INSTRUCTIONS FOR TRAINING PROGRAMS APPLYING FOR ACCREDITATION OF LEAD-BASED PAINT ACTIVITIES COURSES

You may apply to the U.S. Environmental Protection Agency (EPA) for accreditation or re-accreditation of a lead-based paint initial course(s) and/or refresher course(s) in either Lead Abatement or Renovation, Repair and Painting (RRP).

Under lead abatement, EPA offers accreditation for training providers in the following disciplines: **Inspector**, **Supervisor**, **Risk Assessor**, **Project Designer**, or **Abatement Worker.**

Under lead RRP, EPA offers national accreditation to training providers in the following two disciplines: **Renovator** and **Dust Sampling Technician**.

EPA offers accreditation in states, U.S. territories, and all Indian tribal land(s) where EPA directly implements the lead-based paint accreditation program. If EPA does not administer the accreditation program in an area you wish to conduct training, you must apply directly to that state, territory, or Indian tribe for accreditation.

Please note that you must apply separately for each application type (i.e., initial accreditation, re-accreditation, amending accreditation, or replacement of a certificate).

For example, if you are applying for initial accreditation for lead RRP as a renovator and dust sampling technician, and re-accreditation in two lead abatement disciplines you must submit two separate online applications for the initial accreditation and re-accreditation requests.

How to Apply for Initial Accreditation

To apply for accreditation of a training program[s], please do the following:
1) Complete the [Accreditation Application for Training Providers](#) and fee payment online.
2) After submission of the online application, forward the following materials to the EPA Region responsible for the review of your application (contact/mailing information is provided during the online application process)
   a. Provide education, experience, and other documents for the Training Program Manager and Principal Course Instructor.
   b. Provide the following for each course for which you apply (see detailed discussion of each item later in this document):
      i. Description of training facilities and hands-on training equipment;
      ii. Course test blueprint;
      iii. Description of activities and procedures for conducting the hands-on skills assessment; and
      iv. Quality control plan(s), described in 40 CFR § 745.225(c)(9).
   c. Provide the following for the course materials you will use:
      i. EPA model training materials. Enclose a copy of the first five pages of the instructor and student manuals that are being used for each course for which you've applied.
      ii. EPA-authorized state, Indian tribe approved or your own. For all course materials that are not EPA model training enclose a complete copy of the student and instructor manuals, or other materials to be used, for each course for which you've applied. Additionally, provide a copy of the agenda for each course.

Note: When applying for accreditation of a course in a language other than English, include a signed statement from a qualified, independent translator that the course was compared to the English language version and found to be accurate.

Training Facilities, Hands-on Training Equipment, Class Size and Student Instructor Ratio

Provide an inventory of all training materials that will be used to conduct hands-on activities <u>for each course</u> for which you are applying, or a note indicating that the materials will be used for more than one course.

Provide a detailed description of each facility to be used for the lecture, course test, hands-on training, and assessment activities including a floor diagram and room dimensions.

Class size should be limited to 25, with a maximum of one instructor for every 6 students during the hands-on exercises. Should you plan on class sizes exceeding 25, or higher student/instructor ratio, then provide an explanation as to how you plan to adequately observe and direct hands-on activities. You need to conduct your classes using the class size and hands-on ratios that are approved with your application. If you want to change them you need to contact the regional office that approved your application.

If you plan to provide training at non-permanent facilities (like a hotel, or any facility that you do not own or maintain) then, in addition to the above, submit a description of the criteria you will use when selecting a training site.

Training Manager and Principal Instructor Qualifications

In Sections C and D of the application you must indicate that the training program manager and principal instructor(s) meet certain education, training and work experience requirements. You must submit the supporting documentation regarding the qualifications, such as resumes or transcripts, with the application.

Course Test Blueprint

Provide a copy of the course test blueprint <u>for each course</u> for which you are applying. The course test blueprint is a written document identifying the proportion of course test questions devoted to each major topic in the course curriculum. You should not submit a copy of the course test.

