All Outreach Training Cards Requests will be submitted via the NEW ONLINE OUTREACH TRAINER PORTAL

https://outreach.nsecosha.com
Register Yourself As An Outreach Trainer

Access to the outreach trainer portal to submit your training card requests, please log onto https://outreach.nsecosha.com and select register
Complete Outreach Trainer Registration Form

1. Trainers will need to have a copy of their Trainer card saved to their computer or sharing device to upload and attach a copy to the registration form.

2. Complete the Outreach Trainer Registration form and submit.
Your registration will be reviewed to assure your OTI card number and expiration date are entered correctly.

If approved:
- Trainers will receive an email from noreply@nsecosha.com with NEW Trainer ID & password

If denied:
- Trainers will receive an email from noreply@nsecosha.com explaining what was missing or incorrect on their registration form and will be asked to re-register with correct information

Once your registration has been approved you will receive an email from noreply@nsecosha.com with your NEW NSEC Trainer ID # and password

ALL TRAINERS WILL RECEIVE A NEW TRAINER ID AND PASSWORD
Log Onto Your New Outreach Trainer Account

Submit a card request by logging onto your trainer account at https://outreach.nsecosha.com

You will need:
- Email address
- Trainer ID *
- Password*
  *Sent in email after registration has been approved
Submit A Training Card Request

Select from the column on the left side of the screen:
Training Card Request

<table>
<thead>
<tr>
<th>OSHA Outreach Request</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Trainer ID:</strong> 11</td>
</tr>
<tr>
<td><strong>Name:</strong> Kraller, Jeannine</td>
</tr>
<tr>
<td><strong>Course:</strong> OSH I</td>
</tr>
<tr>
<td><strong>Certificate:</strong> C1111111 <strong>Expires:</strong> 2/28/2019 <strong>Image:</strong> 36_C1111111.jpg</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Students</strong></td>
</tr>
<tr>
<td><strong>Course Taught</strong></td>
</tr>
</tbody>
</table>

Enter the number of students taught
Select type of course taught
Complete the entire card request form; location, dates, clock hours and times for each topic trained

- Enter students names on the roster
Pay With Credit Card

Each Outreach Card requested costs $8.00

- At the end of each Outreach Card request, trainers will be required to enter credit card information to pay for their cards.
- Credit Cards are processed via a secure PayPal portal
- Trainers will be emailed a confirmation of submission and receipt
If topics and times are complete and correct – a completed Outreach Program Report Form will be displayed and needs to be approved by selecting:

- Outreach Program Report Forms are required as part of your record keeping requirements. These forms are attached all course submission as a PDF under “past card requests.”

Trainer will receive email/receipt that submission is pending and credit card has been charged.
How Do I Know If My Card Request Went Through?

Trainers will:
- Receive a prompt that says your submission was successful and is pending processing

Trainer can also check to see if there is a pending request on their account under:
- Card requests

Trainers may have to check their spam or junk mail if they do not see an email after submitting a card request. ALL correspondence from the Outreach Trainer Portal comes from an auto-generated email account starting with noreply@ and should be received immediately after successful submission.
If outreach program report form was incomplete or incorrect – the page will prompt you with a:

Your outreach request has NOT been submitted, please verify entry below.

Scroll down the form to review highlighted areas that are completed incorrectly

- Anything submitted incorrectly will be highlighted in RED!!
- Correct the information and resubmit
Because this is a NEW system, trainers are being given time to familiarize yourself with the forms and process.

Trainer are currently given five attempts to submit outreach training with errors before being locked out of the card request portal.

- Incorrect submissions are accumulative from the time the trainer starts using the portal, entries may have been from last year, last month, last week. When five incorrect submission have been sent the trainer will be unable to submit any further outreach training card requests and will receive a prompt that the trainers account is locked.
  - The number of incorrect submissions accepted may change without prior notice.

After submitting five incorrect Outreach Program Report Forms in the portal, the system will lock them out.

- Trainers MUST contact their OTIEC for further instructions.
What Causes Me To Get Locked Out Of The System?

