



This Prerequisite Verification Form is intended for initial Trainer Courses offered by Chabot-Las Positas Community College District - OSHA Training Institute Education Center.

In-person courses are currently held in **California and Nevada.**

Virtual Instructor Led Training (VILT) is intended for individuals who either reside or work within the **San Francisco Region (California, Oregon, Washington, Alaska, Idaho, Nevada, Arizona, American Samoa, Hawaii, Guam, and Northern Mariana Islands)**. If you live or work outside of the San Francisco Region we encourage you to seek out training with your Regional Authorized OTI Education Center. To find a list of all OTI Education Centers go to: <https://www.osha.gov/otiec/text>.

**Please contact us at 866-936-6742 or [otc@clpccd.org](mailto:otc@clpccd.org) with any questions.**



To save time for both parties, we encourage use of this self-check list to ensure your application is complete before submission:

- Complete page 1 without leaving any blank spaces
- Enter previous work experience on pages 2-4 with accurate, complete information and **as many details as possible**
- Include both your job title and employer name for each position
- Answer question #41 on page 5
- Sign and date on page 5 \*Certified Adobe e-signature OR wet signatures ONLY
- Include a certificate of completion for relevant standards class (510 or 511)
- Include a copy of a government-issued photo ID (information other than full name, DOB, and picture may be redacted)
- Include a copy of original transcripts or other documentation (if substituting a bachelor or higher college degree for two years of work experience)

\* Please ensure your forms are completed thoroughly and accurately and **ALL** required documentation is included prior to submission.

\*The form and supporting documentation are due at least **two weeks** prior to start date of the course to allow for adequate review time. Exceptions can be made, but are not guaranteed; depending on course delivery and location.

**Submit the Prerequisite Verification Form and supporting documentation to:  
[otc@clpccd.org](mailto:otc@clpccd.org)**

Thank you for your interest in this course!



**OSHA Training Institute Education Centers Program  
OSHA Trainer Course  
PREREQUISITE VERIFICATION FORM**  
Read instructions on pages 6-8 before completing this form.

**List work experience with most recent employer first**

<b>10. Employer Name and Job Title:</b>	<b>11. Contact Person:</b>			
<b>12. Contact Person's Phone Number:</b>	<b>13. Contact Person's Email Address:</b>			
<b>14. Employer Address:</b> Company: _____ Address: _____ _____ City: _____ State: _____ ZIP: _____				
<b>15. Start Date of Employment (mm/dd/yyyy):</b>	<b>16. End Date of Employment (mm/dd/yyyy):</b>	<b>17. What percentage of this position is safety related?</b>		
<b>18. Describe Your Safety Responsibilities and Activities in this Position (indicate your specific safety-related activities with as much detail as possible):</b>				
<b>19. Describe Your Overall Job Duties in this Position (indicate your overall job description and specific duties in addition to safety):</b>				
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:35%;"><b>Office Use Only</b> Verified employment</td> <td style="width:65%;">Length of experience in this job (years/ months):</td> </tr> </table>			<b>Office Use Only</b> Verified employment	Length of experience in this job (years/ months):
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**Note:** Multiple Copies of Page 4 may be included to ensure all applicable experience is listed.

List Work Experience with Next Most Recent Employer

30. Employer Name and Job Title:	31. Contact Person:	
32. Contact Person's Phone Number:	33. Contact Person's Email Address:	
34. Employer Address: Company: _____ Address: _____ City: _____ State: _____ ZIP: _____		
35. Start Date of Employment (mm/dd/yyyy):	36. End Date of Employment (mm/dd/yyyy):	37. What percentage of this position is safety related?
38. Describe Safety Responsibilities and Activities in this Position (indicate your specific safety-related activities with as much detail as possible):		
39. Describe Overall Job Duties in this Position (indicate your overall job description and specific duties in addition to safety):		
<u>Office Use Only</u>	Length of experience in this job (years/months):	

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Complete this Section Only if you are Substituting Education or Professional Certification for Two (2) Years Work Experience

40a. COLLEGE DEGREE - PROOF REQUIRED

I have a degree in occupational safety and health from an accredited college or university

Name of College or University from which degree was acquired

Academic Major

Degree Level

Date of Graduation

Attach required copy of official transcripts.

