



# Initial and Renewal Application Training Providers of Lead-Based Paint Activities

Georgia Environmental Protection Division

Lead-Based Paint & Asbestos Program

(404) 363-7026

epd.georgia.gov

This application is for Initial and Refresher Training courses for Lead Inspectors, Lead Risk Assessors, Lead Supervisors, Lead Project Designers, and Lead Workers. It CANNOT be used for the Renovator or Dust Sampling Technician courses.

PLEASE TYPE OR PRINT IN INK.

## Training Program Application Information

Initial  Renewal

Original Accreditation Number

Accreditation is required annually. Renewal applications are due by September 1 yearly. After October 1, accreditation expires.

## Training Program Information

Training Provider Name

Contact Person

Mailing Address

City

State

Zip

Office Phone Number

Office Fax Number

E-Mail Address

Website Address

## Training Course Information

Please check the box of the course for which accreditation is requested. Submit one application for each course.

Lead Inspector - Initial

Lead Inspector - Refresher

Lead Project Designer - Initial

Lead Project Designer - Refresher

Lead Risk Assessor - Initial

Lead Risk Assessor - Refresher

Lead English Worker- Initial

Lead English Worker- Refresher

Lead Supervisor - Initial

Lead Supervisor- Refresher

Lead Spanish Worker- Initial

Lead Spanish Worker - Refresher

Is this training course accredited in another state?

Which state(s) have granted accreditation?

Attach a copy of the approval letter from each state.

Using EPA model training materials, material approved by other authorized state, or other?

Describe course materials (General and unique features and source).

For Renewal, what changes have been made? Submit changes.

Has the following Georgia-specific information been included with the training course? (Yes or No)

Georgia's Rules of Lead-Based Paint Hazard Management, Chapter 391-3-24

Georgia's certification and project notification forms

Georgia-specific work practices

Enclose a copy of the following for Initial Applications:

- Course agenda
- Teacher manual
- Student manual(s)
- Course exam and answer key
- Copy of the approval letter from each state
- Description of topics and procedures for conducting hands-on activities.
- Course hand-outs (Georgia Rules, certification and NTP forms, other Georgia-specific information)
- Description of hands-on training (objectives and methods for each activity)
- Content checklist for course
- Objectives for each course topic
- Exam blueprint (number of questions from each topic, etc.)
- Instructor and course evaluation form(s)
- Method of assessing skills from hands-on activities

Enclose a copy of all audio/visual materials (slides, Power Point presentations, and video clips) used in the course.

### Training Site Information

Please provide the street address of the permanent training facility.

Street Address

City  State  Zip

How many seat in classroom?  Will you also train at temporary sites? ( Yes or No)

Instructor to student ratio for Lectures  Instructor to student ratio for hands-on activities

Supporting documentation required for Initial Application:

- Detailed description of the facility, including a floor diagram and room dimensions.
- Location(s) for the following activities: lecture, course testing, hands-on-training, and assessment activities.
- Number of attendees for building capacity
- Inventory of hands-on training materials

If a temporary site will be used, attach the following:

- Description of the criteria used when selecting a training site and
- Description of how hands-on training will be handled at temporary sites.

### Quality Control Plan Information

Has a quality control plan been developed? Yes or No  Is it attached? Yes or No

Supporting documentation required in the Quality Control Plan:

- Procedures for periodic revision of training materials
- Procedures for maintaining course exam integrity and validity and systematic revision of course exams
- Procedures for conducting hands-on skills assessment
- Procedures for reviewing principal and guest instructor competencies
- Course completion certificate, include information required in GA Rules 391-3-24-.04
- Re-exam policy and procedures for exam failure
- Oral exam procedures
- Copy and procedures of course notifications, course cancellation, and record keeping requirements

### Supporting Documentation for Training Manager, Principal Instructor and Guest Instructor(s)

Appropriate supporting documentation for Training Manager, Principal Instructor, and Guest Instructors

- Work Experience: Resume, Letter of Reference, Documentation of Work Experience
- Education: Copy of Diploma, Official or Unofficial Transcript
- Training: Original Qualifying Training Certificate from a Georgia Accredited Training Provider

## Training Manager Information

Training Manager First Name  Training Manager Last Name  Title   
Cell Phone Number  E-mail Address

Georgia Lead Rule 391-3-24-.04(3)(a)1. requires training managers to have at least

1. Two years of experience, education or training in teaching adults; **or**
2. Bachelor's or graduate level degree in building construction technology, engineering, industrial hygiene, biology, physical science, safety, public health, education, business administration, program management or a related field; **or**
3. Two (2) years experience in managing a training program specializing in environmental hazards; **and**
4. Demonstrated experience, education, or training in the construction industry including lead or asbestos abatement, painting, carpentry, renovation, remodeling, occupational safety and health, or industrial hygiene.

