

GEOS –Lead Discipline Application (Initial or Renewal)

Note: Lead Discipline Certificates expire 12 months from the date of issuance or two years from the last day of prior training, whichever is earlier.

Step 1a: Things you will need to fill out this application:

- The fee payment for the application
- The proper supporting documents are attached. **Note: Documents must be scanned into the “Submittal”.**
 - Color Passport Photo **Note: Scan photo in as a JPEG under the exact file name, “First Last ID_Card_Photo”**
 - If it’s an INITIAL application it must include:
 - Initial Training Certificate
 - Education history, work history and the 3rd party test, when applicable
 - If it’s a RENEWAL application it must include:
 - Refresher Training Certificate

Step 1b: Verify you have a GEOS account. If not, you must first create one. Follow the steps in the GEOS Account Creation User Guide.

Step 2: Create the Submittal (i.e. Application).

“Submittal” → “Start a New Submittal” → “Start” on the correct Application Type (i.e. Application for Lead Based Paint Discipline Certificate)

The screenshot displays the GEOS web application interface. At the top, there is a navigation bar with 'My Dashboard', 'Submittal', and 'My Account' tabs. The 'Submittal' tab is highlighted with a red box. Below the navigation bar, there is a sidebar menu with various options, including 'Start a New Submittal', 'My Favorite Submittals', 'Edit Pending Submittals', 'Submitted Submittals', 'Track Submitted Submittals', 'Manage Permits/Certs.', 'Correspondence Msg', 'Email History', 'Link Paper Submission', and 'Search Public Submittal'. The 'Start a New Submittal' option is highlighted with a red box. The main content area shows a search bar and a 'Submittal Type List' section. The 'Submittal Type List' section contains several application type cards, each with a 'Start' button. The 'Start' button for the 'Lead Individual' application type is highlighted with a red box.

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Click “Next” button

Note: save your data entries at the end of each page before clicking the next button.

Paper Submittal

Application > Wizard Panel > Application

Form List Agency Comments

SUBMITTAL FORM LIST (SUBMITTAL ID: 188255)

Please click on the “Next” button to start the application

All Applicable Forms List

Lead Services Firm Certification Application - Form View

Exit Save **Next**

GovO

Step 3: Fill out the application. This is just data entry.

Note: Choose the “Discipline” for your Certificate. Also, if this is an Initial Certificate you will need the Third Party Exam date for application.

LEAD DISCIPLINE INDIVIDUAL APPLICATION (SUBMITTAL ID: 188271)

Please fill out the form below.

Please click on green check mark ✓ in the left column to save each new record.

If exceeded 24 months from the last date of training, you can use this form to apply for a provisional certificate. This provisional certificate is valid for one year but not exceeding 36 months from the last date of training. To obtain a Provisional Certificate (whether it be RRP Renovator, RRP Dust Sampling Technician, or any of the LBP Individual or Combo Disciplines, the applicant MUST already be certified by Georgia EPD. A first time applicant for certification by EPD is not eligible for the Provisional 1-year extension.

I. Applicant Information

* Discipline Certification

Lead Worker

Lead Worker

Supervisor

Inspector

Risk Assessor

Combined Inspector/Risk Assessor

Project Designer

* Initial, Renewal or Provisional

Initial

Applicant Last Name Title

* Applicant Home City * State * Zip

GA

* Applicant Date of Birth * Gender * Height - Feet * Inches * Weight (Lbs)

Male

Home Phone Number Cell Phone Number

* E-Mail Address

Exit Save Previous **Next**

If there were supporting documents, such as a training certificate or a picture, upload here. If not, click “Next”

GEOS –Lead Discipline Application (Initial or Renewal)

Application > Wizard Panel > Attachment

ATTACHMENT (SUBMITTAL ID: 188272)

To include your attachment(s), click on the "Upload" button and follow the instructions to upload.

"Upload" button can be clicked multiple times to attach multiple files under each category.

Attachment

The maximum file size allowed is 1MB. Please make sure the file you want to upload is smaller than 1MB.

Training Certificate (Required) Online Mail Other N/A

Please upload all training certifications here.

Upload (Please upload one file at a time. Repeat the Upload process if you have multiple files.)

Attachment description:

Third Party Exam Results (Required) Online Mail Other N/A

Passport Size Photo for ID Card - 2" X 2" (Required)

Only .jpg and .jpeg file types are accepted for your ID photo.

Please only upload a 2" by 2" photo.

Online Mail Other N/A

You **MUST** name your saved file as "ID_Card_Photo"

Other Supporting Documents (Optional) Online Mail Other N/A

Exit

Save

Previous

Next

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Note: Make sure you have green check marks on all needed attachments.

VALIDATION (SUBMITTAL ID: 188272)

Review your Submittal and any Attachments. Save any changes you make before returning to this page. Proceed to Submission by clicking NEXT.

Application Form(s) Summary

✓ Online Lead Discipline Individual Application  Lead Discipline Individual Application - Form View

Attachment(s) Summary

✗ Training Certificate

✗ Third Party Exam Results

✓ Other Supporting Documents

✗ Passport Size Photo for ID Card - 2" X 2"

Exit

Previous

Next

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Enter **payment** information.

PAYMENT (SUBMITTAL ID: 188272)

Select a payment method; provide the required information and then click on the NEXT button below.

Outstanding Balance

| | |
|--|----------|
| Lead Discipline Individual Application (View Fee Schedule) | \$150.00 |
| 1127_LeadDisciplineIndividual | |
| Lead Discipline Supervisor | \$150.00 |

Payment Method

| | |
|-----------------------|-----------------|
| Fee Amount: | \$150.00 |
| Amount Due: | \$150.00 |
| TOTAL PAYABLE: | \$150.00 |

Payment Method:

Check/Money Order/Coupon No.:

Comment:

click **Submit**

SUBMIT SUBMITTAL (APPLICATION ID: 188255)

Click on the check box below Certification of Submission if you agree with the terms of use described herein and then click on the SUBMIT button at the bottom of this page to complete your Submittal.

Disclaimer

The GEOS system, its agencies, officers, or employees would dedicate their bests to protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. GA EPD and GEOS system development company specifically disclaim any and all liability from damages which may result from the accessing the web site, or from reliance upon any such information.

Print Confirmation Page for your records.

ENVIRONMENTAL PROTECTION DIVISION

[Paper Submittal](#)

CONFIRMATION OF SUBMITTAL

1. Your application has been received and will be reviewed shortly.
2. Check your account, email and text message for system notification at various mile stones.
Thank you for using the GEOS system.

Please click [HERE](#) to print your receipt.

Submittal ID: **188272** (Please remember the Submittal ID for any future references.)

Submitted By:

Bill Smith
123 Main Street
Decatur, GA 30030
bsmith@xyz.com

Owner Info:

Bill Smith
123 Main Street
Decatur, GA 30030
bsmith@xyz.com

Facility / Property Name: N/A

Collected by:

paper submission

Form Detail

- Lead Discipline Individual Application

Attachment Detail

[Training Certificate \(Required\) -- Mail](#)

Now EPD must review your application and supporting documents. When it has been approved the Certificate of License will be available to you for printing from you GEOS Dashboard.