



PA WAP Online OSHA Training Reimbursement Guidelines

July 1, 2023 – June 30, 2024



Overview

The Clean Energy Center at Pennsylvania College of Technology will reimburse PA Weatherization Assistance Program workers (agency staff and subcontractors) that pay for and complete **OSHA 10-hour Construction Industry** online courses through OSHA-approved external training providers.

Registering for the OSHA 10 Construction course:

1. Visit [osha.gov/training/outreach/training-providers](https://www.osha.gov/training/outreach/training-providers) to view OSHA's list of authorized online Outreach Training Providers.
2. Choose any of the training providers listed under **Construction 10-hour**. Reimbursement will only be provided for courses taken through these approved training providers. When registering with the approved training provider, make sure to choose the Construction Industry course, and not the General Industry course. *OSHA 10-hour Construction Industry* is the only course eligible for reimbursement.
3. Pay the training provider for the cost of the online course and save your receipt for reimbursement (covered on the next page).

Maximum Reimbursement Amount: Up to \$100 per course

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.**

Each individual can be reimbursed a maximum of two times. If you do not pass the OSHA class within two tries, you must pay for the additional online classes using your own funding source.

Do I need to take an OSHA training course?

OSHA training credential/card requirements:

- OSHA 10-hour Construction Industry is required for all PA WAP Retrofit Installers, Crew Leaders, Energy Auditors, Quality Control Inspectors, and HVAC subcontractors.
- Workers that already have an OSHA 30-hour Construction Industry card are not required to take OSHA 10 Construction.

If you already completed the above training and have an original lifetime card in your possession, you are not required to complete an online OSHA course. If you need a replacement card, contact the training provider that taught your OSHA course.

Receiving Reimbursement

Pre-approval requests are not required for OSHA online training reimbursement.

Reimbursement checks will be made out to the individual that took the online OSHA course (or the individual that submitted the expense report, if that individual was responsible for the entire course payment).

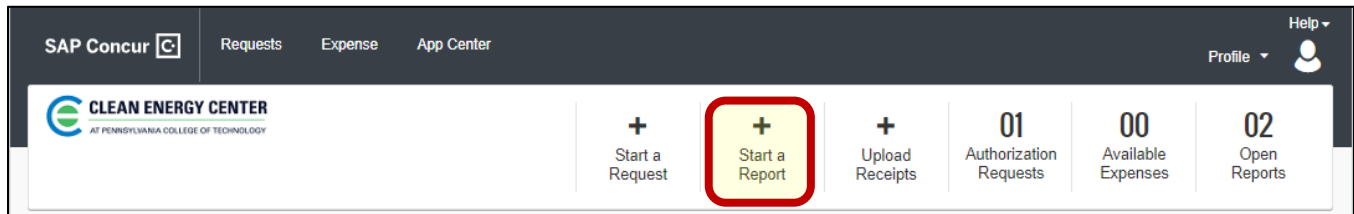
Timeframe: Expense reports must be submitted within 10 business days after the training.

Year-end Deadline: All end-of-the-fiscal-year expense reports must be submitted by **June 30, 2024**.

Reimbursement requests received after this date cannot be processed.

Using Concur software to submit Expense Reports

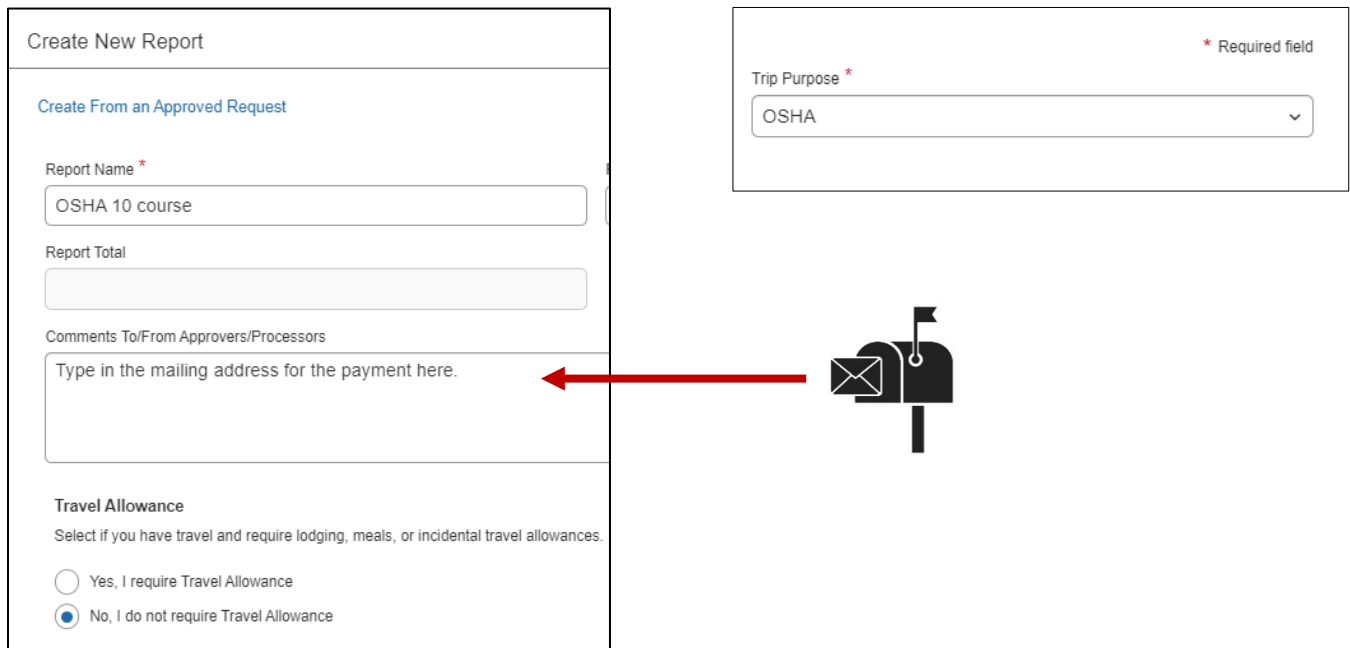
All Expense Reports must be submitted via **Concur**. After logging into Concur, click the **+ Start a Report** button.



In the **Report Name**, type OSHA 10 course. Please mention if the reimbursement covers multiple people.

For **Trip Purpose**, choose OSHA.

In the **Comments** box, type in the postal mailing address for the payment check.

A screenshot of the 'Create New Report' form in SAP Concur. The form is divided into several sections. The 'Report Name' field contains 'OSHA 10 course'. The 'Trip Purpose' dropdown menu is set to 'OSHA'. The 'Comments' field contains the text 'Type in the mailing address for the payment here.' and is highlighted with a red arrow pointing to it. To the right of the 'Comments' field is a red envelope icon. The 'Travel Allowance' section has two radio buttons: 'Yes, I require Travel Allowance' (unselected) and 'No, I do not require Travel Allowance' (selected). A red asterisk indicates a required field.

Add Expense: Scroll to the bottom of the expense types and select **OSHA Online Course Fee**.

Complete required information and attach a copy of your OSHA card or training certificate along with the detailed receipt that shows full payment for the online course (credit card slips and statements are not acceptable). OSHA training receipts must include the name of the training vendor, name(s) of training participant(s), date of service, and amount paid.

Logging into Concur

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

Chrome or Safari are preferred internet browsers.

Username: provided in your Concur welcome email (all usernames will end in **@pawap.edu**)

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 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 Weatherization 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](#).