

**Welcome** to the UT Arlington Outreach family! We offer you our congratulations on receiving your Authorized Outreach Trainer status. This achievement is an important step to further enhance your career in the Occupational Safety and Health fields. We would like to take this time to introduce the UT Arlington Outreach Training Program, and to share information that will help you be successful in your journey as an outreach Trainer.

**As** a Region VI OSHA Authorized Outreach Training Education Center, we offer many great benefits within our Outreach Program. One of the most popular benefits is the submission of Outreach Training Program Reports via our website:

<http://www.outreachportal.com>

We designed the portal with our instructors in mind and to provide a more efficient and reliable process of submitting program reports. The Outreach Portal is a web-based application designed to provide a more efficient method to request Outreach cards.

- ⇒ Student cards will be delivered to the Outreach Trainer Preprinted with the Student Name, Trainer Name, and the Course End Date.
- ⇒ Improves the trainer's record keeping and reporting capabilities by reducing paperwork and providing a centralized location for all program reports submitted.
- ⇒ Reduces the amount of administrative work associated with submitting paper reports, allowing you more time to focus on your outreach training, as well as allowing us more time to dedicate to providing you with outstanding service.

**While** we strive to keep our outreach trainers as informed as possible, OSHA's website is the one-stop-shop for the most current information regarding the Occupational Safety and Health industries and any updates to the Outreach Training Program. You can find the Outreach Training Program's homepage by logging on to [www.OSHA.gov](http://www.OSHA.gov), selecting the **Training** tab, and clicking on the link, **10-Hour & 30-Hour Worker Classes**, under the Worker Training column. For more information on using the Outreach Portal, please review the PDF file attached to this email, [UTA\\_Outreach\\_Portal\\_User\\_Guide.pdf](#).

**We** sincerely hope you find your journey as an Authorized Outreach Trainer with UT Arlington to be successful. Through our combined efforts, we will continue to strive for excellence through uncovering new and improved processes to benefit the safety industries.

Welcome to the Family!

UNIVERSITY OF TEXAS  ARLINGTON



Contact us:

UT Arlington Outreach Program  
Toll Free: 866.906.9190  
Phone: 817.272.2581  
Fax: 817.272.3576  
Email: [outreach@uta.edu](mailto:outreach@uta.edu)  
[www.uta.edu/ded/osha](http://www.uta.edu/ded/osha)