

# Registration Information

## Send Registration Form

**By fax:** Credit card (VISA or MasterCard) or purchase order registrations may be faxed to the OSHA Training Institute Education Center at 603-645-0080.

**By mail:**

OSHA Training Institute Education Center  
175 Ammon Drive  
Manchester, NH 03103-3308

## Registration Form

Please complete the registration form provided in this catalog and submit it to the New England OSHA Training Institute Education Center by fax, e-mail scan, or mail. The registration form must be legible and complete upon receipt. If you have questions, need help, or want clarification about preregistering into OTIEC training programs, please call our office and our registration specialists will be glad to speak with you.

## Payment Information

Payment and registration must be received prior to the scheduled course start date to assure a place in class.

Keene State College accepts the following methods of payment:

Credit card (VISA or Mastercard)  
Personal or business checks  
Money orders  
Company purchase orders.

Please make checks and purchase orders payable to **Keene State College**. We request that you attach purchase order(s) or checks to the registration form. Please print the student(s) name(s) and course number(s) on the P.O. or check.

NOTE: We cannot complete your registration or issue course documentation unless payment has been received in full. Thank you.

By fax: 603-645-0080

By mail: OSHA Training Institute Education Center  
175 Ammon Drive  
Manchester NH 03103-3308

Online: [www.keene.edu/conted/osha.cfm](http://www.keene.edu/conted/osha.cfm)

E-mail: [oshaed@keene.edu](mailto:oshaed@keene.edu)

## Withdrawal/Cancellation/ Refunds/Postponement

Withdrawal or cancellation notification must be in writing (fax and e-mail are acceptable) and received (not postmarked) five days prior to the course start date. Withdrawals or cancellations received in a timely manner will be 100% refunded. Those made within five days of the course start date will be assessed a 25% cancellation fee if not rescheduled. Nonpayment of fees does not constitute a withdrawal. No refund is granted for withdrawals after the course begins. No-shows will be charged the full fee. Substitution of another participant may be made, for no additional charge, prior to the start of the course.

In New England, we have occasional inclement weather emergencies, and classes may be postponed or rescheduled without notice. Keene State College (New England OTIEC) also reserves the right to cancel courses due to unforeseen circumstances, and the KSC OTIEC will return only the registration/course fee. Keene State College is not responsible for travel expenses incurred by the participant in case of cancellation. Open enrollment programs may also be cancelled or rescheduled due to underenrollment. You will be notified should a class be rescheduled or removed from the calendar.

## Special Needs

If you have a disability requiring a specific academic accommodation, please call the OSHA Training Institute Education Center (800-449-6742) before your course starts.

## Directions and Accommodations

Upon registration, course confirmation, directions, and local area accommodation information will be sent to you by mail, fax, or e-mail. Please tell our registration specialist if you will be traveling a distance to one of our facilities and require special assistance. Local area accommodations information and directions for each training venue appears at our website ([www.keene.edu/conted/osha.cfm](http://www.keene.edu/conted/osha.cfm)).

## Frequently Asked Questions

### How far ahead should I send my registration form?

Registrations are accepted on a first-come, first-served basis. Please register as soon as possible as enrollment may be limited. Please contact our office if you have a question or concern about the preregistration process.

### What is the process for becoming an Outreach trainer?

I am registering for either Course 500, 501, or 5400. What additional paperwork is required?

- **Course 500.** Send a copy of your résumé plus one copy of the Construction Standards 510 training certificate or 30-hour card. A Verification of Prerequisites form is available by contacting 800-449-6742 or on the website: [www.keene.edu/conted/osha.cfm](http://www.keene.edu/conted/osha.cfm).
- **Course 501.** Send a copy of your résumé plus one copy of the General Industry Standards 511 training certificate and/or 30-hour card. The Verification of Prerequisites form is available by contacting 800-449-6742 or on the website: [www.keene.edu/conted/osha.cfm](http://www.keene.edu/conted/osha.cfm).
- **Course 502.** A copy of your unexpired trainer card (Construction)
- **Course 503.** A copy of your unexpired trainer card (General Industry)
- **Course 5400 (Maritime Trainer Course).** Send a copy of your résumé detailing related professional experience and complete the Verification of Prerequisites form available by contacting 800-449-6742 or on the website, [www.keene.edu/conted/osha.cfm](http://www.keene.edu/conted/osha.cfm).

## CFR/Text Books/CD-ROM Orders

Region 1 OSHA Training Institute Education Center makes training materials and texts available for purchase by outreach trainers and course participants wishing to order additional books or CDs for their workplace.

To place an order for books, please go to our website at [www.keene.edu/conted/osha.cfm](http://www.keene.edu/conted/osha.cfm) or e-mail OTIEC at [oshaed@keene.edu](mailto:oshaed@keene.edu) for an order form.

