



AMERICAN INSTITUTE
OF SAFETY PROFESSIONALS

● PROFESSIONAL COURSE



COURSE CODE • 2032

OSHA RECORDKEEPING

Classify, record and report workplace injuries accurately, and turn the data into prevention.

8

Modules in one course

8

Contact hours

70%

Pass mark, final online exam

COURSE OVERVIEW

A professional course that prepares participants to master the accurate recording and reporting of workplace injuries and illnesses.

Accurate recordkeeping is more than a regulatory requirement; it is a tool for improving safety performance. The course covers the OSHA recordkeeping rule, the 300, 300A and 301 forms, how to decide whether a case is recordable, and electronic recordkeeping and reporting.

Participants also cover special recordkeeping situations, using injury and illness data for analysis, record access, audits and OSHA inspections, and integrating recordkeeping into the wider safety system. Graduates are equipped to keep compliant records and use them to drive prevention.

CORE COMPETENCIES

- | | |
|--|---|
|  Apply the rule
OSHA recordkeeping requirements |  Complete the forms
OSHA 300, 300A and 301 |
|  Classify cases
Recordable and non-recordable cases |  Report electronically
Electronic submission and reporting |
|  Analyze data
Injury and illness trend analysis |  Prepare for audits
Record access, audits and inspections |

WHO IT'S FOR

Safety officers

HR professionals

Safety coordinators

Occupational health staff

Managers

Ideal for anyone responsible for maintaining injury and illness records.

AT A GLANCE

8

Modules

8

Contact hours

70%

Pass mark

PROGRAM OUTCOMES

Ensures

accurate records

Supports

OSHA compliance

Reveals

injury trends

Drives

prevention



WHAT YOU'LL LEARN

Eight focused modules build practical, job-ready knowledge you can apply in the workplace immediately.

8 Modules

8 Contact hours

70% Pass mark

#	MODULE TITLE
01	Introduction to OSHA Recordkeeping
02	Understanding OSHA Forms (300, 300A, 301)
03	Recordable vs. Non-Recordable Cases
04	Electronic Recordkeeping and Reporting
05	Special Recordkeeping Situations
06	Injury and Illness Data Use and Analysis
07	Record Access, Audits, and OSHA Inspections
08	Continuous Improvement and System Integration

INSTRUCTIONAL DESIGN

Structured eLearning with clear explanations, visual illustrations and scenario-based examples, supported by official reference books you keep after completion.



Online eLearning

Delivered through the AISP Student Dashboard (LMS)



8 Hours

Contact hours



Self-Paced

Study at your own pace with official reference books, downloadable from the Student Dashboard and yours to keep



Lifetime Access

Your course materials remain available in your Student Dashboard after completion

 **Language:** All course materials, reference books and examinations are delivered in English, Spanish, German and Arabic. Reference books are provided as downloadable PDFs.

FINAL EXAMINATION

1

Score 70% or higher

Complete a timed, open-reference online examination taken through the Student Dashboard, drawn from a structured question bank.

2

Retake if needed

If you do not pass first time, further attempts are available. A short review period applies between attempts so you can revisit the course material.

3

Earn your certificate

A passing score confirms your eligibility for the Certificate of Completion. Once passed, the exam cannot be retaken to improve the score.

1

MONTH

RECOMMENDED COMPLETION

Most learners complete this course within one month, studying at their own pace through the Student Dashboard.



WHAT YOU RECEIVE

Sample documents shown ·
personal details redacted



Certificate of Completion

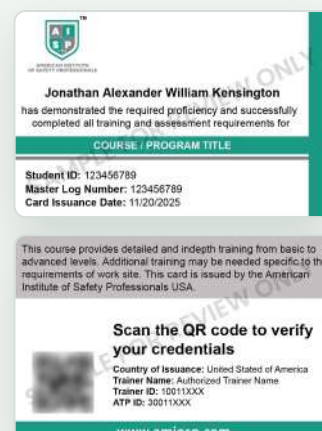
Issued as a digital certificate (PDF) with QR verification. If you select the Hardbound Certificate, a printed copy is also posted to you.



INCLUDED with every
Certificate of Completion

Official Student Transcript

Records your course, training hours and result.



Wallet Card

Portable proof of your credential on site, verifiable by QR code.

