



# OUTREACH TRAINING PROGRAM

[WWW.OSHACARDPORTAL.COM](http://WWW.OSHACARDPORTAL.COM)

# WWW.OSHACARDPORTAL.COM

**Verify OSHA Card**

**Pay Invoice**

## OSHA CARD PORTAL

### Sign In

[Forgot Password?](#)

**Sign In**

The OSHA Card Portal is a secure system and requires a pre-approved account to access the OSHA Trainer tools. Use your email address and password in the form above to access the tools. If you do not have an account, or have issues accessing the site, please contact your OSHA Training Institute Education Center (OTIEC) for assistance.

## Available Features:

- Anyone can access the OSHA Card Portal; however, pre-registered Outreach trainers will be able to log in
- Without a log in you can:
  - Verify an OSHA Card
  - Pay an Invoice

# VERIFYING AN OSHA CARD

# VERIFYING AN OSHA CARD

## Verify OSHA Card

[Pay Invoice](#)

## OSHA CARD PORTAL

### Sign In

[Forgot Password?](#)

The OSHA Card Portal is a secure system and requires a pre-approved account to access the OSHA Trainer tools. Use your email address and password in the form above to access the tools. If you do not have an account, or have issues accessing the site, please contact your OSHA Training Institute Education Center (OTIEC) for assistance.

## How to Verify an OSHA Card:

- Enter in the **Full Name** as it appears on the card; be sure to include any suffix, middle name, and punctuation
- Enter in the **Outreach Card number**, including the dash
- Click the **Submit** button

# VERIFYING AN OSHA CARD

OSHA CARD PORTAL

Menu 

## OSHA Card Details

Status	VALID CARD 
Name	Firstname Lastname
Card No.	00-000000000
Credentials	Construction 10-Hour Construction 30-Hour
Issue Date	Jan. 27, 2021

Verify Another Card

## How to Verify an OSHA Card:

- The portal will either provide **Valid Card** or **Not Valid** once submitted
- If you receive a **Not Valid** response and believe it is a valid card, click *Verify Another Card*
- Once you're back to the verification page, re-enter the information from the card
- Be sure to double check the spelling of the name, including punctuation, and resubmit

The background of the slide is a light blue color with a pattern of white, curved, overlapping lines that create a sense of depth and movement. A dark blue horizontal band is centered across the middle of the slide, containing the main text.

# PAYING AN INVOICE WITHOUT A LOGIN

# PAYING AN INVOICE

The screenshot displays the OSHA Card Portal interface. On the left, there is a 'Verify OSHA Card' section with a 'Pay Invoice' sub-section. The 'Pay Invoice' section contains two input fields: 'Order Number' and 'Billing Zip Code', followed by a blue 'Submit' button. On the right, the 'OSHA CARD PORTAL' header is centered, followed by a 'Sign In' section. The 'Sign In' section includes two input fields: 'Email Address' and 'Password', a 'Forgot Password?' link, and a blue 'Sign In' button. Below the 'Sign In' section, there is a paragraph of text: 'The OSHA Card Portal is a secure system and requires a pre-approved account to access the OSHA Trainer tools. Use your email address and password in the form above to access the tools. If you do not have an account, or have issues accessing the site, please contact your OSHA Training Institute Education Center (OTIEC) for assistance.'

## Without a Log In:

- This feature is designed to be used by a third-party who submits payment for an order placed by an Outreach trainer
  - This is including, but not limited to, accounting departments, military, and educational institutions
- Enter in the **Order Number**. This is found on the Invoice provided by the Outreach trainer
- Enter in the **Billing Zip Code**. This is found on the Invoice provided by the Outreach trainer
- Once the information is entered into the corresponding box, click **Submit**



# PAYING AN INVOICE

1 Payment — 2 Confirmation

**Ship To**

Trainer Name  
123 Main St, City, St 00000

**Shipping Method**

USPS First Class with tracking info - FREE  
7-10 business days

**Payment**  
All transactions are secure and encrypted

Credit Card

Card Number  
XXXX

Name on Card  
John D. Applesseed

Expiration Date  
MM/YY

Security Code  
345

**Billing Address**  
Select the address that matches your card or payment method

Same as Shipping Address

Use a different Billing Address

**Order Details**

Order Number: 320588  
Order Status: Open Invoice

Outreach Class Report Class Date: 12/02/2021 No. of Cards: 3	\$24.00
Subtotal	\$24.00
Shipping	\$0.00
<b>Total Due</b>	<b>\$24.00</b>

Back Pay Now

## Submitting Payment:

- After clicking **Submit**, you will be able to review the details of the order and complete payment with a credit card
- Only credit card payments may be submitted on the portal. Instructions for submitting a payment with a check are available on every invoice
- The **Shipping Address** and **Shipping Method** cannot be adjusted once the order has been submitted for invoicing
- If the billing address is incorrect, they can select **Use a different Billing Address** and make the necessary adjustments
- Once complete, click **Pay Now**

# SETTING UP YOUR ACCOUNT

# SETTING UP YOUR ACCOUNT

Verify OSHA Card

Pay Invoice

## OSHA CARD PORTAL

### Sign In

[Forgot Password?](#)

Sign In

The OSHA Card Portal is a secure system and requires a pre-approved account to access the OSHA Trainer tools. Use your email address and password in the form above to access the tools. If you do not have an account, or have issues accessing the site, please contact your OSHA Training Institute Education Center (OTIEC) for assistance.

## First Time Logging In?

- Once a new account has been created, you will receive a **New Account Created** email from the portal to the address that was provided
  - Only 1 email address per user
  - An email address cannot be shared with another user
- Go to [www.OSHACardPortal.com](http://www.OSHACardPortal.com)
- Click on **Forgot Password?**

# SETTING UP YOUR ACCOUNT

OSHA CARD PORTAL

Menu 

## Forgot Password

Enter the e-mail address associated with your OSHA Card Portal account and click the button below, and we'll send you instructions on how to reset your password.

Email Address

Send Password Reset Email

If you don't see an email from us within the next 15 minutes, please check your spam/junk folder and verify that the email address you provided is the address associated with your OCP account. If issues persist or you need to change your email address, please contact your ATO for assistance.

## Sending a Password Reset Email:

- Input your User Email
- Click **Send Password Reset Email**
- An email with the reset password link will be sent to your email address
- Click on the link, it will prompt you to create a password

# SETTING UP YOUR ACCOUNT

OSHA CARD PORTAL

Menu 

## Reset Your Password

To reset your password for your OSHA Card Portal account, enter a new password in the form below and re-enter the same password a second time.

Passwords must be at least eight (8) characters long and contain at least one of each of the following characters: an uppercase letter, a lowercase letter, a number, and a special character (such as \$, %, &, etc.)

New Password

Re-enter Password

Submit 

Cancel 

## Important Notes:

- Passwords must be at least eight (8) characters long and contain one of each of the following characters:
  - An uppercase letter
  - A lowercase letter
  - A number
  - A special character (such as \$, %, &, etc.)
- Click **Submit** after entering your new password in both boxes
- After your password is created you can go back to the OSHA Card Portal webpage and log in

The background of the slide is a light blue color with a pattern of white, curved, overlapping lines that create a sense of depth and movement. A dark blue horizontal band is centered across the middle of the slide, containing the text.

ONCE YOU'RE LOGGED IN

# ONCE YOU'RE LOGGED IN

Mid Atlantic OTIEC


Hi, Jeni 

Home

Outreach Classes

Students

Orders

 The highlighted Outreach Class Report has been returned to you for changes and requires you to resubmit. The highlighted Outreach Class Reports are nearing or have passed the OSHA timeline requirement.


