



"Reaching People, Saving Lives"

**Occupational Safety Training
and Certification Alliance**

Certification Candidate Booklet

OSTCA
341 S. College Road
Ste 11, PMB 3005
Wilmington, NC 28403
Toll Free: 888-382-6782
Fax: (775) 473-9031
Email: customerservice@ostca.org

As of September 23, 2009

Left Blank Intentionally

As of September 23, 2009

The Occupational Safety Training and Certification Alliance (OSTCA) is a credentialing organization founded by Safety Professionals to promote and establish standards for safety professionals. It operates as a peer certification board with the purpose of certifying safety professionals.

The OSTCA provides third party validation for experience and education. Since OSHA, the courts, nor most employers require any college degree to meet their training requirements and/or recommendations, the OSTCA does not require any college degree for its Certifications.

Through its certification program, the OSTCA promotes the advancement of safety professionals through the application of safety principles and the integration of safety into all levels and activities of an organization. The OSTCA program recognizes the safety and health professionals who demonstrate knowledge of health and safety skills and techniques through examination and experience.

Not only must safety professionals acquire the knowledge and skills to perform their functions effectively in their employment context, through continuing education and training they stay current with new technologies, changes in laws and regulations, and changes in the workforce, workplace and world business, political and social climate.

Its functions include:

- Setting standards related to safety professionals.
- Evaluating the academic and professional experience qualifications of safety professionals.

- Administering examinations relating to professional safety knowledge and skills.
- Establishing re-certification standards in the continuance of certification program.
- Authorizing individuals meeting OSTCA standards and paying the annual maintenance fee to use the OSTCA certifications and designations:

- OST – Occupational Safety Trainer – General Industry
 - Safety Train-the-Training
 - OSHA Regulations/Standards
- OSM – Occupational Safety Manager
 - OST or equivalent
 - Job Hazard Analysis
 - Site Safety Inspections
 - Industrial Incident Investigation
 - Programs/Policies & Procedures
 - First Aid/CPR
- OSP – Occupational Safety Professional (*proposed*)
 - Industrial Ergonomics
 - Fire Prevention
 - Industrial Hygiene
 - Process Safety Management
 - Risk Management
- Specializations
 - Construction (*proposed*)
 - Scaffolding/Fall Protection
 - Trenching/Excavation
 - Materials Handling
 - Electrical (*proposed*)
 - Electrical Safety in Construction
 - Electrical Safety for

General Industry

- Emergency Management *(proposed)*
 - Principles of Emergency Management
 - Incident Command System
- Emergency Response
 - HAZWOPER
 - Emergency Response Team
 - Confined Space Non-Entry Rescue
- Environmental Management
- Professional Instructor
- Transportation *(proposed)*
 - DOT HAZMAT
 - Fleet Management
 - Alcohol and Drug Abuse Prevention

1. PURPOSE AND SCOPE

Purpose This process validation guidance is intended to assist candidates in understanding quality management system requirements concerning training validation.

Scope This document has general applicability to candidates training validation process. A specific recommendation for verification of training and validation is included.

2. VALIDATION PROCESS

The OSTCA employees a multi-functional validation team to plan and oversee the validation activities. The team approach will help assure the validation processes are well thought out, the protocols are comprehensive and

that the final packages are well documented and easy to understand. There is a minimum of three (3) members on the validation team consisting of auditor, examiner, and approving authority.

Complete the application for certification located in the back of this handbook. Submit copies of current certifications for the last 10 years along with your application. An auditor will follow up on incomplete applications. Documentation recommended to be submitted with your application:

- Copy of Certification (within the last 10 years)
- Professional References (3)
- Biography/Resume

OSTCA will conduct a comprehensive evaluation of your application and provide you with a detailed evaluation report. This report will outline courses you may need to complete and any additional information or documentation necessary. You can request priority evaluation service for an additional \$25 fee to guarantee that your completed application packet be evaluated within 48 hours. Otherwise, applications may take between 14 to 21 days to evaluate based on the volume of applications received by OSTCA at that time.

3. MAINTAINING CERTIFICATION

OSTCA requires you to stay current and proficient in safety. Certification maintenance requires:

- accumulate 5 CEU's each year (begins first day following certification approval).
- proof of CEU completions due 30 days prior to the end of the 1st year. Failure to turn in proof will

- result in Certification termination.
- good standing with renewal fees.
 - maintaining certification can also be accomplished by taking the appropriate examination each year.

Continue Education Unit (CEU)

Accumulation

Candidates can maintain their certification by accumulation of CEUs. CEU's are calculated as 1 CEU is equal to 10 contact hours. The following can accumulate credit:

- Teaching Safety Courses (*limited to 2 duplicate courses per year*)
 - 1 hour = .1
- Attendance at conferences and educational programs
 - One day = .8
 - CPR = 1.6
 - First Aid = 1.6
- Examinations
 - OST = 10
 - OSM = 10
 - OSP = 10
- Other Activities
 - Workshops/Seminars
 - Half Day = 1
 - Full Day = 2

Fees

- Application/Evaluation: \$79.00
- 48-hour Evaluation: \$25.00
- Annual Maintenance Fee: \$79.00

Left Blank Intentionally



"Reaching People, Saving Lives"

Occupational Safety Training and Certification Alliance

Toll Free: 888-382-6782 Fax: (775) 473-9031 Email: customerservice@ostca.org

This form is to be submitted by any candidate wishing to be receive an OSTCA Certification. Once submitted, the candidate's records will be evaluated and will be subject to any changed requirements. The candidate will be sent the results of the evaluation by e-mail.

1. CANDIDATE INFORMATION

Date ____/____/____

First Name: _____ Last Name: _____ MI: _____

Address: _____

City: _____ State/Providence _____ ZIP _____

Country: _____ E-Mail: _____

Phone: Work (____) _____ - _____ Home (____) _____ - _____

Cell (____) _____ - _____ Fax (____) _____ - _____

Gender: Male Female Year Born: _____

Ethnic Affiliation (check one): White/Non-Hispanic Black/Non-Hispanic American Indian

Asian/Pacific Islander Hispanic Other

Employer: _____ Phone: (____) _____ - _____

City: _____ State/Providence _____ ZIP _____

Position: _____ Time in Position: _____

How did you learn of the Occupational Safety Training and Certification Alliance?

Internet Search Magazine Ad Conference Flyer/Poster Email Direct Mail

Referral Other Details: _____

2. CERTIFICATION

Occupational Safety Trainer Occupational Safety Manager Occupational Safety Professional

Specializations

Construction Electrical Emergency Management Emergency Response

Environmental Management Professional Instructor Transportation

3. PREVIOUS EDUCATION/TRAINING

Please attach a copy of all current certifications. Use a separate sheet of paper if needed.

College Education

College/University	Date Graduated	Degree	Concentration

Professional Licenses, Certifications, and Training Programs

Name of Certification, License, or Training Program	Documentation Date Completed	Attached (Yes/No)

4. PROFESSIONAL REFERENCES

Name	Phone	Length Known

I certify that to the best of my knowledge the information provided in this application is accurate and complete. I understand that if this information or any other information upon which my application is based on is found to be inaccurate or incomplete, the OSTCA may rescind my certification. If I am approved for certification, I agree to abide by the rules and regulations of the OSTCA in maintaining my certification. I acknowledge that all official documentation that I submit to the OSTCA will become the property of the OSTCA and will not be forwarded to another institution or returned to me.

Candidate Signature

Date

As of September 23, 2009