

CSHO Progression Notebook

Instructions: The documents in this section are to provide guidance to the supervisor, CSHO lead and CSHO trainee during CSHO training that is based on OPN 64 – Mandatory Training Program for OSH Compliance Personnel.

The “Table of Contents” section details the structure of the new CSHO’s Progression Notebook (CPN) and how it will be set up. Questions regarding the notebook contents should be directed to the district supervisor and/or bureau chief. The CSHO trainee will be provided with a 3-ring notebook and will tab the notebook as instructed on this webpage. In some cases, you will need to download documents to your computer desktop for your use.

Additionally, per OPN 64, the compliance bureau chief will meet with new CSHOs for their six-month training progression review during their first year per the CPN process.

Note: The CPN process can be found on the One Stop Shop, under the Training Resources Tab, “CSHO Progression Notebook”.

Reference Documents:

- [OPN 64](#) – Mandatory Training Program for OSH Compliance Personnel
- [APN 15](#) – Internal Training for OSH Compliance Personnel
- [TED 01-00-019](#) – Mandatory Training Program for OSHA Compliance Personnel
- Correlation of OTI Courses to Professional Certifications
- OSH Division (or OTI) Courses Required or Recommended in OSHA Directive

Note: Upon release, the CSHO is required to “pdf” or scan your spreadsheet(s) and send to Marcy Collyer (marcy.collyer@labor.nc.gov) to add to your training records. She does not need your original spreadsheet(s). The spreadsheet(s) may be maintained by the CSHO to continue to track Phase 1 and 2, if they choose to do so.