

Master Instructors for the OSHA 500 series program
and other numbered OSHA classes
Guidelines of the National Resources Center

The National Resource Center (NRC) for OSHA Training was created by North America's Building Trades Unions (NABTU), in order to allow affiliated International Unions to create *NRC Master Instructors* for the OSHA 500 series courses and other numbered OSHA courses. Our agreement with OSHA spells out some of the below requirements that we must adhere to:

1. The OSHA Course Chair or designee must monitor potential NRC Master Instructors deliver up to two separate courses before instructors will be made NRC Master Instructors for the OSHA 500 or other numbered courses.
2. The International Union will give the NRC six weeks notice if they wish to qualify instructors to become NRC Master Instructors under this program. The International Union must also submit resumes for the potential Master Instructor at that time since the NRC must submit resumes to OSHA for approval prior to the training. International Unions are currently allowed up to six NRC Master Instructors for the OSHA 500 series and up to six for any other numbered course under this program.
3. NRC will invoice the International Union a consultancy fee of up to \$850/day plus travel and per diem for monitoring visits, in addition to normal per student, book and shipping fees charged for the course.
4. The International Union may identify up to six *NRC Secondary Instructors* per approved course to assist Master Instructors in the delivery of a course. Although we do not need to monitor these instructors, we do need to approve their resumes and submit them to OSHA for approval six weeks prior to a class.
5. The International Union must submit a course registration form, provided by the NRC, four weeks prior to holding a class. It is preferred that this notice be emailed to the NRC program director. The course registration form identifies the lead instructor and assistant, contact information, shipping address, and materials needed for the class.
6. Since the OSHA 500 course and other numbered courses are official OSHA Training Institute courses offered through the NRC education center, NRC Master Instructors are responsible through their International Unions and the NRC to the OSHA Training Institute and the United States Department of Labor to ensure that all administrative procedures are followed during the class and that all paperwork is completed and sent to the NRC immediately after the class.
7. NRC Master Instructors may identify subject matter experts to assist with a class. These experts do not have to be approved by the NRC, but they must not teach more than three hours of any course or 10% of the class.
8. We attempt to hold NRC Master Instructors meetings when funding allows, and require Master Instructors for the OSHA 500 series to attend. These meetings are held to help instructors stay updated on OSHA developments and administrative matters at the NRC. These meetings also provide a forum for instructors from different unions to meet and share ideas, information, and training materials.
9. Per student fees are as follows: 500 series: \$375/student if NRC provides Manuals and CFRs, \$225 if the union provides the Manuals and CFRs. One day numbered classes: \$50/student if the union provides all manuals and materials for the class, actual costs plus \$50/student if NRC provides the manuals and materials for class. Multi-day numbered classes other than 500-series classes: \$100/student if the union provides all materials and manuals for class, actual costs plus \$100/student if NRC provides manuals and materials. Shipping charges are additional for administrative packets, manuals, and certificates.
10. The union is responsible for ensuring that all Master Instructors are qualified, perform in an ethical manner, and complete necessary continuing education.

If you have any questions regarding this program, please contact:

Mike Kassman, Director, OSHA and DSW programs, 301-578-8500

Janice Wheeler, NRC Program Director, 301-495-8524

Chris T. Cain, CPWR Executive Director and NABTU safety and health director, 301-578-8500

Revised Jan 2020