Overview

NSSC will reimburse PA WAP workers and subcontractors that pay for and successfully complete OSHA-approved online courses for OSHA 10 Construction Industry through external training providers during the July 1, 2018 – June 30, 2019 timeframe.

Which online OSHA courses are eligible for reimbursement?

The following courses are eligible for reimbursement:

- OSHA 10-hour Construction Industry

Please make sure you choose the Construction Industry course, and not the General Industry course. An OSHA General Industry card is not accepted by the PA WAP.

Which online training vendors should I use to take the approved OSHA course?

Reimbursement will only be provided for courses taken through OSHA-Authorized Online Outreach Training Providers. OSHA maintains a list of approved training providers at https://www.osha.gov/dte/outreach/training_providers.html.

Maximum Amounts for Reimbursement

The following are the maximum amounts NSSC will reimburse for online OSHA training:

- OSHA 10-hour Construction Industry: $100

When choosing an online OSHA course, please be aware that you will only be reimbursed up to the maximum amount listed above. Reimbursement amounts are not a flat rate – Only amounts actually expended may be claimed. Detailed receipts that show payment are required for all OSHA reimbursement requests.

OSHA Training FAQs

Do I need to take an online OSHA training course?

You only need to take OSHA training if you do not have the lifetime card required for your job classification:

- OSHA 10-hour Construction Industry is a required course for PA WAP Retrofit Installer Technicians, Crew Leaders, Energy Auditors, Quality Control Inspectors, and heating subcontractors.
- Crew Leaders that already have an OSHA 30 Construction card are not required to take OSHA 10 Construction.

The OSHA 10-hour Construction is a lifetime card. If you have already taken the required OSHA training for your job classification and have an original card in your possession, you are not required to complete an online OSHA course. If you need a replacement card, please contact the training provider that taught your OSHA course.

How long do I have to complete the online OSHA training course?

OSHA requires that an online OSHA 10 course be completed within six months (180 days) from the day you start the course. However, you must also complete the online training by the end of the fiscal year (June 30, 2019) to be eligible for PA WAP reimbursement.

How long can I spend taking an OSHA course each day?

In 2010, OSHA implemented rules regarding accumulation of training time:

- You can't spend more than 7.5 consecutive hours in the program or you will be timed out
- You can't spend more than 7.5 hours per day in the program
- You must spend at least two days in the 10-hour class
**PA WAP Online OSHA Training Reimbursement Guidelines**  
*July 1, 2018 – June 30, 2019*

*Is there a limit to the number of times that I can take the class?*
Yes, NSSC will reimburse individuals a maximum of 2 times per class. If you do not pass the OSHA class within 2 tries, you must pay for the additional online classes using your own funding source.

*What are the System Requirements for my computer?*
Please check directly with your OSHA-Authorized Online Outreach Training Provider to learn about system requirements.

**Receiving Reimbursement**

- You must provide a copy of your OSHA Construction card or completion certificate along with the detailed receipt that shows full payment for the online course. All receipts must include the following:
  - Name of training vendor
  - Name of PA WAP student
  - Date of service
  - Amount paid

  - Credit card slips and statements are not acceptable in lieu of detailed receipts

- Reimbursement checks will be made out to the individual that took the online OSHA course (i.e. checks will not be paid to WAP Agencies).

- Timeframe: Reimbursement requests should be submitted within 10 business days of end of training.

- Submit your reimbursement request via email (preferred) to nssc@pct.edu or snail mail to:
  NSSC OSHA Reimbursement  
  Pennsylvania College of Technology, DIF 153  
  One College Ave.  
  Williamsport, PA 17701