## My Tasks

[+ Add Class](#) [Request Reprint](#)

Task	Category	Date in Queue (days)	
Awaiting Approval	Class	12/28/2021 (0d)	Email ATO
Incomplete Report	Class	12/07/2021 (21d)	Complete Report
Order Awaiting Payment	Order	12/07/2021 (21d)	Pay Invoice
Incomplete Report	Class	11/22/2021 (36d)	Complete Report
Changes Required	Class	11/09/2021 (49d)	Revise Report

## Recent Orders

Order No.	Date	Status	
320588	12/21/2021	Awaiting Print	<a href="#">View</a>   <a href="#">Track</a>
320587	12/14/2021	Awaiting Print	<a href="#">View</a>   <a href="#">Track</a>
320586	12/07/2021	Open Invoice	<a href="#">View</a>   <a href="#">Track</a>
320584	12/02/2021	Awaiting Approval	<a href="#">View</a>   <a href="#">Track</a>
320583	11/30/2021	Awaiting Print	<a href="#">View</a>   <a href="#">Track</a>



### Active Credentials

General Industry   
Exp: 11/29/2025

Construction   
Exp: 11/07/2023

### Card Orders

Cards Shipped (last 2 weeks) 0  
Cards Pending ATO Approval 16

### Training Deliveries

Students Trained 75  
Classes Delivered 18

## Getting to know your Home Screen:

- There are four main tabs: **Home**, **Outreach Classes**, **Students**, & **Orders**
- In the gray box to the right, you'll find your **Active Credentials**, **Card Orders**, and **Training Deliveries**
  - **Active Credentials:** A quick view of your current active credentials and their expiration dates
  - **Card Orders:** A quick view of cards that have shipped in the last 2 weeks and cards that are *Pending ATO Approval*
  - **Training Deliveries:** A quick view of how many students you've taught & how many classes you've instructed

# ONCE YOU'RE LOGGED IN

Mid Atlantic OTIEC


Hi, Jeni 

Home

Outreach Classes

Students

Orders

 The highlighted Outreach Class Report has been returned to you for changes and requires you to resubmit. The highlighted Outreach Class Reports are nearing or have passed the OSHA timeline requirement.

## My Tasks

[+ Add Class](#) [↻ Request Reprint](#)

Task	Category	Date in Queue (days)	
Awaiting Approval	Class	12/28/2021 (0d)	Email ATO
Incomplete Report	Class	12/07/2021 (21d)	Complete Report
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## Recent Orders

Order No.	Date	Status	
320588	12/21/2021	Awaiting Print	<a href="#">View</a>   <a href="#">Track</a>
320587	12/14/2021	Awaiting Print	<a href="#">View</a>   <a href="#">Track</a>
320586	12/07/2021	Open Invoice	<a href="#">View</a>   <a href="#">Track</a>
320584	12/02/2021	Awaiting Approval	<a href="#">View</a>   <a href="#">Track</a>
320583	11/30/2021	Awaiting Print	<a href="#">View</a>   <a href="#">Track</a>



### Active Credentials

General Industry   
Exp: 11/29/2025

Construction   
Exp: 11/07/2023

### Card Orders

Cards Shipped (last 2 weeks) 0  
Cards Pending ATO Approval 16

### Training Deliveries

Students Trained 75  
Classes Delivered 18

## Getting to know your Home Screen:

- In the space to the left you'll find **Add Class**, **Request Reprint**, **My Tasks**, and **Recent Orders**
- **Add Class**: Clicking here will start the reporting process for a recently completed class
- **Request Reprint**: This will take you to the **Students** tab where you can order a replacement **Student Completion Card**
- **My Tasks**: Reports listed in this category need attention before they're approved
- **Recent Orders**: A list of your most recent orders and their status

# ONCE YOU'RE LOGGED IN

Home

Outreach Classes

Students



The highlighted Outreach Class Report has been returned to you for changes and requires you to resubmit.  
The highlighted Outreach Class Reports are nearing or have passed the OSHA timeline requirement.

## My Tasks

[+ Add Class](#) [↻ Request Reprint](#)

Task	Category	Date in Queue (days)	
Awaiting Approval	Class	12/28/2021 (0d)	Email ATO
Incomplete Report	Class	12/07/2021 (21d)	Complete Report
Order Awaiting Payment	Order	12/07/2021 (21d)	Pay Invoice
Incomplete Report	Class	11/22/2021 (36d)	Complete Report
Changes Required	Class	11/09/2021 (49d)	Revise Report

## What are *MyTasks*?

- Reports listed in this category need attention before they're approved
- **Awaiting Approval:** Report has been submitted and is waiting for the ATO to review the report
- **Incomplete Report:** Report was started but was not finished. Click **Complete Report** to add any missing information and submit the report
- **Order Awaiting Payment:** Report was submitted for invoicing, and the invoice is waiting on payment
- **Changes Required:** Report was completed, submitted, paid for, and reviewed by the ATO. Click **Revise Report** and make any necessary adjustments and resubmit
- Classes outlined in yellow have additional information that needs to be addressed

# SUBMITTING A CLASS REPORT

# SUBMITTING A CLASS REPORT

## Adding a Class:

- Locate and click the **Add Class** button found above the *My Tasks* section

**Mid Atlantic OTIEC** Hi, Jeni

Home Outreach Classes Students Orders

The highlighted Outreach Class Report has been returned to you for changes and requires you to resubmit. The highlighted Outreach Class Reports are nearing or have passed the OSHA timeline requirement.

### My Tasks

[+ Add Class](#) [Request Reprint](#)

Task	Category	Date in Queue (days)	Action
Awaiting Approval	Class	12/28/2021 (0d)	Email ATO
Incomplete Report	Class	12/07/2021 (21d)	Complete Report
Order Awaiting Payment	Order	12/07/2021 (21d)	Pay Invoice
Incomplete Report	Class	11/22/2021 (36d)	Complete Report
Changes Required	Class	11/09/2021 (49d)	Revise Report

### Recent Orders

Order No.	Date	Status	Action
320588	12/21/2021	Awaiting Print	View   Track
320587	12/14/2021	Awaiting Print	View   Track
320586	12/07/2021	Open Invoice	View   Track
320584	12/02/2021	Awaiting Approval	View   Track
320583	11/30/2021	Awaiting Print	View   Track

### Active Credentials

- General Industry Exp: 11/29/2025 ✓
- Construction Exp: 11/07/2023 ✓

### Card Orders

- Cards Shipped (last 2 weeks) 0
- Cards Pending ATO Approval 16

### Training Deliveries

- Students Trained 75
- Classes Delivered 18

# SUBMITTING A CLASS REPORT

## Adding a Class:

- Select from the drop-down list of OSHA Outreach Courses
- Only courses you're authorized to instruct will be listed
- Once you hit **Continue** the report will be started

The screenshot shows the Mid Atlantic OTIEC web application interface. At the top, the user is logged in as 'Hi, Jeni'. The navigation bar includes 'Home', 'Outreach Classes', 'Students', and 'Orders'. A notification banner states: 'The highlighted Outreach Class Report has been returned to you for changes and requires you to resubmit. The highlighted Outreach Class Reports are nearing or have passed the OSHA timeline requirement.'

The 'My Tasks' section contains a table with the following data:

Task	Category
Awaiting Approval	Class
Incomplete Report	Class
Order Awaiting Payment	Order
Incomplete Report	Class
Changes Required	Class

An 'Add Class' modal is open, displaying a message: 'Please select an OSHA Outreach Course from the list of courses that you are credentialed to teach.' Below the message is a 'Course' dropdown menu with the following options:

- CON10 - 10-Hour Construction Course (highlighted)
- CON30 - 30-Hour Construction Course
- GEN10 - 10-Hour General Industry Course
- GEN30 - 30-Hour General Industry Course

A 'Continue' button is located at the bottom right of the modal. The background shows a 'Recent Orders' table and 'Active Credentials' section.

