

**The controlled copy is stored electronically.**

**Document Title:** OSHA-TI Training

**Approval Authority:** Bureau Chief

### **A. PURPOSE AND SCOPE**

This Bureau Operating Procedure (BOP) defines the process for Division employee enrollment in training provided by the Occupational Safety and Health Administration Training Institute (OTI). This procedure applies to the role of the Education, Training and Technical Assistance (ETTA) Training Section in facilitating enrollment in training provided by the OTI. This procedure does not apply to enrollment in in-service, periodic, or Operational Procedure Notice (OPN) 64 mandated training.

### **B. ACTION STEPS**

1. The Training Coordinator will complete online pre-enrollment requests to OTI – Office of Training and Education or OSHA Region IV when requested by the OSH bureaus and sections and approved by the appropriate bureau/section chief, director, administrator, or supervisor.
2. The Training Coordinator will provide enrollment, cancelation and name change forms to bureaus/sections, as requested.
3. The Training Coordinator will confirm training request and process through federal website.
4. The Training Coordinator will enter information on completed training into individual training records, when notified by the bureau/section that an individual has successfully completed a training course.

### **C. REVIEWS/REVISIONS**

Revision 2: 1/28/2009 – Minor revisions.

Revision 3: 4/14/2011 – Removed attachments per new uploading procedures. Attachments will be provided as necessary.

Reviewed: 9/13/2011 – No changes.

Reviewed: 9/01/2012 – No changes.

Revision 4: 10/15/2015 – Updated paragraph D.

Reviewed: 1/04/2019 – No changes.

Revision 5: 1/30/2020 – Removed obsolete reference in paragraph C/paragraph D moved to paragraph C.

Revision 6: 2/01/21 – Minor typo corrections.

Revision 7: 2/18/22 – Minor change to paragraph B (1). Removed reference to Database Manager.