For an initial course, the course test blueprint should use the course topics established in 745.225(d) to identify the proportion of course test questions which should be devoted to each topic.

For a refresher course, the course test blueprint should use the course topics established in 745.225(e)(1) to identify the proportion of course test questions which should be devoted to each topic.

Description of Activities and Procedures for Conducting the Hands-on Skills Assessment

Include a description of the activities and procedures that will be used for conducting the assessment of hands-on skills <u>for each course</u> for which you are applying. This should include:

1) the list of hands-on topics covered in the course, 2) the activities performed for each hands-on topic, and 3) the method to determine the trainee's ability to perform each of the hands-on activities.

Quality Control Plan

Include a copy of the quality control plan. The plan should contain at least the following elements:

1. Procedures for periodic revision of training materials and the course test to reflect innovations in the field and regulatory changes made by EPA.

2. Procedures for the training manager's annual review of principal instructor competency. In situations where the training manager and principal instructor are the same person an objective review of the principle instructor's performance is not possible. In such a case, alternative evaluation methods should be discussed (i.e., student evaluations & feedback, peer review, etc.).

3. For Renovator and Dust Sampling Technician disciplines, an acknowledgement that the trainer understands and will comply with the following items (these items are described in detail at www.epa.gov/lead/pubs/trainerinstructions.htm):

   - Notification requirements and digital photograph submission instructions

   - Recordkeeping requirements

   - Course completion certificate requirements and unique identification number protocol

Training via Video Conference and/or Video Recording.

If you plan to provide training using a video conference and/or video recording of lecture materials, you should include information on how you plan to conduct the training in the Quality Control Plan. The Quality Control Plan should explain how the course will be delivered and how the video conference technology and/or video recordings will be used in the delivery. The list below contains examples of the information to be included in the Quality Control Plan:

- The course(s) that will use video conferencing
- A list of equipment that will be used for each skill set
- Description of how the instructors and students will interact during the training
- The location of the instructor during the training
- The number of students expected at each site
- Materials that will be distributed
- Description of how the course test and hands-on skills assessment will be conducted
- Description of how student photos will be taken
- Site selection criteria for non-permanent training sites
- Any other pertinent information

Note that the hands-on portion of the training must be done using the proper equipment for each skill set. The hands-on portion and the course test should be given with a principal instructor or guest instructor physically present. Also, the principal instructor is primarily responsible for teaching the course materials and must be present to provide instruction (or oversight of portions of the course taught by guest instructors) for the course for which he has been designated the principal instructor. Therefore, the principal instructor's only involvement in the course can't be a video recording.

If you have already received accreditation to perform classroom training and want to conduct training by video conference and/or video recording, you should submit an amended training provider application online indicating such and forward an updated quality control plan. Please note in section H ("additional information") of the online application that you are amending your accreditation to include delivery by video conferencing. You do not need to submit a fee with your amendment.

Training Via Electronic-Learning Format

To offer E-learning you must read the implementation guidelines document entitled "Model Renovation, Repair and Painting (RRP) Rule E-learning Course Component Implementation Requirements." These guidelines describe the implementation and Learning Management System requirements for providing the E-learning component content.

In your Quality Control Plan, you must describe how you will meet each requirement set forth in this document. If you do not fully address all the requirements your application will be considered incomplete and you will be required to provide additional information potentially delaying the approval process. You must include a copy of the E-learning training course you will be offering in the form of a CD or by including a link to a webpage and user ID and password for EPA access in the Quality Control Plan. This applies whether you are using the model E-learning course or an alternative.

If you are applying to offer only E-learning modules with no in-class presentation of the lecture material, you must indicate whether you will use permanent or non-permanent training facilities for the required hands-on training activities, the in-person hands-on skills assessment and the in-person final exam.

How to Apply for Re-accreditation

All training course accreditations expire every (4) years. To ensure that your training program will be re-accredited before your current accreditation expires, you must submit your re-accreditation application online no later than 180 days before the expiration date.

