

# Training Reports & Card Orders

Outreach Trainers may complete training reports and card orders online for preregistered classes that ended within the previous 30 days. If a class was not preregistered, or ended more than 30 days ago, you will need to submit a paper training report/card order.

1. Click the “Login or Create Account” button to log in to the website (or, if already logged in, click the “Your Account” button).
2. After logging in, review the information on the “Your Account” tab and confirm that it is correct. **This is the address that the cards will be mailed to.** To update information, click the “Edit Your Account” tab:

The screenshot shows the 'Your Account' page. At the top, there is a navigation bar with 'HOME', 'OSHA COURSES', 'PROFESSIONAL DEVELOPMENT', 'CERTIFICATE PROGRAMS', 'OSHA OUTREACH TRAINERS', and 'YOUR ACCOUNT'. Below this, there are tabs for 'Your Account', 'Edit Your Account', 'For Trainers', 'Your Certificates', 'Your Orders', and 'Your Registrations'. The 'Edit Your Account' tab is highlighted with an orange box, and an orange arrow points to it from a text box that says 'Verify information is correct. Click "Edit Your Account" to make changes.' The account information for Ms. Rachel M Blaine is displayed, including her title, address, phone number, and email. To the right, there is information about her organization type, occupation, and practice area.

3. Click the “For Trainers” tab to open the trainer dashboard:

The screenshot shows the 'For Trainers' dashboard. At the top, there is a navigation bar with 'HOME', 'OSHA COURSES', 'PROFESSIONAL DEVELOPMENT', 'CERTIFICATE PROGRAMS', 'OSHA OUTREACH TRAINERS', and 'YOUR ACCOUNT'. Below this, there are tabs for 'Your Account', 'Edit Your Account', 'For Instructors', 'For Trainers', 'Your Certificates', 'Your Orders', and 'Your Registrations'. The 'For Trainers' tab is highlighted with an orange box, and an orange arrow points to it from above. The dashboard content includes a section for 'TRAINER AUTHORIZATIONS' with a table showing trainer type, start date, expiration date, and status. Below this is a section for 'PREREGISTER COURSES' with two buttons: 'CONSTRUCTION 10HR' and 'CONSTRUCTION 30HR'. At the bottom is a section for 'PREREGISTRATIONS' with a table showing course, scheduled dates, students, and actions.

4. Locate the class in the “Ready for Card Orders” section and click the “Order Cards” button:

The screenshot shows the 'Ready for Card Orders' section. It features a table with columns for 'Course', 'Scheduled', 'Students', and 'Actions'. The first row shows 'Construction 10hr' scheduled from 'Jul 02, 2014 to Jul 04, 2014' with 5 students. An orange arrow points to a green 'ORDER CARDS' button in the 'Actions' column. Below this is a section for 'OVERDUE CARD ORDERS' with a table showing 'Construction 10hr' scheduled from 'May 26, 2014 to May 30, 2014' with 8 students. A note indicates that this class is overdue for online submission and requires a paper report. At the bottom is a section for 'CARD ORDERS' with a table showing 'Course', 'Scheduled', 'Students', 'Status', and 'Actions'.

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5. Confirm that the preregistration information is correct; update if needed:

The image shows a web form for training reports and card orders. The form is divided into several sections:

- Location:** Radio buttons for Office, Hotel, Union, Employer Association, and Other.
- Specify Type of Training Site (if Other):** A text input field.
- Sponsoring Organization \*:** Radio buttons for Safety & Health, Employer (selected), Labor/Union, Employer Association, Education, Community, N/A, and Other (specify).
- Specify Sponsoring Organization (if Other):** A text input field.
- Number of Students \*:** A text input field with the value 5. A note below states: "Note: Minimum number of students required: 3 (except for admins). Enter approximate student count during preregistration; edit to final number when submitting report and requesting cards."
- Course Information:** A section with a dropdown arrow and the text "Check all that apply". It includes checkboxes for Spanish, Youth (age 18 or less), and Language other than English or Spanish.
- Specify language (if checked):** A text input field.
- OSHA Alliance or Partnership:** A checkbox and a text input field for "Specify alliance or partnership (if checked)".
- Statement of Certification \*:** A yellow box with a checked checkbox and a text area containing a certification statement: "I certify that I will conduct this outreach training as required by these guidelines and I will provide further understanding that providing false information is a violation of section 17(g) of the Occupational Safety and Health Act. I have read and understand that providing false information is a violation of section 17(g) of the Occupational Safety and Health Act. I have read and understand that providing false information is a violation of section 17(g) of the Occupational Safety and Health Act."

