



OUTREACH DOCUMENTATION POLICY

Notice to Outreach Trainer: Effective January 1, 2011

FAIL TO RECEIVE:

If a trainer fails to receive a batch of cards, Mid-America OSHA Education Center will replace the cards (at no charge) one time during a trainer's 4 year tenure as an Outreach trainer. Outreach trainers must provide a new address to send the cards. Replacement of sets of cards will be sent via FedEx using the outreach trainer's FedEx # or in the absence of FedEx #, the trainer will pay postage including delivery confirmation. It is recommended that replacement cards are sent to the home address to avoid the issue of being lost at work or fall into the wrong hands. More than one request in four years will result in a \$25 replacement fee for reissuing a batch of cards.

MISPRINTED:

Mid-America OSHA Education Center will only replace misprinted or destroyed cards upon receipt of the cards. Replacement cards will be sent one time at no charge during a trainer's 4 year tenure as an Outreach trainer. Further requests must be accompanied with \$25 processing fee along with the misprinted or destroyed cards.

LOST CARDS

Should a trainer request a card for a student that has lost their card, there is a \$25 processing fee. Outreach Trainers should refer to the guidelines regarding recordkeeping requirements.

AUTHORIZED TRAINER:

If an authorized trainer requests a new card within the 4 year period, a \$25 processing fee must be paid prior to Mid-America OSHA Education Center reissuing a replacement card.

TRAINING CERTIFICATES

Mid-America OSHA Education Center requires a \$25 processing fee (per certificate) for lost training certificates or request for duplicate certificates.

PAYMENT

Payment for lost or replacement cards/certificates can be paid by MasterCard, VISA, American Express or check made payable to Mid-America OSHA Education Center and must accompany request.

Requests should be sent to Shirley@midamericaosha.org or faxed to 937-704-9394. Questions? 1-866-444-4412

A handwritten signature in cursive script that reads "Susan E. White".

Director
Mid-America OSHA Education Center