Typical errors made when submitting training:

- **Not** checking the statement of certification box
- **Not** entering Trainer name on signature line
- Dates of training in the **future**
  - all training must be submitted AFTER training has been completed
- **Incorrect** times on topics
- **Incomplete** topics selected
- Did **NOT** meet minimum requirements for topics and times
- Did **NOT** total 10 or 30 hours as required for training
- **Exceeded** maximum time allowed per topic in a 10 or 30 hours
  - 10 hr topics cannot exceed 4 hours
  - 30 hr topics cannot exceed 6 hours
Locked Trainer Account

How Trainers are notified they have been locked out of the system:
After Submitting 5 incorrect card requests you will receive this message with your OTIEC contact information:

OSHA Outreach Request

**Trainer ID:** 12  
**Name:** Moosavi, Phyliss

**Course:** 500  
**OTI Card Number:** C0012345  
**Expires:** 2/8/2019  
**Image:** [37_C0012345.jpg](attachment:image)

Your trainer card request privileges have been locked out due to 5 invalid data entries. Please contact KSC at services@itechbuild.com; outreach@rrcc.edu or call 603-645-0050 for additional instructions.

Trainers locked out of the system are requested to submit a records audit
How Long Does It Take To Get My Cards?

Cards are processed weekly

- Trainers will receive an email when cards have been printed with the card numbers issued to students
- Typically trainers receive their cards within 7 business days after processing
- All Outreach cards are sent by the US Postal Service, first class mail

Pre-printed cards will be sent to trainer with

- Student name
- Trainer name
- End date of training
Trainer Needs an Student Card Replaced

**Typos**
- Trainer can return misspelled cards with copy of letter sent with the card batch. Please make a notation on the side of letter that the card was misspelled and include the correct spelling.
  - Check with your OTIEC for replacement fees

**Lost Student Card**
- Trainer must log onto account to order replacement cards:
  - Select date of training
  - Check box next to student name
  - Only 1 replacement card can be issued to students
- After approval of replacement request the Trainer will receive an email with a payment link
  - $25 fee to replace
- Only cards issued within last 3 years can be replaced
Update Trainer Account Information

Trainer Contact Information: This is where your outreach cards will be mailed and how your OTIEC will contact you. Check to be sure your trainer information is current and make any changes necessary:

- Mailing Address
- Email address
- Phone
Update Trainer Authorization(s)

Add Multiple Trainer Authorizations or Update NEW Trainer Authorization after completing an update course.

- Construction
- General Industry
- Maritime
- ET&D

Trainers authorization MUST be current to request cards.
View Card Requests

View all card requests:
- Pending
- Processed
- Replacements

Card Submissions

<table>
<thead>
<tr>
<th>Trainer ID</th>
<th>Course ID</th>
<th>Course Hours</th>
<th>End Date</th>
<th>Submission Date</th>
<th>Status</th>
<th>PDF</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>CONSTRUCTION</td>
<td>10</td>
<td>2/2/2016</td>
<td>2/8/2016 12:41:32 PM</td>
<td>Pending</td>
<td>PDF</td>
<td>Details</td>
</tr>
<tr>
<td>11</td>
<td>CONSTRUCTION</td>
<td>10</td>
<td>2/1/2016</td>
<td>2/8/2016 10:28:10 AM</td>
<td>Pending</td>
<td>PDF</td>
<td>Details</td>
</tr>
</tbody>
</table>

Replacement Card Submissions

<table>
<thead>
<tr>
<th>Trainer ID</th>
<th>Course ID</th>
<th>Hours</th>
<th>End Date</th>
<th>Original OTI</th>
<th>Student Name</th>
<th>Request Date</th>
<th>Status</th>
</tr>
</thead>
</table>

Purchase Selected
Request Replacement Cards

Replacement cards can be requested for cards issued within the last 3 years.

- Replacement cards have a $25 fee

<table>
<thead>
<tr>
<th>End Date</th>
<th>Students</th>
<th>Course ID</th>
<th>Hours</th>
<th>Submission Date</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/1/2016</td>
<td>x x, x x, x x</td>
<td>CONSTRUCTION</td>
<td>10</td>
<td>2/8/2016</td>
<td></td>
</tr>
<tr>
<td>2/2/2016</td>
<td>j k, j k, j k</td>
<td>CONSTRUCTION</td>
<td>10</td>
<td>2/8/2016</td>
<td>Select</td>
</tr>
</tbody>
</table>
Trainers can submit upcoming dates of training as required by their OTIEC.
The password emailed to trainers is computer generated and will need to be changed to something more familiar.
National Safety Education Center

OUTREACH TRAINER CONTACT

nsecoutreach@niu.edu

OR

(815) 753-6904