Advanced Notification of Outreach Training

Complete the following information and email it to: **oshaed@keene.edu**

REQUIRED: The subject line of your email must ALWAYS read… **"ADVANCED NOTIFICATION of Outreach Training + Month/Year (i.e. JUNE / JULY 2015)"**

Advance notification to Region 1 OSHA Training Institute Education Center is required for all your outreach classes at least two weeks in advance and includes the following information:

Primary Outreach Trainer _____

Outreach Trainer ID # _____

Contact Telephone # _____

Guest Instructors Planned (names) _____

Type of Outreach Training _____

Location of Outreach Training (physical address, suite #, city and state) _____

_____

If a client/business site, provide the business name: _____

Start Date: _____ Hours: _____

Additional Dates and Hours: _____

End Date: _____ Hours: _____

Number of Students Anticipated: _____

_____ I have attached a copy of the class agenda for each day of outreach training including breaks.

This report is submitted within the two week deadline due to the following reasons: _____

_____

*Outreach training **Program Requirements** state that Outreach Trainers must permit unscheduled training monitoring visits of your classes from OSHA or OTI Education Center representatives. We at Region 1 OTIEC intend to provide notice in advance if a training observation is scheduled.*

Please note that a lack of proper advance notification will result in our inability to issue you DOL cards for any outreach training class(es) conducted.

Thank you for your service to the Outreach Training Program.