40b. PROFESSIONAL CERTIFICATION - PROOF REQUIRED

Certified Safety Professional (CSP)

Certified Industrial Hygienist (CIH)

Certified Marine Chemist (CMC)  
(Maritime applicants only)

Attach required copy of current professional certification as a CSP, CIH, CMC

Name and address of Certifying Organization:

\_\_\_\_\_  
\_\_\_\_\_

41. I have previously been subject to revocation, suspension, or probation by OSHA Yes  No

42. If responded yes to #41, please attach all OSHA correspondence related to the investigation.

43. Statement of Certification

I certify that the information I have included herein and submitted to the OTI Education Center is true and accurate. 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, 29 U.S.C. 666 (g), which provides criminal penalties for making false statements or representations in any document filed pursuant to that Act.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

OFFICE USE ONLY

Check one:

Approved  Not Approved

\_\_\_\_\_  
Approving Official Name:

\_\_\_\_\_  
Approving Official Title:

\_\_\_\_\_  
Approving Official Signature

\_\_\_\_\_  
Date:

If not approved, please indicate reason:

Applicant did not demonstrate completion of the prerequisite course within the previous seven years

Applicant did not demonstrate the required years of experience

Applicant did not submit proof of applicable certification or degree

Other (Please explain)

Applicant did not include transcripts

Applicant did not sign form

**OSHA Training Institute Education Centers Program**  
**OSHA Trainer Course**  
**PREREQUISITE VERIFICATION FORM**  
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***Privacy Act Statement and Paperwork Reduction Act Statement***

*Section 21 Training and Employer Education of the OSH Act, 29 USC 670 authorizes collection of this information. The purpose of this information is to determine whether the applicant meets the prerequisite requirements of training and experience to enroll in the Outreach Training Program trainer courses to become an authorized Outreach Training Program trainer. Completion of this form is required in order to enroll in Outreach Training Program trainer courses and to become an authorized Outreach Training Program trainer.*

*According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average one hour per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Occupational Safety and Health Administration, Directorate of Standards and Guidance, 200 Constitution Avenue, NW, Room N3718, Washington, DC 20210 and reference the OMB Control Number.*

*Note: Please do not return the completed OSHA Form 4-50.13 to this address.*

***Instructions for OSHA Trainer Course Applicants***

It is the responsibility of the applicant to ensure all course prerequisites have been met prior to enrolling in the course. Submit copies of this completed and signed form and all necessary documentation for prerequisite courses to (Name & Contact info for approving OTI Education Center) prior to enrolling in the course. Ensure all safety work experience is shown and complete. Referring to a resume is not acceptable. Registration is not permitted without approval. Falsification of any items on this form may result in revocation of trainer authorization.

**OSHA Course Prerequisites**

- **OSHA #500 Trainer Course in Occupational Safety and Health Standards for the Construction Industry** - OSHA #510 *Occupational Safety and Health Standards for the Construction Industry* course completed within the last seven years and five years of construction safety experience. A bachelor or higher college degree in occupational safety and health or industrial hygiene by an accredited college or university, a Certified Safety Professional (CSP) or Certified Industrial Hygienist (CIH) designation in the applicable training area may be substituted for two years of experience. Applicant must provide official college transcript or proof of professional certification with proper documentation.
- **OSHA #501 Trainer Course in Occupational Safety and Health Standards for General Industry** - OSHA #511 *Occupational Safety and Health Standards for General Industry* course completed within the last seven years and five years of general industry safety experience. A bachelor or higher college degree in occupational safety and health or industrial hygiene by an accredited college or university, a Certified Safety Professional (CSP) or Certified Industrial Hygienist (CIH) designation in the applicable training area may be substituted for two (2) years of experience. Applicant must provide official college transcript or proof of professional certification with proper documentation.
- **OSHA #5400 Trainer Course in Occupational Safety and Health Standards for the Maritime Industry** - OSHA #5410 *Occupational Safety and Health Standards for the Maritime Industry Course* completed within the last seven years and five years of maritime industry safety experience. A bachelor or higher college degree in occupational safety and health or industrial hygiene by an accredited college or university, a Certified Marine Chemist (CMC), Certified Safety Professional (CSP) or Certified Industrial Hygienist (CIH) designation in the applicable training area may be substituted for two years of experience. Applicant must provide official college transcript or proof of professional certification with proper documentation.
- **OSHA #5600 Disaster Site Worker Trainer Course**- Current OSHA authorization as a Construction or General Industry Outreach trainer, three years of safety training experience, and either completion of the 40-hour HAZWOPER course or possession of journey-level credentials in a building trade union.

