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**Document Title:** **OSH Division Training Records**  
**Bureau Chief**

**Approval Authority:**

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

This operating procedure ensures identification and control of OSH Division training records by the Education, Training and Technical Assistance (ETTA) Bureau. This procedure applies to ETTA personnel involved in collecting, recording or transmitting training records of OSH Division employees. It does not cover records of training conducted for non-OSH Division personnel.

#### **B. ACTION STEPS**

1. Division Supervisors, Bureau Administrative Assistants and course facilitators will submit training documentation to the Database Manager within 2 weeks of the end of each training event. Documentation may include rosters, certificates and/or Training Records Submission Forms. For all NON-ETTA training events, in lieu of a roster or certificate, individuals may submit a Training Records Submission Form documenting training attendance. The form is located on the One Stop Shop and must be validated and signed by the individual's supervisor.
2. The Database Manager will enter the training event into the division database for each employee within 2 weeks of receipt of documentation.
3. Each employee has the right to access to their training records. The training records database is located on the One Stop Shop under the Training Resources tab. The database manager will assist with any questions from employees needing assistance with obtaining training records.

#### **C. REFERENCES**

1. OSH Division Training Records Database
2. Bureau Quality Policy
3. OSH Training Submission Form

#### **D. ATTACHMENTS**

None

#### **E. REVIEWS/REVISIONS**

Revision 1: 1/13/2010 – Revised/Corrected Policy #. Changed from B01 to T11.

Reviewed: 9/01/2012

Revision 2: 10/20/15 – Updated paragraphs B and E.

Reviewed: 1/04/2019

Reviewed: 1/15/2020

Reviewed: 2/01/21

Reviewed: 2/18/22