



Replacement OSHA Student Course Completion Card Request Form

Only the OSHA-authorized instructor who conducted the original 10/30 HR OSHA training can request a replacement Student Course Completion Card. TSCTA cannot accept any request on behalf of an instructor they no longer employ.



OSHA has increased the amount of time students may request replacement course completion cards from 3 to 5 years!

Replacement OSHA Card Fee- \$35.00

USF Replacement OSHA Card Fee- \$60.00

To process your request, all fields marked with an asterisk (*) must be filled in. Please print clearly.

*Full Legal Name (As appears on OSHA Card) _____

*Mailing Address (Including Apt #): _____

*City: _____ *State: _____ *Zip Code: _____

*Contact Phone #: _____ Employer at time of training: _____

*Type of Training: _____ *Date (s) of Training: _____

Payment Details

Payment must be received in **FULL** before the replacement OSHA card can be requested.

Amt. to be Payed	<input type="checkbox"/> Cash <input type="checkbox"/> Money Order/Certified Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover				
Card No:		Exp. Date		CVV2#	
Billing Address					

I, _____ acknowledge that by signing this form, I have given TSCTA permission to charge my account for the amount indicated on or after the indicated date. This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to my account.

Card Holder's Signature: _____ Date: _____

Card member acknowledges receipt of goods and or services in the amount of the total shown hereon and agrees to perform the obligations set forth by the card member's agreement with the issuer.

For Instructor Use Only

Instructor Initials: _____ Date: _____ Approved Denied Reason: _____

*Your OSHA-authorized instructor reserves the right to decline a replacement request if incomplete and/or inaccurate information is provided and/or third party payee for original license declines to approve request to release.

Please Note

- You **MUST** present photo I.D at the time the replacement request is made AND at the time of pick up.
- OSHA will only issue replacement student completion cards for training completed within the last **5 years**.
- TSCTA will make every reasonable effort to maintain current contact information for all personnel. Ultimately, it is the responsibility of your OSHA instructor to inform TSCTA of any changes in their contact information after leaving TSCTA. As per OSHA, if you are unable to reach an instructor no longer employed with TSCTA, you should contact OSHA directly via phone @ (847) 725-7810 or via email @ outreach@dol.gov (email is their preferred means of contact).
- Per OSHA, **ONLY ONE replacement completion card may be issued per student**. Any individuals that lose or misplace their **replacement** OSHA card will need to retake the entire OSHA training. **NO REFUNDS**.
- The OSHA Outreach Centers may take up to **90 days** to issue a replacement OSHA card. Once the replacement OSHA card is received by your instructor, you will be contacted using the above phone number to confirm if you want the card mailed or if it will be picked up. If we are unable to reach you, the card will remain at TSCTA's office location until you contact us or pick up.
- **For mail requests:** The card will be mailed to the address provided above or an alternative location at the request of the student. We are NOT responsible for the accuracy of the address and/or its timely delivery by the USPS.
- **For Pick-Up Requests:** Cards will only be available for pick up Mon- Fri between the hours of 8 AM and 4:30 PM.