



## Instructions for Requesting OSHA Outreach Training Student Card Replacements

Thank you for choosing the Texas Engineering Extension Service for your training needs. Replacement cards may be issued to trainers only upon specific request.

Keep in mind the following points regarding student cards:

- OSHA rarely replaces a batch of cards from an entire class.
- OSHA no longer allows the practice of sending extra cards to trainers to be used as needed for replacements or misprints.
- If training took place more than five years ago, no replacement cards will be issued.
- Trainers must maintain records which indicate the card number dispensed to each student.

If you need to replace lost, damaged, or misprinted student cards, contact the TEEX Customer Care Center. You will need to send a copy of the original training report form and a letter stating why a replacement card is being requested. Additionally, damaged or misprinted cards must be returned. Do not attempt to correct and use misprinted cards.

**E-mail:** Only requests for replacement of lost cards can be e-mailed. Please send a letter stating why replacement is being requested, along with a copy of the original training report to:

[otisec@teexmail.tamu.edu](mailto:otisec@teexmail.tamu.edu)

**Fax:** Only requests for replacement of lost cards can be faxed. Please send a letter stating why replacement is being requested, along with a copy of the original training report to:

**979-458-1426**

**Mail:** To submit a request for replacement of damaged or misprinted cards, please send a letter stating why replacement is being requested, along with a copy of the original training report and the damaged/misprinted card to:

**TEEX-ITSI  
Customer Care Center  
301 Tarrow  
College Station, TX 77840-7896**

If you require assistance or have questions regarding your request for replacement cards, please contact our Customer Care Center at 800-SAFE-811 (800-723-3811). You may also email at [otisec@teexmail.tamu.edu](mailto:otisec@teexmail.tamu.edu).

Thank you again for choosing the Texas Engineering Extension Service for your training needs. We invite you to visit our website at [www.teex.org/osha](http://www.teex.org/osha) for a complete list of training opportunities.