All Outreach Training Card Requests and payments will be submitted via the NEW ONLINE OUTREACH TRAINER PORTAL

https://outreach.msosha.com
Register Yourself As An OSHA Authorized Outreach Trainer

Register yourself as an Authorized Outreach Trainer - log onto your portal at https://outreach.msosha.com

select

![Login form image]
Complete Outreach Trainer Registration Form

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.

Complete the Outreach Trainer Registration form and register.
Trainer Registration Process

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@msosha.com with NEW Trainer ID & password

If denied:
- Trainers will receive an email from noreply@msosha.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@msosha.com with your

NEW Mid-South Trainer ID # and password

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

After you receive your Trainer ID & Password email you can submit a 10 or 30 Hr. card request by logging onto your trainer account at https://outreach.msosha.com

You will need:

- Email address
- Trainer ID * - this is NOT the trainer number on your card
- Password*

*Sent in email after registration has been approved
Submit A Training Card Request

From the column on the left side of the screen:
Select:

- Enter the number of students taught
- Select type of course taught
  - Your blank Outreach Card Request form will open
Complete Outreach Program Report Form

- 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
Approve Your Completed Outreach Program Report Form

If topics and times are complete and correct – an 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”
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
- Receive an email with training information and charges processed

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

Traines 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 a auto generated email account starting with noreply@ and should be received immediately
Incomplete OR Incorrect 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 incorrect

- Anything submitted incorrectly will be highlighted in RED!!!
  - This counts as 1 incorrect submission
- Correct the information and resubmit
Incomplete OR Incorrect Submission

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 cumulative 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 submitted 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

Trainers are notified when they have been locked out of the system:

After submitting FIVE incorrect card requests, you will receive this message with your OTIEC contact information:

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 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 a Student 10 or 30 Hr.
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.
  - $20 fee for each replacement card

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
- Only cards issued within last 3 years can be replaced
Update Trainer Account Information

Trainer Contact Information:
This is the address 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:
- Processed
- Replacements
- Pending

<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>
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<td>10</td>
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<td>Pending</td>
</tr>
</tbody>
</table>

Replacement Card Submissions

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

- Replacement fee – $20
Submit Upcoming Dates of Training for Training Observation

Trainers can submit upcoming dates of training as required

**OSHA Outreach Request**

- **Trainer ID:** 5
- **Name:** Braud, Dianna
- **Course:** 501
- **OIT Card Number:** G10025854  **Expires:** 2/21/2017  **Image:** 8_G10025854.jpg

As an active Outreach Trainer we are required to observe outreach training conducted by trainers authorized by us. If you would like to provide upcoming training dates for observation please complete the following information.

**Contact Information**

- **PhoneNumber**

**Course 1**

- **Course Type:** Construction 10 hr

**Course Location**

- **AL**

**Course Duration**

- **Day 1**
  - **Date:** mm/dd/yyyy
  - **Begin Time:** i.e. 10:45 pm
  - **End Time:** i.e. 10:45 pm

- **Day 2**
  - **Date:** mm/dd/yyyy
  - **Begin Time:** i.e. 10:45 pm
  - **End Time:** i.e. 10:45 pm

**Course 2**

- **Course Type:** Construction 10 hr
Change Password

The password emailed to trainers is computer generated and will need to be changed to something more familiar.
CONTACT

info@midsouthoti.org OR 877-345-2515