For re-accreditation complete the application online, and as directed forward the following materials to the EPA Region responsible for the review of your application (contact/mailing information is provided during the online application process)
- Qualifications of the training program manager
- Qualifications of the principal instructor(s)
- A description of any changes to the training facility, equipment or course materials since your last application was approved that adversely affects the students' ability to learn.

Amended Application

If information included in a trainers most recent application to EPA changes, the training program has 90 days to amend their accreditation. If an amendment is not submitted within 90 days the training program may not provide training until their accreditation is amended.

Amending an application is done online. When adding a permanent training location you need to submit a photo(s) of the lecture area, a photo(s) of each hands-on area, and a diagram of the training facilities including dimensions.

If the amendment includes a new training program manager, any new principal instructor(s), or any new permanent training location(s), the training provider is not permitted to provide training under the new training manager or offer courses taught by any new principal instructor(s) or at the new training location(s) until EPA either approves the amendment or 30 days have elapsed, whichever occurs earlier. Except:

- o If the amendment includes a new training program manager or principal instructor that was already approved under another EPA training program accreditation, the training provider may provide training under the new training manager or offer courses taught by the new principal instructor on an interim basis as soon as the provider submits the amendment to EPA. The training provider may continue to provide training under the new training manager or offer courses taught by the new principal instructor if EPA approves the amendment or if EPA does not disapprove the amendment within 30 days.
- o If the amendment includes a new permanent training location, the training provider may begin to provide training at the new permanent training location on an interim basis as soon as the provider submits the amendment to EPA. The training provider may continue to provide training at the new permanent training location if EPA approves the amendment or if EPA does not disapprove the amendment within 30 days.

Replacement of a Certificate

Requests for certificate replacement are done online, there is a $15 fee for the replacement of a certificate.

Incomplete Application

If any components of your application are missing, your application will become inactive for a period not to exceed 30 days until the application is made complete. If you do not complete your application, EPA will disapprove the application package. You may apply again with a complete package. Please call 1-800-424-LEAD to see if your application is complete.

Fees

The fee[s] for applying for accreditation, re-accreditation, and other requests are listed in the following schedule. Payment is completed online. Payment methods credit card, debit card, or electronic check.

Fee Schedule

Course	Accreditation Fee	Re-accreditation Fee
Lead Abatement Initial Course		
Inspector	$870	$620
Supervisor	$870	$620
Risk Assessor	$870	$620
Project Designer	$870	$620
Abatement Worker (English)	$870	$620
Abatement Worker (non-English)	$870	$620
Lead Abatement Refresher Course		
Inspector	$690	$580
Supervisor	$690	$580
Risk Assessor	$690	$580
Project Designer	$690	$580
Abatement Worker (English)	$690	$580
Abatement Worker (non-English)	$690	$580
Lead RRP Initial Course		
Renovator	$560	$340
Renovator Course in a language other than English	$560	$340
Renovator Course in an Electronic Format	$560	$340
Renovator Course in an Electronic Format in a Language Other Than English	$560	$340
Dust Sampling Technician	$560	$340
Dust Sampling Technician Course in a language other than English	$560	$340
Dust Sampling Technician Course in an Electronic Format	$560	$340
Lead RRP Refresher Course		
Renovator	$400	$310
Renovator Course in a language other than English	$400	$310
Renovator Course in an Electronic Format	$400	$310
Dust Sampling Technician	$400	$310
Dust Sampling Technician Course in a language other than English	$400	$310
Dust Sampling Technician Course in an Electronic Format	$400	$310
Replacement Certificate	$15	

Fee Examples

1)   If training program is applying for refresher Worker course accreditation:

Refresher Worker accreditation fee $690
                                              Total Amount Due: **$690**

2)   If training program is applying for national accreditation (RRP) for both Renovator and Dust
        Sampling Technician:

Renovator initial accreditation fee $ 560
Dust Sampling Technician initial accreditation fee $ 560
                                              Total Amount Due: **$1120**