Use the spaces below to demonstrate the training manager's qualifications. Attach documentation to support each item. Minimum requirements must include completion of Section 1 and at least one section from Sections 2-4.

### Section 1

Do you have a minimum of two years of experience, education or training in lead or asbestos abatement, painting, carpentry, renovation, remodeling, occupational safety and health or industrial hygiene? Yes or No

Describe your technical experience.

Is supporting documentation of the Training Manager's technical experience attached? Yes or No

The Training Manager must complete at least **one of the following 3 sections.**

### Section 2 Or

Do you have a minimum of two years of experience, education or training in teaching adults? Yes or No

Describe your adult teaching experience.

Is supporting documentation of the Training Manager's experience in teaching adults attached? Yes or No

### Section 3 Or

Do you have a bachelor or graduate degree? Yes or No  Year of Completion

Area of Study for Degree  What was the highest degree awarded?

Name of College or University  City  State

Is supporting documentation of the Training Manager's collegiate degree(s) attached? Yes or No

### Section 4

Do you have a minimum of two years in managing a training program specializing in environmental hazards? Yes or No

Describe the program managed. Provide the name and location of the company and the dates of management.

Is supporting documentation of the Training Manager's experience in training management attached? Yes or No

## Principal Instructor Information

Duplicated this page for additional Principal Instructors

Principal Instructor First Name  Principal Instructor Last Name  Title   
Cell Phone Number  E-mail Address

Georgia Lead Hazard Management Rule 391-3-24-.04(3)(a)2 requires the Training Manager to appoint a qualified Principal Instructor for each course. The Principal Instructor must demonstrate

1. Experience, education or training in teaching workers workers or adults; **and**
2. Must successfully complete a lead training course from an accredited training program specific to the discipline(s) in which the instructor intends to teach, with a minimum of sixteen (16) training hours **and**
3. Demonstrate two (2) years demonstrated experience, education, or training in the construction industry including lead or asbestos abatement, painting, carpentry, renovation, remodeling, occupational safety and health, or industrial hygiene.

Attach documentation to support each item.

Does the Principal Instructor have experience, education or training in teaching adults? Yes or No

Describe the Principal Instructor's teaching experience of adults.

Is supporting documentation of the Principal Instructor's experience in teaching adults attached? Yes or No

Has the Principal Instructor completed at least 16 training hours from a Georgia accredited training provider? Yes or No

What disciplines will the Principal Instructor teach?

- |   |  |
|---|--|
| <input type="checkbox"/> Lead Supervisor - Initial and Refresher    | <input type="checkbox"/> Lead Project Designer - Initial and Refresher |
| <input type="checkbox"/> Lead Inspector - Initial and Refresher     | <input type="checkbox"/> Lead English Worker- Initial and Refresher    |
| <input type="checkbox"/> Lead Risk Assessor - Initial and Refresher | <input type="checkbox"/> Lead Spanish Worker- Initial and Refresher    |

List the training courses completed.

Have original training certificates been attached to support this requirement? Yes or No

Does the Principal Instructor have 2 years of experience, education or training in lead or asbestos abatement, painting, carpentry, renovation, remodeling, occupational safety and health, or industrial hygiene? Yes or No

Describe the Principal Instructor's technical experience.

Is supporting documentation of the Principal Instructor's technical experience attached? Yes or No

## Guest Instructor Information

Duplicate this page for additional guest instructors.

Guest Instructor First Name	<input type="text"/>	Guest Instructor Last Name	<input type="text"/>	Title	<input type="text"/>
Cell Phone Number	<input type="text"/>	E-mail Address	<input type="text"/>		

Georgia Lead Rule 391-3-24-.04(3)(a)4, allows the Training Manager to appoint qualified Guest Instructor(s) to teach hands-on activities and/or work practices for each course. The Guest Instructor must

1. Demonstrate experience, education or training in teaching workers or adults; **and**
2. Must successfully complete a lead training course from a accredited training program specific to the discipline(s) in which the instructor intends to teach, with a minimum sixteen (16) training hours **and**
3. Demonstrate two (2) years of experience, education or training in the field in which they will provide the instruction.

