

# Quick Reference Guide

# HAZWOPER

## “AWARENESS LEVEL TRAINING”



5202 North Richmond Hill Drive  
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(405) 744-5714  
hcf@okstate.edu

### Awareness Level Training Guide

1. Complete *Health Care Facility (HCF) Contact Form* and the *Proctor Agreement Form* then fax to OSU (405)744-8802 (Found in the Announcement Letter on pages 4 and 21).
2. OSU CEAT Professional Development will provide Scantron sheets for exams per number of expected participants. Please request more Scantrons as needed.
3. HCF selected employees need to view CD/DVD training **MODULES 1-6** prior to the examination.
4. Contact your facility program manager to complete your **exam**. (Contact OSU CEAT Professional Development if you don't know your HCF Contact.)
5. Complete the *Training Records Release* (included on the first page of the exam) and take the **“AWARENESS LEVEL EXAM”**.
6. Mail completed exam Scantron Form and the *Training Records Release Form* to OSU Professional Development.
7. OSU CEAT Professional Development notifies the HCF Contact of Pass/Fail and issues a certificate and wallet card, or a retest if exam is failed.

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