

KYTC OSHA Course Reporting

Rev. 05/2026

To enter & pay for OSHA Outreach Courses (10 or 30 hr) taught at KYTC please follow these steps:

1. Enter course records on the OSHA Outreach Portal: <https://www.outreachportal.com/>
2. At the payment point, you will have the option of payment by credit card OR pay by purchase order. Choosing "Pay by Purchase Order" will generate an invoice for payment that is sent to Stephanie Dunn in OHRM via EKU.
3. You will be required to enter your unique individual "Purchase ID (PID)" number below. Without a PID you will NOT be able to enter training and have charges invoiced to KYTC.
4. Download and save your Portal Course Record, your OSHA Report, and your Payment Confirmation for your Instructor records.
5. Send a copy of the Portal Course Record and Payment Confirmation to : Stephanie.Dunn@ky.gov
6. You are responsible for ensuring that the training is entered into My Purpose for the involved employees

District / Division	KYTC Instructor	Construction Trainer		General Industry Trainer		Outreach Portal Payment ID (PID)
		Trainer #	Exp. Date	Trainer #	Exp. Date	
CO - SOS	Tim Preston	16-0105638	10/5/2027	16-0079586	7/26/2027	4474143
CO - SOS	Rick Brown	16-0106134	4/9/2030			Requested
CO -SOS	Valerie Januski					
CO - SOS	Jon Lam	16-0106099	1/22/2030	16-0079920	6/18/2029	4470657
1						
2						
3						
4	Tim Wilson	16-0106121	2/25/2030			4481915
5	Anthony Hillebrandt	16-0106118	2/25/2030			4481813
6	Bobbie Joering	16-0105496	4/26/2027			4505553
7						
8	Frank Brockman	16-0105003				4501457
	Monica Phillips	16-0105663				4777261
9	Allen Ravenscraft	16-0105150				4483168
10	Robin Stacy	16-0105804		16-0079808		499532
11						
12	James Bowens	16-0105756	5/1/2028			Requested