

<p>Filing Requirements</p>	<p>Under the authority of Act 194 of 1990, the Pennsylvania Department of Labor and Industry established its Asbestos Occupations and Accreditation Program. This statute authorizes the department to accredit all asbestos abatement training courses offered in Pennsylvania. In order for asbestos abatement training courses to be accredited, all of the following must be provided:</p> <p>A. Page 1 of this application, with all requested information filled in.</p> <p>B. Payment of the required fee via check or money order made payable to Commonwealth of Pennsylvania. For an up-to-date listing of fees, please see the Fee Schedule listed on our website (www.dli.pa.gov/Individuals/Labor-Management-Relations/bois) or contact our office for a copy of the Fee Schedule by email CALBOIS@pa.gov, by telephone at 717-772-3396 or by fax at 717-705-0196.</p> <p>C. For <u>first time applicants or renewals with changes</u>, the following must be submitted:</p> <ol style="list-style-type: none"> 1. Copies of supporting documentation for <u>each course</u> previously accredited by the EPA or another state. 2. The entire content of <u>each course</u> for which you are seeking Pennsylvania accreditation. The following must be included: <ol style="list-style-type: none"> a) The curriculum, including: <ol style="list-style-type: none"> i. Length of training (in days) ii. Topics covered iii. Amount and type of hands-on training iv. Length, format and passing score for examination(s) b) Copies of all course materials including course agenda, student manuals, instructor handbooks, hand-outs and examinations. c) Description of how the examination was developed. d) Description of the activities and procedures that will be used for conducting the assessment of hands-on skills. e) Sample of the certificate issued to trainees upon the successful completion of the course. 3. A copy of each Instructor’s resume. <p>D. For <u>renewals without changes</u>, the following must be submitted:</p> <ol style="list-style-type: none"> 1. A cover letter, on company letterhead, that indicates the previously submitted course, curriculum and documents have not changed. <p>Mail the completed application, your payment and any additional documentation to:</p> <p>PA Department of Labor & Industry Certification, Accreditation and Licensing Division 651 Boas Street, Room 1606 Harrisburg, PA 17121</p>
<p>Course Approval</p>	<p>The Department of Labor and Industry will act on applications that are administratively complete within 30 days of their receipt. If acceptable, a <u>contingent</u> approval will be granted. The Department will then conduct an on-site evaluation. Once the on-site evaluation finds the course to be in compliance with the federal and state laws, <u>accreditation</u> will be granted; only then will a Certificate of Accreditation be issued.</p>
<p>General Information</p>	<ol style="list-style-type: none"> 1. Failure to submit all applicable information will result in denial of your application. 2. Should an application be denied, any course fees remitted with the application will <u>not</u> be returned to the applicant. 3. Training course providers must permit employees of the Department of Labor & Industry to attend or monitor any training course without charge, as part of our evaluation. We reserve the right to do this without prior notice to training providers. 4. A contingent approval or accreditation of a course may be suspended and/or revoked if our on-site visit indicates that a course is not in compliance with federal and state requirements. 5. Please direct any questions regarding certification to 717-772-3396 or CALBOIS@pa.gov.