



*Special Government Employees (SGE) affiliated with New England VPP companies can attend Region 1 OSHA Education Center courses FREE pending authorization from Region 1 OSHA.*

### **Special Government Employees' Procedures for Complementary Enrollment in OTI Education Center Region 1 Courses**

**Tuition benefit for SGEs.** Keene State College's commitment to support OSHA Region 1 includes offering active SGEs who are "members in good standing," complementary tuition for OTI Education Center numbered courses (NCOS code). One complementary OSHA Training Institute Education Center (OTI Education Center) course tuition waiver per year is available pending approval by OSHA Region 1 (See Step 3). More than one OTIEC course per year is discounted by 25% off published tuition. Keene State College Safety Education Center courses (NCSH #d in the catalog) are eligible for 25% tuition discount off published fees for SGE members in good standing. NCSH courses are not eligible for complementary tuition.

- Step 1.** Course permission. The SGE submits an OTI Education Center registration form with request to the OSHA Region 1 Training Coordinator (*Cowan.Marlene@dol.gov*) Registration forms are available at our website, OSHAedNE.com.
  - Step 2.** The Region 1 Training Coordinator contacts the National Office to determine that the SGE is sworn-in and in good standing.
  - Step 3.** The Region 1 Training Coordinator verifies that the SGE is a "member in good standing," having participated in at least one on-site evaluation, or has assisted Region 1 OSHA with review of applications or annual evaluations, at least once per year.
  - Step 4.** The OSHA Region 1 Training Coordinator submits the registration form to the OSHA Education Center, and informs the OTI Education Center Registration Specialist that the SGE is eligible for tuition waiver or discount.
  - Step 5.** The OSHA Education Center Registration Specialist confirms course logistics directly with the SGE; i.e. location, start/end times, directions, accommodations etc.
- Note:** Registration to the OSHA Education Center is required at least seven days in advance of course start date, therefore, registration submittal to the Region 1 OSHA Training Coordinator must be completed in such a time frame that the OSHA Education Center has sufficient time to process a registration.

VPP Companies in New England benefit from safety and health courses and professional development non-credit certificates through the OSHA Training Institute Education Center/Keene State College. Visit the Certificate Programs page at OSHAedNE.com

**NOTE:** Certificate application fees are not waived or discounted.

# OTIEC/KSC REGISTRATION FORM

FAX to: 603-645-0080 • Scan & email: oshaed@keene.edu



Mail to: OSHA Training Institute Education Center

1050 Perimeter Rd., Suite 202, Manchester, NH 03103

LEGAL NAME: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

STREET/RFD/BOX \_\_\_\_\_  
CITY/TOWN \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PERMANENT (HOME) ADDRESS: \_\_\_\_\_  
STREET/RFD/BOX \_\_\_\_\_  
CITY/TOWN \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

WORK PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_ FAX NUMBER \_\_\_\_\_ HOME PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

**Note to OTIEC Region 1 / Keene State College Safety Education Center registrants:** Provision of email and telephone contact information implies consent to be contacted for registration, attendance and transcript records use, and future communication for announcements and updates. Data collected for registration is confidential and is not publically released, rented or sold.  
 I wish to further restrict information Initial here: \_\_\_\_\_

OSHA  SGE  Group  Group

BIRTH DATE: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

MO DAY YR MO DAY YR  
MI SUFFIX

**Check Appropriate Boxes**

Resident of N.H.  Not a resident of N.H.  
GENDER:  Male  Female  
U.S. CITIZEN:  Yes  No  
If "No", currently a citizen of: \_\_\_\_\_

**ETHNICITY:**

What is your racial background?

American Indian/Alaskan Native  
 Black, Non-Hispanic Origin  
 Asian/Pacific Island  
 Hispanic  
 White, Non-Hispanic Origin  
 Other \_\_\_\_\_

I certify that to the best of my knowledge the information I have given is correct and complete.

My signature on this form confirms that, should my employer default on this agreement, I am responsible for any and all charges incurred by Keene State College, including any additional collection costs associated with the satisfactory conclusion of this debt.

**X**

Student's Signature

NON-CREDIT COURSES

COURSE NUMBER	COURSE TITLE	START DATE	END DATE	LOCATION	TUITION
					COURSE 1 TUITION
					COURSE 2 TUITION
					LATE FEE* \$25.00
					NET BALANCE DUE

\* LATE REGISTRATION FEE: A late fee of \$25 will be assessed to cover administrative expenses, if registration is within 5 business days of the course start date.

Terms and Conditions of registration can be found at [OSHAedNE.com](http://OSHAedNE.com) (located with the Registration Forms).

**Payment Information:** Once payment is received, a letter and registration packet will be sent to your home address or emailed upon request.

Account # SPECIFY:  VISA  MasterCard  Discover  CVV # \_\_\_\_\_ Expiration Date \_\_\_\_\_

PRINT Cardholder Name \_\_\_\_\_ Charge \$ \_\_\_\_\_ to my credit card.

**PURCHASE ORDERS OR CHECKS:**  
Please make checks or purchase orders payable to: **Keene State College.**  
 Enclosed is my check or purchase order for \$ \_\_\_\_\_  
 Purchase order number and/or check number \_\_\_\_\_

**X** Purchase order **MUST** accompany registration

Cardholder's Signature (I have authorized credit card payment.) \_\_\_\_\_ Cardholder's Billing Address if different from above \_\_\_\_\_

