

## OHSA 502 Requisites

### Requisites:

The purpose of this policy is to inform students of the options regarding submission of prerequisite information.

All students participating in a Train-the-Trainer course are required to present prerequisites for verification prior to the beginning of the class for which they are scheduled or would like to attend.

Students are solely responsible for proving sufficient documentation by the Friday prior to the beginning of the course. The prerequisite information must be **approved by noon (12:00 P.M.) on the Friday before the start of the course.**

If the prerequisite form **has not** been approved by noon (12:00 P.M.) on the Friday before the start of the course, the student will be considered **ineligible** to attend the course and will be subject to the following:

If a student has registered and paid for the course, but the prerequisite for was not approved by the time stated above, the student's registration will be cancelled, the tuition paid for the course will be refunded, and a 25% cancellation fee will be assessed.

If a student provides all of the prerequisite information and has been approved, but has not registered and paid for the course, the student has until lunch time (NOON) of the first day to submit payment to remain in the course.

No certificate or trainer cards will be issued without prerequisite submission and approval, and payment of course fees.

Please fill out the [verification of prerequisites form](#) and email to [usfotiec-cards@usf.edu](mailto:usfotiec-cards@usf.edu)

**\*Note:** Location subject to change.