



PA WAP Online OSHA Training Reimbursement Guidelines

July 1, 2022 – June 30, 2023



Overview

The Clean Energy Center at Pennsylvania College of Technology will reimburse PA WAP workers (agency staff 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, 2022 – June 30, 2023 timeframe.

Which online OSHA courses are eligible for reimbursement?

The following course is eligible for reimbursement:

- OSHA 10-hour Construction Industry

Please make sure you choose the Construction Industry course, and not the General Industry course.

Which online training vendors should I use to take the OSHA 10 Construction 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/training/outreach/training-providers>.

Maximum Amounts for Reimbursement

The following is the maximum amount reimbursable 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 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 Installers, 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, 2023) 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

Is there a limit to the number of times that I can take the class?

Yes, the PA WAP 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.

Receiving Reimbursement

- All OSHA online reimbursement requests (expense reports) must be submitted via **Concur**.
- You must attach 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.
- Timeframe: Expense reports should be submitted within 10 business days after the training.
- **Year-end Deadline:** All end-of-the-fiscal-year expense reports must be submitted by **June 30, 2023**. **Reimbursement requests received after this date cannot be processed.**

Concur

Concur log-in site: <https://www.concursolutions.com>

Chrome or Safari are preferred browsers.

Username: provided in your Concur welcome email

Password: provided in your Concur welcome email

If you ever forget your username, click "Forgot username?" and enter your email from your Agency's Training Plan. Concur will send you an email with your Username. If you ever forget your password, click "Forgot password?" and enter in your Username. Concur will send an email to you (your email address on your Agency's Training Plan) with a link to reset your password.

Concur accounts are automatically created for individuals listed on a PA WAP agency's Training Plan.

If you have not received a Concur welcome email with your log-in information, check your email spam folder, and then contact your agency Director/Coordinator to make sure you are listed on their annual Training Plan.

For other questions related to training expense/travel reimbursement or general Concur troubleshooting support, contact the Clean Energy Center at cleanenergy@pct.edu or visit our [PA Weatherization webpage](#).