**Active Credentials:**

- General Industry (Exp: 11/29/2025) ✓
- Construction (Exp: 11/07/2023) ✓

**Card Orders:**

- Cards Shipped (last 2 weeks): 0
- Cards Pending ATO Approval: 16

**Training Deliveries:**

- Students Trained: 75
- Classes Delivered: 18

**Recent Orders Table:**

Order No.	Date	Status	Action
320588	12/21/2021	Awaiting Print	View   Track
320587	12/14/2021	Awaiting Print	View   Track
320586	12/07/2021	Open Invoice	View   Track
320584	12/02/2021	Awaiting Approval	View   Track
320583	11/30/2021	Awaiting Print	View   Track

# SUBMITTING A CLASS REPORT

## Create Class Report:

Mid Atlantic OTIEC

Hi, Jeni 

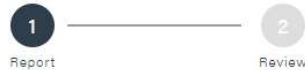
Home

Outreach Classes

Students

Orders

### Create Class Report



#### Report Details

Report Status  
In Progress

#### Training Site

Location Name  
Main Street [Change](#)

Address Type  
Workplace

Address  
123 Main St  
Suite A  
City, St  
00000

#### Class Details

Outreach Course  
Construction 10-Hour

Trainer Card No.  
00-000000000

Sponsoring Organization  
N/A

Emphasis (select all that apply)

Language:

Spanish

Language other than English or Spanish (specify)

Other Emphasis:

Youth (age 18 and under)

OSHA Alliance or Partnership (specify)

Other (specify)

#### Class Duration

Day 1

Day 2

Day 3

- **Report Details:** Shows the progress of the report *In Progress, Payment Pending, Submitted, Approved, & Rejected*
- **Class Details:** Type of Course, Trainer Card Number, Sponsoring Organization, Language Emphasis other than English, and Other Emphasis, such as Youth (age 18 and under)
- **Training Site:** Location Name, Address Type, and Address
- To add a new address, or select from a previous address, click the **Change** button

# SUBMITTING A CLASS REPORT

## Change Training Site:

- Under *Change* you can select from the list of **Most Recently Used** or **Previously Used** addresses
- Click **Add New Training Site** to add a training site not listed below
- Once a site is added, it will be available to select for future class reports
- There is no limit to the number of addresses that can be kept on file

Mid Atlantic OTIEC Hi, Jeni

Home Outreach Classes Students Orders

### Change Training Site

Most Recently Used [+ Add New Training Site](#)

**Main Street**  
123 Main St, Suite A, City, St, 00000

**2nd Avenue**  
456 2nd Ave, Suite B, City, St, 00000

Previously Used

**Main Street (Video Conferencing)**  
123 Main St, Suite A, City, St, 00000

Cancel Select

Report Details

Report Status  
In Progress

Training Site

Location Name  
Mid Atlantic OTIEC

Address Type  
Workplace

Address  
123 Main St  
Suite A  
City, St  
00000

Class Duration

Day 1 Day 2 Day 3

[https://cardbox.oshcardportal.com/portalapp/outreach\\_classes/27119/create/step/1/#](https://cardbox.oshcardportal.com/portalapp/outreach_classes/27119/create/step/1/#)

# SUBMITTING A CLASS REPORT

## Create Class Report:

- Verify that all the information in the **Class Details** and **Training Site** are correct
- Scroll down to the next section, **Class Duration**

Mid Atlantic OTIEC Hi, Jeni

Home Outreach Classes Students Orders

### Create Class Report

1 Report — 2 Review

#### Report Details

Report Status: In Progress

#### Training Site

Location Name: Main Street [Change](#)

Address Type: Workplace

Address: 123 Main St, Suite A, City, St, 00000

#### Class Details

Outreach Course: Construction 10-Hour

Trainer Card No.: 00-000000000

Sponsoring Organization: N/A

Emphasis (select all that apply)

Language:

- Spanish
- Language other than English or Spanish (specify)

Other Emphasis:

- Youth (age 18 and under)
- OSHA Alliance or Partnership (specify)
- Other (specify)

#### Class Duration

Day 1 Day 2 Day 3

# SUBMITTING A CLASS REPORT

**Address Type**  
Workplace

**Address**  
123 Main St  
Suite A  
City, St  
00000

Language other than English or Spanish (specify)

**Other Emphasis:**

Youth (age 18 and under)

OSHA Alliance or Partnership (specify)

Other (specify)

**Class Duration**

Day 1	Day 2	Day 3
Date: 12/01/2021	Date: 12/02/2021	Date: mm/dd/yyyy
Start Time: 08:00 AM	Start Time: 08:00 AM	Start Time: 00:00 ----
End Time: 02:00 PM	End Time: 02:00 ---- AM PM	End Time: 00:00 ----

**Day 4**

Date: mm/dd/yyyy

Start Time: 00:00 ----

End Time: 00:00 ----

+ Add Day

**Topics**

Required	Elective
Introduction to OSHA 0.00	Cranes, Derricks, Hoists, Elevators, and Conveyors 0.00
OSHA Form 304 Hazard	Essentials

## Class Duration:

- The **Class Duration** is the total time that the students are in class, including all *Topic* hours, breaks, and administrative matters
- Input the **Class Date**, **Start Time**, and **End Time** for each day
- Select **AM** or **PM** from the drop-down menu
- Click **Add Day** if you need to report additional class days
- If you do not need all the days listed, leave it blank and it will remove them from the report
- All classes must be **completed within 6 months** from start to finish
- Scroll down to the next section, **Topics**

# SUBMITTING A CLASS REPORT

## Topics:

- 3 topic categories for every report: **Required**, **Elective** and **Optional**
- Topic time must be in decimal format
  - 30 min = 0.5
  - 45 min = 0.75
  - 1 hour = 1.00
  - 1 hour & 15 min = 1.25
- Click **Add Optional Topic** to add additional topics instructed
- Scroll down to the next section, **class roster**

Start Time: 00:00  
End Time: 00:00

+ Add Day

Topics

Category	Topic	Time
Required	Introduction to OSHA	1.00
	OSHA Focus Four Hazards	4.00
	Falls	1.50
	Electrocution	1.00
	Struck by	1.00
	Caught-in or Between	0.50
	Personal Protective Equipment	1.00
	Health Hazards in Construction	1.00
Elective	Cranes, Derricks, Hoists, Elevators, and Conveyors	1.00
	Excavations	1.00
	Materials Handling, Storage, Use, and Disposal	0.00
	Scaffolds	0.00
	Stairways and Ladders	0.00
	Tools - Hand and Power	0.00
Optional	Bloodborne Pathogens	1.00

Total Time Entered for All Topics: 10.00

Class Roster

Number of Students in Class: 3

# SUBMITTING A CLASS REPORT

Struck by 1.00

Caught-In or Between 0.50

Personal Protective Equipment 1.00

Health Hazards in Construction 1.00

Stairways and Ladders 0.00

Tools - Hand and Power 0.00

**Optional**

– Bloodborne Pathogens 1.00

+ Add Optional Topic

Total Time Entered for All Topics: 10.00

**Class Roster**

Number of Students in Class 3

**Student Names**

Enter each student individually. Be sure spelling and capitalization are entered as they should appear on the student's OSHA card.

– Student One

– Student Two, Jr.

