



**Request for Permission to Hold
OSHA Training with a Class Size of Under 3 or Over 40 Students**

**Submit completed forms by
email, fax, or mail to:**

Questions? Contact Us

*National Safety Education Center
Northern Illinois University
148 N 3rd St
DeKalb IL 60115
pguerrero1@niu.edu
FAX: 815-753-4203*

**PHONE: 815-753-6902
WEB: www.nsec.niu.edu**

The OSHA Directorate of Training requires that each Outreach classroom hold between 3 and 40 students. If you are planning a class which is expected to deviate from this, you may request an exception. The exception request must be made via email or fax at least 7 days prior to the start of the course (for under 3 students) or 60 days prior to the course (for over 40 students). For further information, please read page 15 of the April 2018 Outreach Training Program Requirements.

Failure to comply with the OSHA Outreach Training Program Requirements will result in automatic denial. Information contained in this form will be matched to the card request sent. Any discrepancies in student names, dates, etc. will be referred to OSHA before being processed.

The Trainer

Trainer Name	
Work Phone	Mobile Phone
Trainer Address	City, State, Zip
E-mail	NSEC Trainer ID (not card number)

The Course

Start Date of Course		End Date of Course				
Type of Training	<input type="checkbox"/> 10-hour Construction	<input type="checkbox"/> 10-hour General Industry	<input type="checkbox"/> 30-hour Construction	<input type="checkbox"/> 30-hour General Industry		
Location of Training	<input type="checkbox"/> Union Hall	<input type="checkbox"/> Classroom	<input type="checkbox"/> Breakroom	<input type="checkbox"/> Hotel	<input type="checkbox"/> Warehouse	<input type="checkbox"/> Other (Please specify)
Address where you will be providing the training (include city and state)				Is this a for-credit college course? <input type="checkbox"/> Yes <input type="checkbox"/> No		

3. What materials will you be providing to the students? (At a minimum, trainers must provide students with a fact sheet on each topic covered.)

4. What types of activities will the students be involved with? (Recall OSHA wants the training to be interactive and participatory.)

5. How will students be able to ask questions when the class is not in session (for example e-mail, answering questions after class, and a Q&A session) so that class time is not spent on questions?

6. How will you ensure participant attendance? At a minimum, you need to take attendance at the beginning and end of each class day. Only students who have signed in on ALL attendance sheets may receive cards. Trainers must retain these sign-in sheets in their class files.

7. If more than one OSHA Authorized Outreach Trainer(s) will be assisting, please list their name, trainer ID number and expiration date of their trainer card? Please also list what percent of the class they will teach (Note: if there are multiple authorized trainers, the primary trainer must teach at least 20% of the course and must coordinate, document, and retain records of all training.)

AUTHORIZED Trainer Name (List Primary Trainer first)	Trainer Number	Trainer Expiration	Percent of Time Training (total must equal 100%)

8. Please list any additional Guest Trainers used who are not authorized Outreach Trainers and their qualifications. (Note: If using a Guest Trainer, the Primary Trainer must teach a minimum of 50% of the course, be in attendance during the Guest Trainer's presentation, and must coordinate, document, and retain records of all training.)

GUEST Trainer Name	Justification for use of this Guest Trainer (ie: their credentials)	Percent of Time Training (total must equal 100%)

9. Please include a brief description of any other relevant information that you feel will help us render a decision regarding permission for this extenuating circumstance.

