

# Western OSHA Education Center at Arizona State University Enrollment in Professional Certificate Program



Read instructions before completing this form.

## Instructions for Applicants

It is the responsibility of the Applicant to ensure that they have read and understand the terms and conditions of the applicable Professional Certificate Program prior to completing and submitting this form. Once accepted by ASU, there are no refunds of enrollment fees. The terms and conditions that will govern the issuance of a Professional Certificate will be those that are in effect at the time of enrollment. Request current information by contacting the Western OSHA Education Center at (480) 965-2425 or through our web site at <http://osha.asu.edu>.

This form can be used to apply for the following Professional Certificates: Specialist in Safety and Health (SSH); Certified Safety and Health Official (CSHO); Safety, Health and Environmental Professional (SHEP); and Master Certification in Safety and Health (MC). A separate form is required for enrollment in each program. Advanced enrollment in the Public Sector Safety Fundamentals certificate program is not required; application for that certificate is submitted after all courses have been completed. See our web site for more information and forms.

### Professional Certificate Program Application Process:

1. **INFORM** - Obtain and read the current terms and conditions for the program in which you wish to enroll
2. **ENROLL** - Complete and submit this enrollment form along with the application fee in the amount of \$125.00 made out to Arizona State University. Send form and payment to the address on the first page of this application. Note that you can enroll at any time prior to, during, or after completing courses; however terms and requirements of the program may change at any time – the specific terms and requirements that must be completed by an applicant are established and fixed at the time of enrollment
3. **COMPLETE** - Complete all required course work and maintain copies of certificates of completion. It is the applicant's responsibility to track their progress and dates.
4. **APPLY** - Once all courses have been successfully completed, applicant must submit a final application form along with proof of completion for all course work – final application form is furnished to the applicant upon enrollment into the Professional Certificate Program
5. **AWARD** - The Western OSHA Education Center will review the final application and supporting documentation and will award Applicant with the Professional Certificate upon acceptance.

**Item 1** Applicant Name

List full legal name.

**Item 2** Title

List current job title. If currently not working, leave this field blank.

**Item 3** Company

List current employer. If currently not working, leave this field blank.

**Item 4** E-Mail

List a current email where you may be contacted.

**Item 5** Applicant Address

Provide a current address, phone, and fax number where you may be contacted.

**Item 6** Previously Completed Course(s)

Check the box which corresponds to any course which you have previously completed and want to have considered for credit towards this certificate. Submit proof of completion.

**Item 7** Program Enrollment

Check the box which corresponds to the Professional Certificate Program in which you wish to enroll

**Item 8** Applicant Signature

Sign and date the enrollment form – unsigned forms will be returned

**>>Payment in the amount of \$125.00 must be included with the application form.**

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**Submit completed forms to:**

**Western OSHA Education Center at Arizona State University**  
**US Postal Service - PO Box 873005, Tempe, AZ 85287-3005 or**  
**UPS or FedEx – 660 S. College Ave., CAVC 325, Tempe, AZ 85287**

It is the Applicant's responsibility to ensure that they have read and understand the terms and conditions of the applicable Professional Certificate Program prior to completing and submitting this form. Once accepted by the Western OSHA Education Center at ASU, there are no refunds of enrollment fees. The terms and conditions that will govern the issuance of a Professional Certificate will be those that are in effect at the time of enrollment. Request current information by contacting the Western OSHA Education Center at (480) 965-2425 or through our web site at <http://osha.asu.edu>.

**Terms of Enrollment in the Professional Certificate Program:**

1. Applicant understands that they will have a period of three years from the date of acceptance of this enrollment form to complete all of the current program requirements and submit a final application –Upon expiration of the three year period the applicant will no longer be enrolled in the program and will be required to re-enroll and comply with the then current terms and conditions if they wish to earn the professional certificate.
2. Courses completed prior to enrollment in this certificate program can be used to meet the requirements as long as they were completed within seven years of the date of enrollment
3. Classes taken at a different OTI Education Center may be submitted for review and credit – acceptance for credit is at the discretion of the Western OSHA Education Center at ASU and is subject to the following limitations:
  - a. The courses submitted cannot total more than 60 contact hours
  - b. They must have been completed within seven years of the date of the submittal of this enrollment form
  - c. Only OSHA numbered courses taken at an OTI Education Center or the OSHA Training Institute will be considered
  - d. On line courses will not be considered
  - e. Applicants requesting consideration for an equivalent course must submit either an official transcript from Arizona State University showing completion of the course with a grade of c- or better, or a certificate of completion form the provider organization
  - f. Applicant understands that it is their responsibility to track their completion requirements and submit the final application form when all requirements have been met