Use the spaces below to demonstrate the Guest Instructor's qualifications and attach documentation to support each item.

Does the Guest Instructor have experience, education or training in teaching adults? Yes or No

Describe the Guest Instructor's teaching experience of adults.

Is supporting documentation of the Guest Instructor's experience in teaching adults attached? Yes or No

Has the Guest Instructor completed at least 16 training hours from a Georgia accredited training provider? Yes or No

What disciplines have the Guest Instructor completed training?

- |   |  |
|---|--|
| <input type="checkbox"/> Lead Supervisor - Initial and Refresher    | <input type="checkbox"/> Lead Project Designer - Initial and Refresher |
| <input type="checkbox"/> Lead Inspector - Initial and Refresher     | <input type="checkbox"/> Lead Spanish Worker- Initial and Refresher    |
| <input type="checkbox"/> Lead Risk Assessor - Initial and Refresher | <input type="checkbox"/> Lead English Worker- Initial and Refresher    |

List other Guest Instructor training.

Have original training certificates been attached to support this training requirement? Yes or No

Does the Guest Instructor have 2 years of experience, education or training in lead or asbestos abatement, painting, carpentry, renovation, remodeling, occupational safety and health or industrial hygiene? Yes or No

Describe the Guest Instructor's technical experience.

Is supporting documentation of the Guest Instructor's technical experience attached? Yes or No

## Accreditation Fees

Please enclose applicable fees as determined by this Schedule in the form of a check or money order. Accreditation Fees must accompany this application. Do not send cash. Renewal applications must be submitted yearly and are due by September 1. Renewal applications received by September 1 are subject to regular renewal fees. Please pay the past due renewal fee for renewal applications submitted after September 1. Accreditation expires if application and applicable fees are not received by October 1.

Check Each Course Applying For	Course Name	Number Training Hours per Course	Initial Accreditation Fee (\$400 Per 8 Training Hours)	Regular Renewal Fee per Course	Past Due Renewal Fee	Accreditation Fee Submitted
<input type="checkbox"/>	Lead Inspector - Initial	24 Training Hours	\$1,200.00	\$300.00	\$450.00	<input type="text"/>
<input type="checkbox"/>	Lead Inspector - Refresher	8 Training Hours	\$400.00	\$300.00	\$450.00	<input type="text"/>
<input type="checkbox"/>	Lead Supervisor - Initial	32 Training Hours	\$1,600.00	\$300.00	\$450.00	<input type="text"/>
<input type="checkbox"/>	Lead Supervisor - Refresher	8 Training Hours	\$400.00	\$300.00	\$450.00	<input type="text"/>
<input type="checkbox"/>	Lead Risk Assessor - Initial	16 Training Hours	\$800.00	\$300.00	\$450.00	<input type="text"/>
<input type="checkbox"/>	Lead Risk Assessor - Refresher	8 Training Hours	\$400.00	\$300.00	\$450.00	<input type="text"/>
<input type="checkbox"/>	Lead Project Designer - Initial	8 Training Hours	\$400.00	\$300.00	\$450.00	<input type="text"/>
<input type="checkbox"/>	Lead Project Designer - Refresher	4 Training Hours	\$400.00	\$300.00	\$450.00	<input type="text"/>
<input type="checkbox"/>	Lead English Worker - Initial	16 Training Hours	\$800.00	\$300.00	\$450.00	<input type="text"/>
<input type="checkbox"/>	Lead English Worker - Refresher	8 Training Hours	\$400.00	\$300.00	\$450.00	<input type="text"/>
<input type="checkbox"/>	Lead Spanish Worker - Initial	16 Training Hours	\$800.00	\$300.00	\$450.00	<input type="text"/>
<input type="checkbox"/>	Lead Spanish Worker - Refresher	8 Training Hours	\$400.00	\$300.00	\$450.00	<input type="text"/>

Date of Check

Check Amount (Total All Accreditation Fees)

