



## **ATTENTION BAC LOCAL 3 MEMBER** **OSHA INSTRUCTIONS**

1. You must be a BAC Local 3 member in good standing.
2. Fill out the OSHA enrollment form completely. Forms can be found on our apprenticeship websites  
Tile @ [www.nctijatc.org](http://www.nctijatc.org) Brick/Marble/PCC/Terrazzo/Refractory @ [www.bac3train.com](http://www.bac3train.com)
3. You must provide an accurate and working email address.
4. Enrollment forms should be emailed to the Apprenticeship Office, Tile Layers and Finishers  
[msanchez@bac3tilejatc.com](mailto:msanchez@bac3tilejatc.com) and Brick/Marble/PCC/Terrazzo/Refractory [olga@bac3train.com](mailto:olga@bac3train.com)
5. The Apprenticeship office will send you an email confirmation. Please check your spam folder.  
You must respond to the email to confirm you have a valid email address.
6. After your email is confirmed; you will receive an email from [sholland@imtef.org](mailto:sholland@imtef.org) with  
instructions and a link to Red Vector who offers the on-line OSHA training.
7. Your username will be your email address and the password is your 6 digit I.U. number.
8. After completion, send your “Certificate of Completion” to the Apprenticeship Office. **You must  
do this to receive a stipend.**
9. After your Certificate is received by the Apprenticeship office. Your completion will be  
documented with the Apprenticeship office.
10. Proof of completion will then be sent to the Union Hall.
11. The Union Hall will request Stipend Checks from Benesys. Stipend checks do not come from the  
Apprenticeship office. Checks will be mailed to your address on file with Union Hall.
12. The stipend amount is \$199 for OSHA 10 and \$597 for OSHA 30. Apprentices in the masonry  
trades may only take OSHA 10. **Stipends are limited to \$597.00 per calendar year**
13. Your OSHA 10 or 30 card will be mailed directly to you within 4 to 6 weeks from the date you  
completed the course by (Kelly Services/Red Vector/Clicksafety).