– Student N. Three

+ Add Student

Cancel

Save & Continue


## Class Roster:

- Under **Class Roster** you can enter the **Number of Students in Class**, or click the **Add Student** button to add students one at a time
- Outreach training classes must have no less than 3 students and no more than 40 students per class
- The student's name must be their full legal name and should match what appears on a driver's license or government issued ID
- Include any applicable suffix for the student, such as, Jr, Sr, II, or III
- Only students who have completed the full training as indicated by the dates/times/topics above should be included on this report. Makeup students are submitted on their own separate report
- Once you're complete, click the **Save & Continue** button to proceed with reviewing the report

# SUBMITTING A CLASS REPORT

## Review Class Report:

- The review page is similar to what the ATO will see while reviewing the report for approval
- Review each section to ensure that all information is accurate and follows the Outreach Training Program Requirements and Procedures
- Scroll down to review the next section, ***class duration***

Mid Atlantic OTIEC Hi, Jeni 

Home Outreach Classes Students Orders

### Create Class Report

1 Report ————— 2 Review

Review the Class Report information below and, if required, provide explanations for flagged exceptions. If any changes need to be made to the report, click the **Back** button at the bottom of the page and make the necessary corrections. Otherwise, if the Class Report is accurate, click the **Add To Cart** button.

#### Report Details

**Report Status**  
In Progress

#### Class Details

**Outreach Course**  
Construction 10-Hour

**Trainer Card No.**  
00-00000000

**Sponsoring Organization**  
*None Selected*

**Emphasis**

**Language:**

Spanish

Language other than English or Spanish

**Other Emphasis:**

Youth (age 18 and under)

OSHA Alliance or Partnership

Other

#### Training Site

**Location Name**  
Main Street

**Address Type**  
Workplace

**Address**  
123 Main St  
Suite A  
City, St  
00000

#### Class Duration

# SUBMITTING A CLASS REPORT

## Review Class Report:

- Class Duration will list the dates and times provided on the previous page and will now include the **OTPR Submission Deadline** date
- OTPR stands for *Outreach Training Program Report* and is one of the required recordkeeping documents. The OSHA Card Portal will generate the OTPR for you from the report that is being submitted
- All OTP reports must be submitted within 30 calendar days of class completion
- Scroll down to review the next section, **topics**

### Training Site

**Location Name**  
Main Street

**Address Type**  
Workplace

**Address**  
123 Main St  
Suite A  
City, St  
00000

### Sponsoring Organization

None Selected

**Emphasis**  
Language:

Spanish

Language other than English or Spanish

**Other Emphasis:**

Youth (age 18 and under)

OSHA Alliance or Partnership

Other

### Class Duration

Class Schedule		December 2021							January 2022						
Date	Time	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
Dec. 01, 2021	08:00 AM - 02:00 PM				1	2	3	4							1
Dec. 02, 2021	08:00 AM - 02:00 PM	5	6	7	8	9	10	11	2	3	4	5	6	7	8
<b>OTPR Submission Deadline</b> 01/01/2022		12	13	14	15	16	17	18	9	10	11	12	13	14	15
		19	20	21	22	23	24	25	16	17	18	19	20	21	22
		26	27	28	29	30	31	23	24	25	26	27	28	29	
								30	31						

### Topics

Required		Elective	
Introduction to OSHA	1.00	Cranes, Derricks, Hoists, Elevators, and Conveyors	1.00
OSHA Focus Four Hazards	4.00	Excavations	1.00
Falls	1.50	Materials Handling, Storage, Use, and Disposal	0.00
Electrocution	1.00	Scaffolds	0.00

# SUBMITTING A CLASS REPORT

## Review Class Report:

- Double check that the topics submitted match the topics provided on the *detailed topic outline* for the class
- Scroll down to review the next section, ***class roster***

**OTPR Submission Deadline**  
01/01/2022

12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30	31					

**Topics**

**Required**

Introduction to OSHA	1.00
OSHA Focus Four Hazards	4.00
Falls	1.50
Electrocution	1.00
Struck By	1.00
Caught-In or Between	0.50
Personal Protective Equipment	1.00
Health Hazards in Construction	1.00
<b>Required Total</b>	<b>7.00</b>

**Elective**

Cranes, Derricks, Hoists, Elevators, and Conveyors	1.00
Excavations	1.00
Materials Handling, Storage, Use, and Disposal	0.00
Scaffolds	0.00
Stairways and Ladders	0.00
Tools - Hand and Power	0.00
<b>Elective Total</b>	<b>2.00</b>

**Optional**

Bloodborne Pathogens	1.00
<b>Optional Total</b>	<b>1.00</b>

**Total Time Entered for All Topics: 10.00**

**Class Roster**

Count	Student Name	Total Count: 3
1	Student N. Three	

# SUBMITTING A CLASS REPORT

Required Total	7.00	Optional	
		Bloodborne Pathogens	1.00
		Optional Total	1.00

Total Time Entered for All Topics: 10.00

### Class Roster

Count	Student Name	Total Count: 3
1	Student N. Three	
2	Student Two, Jr.	
3	Student One	

### Note to ATO

Use this area if you need to provide additional information about this Outreach Training Program Report to your Authorizing Training Organization. The notes entered here are for the ATO only and will not be recorded on your official OSHA program report.

Leave a note here for the ATO to read. Example: "A student missed the second day of class, they attended a minimum of 50% of the class and will be making up the second day at a later date. A report will be submitted for that student once the make-up day is complete."

Back

Add To Cart

## Review Class Report:

- Review the names submitted on the **Class Roster** for accuracy
- If you've found errors that will need to be adjusted, click the **Back** button and make the necessary adjustments
- Once payment has been made, you cannot add or remove any students
- **Note to ATO:** Leave a note about the class that the ATO may need to know. Do not provide information about payment or shipping
  - Shipping is an automated process and cannot be adjusted by the ATO
  - The report cannot be viewed until payment has been made. If you have updates about payment, please email the ATO
- Click **Add to Cart** to proceed

# SUBMITTING A CLASS REPORT

Required Total 7.00

Optional

Bloodborne Pathogens	1.00
Optional Total	1.00

Total Time Entered for All Topics: 10.00

Class Roster

Count	St
1	St
2	St
3	St

Total Count: 3

Note to ATO

Use this area if you need to provide a note to the ATO for your Organization. The notes entered here will be submitted for that Organization.

Leave a note here for the ATO to review. The notes entered here will be submitted for that Organization.

second day at a later date. A

Cancel Confirm

Back Add To Cart

## Statement of Certification:

- All reports must have a **Statement of Certification** on File
- By clicking *Confirm* you certify that you conducted the Outreach Training Program Class in accordance with the OSHA Outreach Training Program Requirements and Procedures
- Click **Confirm** to proceed with payment

# COMPLETING THE CHECKOUT PROCESS

# COMPLETING CHECKOUT PROCESS

The screenshot shows the Mid Atlantic OTIEC website's shopping cart. The header includes the site name, a cart icon, and the user name 'Hi, Jeni'. The navigation menu has 'Home', 'Outreach Classes', 'Students', and 'Orders' (which is highlighted). The main content area is titled 'Shopping Cart' and is divided into two sections: 'Item Summary' and 'Order Summary'. The 'Item Summary' section contains a table with one item: 'Outreach Class Report' (10-Hour Construction Course, Class Date: 12/02/2021) with a unit price of \$8.00, a quantity of 3, and a total of \$24.00. The 'Order Summary' section shows a subtotal of \$24.00, shipping calculated during checkout, and a total of \$24.00. At the bottom, there are two buttons: 'Add More' and 'Checkout'.

