting of five numbered steps: 1. Cart, 2. Address, 3. Shipping, 4. Payment, and 5. Confirmation. Step 5 is currently selected and highlighted in dark blue. Below the progress indicator are two main content areas: 'Order Confirmation' and 'Payment Required'. The 'Order Confirmation' area contains a message: 'Thank you for your order! Your order number is [320589](#)'. Below this, it says 'We'll send you a confirmation email to:' followed by an email icon and the text 'It may not arrive immediately. Make sure to check your spam folder.' The 'Payment Required' area contains a warning icon and the text: 'Your cards will not ship until payment is received.' Below this, it states: '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:' followed by a numbered list: '1. [Pay online](#) using a credit card; or' and '2. Remit payment to the ATO, following the instructions on the [invoice](#).' At the bottom of this section, it says: '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.' A hand cursor is pointing at the 'email the invoice' link. At the bottom center of the page is a blue button labeled 'Back to Home'.

## Invoice Confirmation:

- An email letting you know that an Invoice was created will be sent to you
- Click **Pay Online** to submit a payment with your credit card
- Click **Email the Invoice** to send an email directly from [noreply@oshacardportal.com](mailto:noreply@oshacardportal.com) to someone else
- Click **Invoice** to view, download, and/or print a PDF of the invoice

# EDITING YOUR ACCOUNT

# EDITING YOUR ACCOUNT

## My Account

- In the top right corner, click on the greeting that says **Hi, XXXX**
- This will bring up a dropdown menu, select **My Account** to view and edit your account information
- It is the outreach trainers responsibility to keep this information up to date at all times

The screenshot displays the Chabot-Las Positas OTIEC user interface. At the top left, there is a logo for Chabot-Las Positas Community College District, an Authorized OSHA Training Institute Education Center. The main header includes navigation tabs for Home, Outreach Classes, and Students. In the top right corner, a user greeting "Hi, XXXX" is visible next to a profile icon. A dropdown menu is open, showing options: "My Account" (highlighted with a mouse cursor), "User's Guide", and "Sign Out".

The main content area is divided into sections:

- My Tasks:** Includes links for "+ Add Class" and "Request Reprint". A message states: "You currently have no open tasks. Click either the Add Class or Request Reprint link above to get started."
- Recent Orders:** A table with columns for Order No., Date, Status, and a "View | Track" link.
- Active Credentials:** A list of credentials with expiration dates and status indicators (checkmarks).
- Card Orders:** A summary of cards shipped and pending approval.
- Training Deliveries:** A summary of students trained and classes delivered.

Order No.	Date	Status	View   Track
1055961	11/04/2025	Shipped	

Active Credentials	Status
Construction Exp: 06/19/2026	✓
General Industry Exp: 07/12/2028	✓
Cal/OSHA General Industry Exp: 07/12/2028	✓


Card Orders	Count
Cards Shipped (last 2 weeks)	7
Cards Pending ATO Approval	0

Training Deliveries	Count
Students Trained	636
Classes Delivered	41

# EDITING YOUR ACCOUNT

## User Properties:


- **Basic Information:** Your full legal name, company, and a phone number where the ATO or OSHA can reach you directly
  - Do not change your name on the portal
- **Account Information:** The email address you will utilize to log into your account. This can be updated at any time. This is also where all outreach trainer update information is sent including your upcoming expiration date reminder emails.
- **Credentials:** A list of current and past credentials. A replacement Outreach trainer card can be requested if the credential is *Valid*.
- Scroll down to view the next section, **OSHA Specifics**

Chabot-Las Positas OTIEC Hi, 

Home      Outreach Classes      Students      Orders

### User Properties

#### Basic Information

First Name	M.I.	Last Name	Suffix	 <a href="#">Replace Image</a>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Company	Phone No.			
<input type="text"/>	<input type="text"/>			

#### Account Information

User Email	Last Login: 11/14/2025 (1:35 PM) EST
<input type="text" value="otc@clpcsd.org"/>	<a href="#">Change Password</a>

#### Credentials

Card No.	Credentials	Effective	Expires	Status	
3:	Construction 10-Hour (before October 2024), Construction 30-Hour (before October 2024), Construction 10-Hour, Construction 30-Hour	06/19/2022	06/19/2026*	Valid	<a href="#">Request Reprint</a>
3:	General Industry 10-Hour (before October 2024), General Industry 30-Hour (before October 2024), General Industry 10-Hour, General Industry 30-Hour	07/12/2024	07/12/2028	Valid	<a href="#">Request Reprint</a>

[Reveal 4 expired/invalid credentials](#)

#### Endorsements

Card No.	Credentials	Effective	Expires	Status	
3:	Cal/OSHA General Industry 10-Hour, Cal/OSHA General Industry 30-Hour	07/12/2024	07/12/2028	Valid	<a href="#">Request Reprint</a>

# EDITING YOUR ACCOUNT

## Shipping Address

Address Type  
Business

Company  
CLPCCD - OSHA

Street Address  
5860 Owens Dr

3rd Floor

City  
Pleasanton

State  
California

Zip Code  
94588

## Billing Address

Address Type  
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Company

Street Address  
123 Main St.

Ste. 1

City  
City

State  
-----

Zip Code  
00000

Billing and shipping addresses are the same

Cancel

Save

## Account Addresses:

- **Shipping Address:** This is the address that will default for all *OSHA Card Portal* orders. This will also be the address that any communication from the *ATO* or *OSHA* will be sent to.
- **Billing Address:** This can be the same as the *Shipping Address* by clicking the check mark at the bottom or can be a different address
- Once any adjustments have been made, click the **Save** button at the bottom of the page. If you do not click **Save**, the adjustments will revert back.

# Questions?

## Jamie Barancic

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