OSHA Trainer Course Prerequisite Verification form filing instructions

This short filing instruction is created to help applicants file and submit the OSHA Trainer Prerequisite verification form (PV form.) Please follow the instructions for easy filing.

Preparing for filing

Before you start, please make sure you read the filing instructions and OSHA prerequisites section within the form and have files ready to submit along with the PV form.

- The PV form requires Adobe Acrobat Reader DC or Adobe Acrobat DC to fill and sign (not web plug-ins)
- These instructions assume use of the latest version
- Download the latest Adobe Acrobat Reader DC for free at https://get.adobe.com/reader/
- These instructions will guide you through the technical part of filling the PV form
- Read instructions on pages 6-8 and OSHA Trainer Course Prerequisites on page 1 and have necessary files ready to submit along the completed PV form

What's in the form

- *Fields require your input*
- **Action buttons** *handle the form after it is completed*

Fields

Text fields and text areas require user's text input.

Shown here in the *Figure 1 Fields - Text* rectangular areas in light blue are text fields. When a field is clicked as seen in item 16 the color disappears and the cursor appears. Use the keyboard to fill fields.

Figure 1 Fields - Text

15.	**Start Date of Employment (mm/dd/yyyy):**	16. **End Date of Employment (mm/dd/yyyy):**	17. **What percentage of this position is safety related?**

18. **Describe Safety Responsibilities and Activities in this Position:**

> **TIP**
> Required fields are in red

Check Box

Check boxes allow you to select multiple items by clicking on the check box.

In *Figure 2 - Check Box,* squares followed by an OSHA # are check boxes. You can click as many squares as you need to make selections.

Figure 2- Check Box (Multiple Selections)

9. I have completed the following prerequisite course(s). (Attach a copy of the course completion card or certificate for each applicable course):

Construction	General Industry	Maritime	Disaster Site Worker
☐ OSHA #510	☐ OSHA #511	☐ OSHA #5410	☐ OSHA #500, #501, or #5400
☐ OSHA #500	☐ OSHA #501	☐ OSHA #5400	☐ OSHA #5600
☐ OSHA #502	☐ OSHA #503	☐ OSHA #5402	☐ OSHA #5602
Reset 9.			

Radio Button

Radio buttons allow you to make one selection out of one radio button group. In the *Figure 3 - Radio Button* example below, you can only make one selection unlike check boxes.

Figure 3 - Radio Button (Single Selection)

6. Indicate course applying for: ☐ OSHA #500 ☐ OSHA #501 ☐ OSHA #5400 ☐ OSHA #5600

☐ OSHA #502 ☐ OSHA #503 ☐ OSHA #5402 ☐ OSHA #5602

If applying for OSHA #502, #503, #5402, or #5602, attach a copy of your current OSHA Outreach Training Program trainer card or an official transcript of Outreach trainer course completion and skip to line 41.

Signature Field

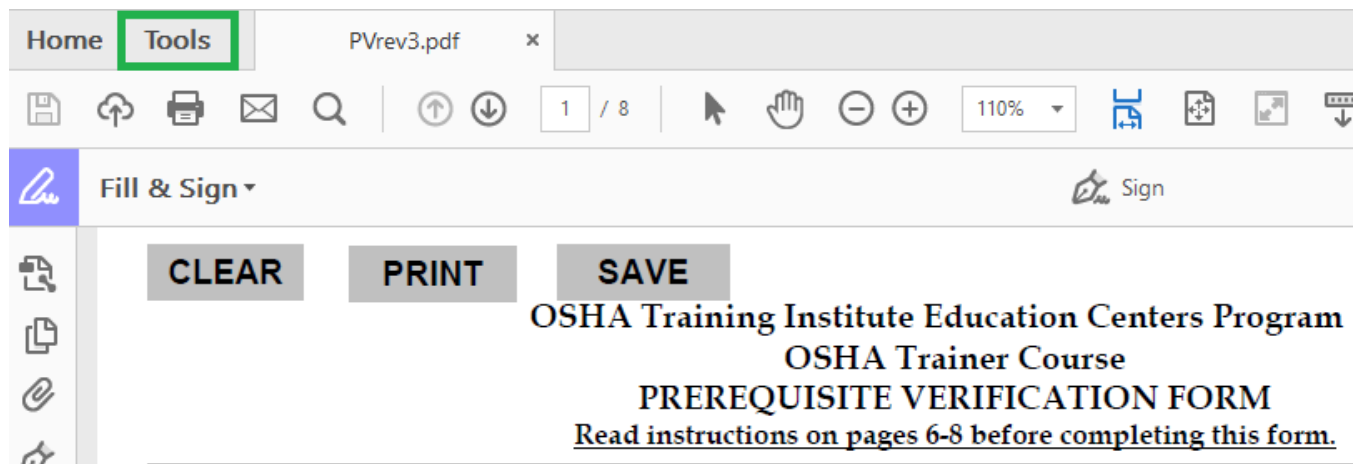The signature field allows you to sign the form using your mouse.