Mid Atlantic OTIEC

Cart Hi, Jeni

Home Outreach Classes Students **Orders**

### Shopping Cart

Item Summary

Order Item	Item Description	Unit Price	Card Quantity	Item Total
<b>Outreach Class Report</b> <a href="#">edit</a>   <a href="#">remove</a>	10-Hour Construction Course Class Date: 12/02/2021	\$8.00	3	\$24.00

Order Summary

Subtotal	\$24.00
Shipping	Calculated during checkout
<b>Total</b>	<b>\$24.00</b>

[Add More](#) [Checkout](#)

## Shopping Cart:

- Once the Statement of Certification is confirmed, the report will move into the **Shopping Cart**
- **Item Summary:** A breakdown of the different items in the cart
- **Order Summary:** The total cost of all items in the shopping cart, minus shipping
- If you have more than one report, or a replacement card request to submit on the same invoice, click **Add More** to add to the order
  - **Please note, invoices must be paid in full and cannot be split between multiple payment methods**
- Once all items have been added, click the **Checkout** button to proceed with payment

# COMPLETING CHECKOUT PROCESS

## Shipping Address:

- The **Shipping Address** will be pre-filled in with the address provided in your account settings
- The shipping address should be the *home* or *business* address of the primary Outreach trainer
- Click **Continue** to select a shipping method

The screenshot displays a checkout interface with a navigation bar at the top containing 'Home', 'Outreach Classes', 'Students', and 'Orders'. Below the navigation bar is a 'Checkout' progress indicator with five steps: 1. Cart, 2. Address, 3. Shipping, 4. Payment, and 5. Confirmation. Step 2, 'Address', is currently active.

The 'Shipping Address' section contains the following fields:



- First Name:
- Last Name:
- Company Name:
- Street Address:
- City:  State:
- Zip Code:
- Phone Number:

The 'Order Details' section shows the following items:

Outreach Class Report	\$24.00
Class Date: 12/02/2021	
No. of Cards: 3	
<hr/>	
Subtotal	\$24.00
Shipping	Calculated at the next step
<hr/>	
<b>Total</b>	<b>\$24.00</b>

At the bottom of the form, there are two buttons: 'Back' and 'Continue'.

# COMPLETING CHECKOUT PROCESS

Mid Atlantic OTIEC Cart  

Home Outreach Classes Students Orders

### Checkout


1 Cart — 2 Address — 3 Shipping — 4 Payment — 5 Confirmation

**Ship To**

Firstname Lastname  
123 Main St, Suite A, City, St, 00000 [Change](#)

**Shipping Method**

- FedEx Standard Overnight - \$50.00  
Cards should arrive in 1-2 business days
- FedEx 2Day - \$40.00  
Cards should arrive in 2-3 business days
- FedEx Express Saver (3-day) - \$35.00  
Cards should arrive in 3-4 business days
- USPS First Class with tracking info - FREE  
Cards should arrive in 7-10 business days

 Orders placed by 2:00PM EST should be printed and shipped the same day. However, Outreach Class Reports and some card reprint orders require ATO approval. In those cases, processing time may delay shipping.

[Back](#) [Continue](#)

**Order Details**

Outreach Class Report	\$24.00
Class Date: 12/02/2021	
No. of Cards: 3	
<hr/>	
Subtotal	\$24.00
Shipping	\$0.00
<hr/>	
<b>Total</b>	<b>\$24.00</b>

## Shipping Method:

- **USPS First Class with Tracking Info:** Provided at no additional cost. Arrives in 7-10 business days
- **FedEx Express Saver (3-day):** Additional cost varies by location and quantity of cards. Arrives in 3-4 business days
- **FedEx 2Day:** Additional cost varies by location and quantity of cards. Arrives in 2-3 business days
- **FedEx Standard Overnight:** Additional cost varies by location and quantity of cards. Arrives in 1-2 business days
- Expedited (FedEx) orders **approved** by the ATO by **2:00pm EST** are shipped the same day
- Choose shipping method and click **Continue** to proceed with payment

# COMPLETING CHECKOUT PROCESS

The screenshot displays a checkout process with five steps: 1. Cart, 2. Address, 3. Shipping, 4. Payment (highlighted), and 5. Confirmation. The main content is divided into three sections: Ship To, Shipping Method, and Payment. The Ship To section shows a default address with a 'Change' link. The Shipping Method section shows 'USPS First Class with tracking info - FREE' with a 'Change' link. The Payment section has two options: 'Credit Card' (selected) and 'Pay Later'. The Credit Card form includes fields for Card Number, Name on Card, Expiration Date, and Security Code. The Billing Address section has two options: 'Same as Shipping Address' (selected) and 'Use a different Billing Address'. An 'Order Details' table is on the right, showing a subtotal of \$24.00, shipping of \$0.00, and a total of \$24.00. A 'Back' button is at the bottom left, and a 'Pay Now' button is at the bottom right.

1 Cart 2 Address 3 Shipping 4 Payment 5 Confirmation

**Ship To**

Firstname Lastname  
123 Main St, Suite A, City, St. 00000 [Change](#)

**Shipping Method**

USPS First Class with tracking info - FREE  
7-10 business days [Change](#)

**Payment**  
All transactions are secure and encrypted

**Credit Card**

Card Number  
XXXX

Name on Card  
John D. Appleseed

Expiration Date Security Code  
MM/YY 565

**Pay Later**  
Create an invoice to pay by check, purchase order, or at a later date

**Billing Address**  
Select the address that matches your card or payment method

**Same as Shipping Address**

**Use a different Billing Address**

**Order Details**

Outreach Class Report	\$24.00
Class Date: 12/02/2021	
No. of Cards: 3	
Subtotal	\$24.00
Shipping	\$0.00
<b>Total</b>	<b>\$24.00</b>

Back Pay Now

## Payment Method - Pay Now:

- If making a payment by credit, enter in the credit card information in the **Payment** section
- The **Shipping Address** is selected as the default **Billing Address**; however, this can be changed by selecting **Use a different Billing Address** and filling in the alternate **Billing Address** information
- Click **Pay Now** and the report will be instantly submitted to the ATO for review

# COMPLETING CHECKOUT PROCESS

## Payment Method - Pay Later:

- If you would like to request an invoice, select **Pay Later** in the **Payment** section
- The **Shipping Address** is selected as the default **Billing Address**; however, this can be changed by selecting **Use a different Billing Address** and filling in the alternate **Billing Address** information
- The **Billing Address** can be adjusted by the person who is submitting payment
- The **Ship To** address and **Shipping Method** can only be adjusted by the Outreach trainer and not a 3<sup>rd</sup> party submitting payment
- Click **Submit** to generate an invoice

The screenshot displays a checkout interface with a progress bar at the top showing five steps: 1. Cart, 2. Address, 3. Shipping, 4. Payment (selected), and 5. Confirmation. Below the progress bar, the 'Ship To' section shows the address: 'Firstname Lastname, 123 Main St, Suite A, City, St, 00000'. The 'Shipping Method' section shows 'USPS First Class with tracking info - FREE, 7-10 business days'. The 'Payment' section has two options: 'Credit Card' (unselected) and 'Pay Later' (selected). Below the payment options, the 'Billing Address' section has two options: 'Same as Shipping Address' (selected) and 'Use a different Billing Address' (unselected). On the right side, the 'Order Details' table shows: 'Outreach Class Report, Class Date: 12/02/2021, No. of Cards: 3' for \$24.00, 'Subtotal' for \$24.00, 'Shipping' for \$0.00, and 'Total' for \$24.00. At the bottom, there are 'Back' and 'Submit' buttons.

Order Details	
Outreach Class Report Class Date: 12/02/2021 No. of Cards: 3	\$24.00
Subtotal	\$24.00
Shipping	\$0.00
<b>Total</b>	<b>\$24.00</b>

# COMPLETING CHECKOUT PROCESS

## Pay Later Confirmation:

- By selecting to **Pay Later**, an invoice will be created for this order and your order will remain in **Awaiting Payment** status until payment is received
- Orders **Awaiting Payment** are not considered submitted, payment must be completed within 30 days from the last day of class to remain in compliance with the program requirements
- Orders **Awaiting Payment** cannot be reviewed by the ATO, and will not be visible until payment has been received
- Click **Confirm** to generate the invoice

The screenshot displays the checkout process for Mid Atlantic OTIEC. The navigation bar includes 'Home', 'Outreach Classes', 'Students', and 'Orders'. The checkout progress is shown as a sequence of steps: 1. Cart, 2. Address, 3. Shipping, 4. Payment, and 5. Confirmation. The 'Payment' step is currently active. A modal window titled 'Pay Later Confirmation' is overlaid on the page. It contains a notice: 'NOTICE: Your Class Report is not submitted until payment is received.' Below the notice, there is explanatory text: 'By selecting to Pay Later, an invoice will be created for this order and your order will remain in "Awaiting Payment" status until payment is received. The invoice provides instructions on how to pay online through the OCP or make payment to the ATO directly.' At the bottom of the modal are 'Cancel' and 'Confirm' buttons. The background checkout form shows shipping details, shipping method (USPS First Class with tracking info - FREE 7-10 business days), payment options (Credit Card and Pay Later), and billing address options (Same as Shipping Address and Use a different Billing Address). The 'Pay Later' option is selected.

