



01/20/2026

MEMORANDUM

To: All Participants in the Mid-America Professional Safety Certification Program

From: James Floyd Director, Mid-America OSHA Education Center

Subject: Updated Policy on Course Transfers from Other OSHA Training Institute Education Centers for Certificate Completion – Effective Immediately

Purpose: Due to recent course cancellations and the volume of related inquiries, this memorandum outlines the current policy regarding completion of required courses through other authorized OSHA Training Institute (OTI) Education Centers and the application of credit toward the Professional Safety Certification Program at Mid-America.

Policy on Course Transfers and Credit Recognition

- **Participants may enroll in and complete equivalent required courses at other official OTI Education Centers when a Mid-America session is cancelled or unavailable.**
- **Credits earned from these courses will count toward certificate requirements, provided:**
 - **The courses are official OSHA-numbered offerings from an authorized OTI Education Center.**
 - **They meet all program prerequisites and content standards.**
- **To ensure program consistency and quality, transfers/substitutions from other OTI Education Centers are limited to:**
 - **A maximum of one large class (typically multi-day foundational or standards courses, e.g., OSHA #510, #511 or similar 4–5 day courses), AND**
 - **A maximum of one small class (typically 1-day or shorter elective/awareness courses).**
- **No transfers beyond this combined limit of one large + one small class will be accepted.**
- **All remaining required courses must be completed through Mid-America OSHA Education Center.**
- **Official proof of completion (certificate from the other OTI Education Center) must be submitted to Mid-America for verification and credit posting.**



Next Steps for Participants

1. Locate equivalent courses at other OTI Education Centers via the official OSHA course schedule: <https://www.osha.gov/otiec/courses/schedule>
2. Register and complete the course directly with the selected OTI Education Center.
3. After passing, send your official course completion certificate to: [insert submission email e.g. certificates@midamericaosha.org] Include in the email: your full name, student ID (if known), and the specific Mid-America course number/title the credit should replace.
4. Allow 2–4 weeks for processing and updating your certificate record.

We appreciate your patience and commitment to completing the Professional Safety Certification. These guidelines help maintain consistent training quality and fairness for all participants.

Questions or certificate submissions should be directed to: [Name/Title] [Email address] [Phone number e.g. 1-866-444-4412]

Thank you for your dedication to workplace safety and health education.

[Your Full Name] [Your Title] Mid-America OSHA Education Center [Website if desired e.g. www.midamericaosha.org]

James Floyd

James Floyd, Director

Mid-America OSHA Education Center

21 January 2026

Date