1. Open the file with the latest Acrobat Reader DC or Acrobat DC (Version 2018.011.20038 for this instruction)
2. From the menu across the top select "Tools" (Figure 4)
3. Once in Tools center, click on "Fill & Sign"
4. Click on the pen tip icon (✒) on the space above the form

Figure 4 - Fill & Sign

5. Select either Signature or Initials or both (Figure 5)

Figure 5 - Add Signature Add initials

6. When you see the signature panel as seen below in the Figure 6, select your preferred method of signing. In *Figure 6* below, "Type" is selected.
   - Type - to type your name using a keyboard
   - Draw - to use your mouse or stylus to sign in the field
   - Image - If you already have a signature image created, choose "Image" to add your signature file in order to complete the form and save your signature by clicking "Apply"

Figure 6-Signature Panel
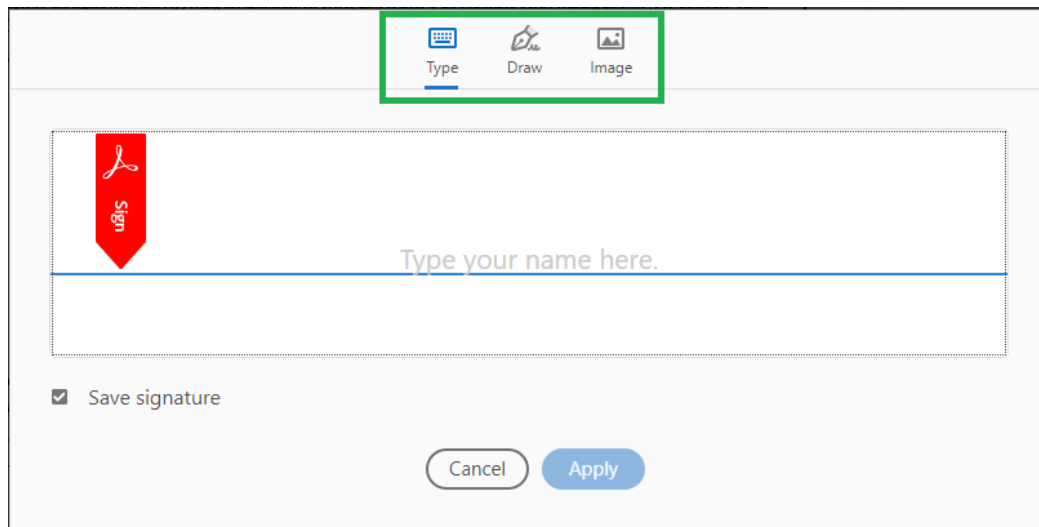
Saving Your Form

Once you have completed the form

- Save your form by going to the menu bar and select **File > Save As**
- Use the **SAVE** button (Figure 4)

Action Button Functions
- **CLEAR**: reset the form to a blank state
- **PRINT**: print the form
- **SAVE**: save the form

Submit Your Form

Attach all necessary documents to an email along with your completed Verification Prerequisite form and submit.

   Via email WVUSHE@mail.wvu.edu

   Via FAX: 304-293-5905