OSHAA

Occupational Safety & Health American Academy

PARTNER GUIDE

Becoming an Approved Training Partner (ATP)

A step-by-step guide to the OSHAA selection process, partnership costs, and how to apply.

Occupational Safety and Health American Academy

Safe and Sound, Everywhere Around!

oshamericana.com

What Is an Approved Training Partner?

An Approved Training Partner (ATP) is an organization or institution that has been formally recognized and authorized to deliver specific training programs and courses. ATP status signifies that the training partner meets the required standards and quality benchmarks.

Our Commitment

OSHAA is committed to partnering with organizations that uphold the highest standards in occupational safety and health education. Our selection process is rigorous and thorough, so only the most qualified and reliable institutions are granted ATP status.

Who Can Apply

Applications are welcome from organizations and trainers who want to become an OSHAA Approved Training Partner. ATPs can deliver a wide range of courses and certifications and grow their business internationally.

Inside This Guide

01	The Selection Process at a Glance	Page 03
02	Stages 1–3: Application, Screening and Program Evaluation	Page 04
03	Stages 4–6: Instructors, Inspection and Compliance	Page 05
04	Stages 7–8: Approval and Continuous Monitoring	Page 06
05	What Partnership Costs	Page 07
06	Sample Cost Breakdown	Page 08
07	How to Apply	Page 09
08	Application Checklist	Page 10

01

The Selection Process at a Glance

Every prospective partner moves through eight stages. The following pages explain what OSHAA reviews at each one.

1

Application Submission

Complete a detailed application about your organization, courses, instructors and facilities.

2

Initial Screening

OSHAA checks basic eligibility: legal registration, standards compliance and infrastructure.

3

Evaluation of Training Programs

Your curriculum, assessment methods and training materials are reviewed against OSHAA standards.

4

Instructor Assessment

Instructor credentials, teaching experience and continuing education are assessed.

5

On-site Inspection

OSHAA may inspect your training facilities, resources and operational practices.

6

Compliance with OSHAA Standards

Demonstrate ethical practices, quality assurance and learner feedback systems.

7

Approval and Agreement

Sign a formal agreement and receive ATP status, branding permission and ongoing support.

8

Continuous Monitoring and Evaluation

Regular audits, feedback analysis and professional development keep standards high.

02

Application, Screening and Evaluation

1 Application Submission

Prospective training partners complete a detailed application form with comprehensive information about their organization, including:

- **Institution Background:** History, mission, and educational philosophy.
- **Courses Offered:** The training programs and certifications you wish to deliver.
- **Instructor Qualifications:** Resumes and certifications of instructors, demonstrating their expertise and experience.
- **Facilities and Resources:** Training facilities, equipment, and other resources that support effective learning.

2 Initial Screening

OSHAA reviews the submitted application to confirm the organization meets basic eligibility criteria, including:

- Legal registration and accreditation status.
- Compliance with local and international educational standards.
- Adequate infrastructure and resources for delivering training.

3 Evaluation of Training Programs

OSHAA evaluates your training programs to make sure they align with OSHAA's curriculum and standards. This includes:

- **Curriculum Review:** Course content, structure, and learning outcomes.
- **Assessment Methods:** The tools and methods used to assess learners' knowledge and skills.
- **Training Materials:** Training manuals, presentations, and other educational materials.

03

Instructors, Inspection and Compliance

4 Instructor Assessment

The qualifications and experience of instructors are critical to the selection process. OSHAA assesses:

- **Instructor Credentials:** Verification of professional certifications and relevant industry experience.
- **Teaching Experience:** Previous teaching and training experience in occupational safety and health.
- **Continuing Education:** Commitment to ongoing professional development and staying current with industry advancements.

5 On-site Inspection

OSHAA may conduct an on-site inspection of your training facilities to verify:

- **Facility Adequacy:** Suitability of training venues, including classrooms, equipment, and safety measures.
- **Resource Availability:** Training resources and materials needed to support effective learning.
- **Operational Practices:** Administrative and operational practices that ensure smooth delivery of training programs.

6 Compliance with OSHAA Standards

Prospective partners must demonstrate compliance with OSHAA's standards and policies, including:

- **Ethical Practices:** Commitment to ethical conduct and transparency in all dealings.
- **Quality Assurance:** Quality assurance processes that maintain high standards of training.
- **Feedback Mechanisms:** Systems to gather and respond to learner feedback and continuously improve training programs.

04

Approval and Continuous Monitoring

7 Approval and Agreement

Once the evaluation process is complete, the prospective partner is granted ATP status. This involves:

- **Formal Agreement:** A signed agreement setting out the roles, responsibilities, and expectations of both parties.
- **Branding and Marketing:** Permission to use OSHAA branding and marketing materials to promote your ATP status.
- **Ongoing Support:** Continued support from OSHAA, including access to updated training materials and resources.

