

HOW TO OBTAIN DISASTER SITE WORKER COURSE #7600 16-HOUR CARDS

Obtaining Student Course Completion Cards

After conducting the 16-hour Disaster Site Worker Course #7600 class, follow the instructions below to document your class to the responsible training location (see Attachment B) to receive Disaster Site Worker 16-Hour Training Course completion cards for your students.

For each outreach class, send the following:

1. **Disaster Site Worker Outreach Training Program Report** (see page 15). This includes information on the course, the trainer, and the students. Use the format on page 15 or create your own form. Make sure you include your most recent trainer date and the address to send the cards.

Primary Trainer Course Information

1. ID - doesn't apply to new trainers. Only trainers who have received student cards have one.
2. Trainer expiration date (four years after the last course taken).

ID Number: Applies only to trainers who have received student cards.

- Unless it is the procedure of your responsible OSHA Education Centers, each student who completes the trainer class will not be assigned an ID number.
- OTIEC's will have different ways of providing your ID number.
- If your OTIEC does not have your most recent expiration date, write in your new expiration date, and provide a copy of your course certificate or trainer card.

Training Certifications and Information

- The trainer must certify that their course met the topic requirements, the Lesson Objectives of the Disaster Site Worker Course #7600, and was held for at least 16 hours.
 - Also, you must include the range of student scores you recorded for Inspecting, Donning, and Doffing Half-Face Air-Purifying Respirators.
2. **A copy of your course certificate or trainer card if:**
 - This is your first Disaster Site Worker outreach training class, or
 - You have updated your trainer course status by taking a refresher course.
 3. **Student Names** who completed the class. These must be legible. We only need one list – don't send all the sign-in sheets.

*** Submittals that do not include items 1 – 3 may be returned ***

Remember these points when submitting your documentation:

- * Send separate documentation for each class. You may submit more than one class in an envelope.
- * Submit documentation within six months of course completion.
- * If you observe or measure workplace improvements that resulted from your outreach training, please inform us. Examples include declining incidents of workplace injuries and illnesses, the establishment of safety and health committees, or the correction of workplace hazards.

Mail your course documentation to the OSHA Training Institute Education Center where you took your most recent Disaster Site Worker Course #7600 or the refresher (see Attachment B).

Records. Keep a file on each of your courses which includes:

- Topics taught and time spent on each
- Student names and addresses -- the students work or home address.
- A copy of the documentation you sent to request cards.
- Student "Theme Worksheets", final exercises, and performance checklists and scores for Inspecting, Donning, and Doffing Half-Face Air-Purifying Respirators.

Information on Student Course Completion Cards

- It takes three to four weeks to process your request after an OTIEC receive your documentation and additional time for mailing. Unless there is an unusual situation, try not to call to check on the status of your cards before the processing time frame has elapsed.
- Student course completion cards are sent to the trainer for completion and distribution.
- The trainer completes the card by inserting the students name and the course end date and signing it. The trainers name may be typed in and must be typed or printed in if the signature is illegible.
- You may laminate the cards, and use the back of the cards for other identification or training information purposes, but no other alterations are permitted.
- Student course completion cards do not expire.
- You may provide students with a training certificate. This helps them prove they took the training before they receive their card. Advertising restrictions (page 7) also apply on the student cards.
- Trainers are sent a few extra cards for each class completed in case of card errors or to enable you to replace lost student cards for students you trained.

Replacing Lost, Damaged, or Misprinted Cards

Trainer Cards: Contact the organization where you took the course. Inform them when you took the course. After they validate that you completed the course, they'll issue you a replacement card.

Student Cards: Use the extra cards provided to you with each class to replace student cards, after you make the proper verification. If you do not have an extra card, contact the responsible OSHA Education Center for the replacement. Provide the following information: student name, trainer name, and training date. Records are kept for five years plus the present year.

Misprinted Cards: Return misprinted cards to the responsible OTIEC for replacement.

Disaster Site Worker Course #7600 Outreach Training Report [[print version](#)]

End Date of Course: ____ / ____ / ____

Number of Students: _____ (List students' names on back, or on a separate sheet)

Primary Trainer Course Information

ID Number*

Name

____ / ____ / ____
Expiration Date

*ID number – new trainers do not have - only applies to trainers who have received student cards

Address - cards will be sent here: (If you have an ID number and your address is the same, you don't need to complete this)

Check if this is a new address

Company / Dept. _____

Address _____

City /State /Zip _____

Phone No: (_____) - ____ - _____ ext. _____

Best time(s) to call: _____

Your documentation must include these items:

1. Disaster Site Worker Outreach Training Program Report – including complete Training Certifications and Information section.
2. Student names
3. A copy of your course certificate or trainer card if you do not have an ID#

Do not include these items with your documentation:

- Student evaluation forms
- Student sign-in sheets from each day of the course

Training Certifications and Information

____ (Check) I certify that I taught all the required topics and met the Lesson Objectives of the Disaster Site Worker Course #7600.

____ (Check) I certify that I conducted the training for a minimum of 16 hours.

____ (Check) I certify that I have maintained supporting documentation on the respirator performance checklists and scores.

The range of scores that I recorded for the Operations Performance Score in the respiratory protection performance test: FROM _____ TO _____

Trainer Signature _____