

Memorandum of Understanding

April 23, 2021

OBJECTIVE: Provide training OSHA-30 certification training to up to 50 students of Richard Milburn Academy (RMA)

TRAINING PLAN:

Lee College Center for Workforce in partnership with its Risk Management Institute is pleased to offer OSHA-30 training for no cost to students of Richard Milburn Academy. Students will be charged a five-dollar (\$5) card fee to cover the cost of the OSHA credential.

The course will be scheduled to take place during the school day and will follow OSHA delivery protocols. Schedule to be confirmed by both parties in advance.

NOTE: OSHA credentials are processed through the regional office and processing times may vary and can take up to 8 weeks from date of submission. Processing times are out of the control of Lee College and the Lee College instructor.

Registration for classes must take place in advance.

All fees must be paid before credentials will be released.

LEE COLLEGE will:

- Nardia Leonce will serve as point of contact to determine eligibility and communicate with RMA staff.
- Provide an OSHA qualified instructor for safety training.
- Provide RMA point of contact with registration method.
- Maintain student personal information according to FERPA regulations.
- Deliver certificates of completion and OSHA cards to RMA point of contact promptly upon receipt from regional processing.

RICHARD MILBURN ACADEMY will:

- Keith Garcia will serve as point of contact to determine eligibility and communicate with LC staff.
- Identify and send a minimum of 10 students to OSHA 30 – General Industry training.
- Submit all registrations by April 27, 2021.
- Provide dedicated training space and audio-visual equipment such as projector, screen, internet connection.
- Arrange payment of all card fees, \$5.00 per student, no later than **April 30, 2021**.
- Distribute certificates and OSHA cards to students promptly upon receipt.

COST TO DELIVER:

OSHA credential, card fee - \$5.00 per student

Marsha Tuha 4/22/21

Date

Marsha Tuha

Executive Director

APPROVED BY:



Date

Richard Milburn Academy

District CTE Coordinator

4/23/21