

Quick Reference Guide

HAZWOPER

“OPERATIONS LEVEL TRAINING”



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hcf@okstate.edu

Operations Level Training Guide

1. Complete *Health Care Facility (HCF) Program Manager Contact Form* and the *Proctor Agreement Form* then email bonnie.kaiser@okstate.edu
2. OSU CEAT Professional Development will provide Scantron answer sheets for exams per number of expected participants. Please request more Scantrons as needed.
3. HCF selected employees need to view online training **MODULES 1-13** 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 Program Manager Contact.)
5. Complete the *Training Records Release Form* (included on the first page of the exam) and take the **“OPERATIONS 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 Program Manager Contact of Pass/Fail and issues a retest if exam is failed.
8. Exams are required 3 weeks before attending Hands-on Training.
9. The *Hands-On Registration Form* is completed by the HCF Contact and returned to OSU Professional Development to register those who pass the exam.
10. OSU CEAT Professional Development schedules employees and replies with a confirmation including dates and locations of those registered.

NOTE: Only 15 participants are allowed per four hour Hands-On course. Registration is on a first-come/first-served basis.

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