# COMPLETING CHECKOUT PROCESS

## Invoice Confirmation:

- A copy of the *Invoice* will be emailed to you
- Click **Pay Online** to submit a payment with your credit card
- Click **Email the Invoice** to send an email directly from [noreply@oshacardportal.com](mailto:noreply@oshacardportal.com) to someone else
- Click **Invoice** to download a PDF copy of the invoice

Mid Atlantic OTIEC

Hi, Jeni 

Home

Outreach Classes

Students

Orders

### Checkout



#### Order Confirmation

Thank you for your order!

Your order number is [320589](#)

We'll send you a confirmation email to:

✉ [email@company.com](mailto:email@company.com)

It may not arrive immediately. Make sure to check your spam folder.

#### Payment Required

ⓘ Your cards will not ship until payment is received.

This order is currently in a status of Open Invoice and will remain open until payment is received. To get your cards printed, you must either:

1. [Pay online](#) using a credit card; or
2. Remit payment to the ATO, following the instructions on the [invoice](#).

We have already emailed you a copy of the order invoice, attached to your confirmation email. If you prefer, we can also [email the invoice](#) to someone else.

[Back to Home](#)

# COMPLETING CHECKOUT PROCESS

## PDF Invoice:

- From *Google Chrome*, clicking *Invoice* will open a new window
- Click **Download** to download a copy of the invoice to your computer
- Click **Print** to print a copy of the invoice to your printer

Invoice | OSHA Card Portal

1 / 1 | - 94% + | [Zoom In] [Zoom Out]

[Download] [Print] [More]

### INVOICE

<b>Order No.</b> 320589	<b>Order Status</b> Awaiting Print	<b>Trainer Information</b> Firstname Lastname email@company.com (800) 000-0000
<b>Order Date</b> 12/28/2021 (12:09 PM EST)		

### PAYMENT SUMMARY

<b>Billing Address</b> Firstname Lastname 123 Main St Suite A City, ST 00000	<b>Payment Options</b> To pay by credit card: Visit <a href="http://www.oshacardportal.com">www.oshacardportal.com</a> and click the 'Pay Invoice' button on the home screen.	<b>Invoice No.</b> 320589
--	--	------------------------------

### ITEM SUMMARY

Showing 1 - 1 of 1 items

ORDER ITEM	ITEM DESCRIPTION	CARD QTY	UNIT PRICE	ITEM TOTAL
Outreach Class Report	10-Hour Construction Course Class Date: 12/02/2021	3	\$8.00	\$24.00

### ORDER SUMMARY

<b>SUBTOTAL</b>	\$24.00
<b>SHIPPING</b>	
<b>TAX</b>	\$0.00
<b>ORDER TOTAL</b>	\$24.00

The background of the slide is a light blue color with a pattern of white, curved, overlapping lines that create a sense of depth and movement. A dark blue horizontal band runs across the middle of the slide, containing the text.

# EDITING YOUR ACCOUNT

# EDITING YOUR ACCOUNT

## My Account

- In the top right corner, click on the greeting that says **Hi, XXXX**
- This will bring up a dropdown menu, select **My Account** to view and edit your account information

The screenshot displays the Mid Atlantic OTIEC user interface. At the top, the header includes the site name 'Mid Atlantic OTIEC' and a user greeting 'Hi, Jeni' with a profile icon. A navigation bar contains 'Home', 'Outreach Classes', and 'Students'. A dropdown menu is open from the user icon, listing 'My Account', 'User's Guide', and 'Sign Out'. A notification box states: 'The highlighted Outreach Class Report has been returned to you for changes and requires you to resubmit. The highlighted Outreach Class Reports are nearing or have passed the OSHA timeline requirement.' Below this is the 'My Tasks' section with '+ Add Class' and 'Request Reprint' buttons. A table lists tasks with columns for Task, Category, Date in Queue (days), and an action link. The 'Recent Orders' section features a table with columns for Order No., Date, Status, and a 'View | Track' link. On the right, a sidebar shows 'Active Credentials' (General Industry and Construction), 'Card Orders' (Shipped and Pending ATO Approval counts), and 'Training Deliveries' (Students Trained and Classes Delivered counts).

Task	Category	Date in Queue (days)	Action
Awaiting Approval	Class	12/28/2021 (0d)	Email ATO
Incomplete Report	Class	12/07/2021 (21d)	Complete Report
Order Awaiting Payment	Order	12/07/2021 (21d)	Pay Invoice
Incomplete Report	Class	11/22/2021 (36d)	Complete Report
Changes Required	Class	11/09/2021 (49d)	Revise Report

Order No.	Date	Status	Action
320588	12/21/2021	Awaiting Print	View   Track
320587	12/14/2021	Awaiting Print	View   Track
320586	12/07/2021	Open Invoice	View   Track
320584	12/02/2021	Awaiting Approval	View   Track
320583	11/30/2021	Awaiting Print	View   Track

Category	Count
General Industry	11/29/2025
Construction	11/07/2023

Category	Count
Cards Shipped (last 2 weeks)	0
Cards Pending ATO Approval	16

Category	Count
Students Trained	75
Classes Delivered	18

https://cardbox.educardportal.com/cortclass/account/

# EDITING YOUR ACCOUNT

Mid Atlantic OTIEC

Hi, Jeni 

Home


Outreach Classes

Students

Orders

## User Properties

### Basic Information

First Name	M.I.	Last Name	Suffix	 <a href="#">Replace Image</a>
<input type="text" value="Firstname"/>	<input type="text"/>	<input type="text" value="Lastname"/>	<input type="text"/>	
Company	Phone No.			
<input type="text" value="Company"/>	<input type="text" value="(800) 000-0000"/>			

### Account Information

User Email	Last Login: 04/21/2022 (7:52 AM)
<input type="text" value="email@company.com"/>	<a href="#">Change Password</a>

### Credentials

Card No.	Credentials	Effective	Expires	Status	
00-00000000	Construction 10-Hour, Construction 30-Hour	11/07/2019	11/07/2023	Valid	<a href="#">Request Reprint</a>
00-00000000	General Industry 10-Hour, General Industry 30-Hour	11/29/2021	11/29/2025	Valid	<a href="#">Request Reprint</a>

### OSHA Specifics

Publish Trainer on OSHA's Website  
[Website](#)

## User Properties:

- Information under **My Account** is must remain up to date
- **Basic Information:** Your full legal name, company, and a phone number where the ATO can reach you directly
- **Account Information:** The email address you will utilize to log into your account. This can be updated at any time
- **Credentials:** A list of current and past credentials. A replacement Outreach trainer card can be requested if the credential is *Valid*
- Scroll down to view the next section, **OSHA Specifics**

# EDITING YOUR ACCOUNT

## OSHA Specifics

Publish Trainer on OSHA's Website

### Website

### Languages

English

Spanish

Albanian

Arabic

Armenian

Bengali

Chinese

Dutch

Edo

Farsi

Filipino

French

German

Greek

Gujarati

Hindi

Italian

Japanese

Korean

Mandarin

Marathi

Polish

Portuguese

Romanian

Russian

Samoan

Tagalog

Turkish

Urdu

Vietnamese

Yoruba

Other

[See less](#)