OSHA Training Institute Education Centers Program  
OSHA Trainer Course

**PREREQUISITE VERIFICATION FORM**

**Read instructions on pages 6-8 before completing this form.**

**Submit completed forms to:** *Address will be provided by the OTI Education Center and used to note approval or disapproval of applicant.*

- Item 1 Applicant Name**  
Provide full legal name.
- Item 2 Title**  
Provide current job title. If currently not working, leave field blank.
- Item 3 Company**  
Provide current employer. If currently not working, leave this field blank.
- Item 4 E-Mail**  
Provide current e-mail address.
- Item 5 Applicant Mailing Address**  
Provide current mailing address, phone and fax number.
- Item 6 Course**  
Check the box indicating which course you are interested in attending.
- Item 7 Course Dates**  
List dates during which you wish to take the course from the OTI Education Center's course schedule. If unsure, leave this field blank.
- Item 8 Course Location**  
List the location of the specific course in which you would like to enroll. If unsure, leave this field blank.
- Item 9 Prerequisite Course**  
Check the box which corresponds to the applicable prerequisite OSHA course(s) completed:
- For the OSHA #500, the prerequisite course(s) are the OSHA #510, or a current OSHA #500 or OSHA #502.
  - For the OSHA #502, the prerequisite course(s) are a current OSHA #500 or OSHA #502.
  - For the OSHA #501, the prerequisite course(s) are the OSHA #511, or a current OSHA #501 or OSHA #503.
  - For the OSHA #503, the prerequisite course(s) are a current OSHA #501 or OSHA #503
  - For the OSHA #5400, the prerequisite course(s) are the OSHA #5410, or a current OSHA #5400 or OSHA #5402.
- Item 10 Employer Name and Job Title**  
Provide job title and current employer name.
- Item 11 Contact Person**  
Provide name of supervisor or Human Resources at this employer who can verify employment and role for this employee.
- Item 12 Contact Person's Phone Number**  
Provide current contact phone number for person identified in Item 11.
- Item 13 Contact Person's Email Address**  
Provide valid email address for person identified in Item 11.
- Item 14 Employer Address**  
Provide current mailing address for employer.
- Item 15 Start Date of Employment**  
Provide start date with this employer.
- Item 16 End Date of Employment**  
Provide end date with this employer. If this is current employer, write "present".
- Item 17 What Percentage of this Position is Safety Related?**  
Indicate the percentage of time devoted to safety-related tasks in this position.
- Item 18 Describe Safety Activities in this Position**
- List safety-related tasks performed on the job, including the responsibility for the safety of others.
  - Indicate the percentage of time devoted to each area listed below.
- Note: Related experience must be detailed since this document is a record of safety experience and will be used to determine whether eligibility requirements have been met.

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**Item 19 Overall Job Duties in this Position**

Indicate duties performed in this position, focusing on those that are safety-related.

**Item Second Employer**

**20-29** If applicable, list the information as directed from the corresponding items 10-19 as applies to second most recent position.

**Item Third Employer**

**30-39** If applicable, list the information as directed from the corresponding items 10-19 as applies to next most recent position.

**Additional Employers**

Attach additional pages as needed, following the same format.

**Item 40a College Degree**

Complete this section only if substituting a bachelor or higher college degree for two (2) years of work experience. If applicable, place an "x" in the box indicating a college degree in safety or industrial hygiene from an accredited university, the name of the college or university from which degree was received date of graduation, and title of degree earned. Place an "x" in the box indicating transcripts are attached. The official college transcript must be provided for the degree to be considered as a substitute for work experience.

**Item 40b Professional Certification**

Complete this section only if substituting professional certification for two (2) years of work experience. If applicable, place an "x" in the box that corresponds to the professional certification currently held. Place an "x" in the box indicating a copy of the professional certification is attached. Provide the name and address of the certifying organization. A copy of the professional certification must be provided to be considered as a substitute for work experience.

**Item 41. Revocation, Suspension, or Probation**

Indicate if you have ever been subject to revocation, suspension, or probation by OSHA.

**Item 42. Investigation Correspondence**

If you have ever been subject to revocation, suspension, or probation by OSHA; you must provide all correspondence between you and OSHA related to the investigation.

**Item 43. Statement of Certification**

This statement must be signed by the applicant to certify that the information provided on the Prerequisite Verification Form is true and correct. Neglecting to sign the Statement of Certification will result in the application being declined. Only certified digital signatures or wet signatures will be accepted.