

# Course Preregistration

**Outreach Trainers may preregister classes online if the class start date is at least 2 weeks in the future. If the start date is less than 2 weeks away, trainers must submit the paper preregistration form**

1. Click the “Login or Create Account” button to log in to the website (or, if already logged in, click the “Your Account” button).
2. After logging in, review the information on the “Your Account” tab and confirm that it is correct. To update information, click the “Edit Your Account” tab:

The screenshot shows the user's account page for Ms. Rachel M Blaine. The 'Edit Your Account' tab is highlighted with an orange box and an arrow pointing to it. A callout box says: 'Verify information is correct. Click "Edit Your Account" to make changes.'

**Ms. Rachel M Blaine**  
Title: Continuing Education Coordinator  
University of Washington  
4225 Roosevelt Way NE Suite 100  
Seattle, WA 98105  
United States  
Phone: 206-221-6053  
Email: [REDACTED]

Organization type: Academic  
Occupation:  
Practice area: None of these

3. Click the “For Trainers” tab to open the trainer dashboard:

The screenshot shows the 'For Trainers' dashboard for Ms. Rachel M Blaine. The 'For Trainers' tab is highlighted with an orange box and an arrow pointing to it. Below the tabs, there is a table for 'TRAINER AUTHORIZATIONS' and a section for 'PREREGISTER COURSES' with two green buttons: 'CONSTRUCTION 10HR' and 'CONSTRUCTION 30HR'.

**Ms. Rachel M Blaine**

Trainer Type	Start Date	Expiration Date	Status
OutreachTrainer - Construction	Jul 09, 2011	Jul 09, 2015	Emailed

**PREREGISTER COURSES**

CONSTRUCTION 10HR CONSTRUCTION 30HR

4. Click the green button for the class type:

The screenshot shows the 'For Trainers' dashboard for Ms. Rachel M Blaine. The 'CONSTRUCTION 10HR' button is highlighted with an orange box and an arrow pointing to it.

**Ms. Rachel M Blaine**

Trainer Type	Start Date	Expiration Date	Status
OutreachTrainer - Construction	Jul 09, 2011	Jul 09, 2015	Emailed

**PREREGISTER COURSES**

CONSTRUCTION 10HR CONSTRUCTION 30HR

# Course Preregistration

- Fill in form with all required and any applicable optional fields and click the "Preregister" button when complete:

HOME OSHA COURSES PROFESSIONAL DEVELOPMENT CERTIFICATE PROGRAMS OSHA OUTREACH TRAINERS **▶ YOUR ACCOUNT**

**Ms. Rachel M Blaine**

**Edit this class**

**- Preregistration Information**

**Course Dates \***  
Note: Preregistration requests must be submitted at least 2 weeks in advance of your scheduled training. If your course will take place in less than 2 weeks from preregistration, please call us. Final reports must be filed within 30 days of the course's completion.

Date: 07/02/2014 to: 07/04/2014  
E.g., 07/09/2014 E.g., 07/09/2014

**Course Time \***

Hour: 8 Minute: 00 am to: Hour: 5 Minute: 00 pm

**Training Location**

Address 1: Virginia Mason Athletic Center  
Address 2: 12 Seahawks Way  
City: Renton State: Washington ZIP Code: 98056

**Training Location Notes**  
Seattle Seahawks Training Camp  
Enter additional information, such as room number

**Type of Training Site \***

- Workplace
- School
- Office
- Hotel
- Union
- Employer Association
- Other

**Specify Type of Training Site (if Other)**

**Sponsoring Organization \***

- Safety & Health
- Employer
- Labor/Union
- Employer Association
- Education
- Community
- N/A
- Other (specify)

**Specify Sponsoring Organization (if Other)**

**Number of Students \***  
5  
Note: Minimum number of students required: 3 (except for admins). Enter approximate student count during preregistration; edit to final number when submitting report and requesting cards.

**Course Information**  
Check all that apply

- Spanish
- Youth (age 18 or less)
- Language other than English or Spanish

**Specify language (if checked)**

- OSHA Alliance or Partnership

**Specify alliance or partnership (if checked)**

**Statement of Certification \***  
I certify that I will conduct this outreach training class in accordance with the OSHA Outreach Training Program guidelines. I will maintain the training records as required by these guidelines and I will provide these records to the OSHA Directorate of Training and Education (or their designee) upon request. I understand that I will be subject to immediate dismissal from the OSHA Outreach Training Program if information provided herein is not true and correct. I further understand that providing false information herein may subject me to civil and criminal penalties under Federal law, including 18 U.S.C. 1001 and section 17(g) of the Occupational Safety and Health Act, 29 U.S.C. 666(g), which provides criminal penalties for making false statements or representations in any document filed pursuant to that Act. I hereby attest that all information provided is true and correct.

**PREREGISTER** CANCEL