**Applicant Information – Please type or print**

<b>1.</b>	<b>Applicant Name:</b>		<b>2.</b>	<b>Title:</b>				
<b>3.</b>	<b>Company:</b>		<b>4.</b>	<b>E-Mail:</b>				
<b>5.</b>	<b>Applicant Address</b>							
	Address:							
		City:		State:		ZIP:		
	Phone:	( )	Fax:	( )				
<b>6.</b>	I have previously completed the following course(s) that I wish to have considered for this certificate program (Please check course numbers and attach a copy of course completion verification for each applicable course):							
	<input type="checkbox"/>	OSHA 510 or 511	<input type="checkbox"/>	OSHA 3015	<input type="checkbox"/>	OSHA 7205	<input type="checkbox"/>	ASU CON271
	<input type="checkbox"/>	OSHA 500 or 501	<input type="checkbox"/>	OSHA 3095	<input type="checkbox"/>	OSHA 7210	<input type="checkbox"/>	ASU NMI 105
	<input type="checkbox"/>	OSHA 521	<input type="checkbox"/>	OSHA 3115	<input type="checkbox"/>	OSHA 7400	<input type="checkbox"/>	PMI Risk Series
	<input type="checkbox"/>	OSHA 2015	<input type="checkbox"/>	OSHA 7000	<input type="checkbox"/>	OSHA 7415	<input type="checkbox"/>	ACE PMCM - CP
	<input type="checkbox"/>	OSHA 2045	<input type="checkbox"/>	OSHA 7005	<input type="checkbox"/>	OSHA 7500	<input type="checkbox"/>	CMAA PCM Course
	<input type="checkbox"/>	OSHA 2225	<input type="checkbox"/>	OSHA 7105	<input type="checkbox"/>	OSHA 7505	<input type="checkbox"/>	CCM certification
	<input type="checkbox"/>	OSHA 2255	<input type="checkbox"/>	OSHA 7125	<input type="checkbox"/>	OSHA 7845	<input type="checkbox"/>	PMI certification
	<input type="checkbox"/>	OSHA 2264	<input type="checkbox"/>	OSHA 7200	<input type="checkbox"/>	ASU H101 (Hep B)	<input type="checkbox"/>	SSH, CSHO or SHEP

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7.	<b>I am enrolling in the following Professional Certificate Program and option (a separate application is required for each program – select program and specialty area listed below it):</b>						
<input type="checkbox"/>	SSH – Specialist in Safety and Health Certificate	<input type="checkbox"/>	CSHO – Certified Safety and Health Official	<input type="checkbox"/>	SHEP – Safety, Health and Environmental Professional	<input type="checkbox"/>	MC – Master Certification in Safety and Health
<input type="checkbox"/>	Construction	<input type="checkbox"/>	Construction	<input type="checkbox"/>	Construction	<input type="checkbox"/>	Construction
<input type="checkbox"/>	General Industry	<input type="checkbox"/>	General Industry	<input type="checkbox"/>	General Industry	<input type="checkbox"/>	General Industry
<input type="checkbox"/>	Healthcare	<input type="checkbox"/>	Healthcare	<input type="checkbox"/>	Healthcare	<input type="checkbox"/>	Healthcare
<input type="checkbox"/>	Occupational Safety	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

### 8. Statement of Certification

*The information I have included herein and submitted to the Western OSHA Education Center at ASU is true and accurate.*

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### BELOW THE LINE IS FOR INTERNAL PURPOSES ONLY

OFFICE USE ONLY							
Check One:				Approving Authority Signature:			
<input type="checkbox"/>	Approved	<input type="checkbox"/>	Not Approved	Date			
1.	Approving Authority Name:			2.	Title:		
3.	Western OSHA Education Center at ASU			4.	E-Mail:		
5.	Approving Authority Address						
	Address:	PO Box 873005					
		CAVC 325					
		City:	Tempe		State:	AZ	ZIP: 85287-3005
	Phone:	( 480 ) 965-2425		Fax:	( 480 ) 965-8172		
If not approved, please indicate reason:							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

Process for enrollment review and approval:

- The Western OSHA Education Center will review this form for accuracy and ensure that appropriate supporting documentation is attached
- If enrollment is not approved, the Western OSHA Education Center will notify the applicant in writing with the reason – All fees will be returned to Applicant at that time
- When enrollment is approved, the Western OSHA Education Center will notify the applicant in writing and will furnish applicant with a list of classes that will need to be completed to earn the Professional Certificate, taking into account any previously taken courses submitted with this enrollment form
  - Applicant should submit all previously taken courses that they want considered at the time of enrollment to avoid any conflicts or disputes later
  - Applicant will be furnished with final application documents and instructions to be used to track completed courses for final submittal