

# Registration

New to the Learning Portal? Create your account below.

**1. First Legal Name\*:**

First Legal Name\*

**2. Middle Legal Name:**

Middle Legal Name

**3. Last Legal Name\*:**

Last Legal Name\*

**4. Select Job Classification\*:**

Select Job Specialization\*

**5. Official Work Email\*:**

Work Email\*

**6. Confirm Work Email\*:**

Confirm Work Email\*

**7. Work Phone Number\*:**

Work Phone Number\*

**8. Cell Phone:**

Cell Phone

**9. Are you a State Plan OSHA or Consultation Employee\*?**

Yes

**10. Are you a Supervisor\*?**

Yes

**11. Select Affiliation (Org Name)\*:**

Select Affiliation (Org Name)\*...

**12. Work Street Address 1\*:**

Work Street Address 1\*

**13. Work Street Address 2:**

Work Street Address 2

**14. Work City\*:**

Work City\*

**15. Select Work State\*:**

Select Work State\*

**16. Work Zip\*:**

Work Zip\*

**17. Supervisor First Legal Name:**

Supervisor First Legal Name

**18. Supervisor Last Legal Name\*:**

Supervisor Last Legal Name\*

**19. Supervisor Work Phone Number\*:**

Supervisor Work Phone Number\*

**20. Supervisor Work Email\*:**

Supervisor Work Email\*

**21. Confirm Supervisor Work Email\*:**

Confirm Supervisor Work Email\*

**22. Password\*:**

**23. Confirm password\*:**

By clicking on register, you agree with our Usage Terms (/Content/UsageTerms.pdf).

 I'm not a robot reCAPTCHA  
Privacy - Terms

**Already Have an Account? (/PublicWelcome.aspx)**

Public reporting burden for this collection of information is voluntary and is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Training Institute, OSHA Office of Training and Education, 2020 S. Arlington Heights Road, Arlington Heights, Illinois 60005-4102. Persons are not required to respond to the collection of information unless it displays a current valid OMB control number.

# Need Help?

- Don't see your assigned course?
- Can't locate your completion certificate?
- Need help with registering a new account?

Visit our Support Site

## Student Data Form Submission Instructions (New Hire Enrollment)

- Please ensure names and emails are spelled correctly (as they appear in Blackboard).
- Enter work phone numbers using the following format: ###-###-####

### Enter the following information in items 01 – 21:

Item 01 - First Legal Name  
Item 02 - Middle Legal Name  
Item 03 - Last Legal Name  
Item 04 - Job Classification (see instructions)  
Item 05 - Official Work Email Address  
Item 06 - Confirm Work Email  
Item 07 - Work Phone Number  
Item 08 - Cell Phone  
Item 09 - Are you a State Plan OSHA or Consultation Employee? Y/N  
Item 10 - Are you a Supervisor? Y/N  
Item 11 - Select Affiliation (see instructions)  
Item 12 - Work Address 1  
Item 13 - Work Address 2  
Item 14 - Work City  
Item 15 - Work State  
Item 16 - Work Zip  
Item 17 - Supervisor First Legal Name  
Item 18 - Supervisor Last Legal Name  
Item 19 - Supervisor Work Phone  
Item 20 - Supervisor Work Email  
Item 21 - Confirm Supervisor Work Email

### *Special Instructions:*

- Item 04: Enter one of the following job classifications (**do not enter anything other than one of these choices**):
  - Industrial Hygienist
  - Safety Specialist Construction
  - Safety Specialist General Industry
- Note: Learning Path is determined by Job Classification for CSHOs and Enforcement (does **not** apply to Consultation).
- Item 11: Affiliation/Office Name
  - Federal Office: Enter the Area Office Name (e.g. Toledo)
  - State Plan: Enter your Blackboard Affiliation Name (e.g. Arizona Enforcement)
  - Consultation: Enter your Blackboard Affiliation Name (e.g. Arizona Consultation)