All three are issued by American Institute of Safety Professionals LLC, USA and can be verified by any employer at amiosp.com/student-verifications

COURSE FEES

Two certificate options

Digital Certificate

Issued as a PDF, with QR verification

Refer to website for prices →

Hardbound Certificate

Printed and posted to you, and includes the digital certificate

Refer to website for prices →

Shipping and handling for the hardbound option is not included in the course fee. It is calculated according to the delivery address and invoiced separately once the certificate is ready to dispatch.

Payment assistance
accounts@amiosp.com

THE AISP ADVANTAGE WHY CHOOSE US?



Employer-verifiable worldwide

Every credential carries a unique Master Log Number and QR code, verifiable online by any employer



Fast-track online learning

Tailored for busy professionals



Industry-relevant content

Aligned with current safety standards



Expert-developed curriculum

Written by instructors with hands-on field experience



Trusted by employers

Used by safety professionals across industries internationally

YOUR CAREER IN NUMBERS

This course builds a specific competency within occupational safety practice. The figures below show United States earnings for occupational health and safety specialists, the profession this competency supports. They are published labor market data for that occupation, not an indication of earnings following this course.

\$93,860

Mean annual wage

\$90,150

Median annual wage

140,610

Employed nationwide



PAY IN THE LARGEST EMPLOYING SECTORS

Manufacturing	\$95,270
Construction	\$95,860
Government	\$90,530
Professional & technical services	\$94,940
Transportation and warehousing	\$83,440



TOP-PAYING INDUSTRIES

Oil and gas extraction	\$120,700
Scientific R&D services	\$118,800
Aerospace products mfg.	\$118,560
Electric power generation & distribution	\$117,990
Chemical manufacturing*	\$106,400

* Chemical manufacturing: NAICS 3251, 3252, 3253 and 3259 only.



HOURLY WAGE RANGE

10th percentile	\$26.44
25th percentile	\$33.44
Median	\$43.34
75th percentile	\$53.70
90th percentile	\$64.88



INDUSTRIES WITH THE MOST JOBS

Local government	9,560
Management & technical consulting	8,400
Federal government	7,410
Nonresidential building construction	7,050
State government	6,490

Source: U.S. Bureau of Labor Statistics, Occupational Employment and Wage Statistics, May 2025 (SOC 19-5011). United States only; excludes self-employed workers. Earnings vary by experience, location and employer; no salary is guaranteed.

FREQUENTLY ASKED QUESTIONS

Quick answers about the course, the final exam and your certificate.



STILL HAVE QUESTIONS?

GENERAL

info@amiosp.com

PAYMENTS

accounts@amiosp.com

CALL

+1 (689) 286-3561



ABOUT THE COURSE

Q01

Who is this course for?

Safety officers and coordinators, HR professionals, occupational health staff and managers.

Q02

How is the course delivered?

Online through the AISP Student Dashboard (LMS), with official reference books to download and keep, and lifetime access to your course materials.

Q03

How long does it take?

A minimum of 8 contact hours. The course is self-paced, and most learners finish within one month.



EXAM & RESULTS

Q04

What score do I need to pass?

A minimum of 70% on a timed, open-reference online examination taken through the Student Dashboard.

Q05

When will I receive my results?

Immediately, by email to your registered address.

Q06

What if I don't pass first time?

Further attempts are available. A short review period applies between attempts so you can revisit the course material.



CERTIFICATION & FEES

Q07

What do I receive?

A Certificate of Completion, an official Student Transcript and a wallet card, all with QR verification. The Hardbound Certificate includes a printed copy posted to you in addition to the digital certificate.

Q08

Can employers verify my certificate?

Yes. Every certificate carries a unique Master Log Number and QR code, and can be verified at amiosp.com/student-verifications

Q09

How much does it cost?

Prices for the Digital and Hardbound Certificate are on the [course page](#). Hardbound shipping is calculated by delivery address and invoiced separately.



AMERICAN INSTITUTE
OF SAFETY PROFESSIONALS

ENROLL TODAY

READY TO BEGIN?

Advance your safety career with confidence. Enroll in the OSHA Recordkeeping course and build skills you can apply on the job immediately.

ENROLL AT [AMIOSP.COM](https://www.amiosp.com) →

CONTACT US

American Institute of Safety Professionals LLC

265 Hackensack St, Wood Ridge,
New Jersey 07075, USA



+1 (689) 286-3561



info@amiosp.com



Payments: accounts@amiosp.com



www.amiosp.com

[WWW.AMIOSP.COM](https://www.amiosp.com)

