

APPENDIX R

Summary of OSHA Policy for Federal Reimbursement of Costs Associated with Required, Approved, and Eligible Training and Travel

1.) Required/Approved Training and Travel¹ Reimbursed at 100% (Required Training, Out-of-State Travel, Conferences, and Meetings):

OSHA required training (eligible for 100% federal funding regardless of percentage of time that employee is on the Agreement)

1. OSHA Course #1500: Introduction to On-Site Consultation.
2. Attendance at the On-Site Consultation Training Conference for program managers, supervisors, and senior consultants.
3. Attendance at Regional Consultation Program meetings for program managers, senior supervisors, and subject matter experts.
4. Travel associated with the OSHCON Board.

OSHA approved training (eligible for 100% federal funding)

1. OSHA Training Institute (OTI) courses related to Consultation.
2. Regional Administrators have the discretion to recognize additional approved training courses.
3. Costs associated with consultants seeking professional certification in safety or health.

Note: The percentage of the funds used to pay for approved training may not exceed the percentage of time the employee is on/or dedicated to the Agreement.

2.) Allowable Training and Travel Costs Eligible for 90% Reimbursement (Training, Out-of-State Travel, Conferences, and Meetings):

1. Costs associated with the delivery of consultation services.
2. Costs associated with related safety and health training not conducted by OTI.
3. Participation at the following conferences: VPPPA; AIHA; ASSE; and NSC.
4. Regional Administrators have the discretion to approve funding on a limited case-by-case basis for courses offered by an accredited college, university, or technical school if the course specifically applies to their Consultation work.
5. Regional Administrators have the discretion to recognize additional allowable training and travel that could be eligible for reimbursement with 90 percent federal funding.

Note: The percentage of funds used to pay for allowable training may not exceed the percentage of time the employee is on/or dedicated to the 21(d) Agreement.

3.) Part-time staff on the 21(d) Cooperative Agreement 100 percent of their time:

Part-time staff on the 21(d) Cooperative Agreement 100 percent of their time will be reimbursed for travel and training the same as full-time staff.

¹ Out-of-state travel associated with required/approved training is eligible for 100% funding. In-state travel associated with required/approved training is compensable at 90%.