3)   If training provider is applying for re-accreditation for Abatement Inspector, Worker, and Project
        Designer refresher courses:

Refresher Inspector re-accreditation fee $ 580
Refresher Worker re-accreditation fee $ 580
Refresher Project Designer re-accreditation fee $ 580
                                              Total Amount Due: **$1740**

4)   If training program is applying for accreditation to offer the Initial Renovator course in multiple
        formats

Initial Renovator in-class presentation $ 560
Initial Renovator in-class presentation in Spanish $ 560
Initial Renovator course offered with E-learning presentation of
lecture materials $ 560
                                              Total Amount Due: $1680

EPA's Accreditation Fees Refund Policy

Training programs having submitted an application and associated fees for accreditation or re-accreditation who wish to withdraw their application prior to Agency approval will receive a fee refund based upon the schedule below. **Training programs who request a refund more than 10 days after the Agency receives the application <u>will not</u> receive a 100% refund.**

Number of Days Following Receipt of Application	Percent Reimbursed
Up to 10 days	100%
11 to 60 days	75%
61 to 120 days	50%
121 or more days	25%

Note: *Refunds will only be made after EPA verifies fee receipt and deposit by the U.S. Treasury.*

Training programs must notify the Agency in order to qualify for a refund. The date of withdrawal is the date the Agency receives the withdrawal notification.

EPA will not refund fees after granting a training program accreditation or re-accreditation. Refunds are granted only on a per discipline basis. Therefore, training programs must withdraw their applications for a particular discipline on the application. If your application is disapproved, EPA will not refund fees.

Refunds are not available for replacing a certificate.

To request a withdrawal or refund contact the CDX Help Desk at 1-888-890-1995 or helpdesk@epacdx.net for assistance.

Application Process for Training Program Accreditation

EPA processes applications on a first-come first-served basis. The flowchart below depicts the application process for training program accreditation. EPA has up to 180 days after receiving a complete request for accreditation to approve or disapprove the application.

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┌─────────────────────────────────┐        ┌──────────────────────┐
│ Training program submits         │        │ Training program     │
│ application and fee to EPA       │        │ submits missing      │
└─────────────────────────────────┘        │ information          │
                 │                          └──────────────────────┘
                 ▼                                     ▲
            ◇ Is the                         ┌──────────────────────┐
            application  ──── No ──────────► │ EPA sends letter     │
            complete? ◇                      │ detailing missing    │
                 │                           │ information          │
                Yes                          └──────────────────────┘
                 ▼
┌─────────────────────────────────┐
│ EPA sends the training program  │
│ a letter indicating that the    │
│ application is complete          │
└─────────────────────────────────┘
                 │
                 ▼
            ◇ Is the training                ┌──────────────────────┐
            program qualified ── No ───────► │ EPA works with       │
            for accreditation? ◇             │ training program to  │
                 │                           │ improve application  │
                Yes                          └──────────────────────┘
                 ▼                                     │
         ( EPA sends                                   ▼
          approval letter and            ┌──────────────────────────────┐
          certificate )                  │ If application is insufficient,│
                                         │ EPA sends a discrepancy letter │
                                         │ detailing areas for improvement│
                                         └──────────────────────────────┘
                                                       │
                                                       ▼
                                         ┌──────────────────────────────┐
                                         │ Training provider responds to │
                                         │ the discrepancy letter and EPA │
                                         │ continues its review of the    │
                                         │ application                     │
                                         └──────────────────────────────┘
                                                       │
                                                       ▼
                                         ┌──────────────────────────────┐
                                         │ EPA approves the application   │
                                         │ or continues to work with the  │
                                         │ applicant until the application │
                                         │ is approved or withdrawn        │
                                         └──────────────────────────────┘
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                                                       ▼
                                         ┌──────────────────────┐
                                         │ Training program may │
                                         │ reapply at any time  │
                                         └──────────────────────┘
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