8 Continuous Monitoring and Evaluation

OSHAA continually monitors and evaluates the performance of its ATPs to ensure ongoing compliance and support continuous improvement. This includes:

- **Regular Audits:** Periodic audits and reviews of training programs and practices.
- **Feedback Analysis:** Collection and analysis of feedback from learners and stakeholders.
- **Professional Development:** Opportunities for ATPs to engage in professional development and stay current with industry trends.

What ATP Status Gives You

- A formal partnership agreement with OSHAA
- Use of OSHAA branding and marketing materials
- Ongoing support and updated training materials
- Professional development opportunities

As an ATP, you can deliver a wide range of OSHAA courses and certifications and grow your business internationally.

05

What Partnership Costs

The cost of becoming an OSHAA Approved Training Partner can vary based on several factors, including the scope of your training programs, your geographic location, and the specific requirements of your organization. These are the typical cost components:

Application Fee	A non-refundable fee that covers the administrative costs of processing your ATP application.
Annual Partnership Fee	An ongoing fee to maintain ATP status, including continued access to OSHAA resources, updates, and support.
Training Program Fees	**Course Licensing Fees:** Costs of licensing specific OSHAA training programs and materials. **Instructor Training and Certification Fees:** Fees for certifying instructors to deliver OSHAA courses, including initial training and ongoing professional development.
Audit and Inspection Fees	Costs related to on-site inspections of training facilities, which may include travel and accommodation expenses for OSHAA representatives.
Additional Costs	**Marketing and Branding Materials:** Optional fees for additional marketing support, including branded materials and promotional resources. **Supplementary Resources:** Costs for additional training resources, updates, and supplementary materials.

See page 08 for a sample cost breakdown and how to get an accurate quote for your organization.

06

Sample Cost Breakdown

Exact figures can vary. This sample breakdown shows the potential costs of becoming an OSHAA Approved Training Partner.

Sample ATP costs in US dollars

Cost component	Sample amount
Initial Application Fee	$50
Annual Membership Fee	$1,000
Course Licensing Fees	$100 – $500 per course
Instructor Training and Certification Fees	$100 – $500 per instructor
On-site Inspection Fee	$100 – $500 (varies by location)
Marketing and Branding Materials (optional)	$100 – $1,000
Supplementary Resources	Varies based on requirements

How to Get an Accurate Quote

For a quote tailored to your organization's needs and circumstances, contact OSHAA directly. We can give you detailed costs based on your application and the training programs you want to offer.

Contact OSHAA

EMAIL

support@oshamericana.com

PHONE

+1 334-679-2727

07

How to Apply

Applications are welcome from organizations and trainers who want to become an OSHAA Approved Training Partner. The application moves through five steps:

1

Fill the Form

Complete the ATP application form at oshamericana.com/become-atp/. Once we receive your information, we process your application for further documentation.

2

Submit Additional Info

Email documents and information about your organization to support@oshamericana.com: institution background, courses offered, instructor qualifications, and facilities and resources. See the checklist on page 10.

3

Agreement

We email an ATP Agreement to your company. The approval process continues once we receive the signed agreement.

4

ATP Invoice

Once approval is complete, we send the ATP fee invoice to your company or center's official email.

5

ATP Certification

We notify you when your ATP approval is complete, and send the signed agreement and your OSHAA ATP Certificate to your center's official email.

Need any further information? Email **support@oshamericana.com**

08

Application Checklist

Have this information ready before you start. Fields marked * are required on the online form.

Step 1: Application Form

- [ ] Name
- [ ] Email *
- [ ] Phone number *
- [ ] Name of Centre *
- [ ] Centre website *
- [ ] Country
- [ ] Type of Centre: Training Institute or Test Centre
- [ ] Which OSHAA qualifications you want to deliver
- [ ] When you intend to start delivery
- [ ] Approximate size of cohort
- [ ] Message *
- [ ] Confirmation that you accept the terms and conditions *

Step 2: Documents to Email

Send to support@oshamericana.com

- [ ] **Institution Background:** history, mission, and educational philosophy
- [ ] **Courses Offered:** the training programs and certifications you wish to deliver
- [ ] **Instructor Qualifications:** resumes and certifications of your instructors
- [ ] **Facilities and Resources:** your training facilities, equipment, and resources

What You'll Receive

1. ATP Agreement, by email, to sign and return
2. ATP fee invoice, once approval is complete
3. Signed agreement and your OSHAA ATP Certificate

OSHAA
Occupational Safety & Health American Academy

Ready to Become an Approved Training Partner?

Start your application online at **oshamericana.com/become-atp/**

EMAIL

support@oshamericana.com

PHONE

+1 334-679-2727

+1 917-695-6621

WEBSITE

oshamericana.com

VERIFY CERTIFICATES

oshamericana.com/verification/

Safe and Sound, Everywhere Around!

© 2026 Occupational Safety and Health American Academy (OSHAA)