Name on Check

Check Number

## Training Manager Verification of Information and Certification of Compliance

**THE TRAINING MANAGER COMPLETING THIS VERIFICATION AND CERTIFICATION OF COMPLIANCE STATEMENTS MUST SIGN BELOW AFTER PRINTING. WE MUST HAVE AN ORIGINAL SIGNATURE ON THIS DOCUMENT IN ORDER TO COMPLETE APPLICATION PROCESSING.**

By signing below, I hereby certify under penalty of law that I have personally examined and evaluated for compliance and authenticity all information and attached documents submitted as part of this application in its entirety. Falsifying or knowing omission of any material required as part of this application is grounds for application refusal and/or accreditation suspension or revocation. All submitted information is true, accurate, and complete.

I certify under penalty of law that this training program meets or exceeds and at all times shall comply with the minimum requirements established in Georgia Rules 391-3-24-.04. I will be responsible for maintaining the validity and integrity of the hands-on skills assessment to ensure that it accurately evaluates the trainee's performance of the work practices and procedures associated with each course topic. I will be responsible for maintaining the integrity and validity of the course exam to ensure that it accurately evaluates the trainee's knowledge and retention of the course topics. I will ensure that the instructors accurately teach the training course curriculum as accepted by EPD. I have developed and will implement and maintain a Quality Control Program for this course.

**PLEASE PRINT AND TRAINING MANAGER SHALL SIGN THE APPLICATION HERE:**

Date Signed:

Print Name and Title of Training Manager:

A completed application shall consist of all parts of this application. If any required item is not submitted the application will be considered incomplete and it will be returned without being processed. Submit one application per course. Attach additional pages for multiple guest instructors. The application must be signed by the Training Manager.

### How to Submit This Application

Click on the Print Form Button on the right to print the application. You will need to print at least two copies. Send one copy of the signed application and a check or money order for the accreditation fee to

**EPD LEAD ABATEMENT FEES  
POST OFFICE BOX 101896  
ATLANTA, GA 30392**

Send the other signed copy of the application and all supporting documentation to

**EPD LEAD-BASED PAINT PROGRAM  
ATTN: TRAINING PROVIDER ACCREDITATIONS  
4244 INTERNATIONAL PARKWAY, SUITE 104  
ATLANTA, GA 30354**

The last step is to e-mail the application to EPD to expedite the application process. You must still mail all materials explained above. The e-mail address is [asbestos.leadprogram@dnr.state.ga.us](mailto:asbestos.leadprogram@dnr.state.ga.us).

## Application Checklist

Filled out all applicable sections of the application  
Signed and dated the application  
Made a copy of your application for your files

Enclosed a description of facilities and equipment for lectures, course exams, and hands-on activities  
Enclosed the end-of-course exam and answer key for the course exam  
Enclosed course exam blueprint  
Enclosed a description of procedures for each hands-on activity and skills assessment for each activity  
Enclosed quality control plan(s)  
Enclosed course teacher and student manual(s)  
    Course agenda(s)  
    Content Checklist for each manual  
    Objectives for each course topic  
Enclosed copy of all audio/visual materials (slides, Power Point presentations, and video clips) used in the course  
Enclosed an original course completion sample certificate (Do not use social security numbers)  
Enclosed Georgia Lead-Based Paint Hazard Management Rules and Georgia applications for certifications

Enclosed education, experience, and other documentation for the Training Program Manager  
Enclosed education, experience, and other documentation for the Principal Instructor  
Enclosed education, experience, and other documentation for the Guest Instructor(s)  
    Copy of official academic transcript or diploma as evidence of meeting the education requirements as needed for training manager/instructor(s)  
    Resumes, letters of reference, or other documentation of work experience as evidence of meeting the work experience requirements as needed for training manager and instructor(s). This documentation should include, but not be limited to, work history documenting related experience including inclusive dates of experience, employer's name, address and phone number, positions held, projects completed and jobs held during the projects.  
    Copies of certificates from "Train-the-Trainer" courses or lead-specific training courses as evidence of training requirements.

Enclose the appropriate accreditation fee(s). Send a check or money order as directed above; do not send cash.

The Training Manager must sign and date the application. Applications are not complete and will not be processed if the application is not signed.

**For additional information, please contact the Lead-Based Paint and Asbestos Program at (404) 363-7026.**