## OSHA Specifics:

- This section is utilized to publish yourself to ***OSHA.gov list of Outreach Trainers***
- Click the check box to activate
- Add any websites or languages
- OSHA.gov will also publish the *email address* and *phone number* listed on your account
- The Opt-In trainer list is submitted to OSHA at the end of each month and should be uploaded by the 15<sup>th</sup> of the following month. If you do not see your information after the 15<sup>th</sup> of the following month, please reach out to your ATO
- Scroll down to view the next section, ***Shipping Address*** and ***Billing Address***

# EDITING YOUR ACCOUNT

OSHA Specimens

Publish Trainer on OSHA's Website

Website  
yourwebsite.com

Languages  
 English  
 Spanish  
[See more](#)

**Shipping Address**

Address Type  
Business

Company

Street Address  
123 Main St

Suite A

City  
City

State  
Maryland

Zip Code  
00000

**Billing Address**

Address Type  
Business

Company

Street Address  
123 Main St

Suite A

City  
City

State  
Maryland

Zip Code  
00000

Billing and shipping addresses are the same

Cancel Save

## Account Addresses:

- **Shipping Address:** This is the address that will default for all *OSHA Card Portal* orders. This will also be the address that any communication from the *ATO* will be sent to
- **Billing Address:** This can be the same as the *Shipping Address* by clicking the check mark at the bottom or can be a separate address
- Once any adjustments have been made, click the **Save** button at the bottom of the page. If you do not click **Save**, the adjustments will revert back

# EXPLORING THE FOUR MAIN TABS

HOME | [OUTREACH CLASSES](#) | [STUDENTS](#) | [ORDERS](#)

# EXPLORING THE FOUR MAIN TABS

Home:

Mid Atlantic OTIEC


Hi, Jeni 

Home

Outreach Classes

Students

Orders

 The highlighted Outreach Class Report has been returned to you for changes and requires you to resubmit. The highlighted Outreach Class Reports are nearing or have passed the OSHA timeline requirement.

## My Tasks

[+ Add Class](#) [↻ Request Reprint](#)

Task	Category	Date in Queue (days)	
Awaiting Approval	Class	12/28/2021 (0d)	Email ATO
Incomplete Report	Class	12/07/2021 (21d)	Complete Report
Order Awaiting Payment	Order	12/07/2021 (21d)	Pay Invoice
Incomplete Report	Class	11/22/2021 (36d)	Complete Report
Changes Required	Class	11/09/2021 (49d)	Revise Report

## Recent Orders

Order No.	Date	Status	
320588	12/21/2021	Awaiting Print	<a href="#">View</a>   <a href="#">Track</a>
320587	12/14/2021	Awaiting Print	<a href="#">View</a>   <a href="#">Track</a>
320586	12/07/2021	Open Invoice	<a href="#">View</a>   <a href="#">Track</a>
320584	12/02/2021	Awaiting Approval	<a href="#">View</a>   <a href="#">Track</a>
320583	11/30/2021	Awaiting Print	<a href="#">View</a>   <a href="#">Track</a>



## Active Credentials

- General Industry   
Exp: 11/29/2025
- Construction   
Exp: 11/07/2023

## Card Orders

- Cards Shipped (last 2 weeks) 0
- Cards Pending ATO Approval 16

## Training Deliveries

- Students Trained 75
- Classes Delivered 18

# EXPLORING THE FOUR MAIN TABS

[HOME](#) | [OUTREACH CLASSES](#) | [STUDENTS](#) | [ORDERS](#)

# EXPLORING THE FOUR MAIN TABS

Mid Atlantic OTIEC

Hi, Jeni 

Home

Outreach Classes

Students

Orders



Outreach Classes

[+ Add Class](#)

Showing 1 - 19 of 19 classes

Filters

Class Completed Date

From

To

Status

- In Progress
- Payment Pending
- Submitted
- Re-submitted
- Changes Required
- Rejected
- Approved
- Cards Shipped
- Cards Voided

Course

- Construction 10-Hour
- Construction 30-Hour
- General Industry 10-Hour
- General Industry 30-Hour

Course	Completed	Location	Status	
Construction 10-Hour	12/10/2021	Main Street	In Progress	<a href="#">View</a>   <a href="#">Order</a>   <a href="#">PDF</a>
Construction 10-Hour	12/02/2021	Main Street	Payment Pending	<a href="#">View</a>   <a href="#">Order</a>   <a href="#">PDF</a>
General Industry 10-Hour	12/02/2021	Main Street	In Progress	<a href="#">View</a>   <a href="#">Order</a>   <a href="#">PDF</a>
Construction 10-Hour	12/02/2021	Main Street	Approved	<a href="#">View</a>   <a href="#">Order</a>   <a href="#">PDF</a>
Construction 10-Hour	12/02/2021	Main Street	Approved	<a href="#">View</a>   <a href="#">Order</a>   <a href="#">PDF</a>
Construction 10-Hour	12/02/2021	Main Street	Payment Pending	<a href="#">View</a>   <a href="#">Order</a>   <a href="#">PDF</a>
Construction 10-Hour	11/16/2021	Main Street	Approved	<a href="#">View</a>   <a href="#">Order</a>   <a href="#">PDF</a>
Construction 10-Hour	11/02/2021	Main Street	Re-submitted	<a href="#">View</a>   <a href="#">Order</a>   <a href="#">PDF</a>
Construction 10-Hour	11/02/2021	Main Street	Approved	<a href="#">View</a>   <a href="#">Order</a>   <a href="#">PDF</a>
Construction 10-Hour	11/02/2021	Main Street	Approved	<a href="#">View</a>   <a href="#">Order</a>   <a href="#">PDF</a>
Construction 10-Hour	11/02/2021	Main Street	Approved	<a href="#">View</a>   <a href="#">Order</a>   <a href="#">PDF</a>
Construction 10-Hour	11/02/2021	Main Street	Approved	<a href="#">View</a>   <a href="#">Order</a>   <a href="#">PDF</a>
Construction 10-Hour	10/30/2021	Main Street	Approved	<a href="#">View</a>   <a href="#">Order</a>   <a href="#">PDF</a>

## Outreach Classes:

- Use the **Search Box** to search for a specific student's name
- Classes can be **Filtered** by:
  - Class Completed Date
  - Status of Outreach Classes
  - Course Type
- Columns with the light blue arrow can be sorted by *ascending* or *descending* order
- **View**: This will take you to the Outreach Class review page
- **Order**: This will take you Order information associated with the class; such as, payment and shipping information
- **PDF**: This will download the PDF copy of the OTPR, one of the required recordkeeping documents



# EXPLORING THE FOUR MAIN TABS

[HOME](#) | [OUTREACH CLASSES](#) | [STUDENTS](#) | [ORDERS](#)

# EXPLORING THE FOUR MAIN TABS

Mid Atlantic OTIEC



Home

Outreach Classes

Students

Orders

Search



Students

Showing 1 - 25 of 82 students

Filters

Class Completed Date

From

mm/dd/yyyy

To

mm/dd/yyyy

Status

- Awaiting Payment
- Shipped
- Reprint Requested
- Pending Exception Approval
- Replaced
- Awaiting Return
- Returned
- Voided
- Awaiting Shipment

Course

- Construction 10-Hour
- Construction 30-Hour
- General Industry 10-Hour
- General Industry 30-Hour

