



## **OSHA 503 VERIFICATION FORM**

*(This is not a registration form)*

### **Georgia Tech OSHA Training Institute Education Center**

#### **INSTRUCTIONS:**

To attend the OSHA 503 trainer update course, you must provide proof of having previously completed the OSHA 501 or OSHA 503 courses.

NOTE: If your OSHA 501 trainer authorization status has been expired 90 days or more, you will have to retake the OSHA 501 course in order to renew your authorization and provide a copy of your expired card.

1. Complete this form, then print, sign, scan and save it on your computer in a place you can easily find it. (i.e. your desktop or My Documents folder).

NOTE: Regardless whether you have taken your course(s) at Georgia Tech, you are still required to provide documentation of course completion, as course records are maintained by the Registrar's office and not the GA Tech OSHA Training Institute Education Center. Therefore, if documentation is not submitted with your initial request, your approval will be delayed until receipt of the requested documentation. If you do not have documentation of training you have completed at GA Tech, you may request a copy of your transcript from the Georgia Tech Professional Education Registrar's office at [www.pe.gatech.edu/transcript-request-form](http://www.pe.gatech.edu/transcript-request-form), which you may submit with your Prerequisite Verification Form.

2. Scan a copy of your trainer card or transcript to provide proof of completion of the OSHA 501 or OSHA 503 courses (i.e. save a copy of your trainer card or transcript in a location on your computer you can easily find it. Save it in the same location you saved the verification form.)
3. Save a copy of your resume on your computer in the same location you saved your verification form and a copy of your trainer card or transcript.
4. Upload completed form, proof of completion of the OSHA 501 or OSHA 503 course and your resume to the course instruction webpage for the OSHA 503 class.
5. After your information has been reviewed and approved, you will be contacted via email with instructions how to register. It normally takes 7-10 business days to receive a response. If you do not hear from us by then, please contact Karen Bartley at: 404-407-7345 or email her at: [karen.bartley@gtri.gatech.edu](mailto:karen.bartley@gtri.gatech.edu)

**IMPORTANT: The OSHA Directorate of Training and Education mandates that registration for trainer courses will only be accepted once all documentation of prerequisites have been submitted, reviewed, and approved. Therefore, you will not be eligible to register until the steps above have been completed and you have been notified via email you are approved to register.**



**Student Name:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**OSHA 503 Course Date:** \_\_\_\_\_  
**OSHA 503 Course Location:** \_\_\_\_\_

**If you have taken OSHA 501 or OSHA 503 within the past 4 years, please attach a copy of your Authorized Trainer card. If it has been more than 4 years since you completed OSHA 501 or 503, you must take OSHA 501 again to renew your card.**

<b>I certify that I have completed the OSHA 501 or OSHA 503 course - Please initial here:</b> _____	
Date course completed	<input type="checkbox"/> OSHA 501 <input type="checkbox"/> OSHA 503
Name of OTI Education Center	
<b>I certify that I have 5 years of general industry safety experience - Please initial here:</b> _____	
Employer and Job Title	
Dates of Service	
Job Description and Summary <i>List Specific Safety Responsibilities</i>	
Employer and Job Title	
Dates of Service	
Job Description and Summary <i>List Specific Safety Responsibilities</i>	
Employer and Job Title	
Dates of Service	
Job Description and Summary <i>List Specific Safety Responsibilities</i>	

**SIGNATURE REQUIRED.** Attach any additional educational or experience documentation you feel would be relevant to meet the prerequisites.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Upload completed form and documents from web site: <https://pe.gatech.edu/instructions-for-approval-osh-500-501-502-503>