

## Student Data Form Instructions

In order to access OTI webinars, you must first complete and submit a Student Data Form.

The Student Data Form is used to add staff into the OTI system and the OSH Training Records Database.

**Please use the typeover option** of the form and submit to [marcy.collyer@labor.nc.gov](mailto:marcy.collyer@labor.nc.gov).

OTI will not accept hand-written forms.

**ONLY** complete your information and your supervisor' information. OTI will reject forms that are not filled out correctly.