Name	Card Number	Course	Completed	Status	
Michael Lies	Pending	Construction 10-Hour	01/28/2020	Shipped	View   Request Reprint
Student Two	Pending	Construction 10-Hour	01/28/2020	Shipped	View   Request Reprint
Student One	Pending	Construction 10-Hour	01/28/2020	Shipped	View   Request Reprint
Carrie Owen	Pending	Construction 10-Hour	01/28/2020	Shipped	View   Request Reprint
Alan Sinks	Pending	Construction 10-Hour	01/28/2020	Shipped	View   Request Reprint
Student Three	Pending	Construction 10-Hour	01/28/2020	Shipped	View   Request Reprint
Samuel Hatcher, Jr	Pending	Construction 10-Hour	01/28/2020	Shipped	View   Request Reprint
David Hamilton, Jr	Pending	Construction 10-Hour	01/28/2020	Shipped	View   Request Reprint
Corey Brown	Pending	Construction 10-Hour	01/28/2020	Shipped	View   Request Reprint
Student Two	Pending	Construction 10-Hour	01/28/2020	Shipped	View   Request Reprint
Student Three	Pending	Construction 10-Hour	01/28/2020	Shipped	View   Request Reprint
Jason Derryberry	Pending	Construction 10-Hour	02/21/2020	Shipped	View   Request Reprint
Berk Thompson	Pending	Construction 10-Hour	02/21/2020	Shipped	View   Request Reprint
Student One	Pending	Construction 10-Hour	02/21/2020	Shipped	View   Request Reprint
Bryan Seal	Pending	Construction 10-Hour	02/21/2020	Shipped	View   Request Reprint
William Snook	Pending	Construction 10-Hour	02/21/2020	Shipped	View   Request Reprint
Daniel Amadle	Pending	Construction 10-Hour	02/21/2020	Shipped	View   Request Reprint
Chris Pinchak	Pending	Construction 10-Hour	02/21/2020	Shipped	View   Request Reprint
Student C	Pending	Construction 10-Hour	02/21/2020	Shipped	View   Request Reprint
Student A	Pending	Construction 10-Hour	02/21/2020	Shipped	View   Request Reprint
Student B	Pending	Construction 30-Hour	02/27/2020	Shipped	View   Request Reprint
Leroy Page Jr	Pending	Construction 30-Hour	02/27/2020	Shipped	View   Request Reprint

## Students:

- Use the **Search Box** to search for a specific student's name
- Classes can be **Filtered** by:
  - Class Completed Date
  - Status of Outreach Class
  - Course Type
- Columns with the light blue arrow can be sorted by *ascending* or *descending* order
- **View:** This will take you to the Student Completion card information page
- **Request Reprint:** This will take you to the order page to request a replacement card for that student

# EXPLORING THE FOUR MAIN TABS

The screenshot shows the 'Students' tab in the Mid Atlantic OTIEC system. The page title is 'Mid Atlantic OTIEC' and the user is logged in as 'Hi, Jeni'. The navigation tabs are 'Home', 'Outreach Classes', 'Students' (active), and 'Orders'. The main content area is titled 'Outreach Card Reprint Request' and contains two sections: 'Card Information' and 'Reprint Request'. The 'Card Information' section displays the following details: Card Number (redacted), Card Holder (redacted), Class (CON10 - 10-Hour Construction Course), and Class Date (01/28/2020). The 'Reprint Request' section features a 'Reprint Reason' dropdown menu with the following options: '-- Select Reprint Reason --', '-- Select Reprint Reason --' (highlighted), 'Name was misspelled', and 'Card lost/damaged/stolen'. At the bottom of the form, there are two buttons: 'Cancel' and 'Add to Cart'.

## Request Student Replacement Card:

- Verify that the student information at the top is the card you wish to replace (Name & Card Number)
- Select the Reason for the Request, misspelled or lost/damaged/stolen
- Student completion cards are only eligible for reprint if the class was completed within the last 5 years
- Only one replacement card for lost/damaged/stolen
  - If the student completion card is lost more than once, the student will be required to take the course again

# EXPLORING THE FOUR MAIN TABS

## Outreach Card Reprint Request

### Card Information

Card Number

Card Holder

Class

CON10 - 10-Hour Construction Course

Class Date

01/26/2020

### Reprint Request

Reprint Reason

Name was misspelled

Corrected Student Name

Correct Spelling Here

The misspelled card must be returned to the following address:

Mid Atlantic OTIEC  
123 Main St  
Suite A  
City, ST, 00000



I will return the misspelled card

Cancel

Add to Cart

## Replacing a Misspelled Card:

- If requesting for a misspelled card, enter in the correct spelling in the box provided
- The misspelled card must be returned to the ATO at the address provided. The Outreach trainer must check the box that states, *I will return the misspelled card*

# EXPLORING THE FOUR MAIN TABS

[HOME](#) | [OUTREACH CLASSES](#) | [STUDENTS](#) | [ORDERS](#)

# EXPLORING THE FOUR MAIN TABS

Mid Atlantic OTIEC



Home

Outreach Classes

Students

Orders

Orders

Showing 1 - 15 of 15 orders

Filters

Order Date

From

To

Status

- Open Invoice
- Awaiting Approval
- Awaiting Shipment
- Shipped
- Refund Pending
- Refunded
- Cancelled
- Lost in Transit

Order Item Type

- Outreach Card Reissue
- Outreach Card Reprint
- Outreach Class Report
- Trainer Card
- Trainer Card Reissue
- Trainer Card Reprint
- Trainer Class

Payment Type

- Credit Card
- Check
- Cash
- Voided

No.	Type	Amount	Payment	Date	Status	
320589	Single Item	\$24.00	-	12/28/2021 (12:09 PM)	Open Invoice	Pay   View   Track
320588	Single Item	\$24.00	Cash	12/21/2021 (9:51 AM)	Awaiting Shipment	View   Track
320587	Single Item	\$24.00	Cash	12/14/2021 (9:52 AM)	Awaiting Shipment	View   Track
320586	Single Item	\$24.00	-	12/07/2021 (10:05 AM)	Open Invoice	Pay   View   Track
320584	Multiple Items	\$78.00	Cash	12/02/2021 (11:47 AM)	Awaiting Approval	View   Track
320583	Single Item	\$24.00	Cash	11/30/2021 (10:48 AM)	Awaiting Shipment	View   Track
320582	Single Item	\$24.00	Cash	11/23/2021 (9:52 AM)	Awaiting Shipment	View   Track
320581	Single Item	\$24.00	Cash	11/22/2021 (10:12 AM)	Awaiting Shipment	View   Track
320580	Single Item	\$24.00	Cash	11/09/2021 (10:06 AM)	Awaiting Shipment	View   Track
320579	Multiple Items	\$48.00	Cash	11/09/2021 (8:38 AM)	Awaiting Approval	View   Track
320578	Single Item	\$24.00	Cash	11/06/2021 (12:26 PM)	Awaiting Approval	View   Track
106237	Single Item	\$64.00	Credit Card	03/16/2020 (10:11 AM)	Shipped	View   Track
105927	Single Item	\$56.00	Credit Card	02/28/2020 (9:02 AM)	Shipped	View   Track
105806	Single Item	\$72.00	Credit Card	02/21/2020 (5:05 PM)	Shipped	View   Track
105375	Single Item	\$88.00	Credit Card	01/29/2020 (10:41 AM)	Shipped	View   Track

< Previous 1 Next >

Display: 25 orders

## Orders:

- Use the **Search Box** to search for a specific student's name
- Classes can be **Filtered** by:
  - Class Completed Date
  - Status of Outreach Classes
  - Order Item Type
  - Payment Type
- Columns with the light blue arrow can be sorted by *ascending* or *descending* order
- **Pay:** This will take you to the checkout page to make payment for the order
- **View:** This will take you Order information associated with the class; such as, payment and shipping information
- **Track:** If the order has shipped, this will take you to **USPS** or **FedEx** tracking page. *USPS does not track beyond 120 days*



**Questions?**