The form is shown in two overlapping views, with the right view being a zoomed-in or slightly offset version of the left view, showing the same fields and options.

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6. Fill in the Outreach Training Program Report (information will vary based on the class type) and click the “Save and Order Cards” button when complete:

The screenshot shows a web form for an Outreach Training Program Report. It is divided into several sections:

- Required**: Introduction to OSHA (2 hours), Fall Protection (1.25 hours), Electrical (1 hour), Struck By (1 hour), Caught In/Between (0.75 hours), Personal Protective and Lifesaving (0.5 hours), Health Hazards in Construction (0.5 hours).
- OSHA Focus Four Hazards**: Materials Handling, Storage, Use, and Disposal (1 hour), Tools - hand and power (0.5 hr min if included), Scaffolds (0.5 hr min if included), Cranes, Derricks, Hoists, Elevators, and Conveyors (0.5 hr min if included), Excavations (0.5 hr min if included), Stairways and Ladders (0.5 hr min if included).
- Optional**: Flammable Liquids (1 hour).

At the bottom, there is a "Statement of Certification" section with a checked box and a "SAVE AND ORDER CARDS" button highlighted with an orange arrow.

- a. If there are any errors with the report, they will be highlighted in red at the top of the page:

The screenshot shows the user account page for Ms. Rachel M Blaine. At the top, there is a navigation bar with links for HOME, OSHA COURSES, PROFESSIONAL DEVELOPMENT, CERTIFICATE PROGRAMS, OSHA OUTREACH TRAINERS, and YOUR ACCOUNT. Below the navigation bar, the user's name is displayed. A red box contains the following error messages:

- Statement of Certification field is required.
- The total number of hours must be at least 10
- The total number of hours for Electives must be at least 2
- The total number of Elective Topics must be at least 2

Below the error messages, there is a link to "Edit this class".

- b. Correct any errors, then click the “Save and Order Cards” button again

# Training Reports & Card Orders

7. Begin entering the student names. Enter the name, then click the "Add to Cart" button:

HOME OSHA COURSES PROFESSIONAL DEVELOPMENT CERTIFICATE PROGRAMS OSHA OUTREACH TRAINERS **▶ YOUR ACCOUNT**

✔ Product saved.

### Order Cards

Course: Construction 10hr  
Course Dates: Wednesday, July 2, 2014 to Friday, July 4, 2014  
Training Location:  
Virginia Mason Athletic Center  
12 Seahawks Way  
Renton, WA 98056  
Number of Students: 5

Outreach trainer card order

**Name \***

Cam Chancellor

Full name to appear on the card

**ADD TO CART**

### OUTREACH TRAINER CARDS SHOPPING CART

No cards ordered yet, please add your students by name.

8. As each card is added, a counter message will track the number of cards ordered versus the number of students in the class:

✔ Outreach Trainer Card added to your cart.  
You have ordered 2 of 5 cards. [Click here to edit the number of students who took this course.](#)

### Order Cards

Course: Construction 10hr  
Course Dates: Wednesday, July 2, 2014 to Friday, July 4, 2014  
Training Location:  
Virginia Mason Athletic Center  
12 Seahawks Way  
Renton, WA 98056  
Number of Students: 5

Outreach trainer card order

**Name \***

Full name to appear on the card

**ADD TO CART**

### OUTREACH TRAINER CARDS SHOPPING CART

Construction 10hr - Jul 02, 2014 to Jul 04, 2014

Cam Chancellor	\$5.00	<b>REMOVE</b>
Earle Thomas	\$5.00	<b>REMOVE</b>

**Order total: \$10.00**

**CHECKOUT**

# Training Reports & Card Orders

9. If a name is incorrect, click the "Remove" button, then re-enter the name and click the "Add to Cart" button:

**Order Cards**

Course: Construction 10hr  
Course Dates: Wednesday, July 2, 2014 to Friday, July 4, 2014  
Training Location:  
Virginia Mason Athletic Center  
12 Seahawks Way  
Renton, WA 98056  
Number of Students: 5

