

**GEORGIA ENVIRONMENTAL PROTECTION DIVISION
LEAD-BASED PAINT PROGRAM
CERTIFICATION CHECKLIST**

Below is a checklist to ensure that the applicant submits all required documentation to the Division when applying for certification in the State of Georgia. The checklist is divided into the five (5) disciplines of certification including certification for firms. Check off only the section which applies. This checklist is provided to the applicant so that all required documentation is submitted the **first** time.

If you are applying for **CERTIFICATION AS A LEAD WORKER:**

- Submit a **completed** certification application on forms provided by the Division with all appropriate information included. This would also include **original signature and date.**
- Submit an **original initial Lead Worker course completion training certificate.** Training must be taken from a Georgia accredited training program. A list of Georgia Accredited Training programs is available upon request. Original documents shall be returned upon issuance or denial of certification by the Division.
- Submit **two (2) current 1¼ inch x 1¼ inch color passport photographs** of the applicant with the applicant's name, social security number, and original signature on the back of the pictures.
- Persons conducting lead-based paint activities shall work for a **certified lead firm.**
- Submit a fee in the amount of **\$25.00** in the form of a check or money order and made payable to the Environmental Protection Division - Lead Fees.

If you are applying for **CERTIFICATION AS A LEAD INSPECTOR:**

- Submit a **completed** certification application on forms provided by the Division with all appropriate information included. This would also include **original signature and date.**
- Submit an **original initial Lead Inspector course completion training certificate.** Training must be taken from a Georgia accredited training program. A list of Georgia Accredited Training programs is available upon request. Original documents shall be returned upon issuance or denial of certification by the Division.
- Submit an **original third party certification exam letter in the Lead Inspector discipline** confirming successful completion of said exam. Original documents shall be returned upon issuance or denial of certification by the Division.
- Submit **two (2) current 1¼ inch x 1¼ inch color passport photographs** of the applicant with the applicant's name, social security number, and original signature on the back of the pictures.
- Persons conducting lead-based paint activities shall work for a **certified lead firm.**
- Submit a fee in the amount of **\$150.00** in the form of a check or money order and made payable to the Environmental Protection Division - Lead Fees.

If you are applying for **CERTIFICATION AS A LEAD SUPERVISOR:**

- [] **Meet or exceed the following experience and/or education requirements:**
 - One-year of experience as a lead worker; or,
 - At least 2 years of experience in a related field or in the building trades.
- [] Submit a **completed** certification application on forms provided by the Division with all appropriate information included. This would also include **original signature and date.**
- [] Submit an **original initial Lead Supervisor course completion training certificate.** Training must be taken from a Georgia accredited training program. A list of Georgia Accredited Training programs is available upon request. Original documents shall be returned upon issuance or denial of certification by the Division.
- [] Submit an **original third party certification exam letter in the Lead Supervisor discipline** confirming successful completion of said exam. Original documents shall be returned upon issuance or denial of certification by the Division.
- [] Submit **two (2) current 1¼ inch x 1¼ inch color passport photographs** of the applicant with the applicant's name, social security number, and original signature on the back of the pictures.
- [] Persons conducting lead-based paint activities shall work for a **certified lead firm.**
- [] Submit a fee in the amount of **\$150.00** in the form of a check or money order and made payable to the Environmental Protection Division - Lead Fees.

If you are applying for **CERTIFICATION AS A LEAD RISK ASSESSOR**:

- [] **Meet or exceed the following experience and/or education requirements:**
 - Bachelor's degree and 1 year of experience in a related field; or,
 - An Associate's degree and 2 years of experience in a related field; or,
 - Certification as an industrial hygienist, professional engineer, registered architect and/or certification in a related engineering/health/environmental field; or,
 - A high school diploma (or equivalent), and at least 3 years of experience in a related field.
- [] Submit a **completed** certification application on forms provided by the Division with all appropriate information included. This would also include **original signature and date**.
- [] Submit **original initial Lead Risk Assessor course completion training certificate and an original initial Lead Inspector course completion training certificate**. Training must be taken from a Georgia accredited training program. A list of Georgia Accredited Training programs is available upon request. Original documents shall be returned upon issuance or denial of certification by the Division.
- [] Submit an **original third party certification exam letter in the Lead Inspector discipline and in the Lead Risk Assessor discipline** confirming successful completion of said exams. Original documents shall be returned upon issuance or denial of certification by the Division.
- [] Submit **two (2) current 1¼ inch x 1¼ inch color passport photographs** of the applicant with the applicant's name, social security number, and original signature on the back of the pictures.
- [] Persons conducting lead-based paint activities shall work for a **certified lead firm**.
- [] Submit a fee in the amount of **\$150.00** in the form of a check or money order and made payable to the Environmental Protection Division - Lead Fees.

If you are applying for **CERTIFICATION AS A LEAD PROJECT DESIGNER:**

- [] **Meet or exceed the following experience and/or education requirements:**
 - Bachelor's degree in engineering, architecture, or a related profession, and 1 year of experience in building construction and design or a related field;
or,
 - Four years of experience in building construction and design or a related field.
- [] Submit a **completed** certification application on forms provided by the Division with all appropriate information included. This would also include **original signature and date**.
- [] Submit **original initial Lead Supervisor course completion training certificate and original initial Lead Project Designer course completion training certificate**. Training must be taken from a Georgia accredited training program. A list of Georgia Accredited Training program is available upon request. Original documents shall be returned upon issuance or denial of certification by the Division.
- [] Submit an **original third party certification exam letter in the Lead Supervisor discipline** confirming successful completion of said exam. Original documents shall be returned upon issuance or denial of certification by the Division.
- [] Submit **two (2) current 1¼ inch x 1¼ inch color passport photographs** of the applicant with the applicant's name, social security number, and original signature on the back of the pictures.
- [] Persons conducting lead-based paint activities shall work for a **certified lead firm**.
- [] Submit a fee in the amount of **\$150.00** in the form of a check or money order and made payable to the Environmental Protection Division - Lead Fees.

To obtain **CERTIFICATION AS A LEAD FIRM:**

All firms which offer to perform or that perform any of the lead-based paint activities described in Rule 391-3-24-.06 must have certification from the Division. If the Company has individuals who are certified Lead Workers, Inspectors, Supervisors, Risk Assessors, or Project Designers, the firm must also be certified.

- [] Submit a **completed** certification application on forms supplied by the Division certifying that the firm shall:
 - Only employ Division certified employees to conduct lead-based paint activities
 - Follow standards in Rule 391-3-24-.06 for conducting lead-based paint activities and
 - Maintain all records pursuant to the requirements in Rule 391-3-24-.06.
- [] Submit a **disclosure statement of any action taken by EPA or an EPA authorized program involving violations, suspensions, revocations, or modifications of a firm's activities**.
- [] Submit a fee in the amount of **\$500.00** in the form of a check or money order and made payable to the Environmental Protection Division - Lead Fees.