Initial and Renewal Application
Training Providers of Renovation Activities

Georgia Environmental Protection Division
Lead-Based Paint & Asbestos Program
(404) 363-7026
www.gaepd.org

This application is for Initial and Refresher Training of Lead Renovators, and Dust Sampling Technicians. It CANNOT be used for the Lead Supervisor, Lead Inspector, Lead Risk Assessor, Lead Project Designer, or Lead Worker courses. Submit one application for each course.

PLEASE TYPE OR PRINT IN INK.

Training Program Application Information

☐ Initial ☐ Renewal Original Accreditation Number

Accreditation is required annually. Renewal applications are due 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 Renovator - Initial
☐ Lead Renovator - Refresher
☐ Lead Dust Sampling Technician - Initial
☐ Lead Dust Sampling Technician - Refresher

Is this training course accredited in another state or by EPA?

Which state(s) have granted accreditation? AL

Has EPA granted accreditation?

Date of accreditation?

Attach a copy of the approval letter from each state and/or EPA.

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 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
- 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
- Description of topics and procedures for conducting hands-on activities.
- Course hand-outs (Georgia Rules, certification forms, other Georgia-specific information)
- Description of hands-on training (objectives and methods for each activity)

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/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 all information required in 391-3-24-.04
- Re-exam policy and procedures for exam failure
- Oral exam procedures
- Copy and procedures of course notifications, course cancellations, 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 Lead Training Certificate from 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. 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; **and**
2. Two years of experience, education or training in teaching adults; or
3. 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**
4. Two (2) years experience in managing a training a program specializing in environmental hazards.

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 (1) 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

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Principal Instructor Information

Duplicate this page for additional guest 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?

☐ Lead Renovator- Initial and Refresher

☐ Lead Dust Sampling Technician - Initial and Refresher

List the training courses completed. _____

Have original training certificates been attached to support this training 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 _____

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Guest Instructor Information

Duplicate this page for additional guest instructors.

Guest Instructor First Name _____ Guest Instructor Last Name _____ Title _____

Cell Phone Number _____ E-mail Address _____

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

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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?

☐ Lead Renovator - Initial and Refresher ☐ Lead Dust Sampling Technician - Initial and Refresher

List other Guest Instructor training.

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

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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

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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 Training Course)	Regular Renewal Fee per Course	Past Due Renewal Fee	Accreditation Fee Submitted
☐	Lead Renovator - Initial	8 Training Hours	$400.00	$300.00	$450.00	
☐	Lead Renovator - Refresher	4 Training Hours	$400.00	$300.00	$450.00	
☐	Lead Dust Sampling Technician - Initial	8 Training Hours	$400.00	$300.00	$450.00	
☐	Lead Dust Sampling Technician - Refresher	4 Training Hours	$400.00	$300.00	$450.00	

Application Date _____ Check Amount _____

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

Print Form

EPD LEAD RENOVATION 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 as explained above. The e-mail address is asbestos.leadprogram@dnr.state.ga.us.

Submit by E-Mail

Application Checklist

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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 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/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 job held during the projects.
- Copies of certificates from "Train-the-Trainer" courses or lead-specific training courses as evidence of training requirements as needed for training manager/instructor(s)

Enclosed 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.