

OSHA Training Institute (OTI) Education Centers
Revised Instructor Minimum Qualifications (Revised May 7, 2018)

Listed below are the **minimum qualifications** that all qualified instructors must meet *before* they can teach an OTI Education Center course. OTI Education Centers may add additional requirements as required by their institution. OTI Education Centers are not authorized to waive or grant “equivalent credit” for these requirements.

1. A *Qualified Instructor* is defined as an instructor who teaches more than 10% of the course contact hours.
2. A *Guest Instructor* is defined as an instructor who teaches 10% or less of the course contact hours.

Please note that guest instructors may not comprise more than 20% of the course contact hours for any given course.

OTI Education Centers are required to document that each Qualified Instructor meets the minimum requirements listed below. OTI Education Centers must provide this documentation to OSHA upon request.

Criteria	Description	Verification
Work experience related to the subject(s) to be taught or within the industry	<p>Instructor must demonstrate work experience of at least three years within the subject area for a technical course or five years of work experience within the industry for an industry-specific course such as construction, maritime, or oil and gas. This experience must be within the last ten years.</p> <p>Experience may include relevant academic work experience, or industry association work experience sufficient to demonstrate a working knowledge of the industry and to yield a quality course delivery. Examples of work experience may include, but are not limited to, the following:</p> <ul style="list-style-type: none"> ▪ Inspect or evaluate workplace environments, equipment, machinery, and safety equipment to identify and correct potential hazards and to ensure safety regulation compliance ▪ Investigate workplace accidents, injuries, and/or occupational diseases to determine causes and preventive measures 	Resume

Criteria	Description	Verification
<p>Work experience related to the subject(s) to be taught or within the industry.</p>	<ul style="list-style-type: none"> ▪ Report or review findings from accident investigations, facilities inspections, construction site inspections, or industrial hygiene sampling results ▪ Develop, review, and implement safety and health programs to ensure safety regulation compliance and worker protections ▪ Develop or maintain industrial hygiene programs, such as noise surveys, air monitoring, or ventilation surveys ▪ Develop, evaluate, and conduct safety and health training or education programs for workers and management ▪ Conduct Job Hazard Analysis to determine potential workplace hazards and corrective action 	<p>Resume</p>
<p>Occupational safety and health experience</p>	<p>Instructor must demonstrate occupational safety and health experience of at least three years within the industry or subject area. This experience must be within the last ten years. Two years may be waived with any of the following: CIH, CSP, Master’s degree or PhD in an occupational safety and health field.</p>	<p>Resume for experience</p> <p>Copy of certification(s)</p> <p>Diploma or transcript</p>
<p>Instructional experience for teaching adults</p>	<p>Instructor must demonstrate the ability to effectively deliver training and education to adults. Examples may include:</p> <ul style="list-style-type: none"> ▪ Demonstration of two years’ experience teaching adults in a training/academic environment, or ▪ Documented observation and evaluation of the instructor as capable of utilizing effective adult training techniques 	<p>Resume</p> <p>Documented observation and evaluation results</p>

Criteria	Description	Verification
<p>Completion of the Course to be Delivered</p>	<p>Instructors of trainer or update courses (OSHA #500, OSHA #501, OSHA #502, OSHA #503, OSHA #5400, OSHA #5401, OSHA #5600, OSHA #5602) must demonstrate successful completion of a trainer or update course. The course does not need to be within the same industry as the course the instructor will deliver. This cannot include a course in which the instructor delivers all or part of the course.</p> <p>Instructors of Cal/OSHA courses (OSHA #5029, OSHA #5039, OSHA #5109, OSHA #5119) must demonstrate successful completion of the specific OTI Education course the instructor is going to deliver.</p> <p>DTE will require instructors of new courses and courses that have undergone significant revisions to attend the pilot of the new or revised course prior to delivering the course. Details of how instructors who do not attend the pilot can meet minimum instructor qualification requirements for new or revised courses will be provided in the course implementation letter from DTE.</p>	<p>Course completion certificate from OTI or an OTI Education Center</p>
<p>Demonstrated ability to achieve OTI Education Center course learning objectives</p>	<p>Instructor must have the ability to achieve the learning objectives for the respective OTI Education Center course being delivered. This must include both of the following:</p> <ul style="list-style-type: none"> ▪ Demonstration of experience teaching subject materials ▪ Documented observation and evaluation of the instructor as capable of meeting course objectives 	<p>Resume for experience</p> <p>Documented observation and evaluation results</p>
<p>Professional development in occupational safety and health subject materials</p>	<p>Instructor must maintain current knowledge in the subject material being presented. Outreach trainer courses and the 10- and 30-hour Outreach Training Program classes are not acceptable for maintaining knowledge in subject materials. Maintaining current knowledge includes completion of the following every five years.</p> <p>Occupational safety and health training course(s) reflecting a minimum of 30 hours. This cannot include training in which the instructor delivers all or part of the course.</p>	<p>Course completion certificate or transcript</p>

Criteria	Description	Verification
Professional development in teaching adults	<p>Instructor must maintain current knowledge in the subject area of teaching adults. Maintaining current knowledge includes completion of the following every five years.</p> <p>Training course(s) directly related to teaching adults reflecting a minimum of seven hours. This cannot include training in which the instructor delivers all or part of the course. Examples include, but are not limited to, the following:</p> <ul style="list-style-type: none"> ▪ Adult learning techniques ▪ Needs assessments ▪ Curriculum development ▪ Classroom technology ▪ Hands-on techniques ▪ Handling difficult students ▪ Outreach or update trainer course (one of these courses may count once towards fulfilling this requirement) 	Course completion certificate or transcript
Outreach Trainer and Update Courses	<p>Instructors who are the lead for the following courses at least four times in four years may be given an exception to the update trainer courses. Lead instructor is defined as an instructor who teaches at least 50% of the course. The instructor must teach a representative sampling of the topics and not the same topic each time the course is conducted.</p> <ul style="list-style-type: none"> ▪ OSHA #500 <i>Trainer Course in Occupational Safety and Health Standards for the Construction Industry</i> ▪ OSHA #501 <i>Trainer Course in Occupational Safety and Health Standards for General Industry</i> ▪ OSHA #502 <i>Update for Construction Industry Outreach Trainers</i> ▪ OSHA #503 <i>Update for General Industry Outreach Trainers</i> ▪ OSHA #5400 <i>Trainer Course in Occupational Safety and Health Standards for the Maritime Industry</i> ▪ OSHA #5402 <i>Maritime Industry Update Course</i> ▪ OSHA #5600 <i>Disaster Site Worker Trainer Course</i> ▪ OSHA #5602 <i>Update for Disaster Site Worker Trainer Course</i> 	Monthly summary report with instructor listed as the lead

