

LEAD TRAINING COURSE ACCREDITATION APPLICATION

IMPORTANT: Page 1 of this application (fully completed) must be approved by the Department of Labor & Industry before a course can be accredited. Offering Lead training in Pennsylvania without Department accreditation will be grounds for disapproval of an application for accreditation. Please follow the directions on pages 1 and 2.

☐ ACT 24 EXEMPTION

PLEASE TYPE OR PRINT NEATLY IN INK

Training	Company Name			
Provider	Contact Name			
	Federal Employer Identification Number			
	Mailing Address			
	City State Zip Code County Telephone			
	Fax Email			
	Training Manager Name			
Course	Check the box next to each course you intend to offer.			
Accreditation	Initial	Initial Renewal	Refresher	Refresher Renewal
	Abatement Worker			
		H	H	H
	Inspector	H	H	H
	Project Designer	H	H	H
	Risk Assessor	H	님	
	Supervisor		Ш	
Reciprocity	Has the U.S. Environmental Protection Agency (EPA) accredited any of these courses?			
	☐ Yes ☐ No			
	If "Yes", supply name(s) of course(s):			
	Has another state accredited any of these courses?			
	If "Yes", which state? Supply name(s) of course(s):			
Instructor(s)	1 Nama Talanhana			
	1. Name Telephone Mailing Address			
				7in Codo
	City			Zip Code
	Training Course Location			
	Subject Areas Taught			
	Qualifications: Education			
	Experience			
	2. Name Telephone			
	Mailing Address			
	City	State		Zip Code
	Training Course Location			
	Subject Areas Taught			
	Qualifications: Education			
	Experience			
Ciana atuuna	By signing this document, I certify that the above information is correct and that all accredited			
Signature	courses will comply with current and future statutory and regulatory requirements.			
	Training Manager Name (Printed or Typed):			
	Training Manager Name (Finted 61 Typed):			
		· -		
TOD 1 9 1				
FOR L&I USE ONLY	Check #: Amount: \$	Bates #:		
- '				

Filing Requirements

Under the authority of Act 44 of 1995, the Pennsylvania Department of Labor & Industry established its Lead Occupations and Accreditation Program. This statute authorizes the department to accredit all lead training courses offered in Pennsylvania. In order for lead abatement training courses to be accredited, all of the following must be provided:

- A. Page 1 of this application, with all requested information filled in.
- B. Payment of the required fees via check or money order made payable to **Commonwealth of Pennsylvania**. For an upto-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.
- C. For <u>first time applicants or renewals with changes</u>, the following must be submitted:
 - 1. Copies of supporting documentation for each course previously accredited by the EPA or another state.
 - 2. Description of the facilities and equipment to be used for lecture and hands-on training.
 - 3. The entire content of <u>each course</u> for which you are seeking Pennsylvania accreditation. The following must be included:
 - a) The curriculum, including:
 - 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.
 - 4. A copy of each Instructor's resume.
 - 5. Copy of the Quality Control Plan, which will show the procedures for periodic revision of the training materials and course test to reflect innovations in the field and the procedures for the training manager's annual review of the principal instructor(s) competency.
 - 6. Proof of Non-profit status, if applicable.
- D. For <u>renewals without changes</u>, the following must be submitted:
 - 1. A cover letter, on company letterhead, that indicates the previously submitted course, curriculum and documents have not changed.

Mail the completed application, your payment and any additional documentation to:

PA Department of Labor & Industry Certification, Accreditation and Licensing Division 651 Boas Street, Room 1606 Harrisburg, PA 17121

Course Approval

The Department of Labor & Industry will act on applications that are administratively complete within 30 days of their receipt. The Department will issue a Certificate of Accreditation for each approved training course.

General Information

- 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 not be returned to the applicant.
- 3. Training course providers must permit employees or authorized representatives 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. 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.