
MIOSHA

Consultation Education and Training (CET) Division
Michigan Occupational Safety and Health Administration (MIOSHA)
Department of Labor and Economic Opportunity (LEO)

DIVISION INSTRUCTION

DOCUMENT IDENTIFIER:
CETD-ADM-14-1R3

DATE:
May 19, 2023

SUBJECT: Boot Camp Guidelines for the MIOSHA Training Institute (MTI)

- I. Purpose. Establish procedures for conducting a MIOSHA Training Institute (MTI) boot camp.
- II. Scope. This instruction applies division wide.
- III. Distribution. MIOSHA Staff; Federal OSHA; S-drive Accessible; MIOSHA Messenger; and Internet Accessible.
- IV. Cancellations. All previous versions of this division instruction.
- V. Next Review Date: This instruction will be reviewed on April 21, 2026.
- VI. History. History of previous versions includes:
 - CET-ADM-14-1R2, July 23, 2020
 - CET-ADM-14-1R1, April 21, 2017
 - CET-ADM-14-1, February 24, 2014
- VII. Contact. [Gloria Keene](#), MTI Program Coordinator
- VIII. Originator: Tarah Kile, Division Director
- IX. Background. One or more boot camps will be scheduled each fiscal year as part of the CET seminar/workshop schedule to provide students with an MTI certificate if they successfully complete all classes required in a compressed timeframe (i.e., two or three weeks). The Core Curriculum Committee will determine classes to be included in each boot camp and make changes to the curriculum based upon feedback and evaluation from both students and consultant facilitators. In all circumstances, the classes offered in the boot camp must have the same requirements as those taken by students who take classes individually.
- X. Significant Changes.
 - A. Updated the name of one of the Level One boot camp classes.
 - B. Updated the name of one of the Level Two boot camp classes.
 - C. Added New Level One Construction boot camp classes.
 - D. Updated boot camp responsibilities for the boot camp facilitator and administrative staff.
 - E. Updated boot camp graduation ceremony responsibilities for the boot camp facilitator and MTI program coordinator.

XI. Classes.

- A. Level One General Industry Boot Camp classes will consist of: MIOSHA General Industry 10 Hour (or MIOSHA General Industry 10 Hour+); Recommended Practices for Safety and Health Programs; Human Factors Engineering; Machine Guarding and Hazard Identification; and Supervisor's Role in Safety and Health. Level One General Industry Boot Camp is taught in eight weekdays.
- B. Level One Construction Boot Camp classes will allow recipients to receive an OSHA Construction 30-Hour card and consists of the following classes: Construction Part 45. Fall Protection; Construction Part 9. Excavations; Construction Part 12. Scaffolds; Construction Part 13. Mobile Equipment and Work Zone Safety; Construction Part 32. Aerial Work Platforms; Construction Part 17. Electrical Installations; Health Hazards in Construction; and Supervisor's Role in Safety and Health. Level One Construction Boot Camp is taught in eight weekdays.

The facilitator can schedule the order of the bootcamp classes at their discretion.

- C. Level Two Boot Camp Safety and Health Management System classes will consist of: Continuous Safety and Health Improvement; MIOSHA Recordkeeping and Cost of Injuries; Incident Investigation; Understanding and Improving Your Safety Culture; Effective Safety and Health Training; and Behavior-Based Safety. A Level Two Safety and Health Management System Boot Camp is taught in six weekdays and should be presented by all three disciplines (GI Safety, Construction Safety, Health).
- D. Other boot camp tracks may be added at a later date.

XII. Staff Instructions. A successful MTI boot camp is a coordinated effort that requires the input of many. This section identifies responsibilities for scheduling and completing a boot camp. NOTE: A boot camp graduation ceremony is optional and left to the discretion of the boot camp facilitator.

- A. Boot camp facilitator responsibilities.
 - 1. Two months before scheduled boot camp.
 - a) Inform administrative staff which consultants are teaching which classes.
 - b) Determine how many instructor guides will be needed for each class based on the HO-26 form.
 - c) Decide if boot camp will end with a graduation ceremony and inform MTI program coordinator of the decision and proposed date.
 - 2. Two weeks before scheduled boot camp.
 - a) Follow up with supervisor on any issues and/or changes, etc.

- b) Notify MTI program coordinator if less than 8 students registered so additional promotional efforts may be considered.
 - c) Coordinate the graduation ceremony through the MTI program coordinator and co-sponsor.
 - 3. First day of bootcamp.
 - a) Assure that all students receive and complete a registration form. Instruct and verify that co-sponsor sends it to MTI Liaison at Macomb Community College (MCC) as soon as possible.
 - b) Have photo release form signed by students if photos are to be taken.
 - 4. Final day of scheduled boot camp.
 - a) Assure that all sign-in sheets are completed with test scores and instructor signatures for each class.
 - b) Assist the MTI program coordinator in passing out the certificates in alphabetical order to the eligible graduates.
 - c) Ensure that three to five quality group pictures of the boot camp graduates are taken at the time of the ceremony.
 - d) Provide pictures and photo release forms to the MTI program coordinator.
- B. Administrative staff responsibilities. Once the boot camp facilitator has been named, the administrative staff assigned to that consultant should be notified. They will be in charge of obtaining materials for the entire boot camp.
 - 1. Six weeks before scheduled boot camp.
 - a) Administrative support staff will email the student material link and the link to the student evaluation form to the cosponsor. The administrative staff will work with the instructors to obtain course materials six weeks before the class.
 - b) Locate all materials required for all the boot camp classes based on the materials checklists. If any items are missing, inform the MTI program coordinator and office manager as soon as possible. Keep the facilitator informed of any content that may be missing as well.
 - c) Create class evaluations in MS Forms for each class in the boot camp including one that is labeled "Overall Boot Camp Evaluation". Once completed, send to those in the distribution list included in the [Seminar Evaluations in MS Form](#) procedure.
 - d) Coordinate with the facilitator on where, when, and to whom the materials should be shipped.

2. After the boot camp is completed, create the evaluation summaries for each class and the overall boot camp evaluation summary and provide both summaries to the division director, safety and health program manager, training and consultation supervisors, facilitator(s), MCC representative, departmental analyst, and office manager.
- C. MTI program coordinator responsibilities.
1. Two weeks before the final day of boot camp.
 - a) Coordinate with the cosponsor and boot camp facilitator that the boot camp facilitator has made a decision about a graduation ceremony.
 - b) If a graduation ceremony will be held:
 - (1) Notify MCC and/or co-sponsor of the date and time of ceremony.
 - (2) Request MCC run a transcript and check or create a file for each graduate and verify past MTI activity.
 - (3) Assure MCC has awarded graduates a Level Two certificate only after Level One has been completed.
 - (4) Assure MCC has generated a certificate for each eligible graduate.
 - (5) Assure MCC has mailed certificates to MTI Co-sponsor for distribution to the eligible graduates at the boot camp ceremony.
 - (6) Invite MIOSHA staff via email as necessary.
 2. Final day of scheduled boot camp. If a graduation ceremony will be held:
 - a) Schedule the ceremony around lunch time before the final test. The ceremony should last approximately half an hour.
 - b) Give a brief congratulatory speech to the graduates.
 3. Collect signed released forms at the graduation for photos taken.
 4. After the boot camp is completed and if a graduation ceremony was held:
 - a) Ensure that graduation ceremony pictures are posted to MIOSHA's Facebook and other MIOSHA communications.
 - b) Ensure that digital pictures of the ceremony are emailed to graduates by the co-sponsor.