



**Great Lakes Regional OTI  
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September 9, 2011

Dear Authorized Outreach Trainer:

As announced on July 1, 2011, all OSHA Training Institute Education Centers begin charging a \$5.00 fee for each student completion card requested by authorized trainers. This letter is to explain the process to meet this new requirement for the Great Lakes Regional OTI Education Center (hereinafter, "Great Lakes Center") authorized trainers.

For any training courses ending on or after October 1, 2011, along with the Outreach Training Report you must attach a check in the amount of \$5.00 for each student card requested. If you wish to pay via credit card, send in your Outreach Report (fax, email, or USPS) to us and then call our office (800.207.9399) to give your credit card information to us over the telephone. This is to safe-guard your credit card information.

Outreach Training Reports will not be processed unless payment accompanies the Report, or credit card information is called into our office.

As a small "perk" for this new fee, the Great Lakes Center has decided to complete the student completion cards for you before we send them back to you. For this reason, you must TYPE each student's name so that it is clearly readable and will not result in cards needing to be replaced. If the students' names are not typed, the cards will be sent to you blank.

Thank you for your cooperation. If you have questions, please do not hesitate to call us.

Sincerely,

A handwritten signature in cursive script that reads 'Judy Jarrell'.

Judy L. Jarrell, MA, EdD  
Professor & Executive Director  
Great Lakes Regional OTI Education Center  
University of Cincinnati