

Process for becoming an OHTA1002 (Occupational Hygiene in the Pharmaceutical Industry) Approved Trainer

Important note: PSCI members should email team@ohtatraining.org prior to completing the application form

Summary

Pharmaceutical Companies, National OH Associations or Occupational Hygiene Consultants must meet the requirements to become an OHTA Approved Training Provider for the OHTA1002 course as follows:

1. All OHTA approved Training Providers must have a Course Director that is a certified Occupational Hygienist, holding a qualification recognized by IOHA under the National Association Recognition (NAR) scheme: <https://ohtatraining.org/trainers/terms/>
2. Individual trainers will be working under the direction of the Course Director, **but formal approval will still be needed for each trainer delivering the OHTA1002 module** (please see the criteria below). Any changes to these trainers must be reported immediately to OHTA and any provisional new trainers must be assessed and approved by OHTA before they can deliver the OHTA1002 module.

Trainers must meet the following criteria in order to deliver OHTA1002:

- The individual trainer/s delivering the OHTA1002 course must be a certified Occupational Hygienist **with over 5 years' experience (since becoming a certified Occupational Hygienist)** in the Pharma Industry
- **Each trainer must provide their CV** detailing job postings and show their affiliation with the Pharma industry to demonstrate their knowledge to deliver the course. **If the CV does not explicitly state the 5 years' experience since certification was achieved, please add supplementary info in an email.** The course outline can be found in the OHTA1002 Course Index.

Application Process for OHTA1002 Trainers

- All potential Trainers must complete the 'OHTA Trainer Application Form (OHTA1002)' found on our website here: <https://ohtatraining.org/trainers/apply/>
- For Companies, National Associations or Occupational Hygiene Consultants who **are already approved** for OHTA201 and OHTA500 series modules, a NAR qualified Course Director should already be in place, and they will need to agree that they support the delivery of the OHTA1002 Pharma module
- For Companies, National Associations or Occupational Hygiene Consultants **who are not already approved** to deliver OHTA201 or OHTA 500 series modules, a Course Director that is NAR qualified will need to be appointed and full details provided on the OHTA1002 application form

- The application form should be completed and sent to the OHTA Secretariat on team@ohtatraining.org along with a CV for each trainer, and any supplementary information outlining their pharma experience
- The form can be downloaded from the website or obtained from team@ohtatraining.org
- The OHTA secretariat will ensure the form is completed correctly and CV's are received, as well as verifying the NAR qualification of the course director
- The application will then be reviewed and, if appropriate, approved by the OHTA Course Director
- An OHTA approving signature will be added to the application form and returned to the trainer, with confirmation that they have been approved
- The OHTA secretariat will retain a register of the individual certified occupational hygienist who is approved along with the company which is the Approved Training Provider
- The Approved Training Provider will be given the access to the OHTA1002 Training Material and Student Manual on the OHTA website when they book their first OHTA1002 course, as well as instructions and contact details for arranging courses and exams. The Student Manuals are made available on line to students who are registered for the OHTA1002 course

For further enquiries please contact the OHTA Secretariat on team@ohtatraining.org