



**M.U.S.T. Safety Awareness Training Program
Reciprocal Credit Guidelines
OSHA Outreach Program**

Reciprocal credit will be granted for training conducted under the OSHA Outreach Training Program Guidelines (Including MIOSHA Programs) that has been conducted within the previous four (4) years. Credit will be granted topic per topic for the M.U.S.T. Safety Awareness Training Program Courses and posted on the M.U.S.T. Safety Awareness Training Program Report Card. The expiration date will be four (4) years from the date training was completed. OSHA 10 & 30 Hour courses will be posted similar to the First Aid/CPR/AED postings.

The following information/finances need to be forwarded to the M.U.S.T. Office for documentation and posting of the OSHA 10 & 30 Hour Training Programs,

Requirements for the OSHA 10 & 30 Hour Training Programs:

For documentation and posting of OSHA 10 & 30 Hour Training Programs **only**, the following information/finances need to be forwarded to the M.U.S.T. Office:

1. Copy of the completed “Request for Outreach Training Cards” form, as submitted to OSHA by the implementing OSHA certified Outreach Trainer.
2. List of student names with their respective M.U.S.T. database identification number (if they are new to the M.U.S.T. system we will need name, address, phone number, craft, local union number and social security number).
3. One Dollar (\$1.00) posting fee per entry.

Example: *Company/Organization submits information for documentation/posting of the OSHA 30 Hour Training Program for twenty (20) students.*

20 Entries x \$1.00 per Posting = \$20.00 Posting Fee

Upon receipt of this information/finances the appropriate posting will be input in the M.U.S.T. database.

Requirements for the OSHA 10 & 30 Hour Training Programs and reciprocal credit for M.U.S.T. Safety Awareness Training Program Topics:

For documentation and posting of OSHA 10 and/or 30 Hour Training Programs and reciprocal credit for M.U.S.T. Safety Awareness Training Program Topics, the following information/finances need to be forwarded to the M.U.S.T Office:

1. Copy of the completed “Request for Outreach Training Cards” form, as submitted to OSHA by the OSHA certified Outreach Trainer.
2. List of topics presented in the course (i.e.: Subpart K: Electrical, Subpart M: Fall Protection, etc.)
3. List of student names with their respective M.U.S.T. database identification number (if they are new to the M.U.S.T. system we will need name, address, phone number, craft, local union number and social security number).
4. One Dollar (\$1.00) posting fee per entry.

Example: *Company/Organization submits information for documentation/posting of fourteen (14) course topics and the OSHA 30 Hour Training Program for twenty (20) students.*

14 Topics + 1 Thirty (30) Hour Card = 15 entries per student x twenty (20) students = 300 Entries x \$1.00 per Posting = \$300.00 Posting Fee..

Requirements for other programs conducting training using the guidelines of the OSHA Outreach Training Program:

For documentation and posting for reciprocal credit of the M.U.S.T. Safety Awareness Training Program Topics, the following information/finances need to be forwarded to the M.U.S.T Office:

1. OSHA Outreach Trainer identification with copy of certification card.
2. List of topics presented in the course (i.e.: Subpart K: Electrical, Subpart M: Fall Protection, etc.)
3. List of student names with their respective M.U.S.T. database identification number (if they are new to the M.U.S.T. system we will need name, address, phone number, craft, local union number and social security number).
4. One Dollar (\$1.00) posting fee per entry.

Example: *Company/Organization submits information for documentation/posting of ten (10) course topics for twenty (20) students.*

Ten (10) Topics x twenty (20) students = 200 Entries x \$1.00 per Posting = \$200.00 Posting Fee.

Upon receipt of this information/finances the appropriate posting will be input in the M.U.S.T. database.