

Outreach Trainer Record Retention Requirements January 2019

Outreach trainers must retain class records for 5 years. OSHA reserves the right to request copies of class records for verification purposes at any time. Please note that failure to keep or provide these records may result in corrective action, up to and including the revocation of Outreach trainer status.

You must keep the following documents for each course that you teach for five years:

- **Student Sign-In Sheets** – Use a separate sign-in sheet for each day of class. The students' printed or typed first and last names must appear next to their full signatures. Sign-in sheets must include: Course name, date and time of the course session, city and state of the training location, and the primary instructor's printed first and last name and signature, attesting to the accuracy of the data listed. (Template available)
- **Student Contact Information** – The students' names and either business or home address.
- **Topic Outline** – A detailed schedule of the course. Must include: Course title, course location, specific date & time period (e.g. 1pm-2pm) of every topic, break, and meal period, and the trainer who taught each topic. (Template available)
- **Outreach Training Program Report** – A copy of the official Outreach Training Program Report (OTPR). Official OTPRs are available at osha.washington.edu/osha-outreach-trainers. The full report must be retained including the list of names, list of topics taught, and the cumulative class time spent on each topic.
- **Student Course Completion Card Numbers** – photocopies of the front and back of each completion card. Copies can be kept in an electronic, digital, or paper format.
- **Guest Trainer Information** – Guest trainers are not authorized Outreach trainers. Maintain a list including: Name of each guest trainer, specific topics and time covered by each, their qualifications
- **Assistant Outreach Training Program Trainers** – Other authorized Outreach trainers. Maintain a list including: Names of each assistant trainer, the topics taught by each, the number of contact hours allocated to each assistant trainer, and a copy of their valid outreach trainer card

Remember, it is *your responsibility* as the primary Outreach trainer to keep accurate records. "My secretary made a mistake," or "my former employer has those records," are not valid excuses for missing documents.