

# Outreach insideR

TEEX OSHA Training Institute Education Center | Texas A&M Engineering Extension Service

## Outreach Trainer Portal Upgraded

Dear Outreach Trainer:

We are pleased to announce that TEEX recently completed an upgrade to its Outreach Trainer Portal. Effective immediately, the portal is ready for access and use by all authorized trainers for the handling of all submitted documents (including payment for services specific to the outreach trainer program).

The following overview covers all aspects of the new online system.

**Access & Payment:** Once an outreach trainer accesses the online portal and enters a class, a full range of payment options is now available. Although you may still pay by credit card, you now have the ability to pay by either check or pre-approved purchase order. The upgraded portal site also gives us the ability to accept specialty classes, such as ETD.

**Class Processing:** Once a class is completely and accurately entered online, to include payment information, the class is immediately processed and the OSHA cards mailed to the authorized outreach trainer. Using the online portal helps prevent submission delays, additional mailing expenses, and other related manual processing concerns.

**Preprinted OSHA Cards:** Once the class is closed out, all associated cards will be mailed to you for distribution to the student. Each will be printed with your name, the student's name, and the class date. This saves you time and hassle and eliminates the need for card replacements due to mistyped information.

**Documentation & Tracking:** The newly upgraded online outreach trainer portal now provides you with 24-hour access to all classes you have submitted and conducted using the online portal. As a result, authorized trainers now have the ability to check the status of a class submitted through the portal and track all upcoming classes.

**Implementation:** As we transition to exclusive use of the new online outreach trainer portal, TEEX would like to thank all of our outreach trainers in advance for their continued support. In order to ensure those newly established efficiencies mentioned above are realized, **TEEX will be implementing a manual processing charge of \$50.00 per class and \$5.00 per OSHA card effective October 1, 2015.** If you have not yet accessed the online portal, please contact TEEX Customer Care at 800-723-3811 to receive your login and password.

# WHAT COUNTS

by Tony Alotto

TEEX OSHA Training Institute Education Center Outreach Coordinator

All too often, we run into a trainer who doesn't understand what officially counts as "class time" for Outreach training. Miscounting class time can often result in a training report being rejected for too few hours. When that happens, the class has to be either partially or completely retaught. So, let's summarize the basics:

First, let's cover the times that **DO NOT** count as part of a 10- or 30-hour class:

- **Administrative Time:** Checking students in, filling out or verifying paperwork, taking payments, etc.
- **Testing Time:** Giving a quiz, final exam, pre-test, etc.
- **Break Time:** OSHA requires at least 10 minutes every two hours, and at least 30 minutes for "lunch" every 6 hours.

## So, What Does Count?

All actual class time. This can, and should, include a variety of teaching methods. Those methods include:

- Lecture,
- Videos,



## Outreach insideR

The TEEX Outreach Insider is a publication of the TEEX OSHA Training Institute Education Center (OTIEC), Texas A&M Engineering Extension Service (TEEX). This newsletter's primary audience is OSHA-Authorized Outreach Trainers and focuses on information important to that primary audience. If you have suggestions for improving this newsletter, please contact us (see below).

- Ron Peddy, Division Director & TEEX OTIEC Director
- Tony Alotto, TEEX OTIEC Outreach Coordinator
- Guy Benson, TEEX Outreach Insider Editor

### For More Information:

Phone: 800.SAFE.811 (800.723.3811) | Fax: 979.458.1426 | Website: [teex.org/itsi](http://teex.org/itsi) | Email: [itsi@teex.tamu.edu](mailto:itsi@teex.tamu.edu)



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# AS CLASS TIME?

- Practical demonstrations,
- Class participatory exercises, and
- Reviewing materials.

## So, What is a “Training Day”?

OSHA specifies that a training day is a maximum of 7.5 hours of “Class Time.”

## A Couple of Examples:

Let’s say you plan for an 8 am to 5 pm class. This assumes you can get all the students enrolled, payments processed and paperwork completed before 8 am, and actually start teaching at 8 am.

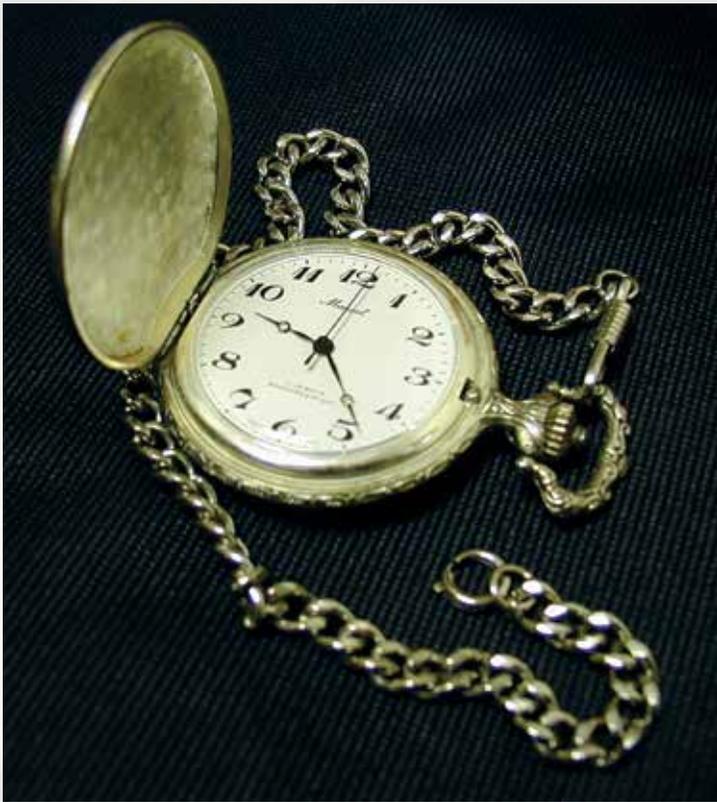
So, before noon you could have two morning sessions split as one of 2 hours and another of 1 hour and 50 minutes. That gives you the required 10-minute break. You can then take a half-hour lunch and resume teaching at 12:30 pm. With the next 10-minute break at 2:30 pm, and resuming at 2:40 pm, you must end the day at 4:10 pm because you have hit the 7.5 hour daily teaching limit. You have 2:30 hours to complete the next day, again with a break, that’s a total of 2:40.

A more likely day would begin with “teaching” at 8:15 am, because you’re still processing student payments and paperwork (do your students actually show up on time?). So, before lunch you get 3 hours and 35 minutes of class time with the required break.

Also, rarely can you get students to adhere to a half-hour lunch. So, a 45-minute lunch puts the end of your day at 4:40 pm. A full hour for lunch ends the day at 4:50 pm – pretty close to the 8 am to 5 pm original plan. If you actually give 15-minute breaks instead of the required 10 minutes, you’re right on the 5 pm schedule and have met all the requirements of a 7.5 hour “Class Time.”



(continued on Pg. 4)



(continued from Pg. 3)

### **It's Complicated! Not Really...**

Just be accurate in counting your times. Remember, for every class, you are supposed to keep a detailed class schedule with actual start and stop times, break times, lunch times, etc. As long as you are keeping that schedule and meet the requirements above, you'll be OK come audit time.

# Training Materials Simplified

TEEX has simplified your need to copy and distribute the required training materials to your trainees. We can provide you with a complete set of handout materials for your students, likely for less than you can search and print copies yourself. If you're interested, go to: [teex.org/bookstore](http://teex.org/bookstore) to browse the materials.