Outreach trainer card order  
Name \*

**OUTREACH TRAINER CARDS SHOPPING CART**

Construction 10hr - Jul 02, 2014 to Jul 04, 2014

Cam Chancellor	\$5.00	REMOVE
Earle Thomas	\$5.00	REMOVE

Order total: \$10.00

CHECKOUT

10. When all of the cards have been entered, double check that all names are correct before clicking the "Checkout" button. **Trainers cannot make any changes to cards after clicking the "Checkout" button! If a card is issued with an incorrect or misspelled name, there is a \$25 fee to replace the card.**

✓ Outreach Trainer Card added to your cart.  
You have ordered 5 of 5 cards. [Click here to edit the number of students who took this course.](#)

**Order Cards**

Course: Construction 10hr  
Course Dates: Wednesday, July 2, 2014 to Friday, July 4, 2014  
Training Location:  
Virginia Mason Athletic Center  
12 Seahawks Way  
Renton, WA 98056  
Number of Students: 5

Outreach trainer card order  
Name \*

Full name to appear on the card

ADD TO CART

**OUTREACH TRAINER CARDS SHOPPING CART**

Construction 10hr - Jul 02, 2014 to Jul 04, 2014

Cam Chancellor	\$5.00	REMOVE
Earl Thomas	\$5.00	REMOVE
Kenny Easley	\$5.00	REMOVE
Eugene Robinson	\$5.00	REMOVE
Paul Moyer	\$5.00	REMOVE

Order total: \$25.00

CHECKOUT

11. On the checkout screen, click "Continue to Next Step." **Edit Cart will REMOVE cards from the order, but will not allow you to edit your card information or add cards. If you need to change card information, or add a card to your order, please call 206-685-3089:**

**Checkout**  
Outreach Trainer Cards  
Construction 10hr -  
Jul 02, 2014 to Jul 04, 2014

Cam Chancellor	\$5.00
Earl Thomas	\$5.00
Kenny Easley	\$5.00
Eugene Robinson	\$5.00
Paul Moyer	\$5.00

5 items  
Total: \$25.00

CONTINUE TO NEXT STEP CANCEL

EDIT CART

# Training Reports & Card Orders

12. Select the payment method, enter any required information, then click “Continue to Next Step” to complete the order:

**Payment**

Credit card  
 Bill Me Now

**Card type**

Visa

**Card number \***

**Expiration \***

/

**Security code \***

**Payment**

Credit card  
 Bill Me Now

**PO/Reference Number (Optional)**

**Cards will not be issued until payment is received!!!**

If you select Bill Me Now, you must pay by credit card online or by phone, or mail payment before your cards will be issued

13. To check the status of a card order, click the “For Trainers” tab
- If the status is Billed, payment must be received before cards will be printed
    - For billed orders you can return log on to the site and go to the “Your Orders” tab to pay online with a credit card, or you can pay with a credit card by phone, or with a check by mail
  - A status of “Pending” indicates payment has been received and cards are awaiting printing.

## Ms. Rachel M Blaine

Your Account Edit Your Account For Instructors For Trainers Your Certificates Your Orders Your Registrations

### TRAINER AUTHORIZATIONS

Trainer Type	Start Date	Expiration Date	Status
OutreachTrainer - Construction	Jul 09, 2011	Jul 09, 2015	Emailed

### PREREGISTER COURSES

CONSTRUCTION 10HR CONSTRUCTION 30HR

### PREREGISTRATIONS

Course	Scheduled	Students	Actions
Construction 30hr	Aug 18, 2014 to Aug 22, 2014	10	<input type="button" value="EDIT PREREGISTRATION"/>

### READY FOR CARD ORDERS

Course	Scheduled	Students	Actions
No courses ready for card orders at this time			

### OVERDUE CARD ORDERS

Course	Scheduled	Students	Actions
Construction 10hr	May 26, 2014 to May 30, 2014	8	This class is overdue for online submission. Please submit a paper report.

### CARD ORDERS

Course	Scheduled	Students	Status	Actions
Construction 10hr	Jul 02, 2014 to Jul 04, 2014	5	Billed	<input type="button" value="VIEW REPORT"/>

