



## Lead in Paint, Dust, and Soil

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# Renovation Training Provider Instructions

On this page you will find instructions for training providers accredited by the U.S. Environmental Protection Agency to teach renovator and dust sampling technician courses in accordance with the [Renovation, Repair and Painting Regulation](#). The following information is included:

- [Certificate Requirements and Numbering Protocol](#)
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## Certificate Requirements and Numbering Protocol

### Certificate requirements

Training programs are required to issue unique course completion certificates to each individual who passes the training course. The course completion certificate must include:

- The name, a unique identification number, and address of the individual.
- The name of the particular course that the individual completed.
- Dates of course completion/test passage.
- The name, address, and telephone number of the training program.
- The language in which the course was taught.
- A photograph of the individual who successfully completed the course. This photograph should be the same photograph submitted with the post-training notice.

Note: In addition to these requirements, it is recommended that the training provider include the training expiration date (five years after training completion), or a note that the training is effective for a five-year period.

The certificate does not have to be an 8.5" x 11" sheet of paper; it could be a laminated card the size of a driver's license. In any case, the text must be easily read, and the photo should be no smaller than a driver's license photo. The photo should follow the [compositional requirements discussed below](#).

See samples below of initial and refresher renovator course certificates.



[Initial renovator course certificate;](#)  
[view larger version of image](#)



[Refresher renovator course](#)  
[certificate; view larger version of](#)  
[image](#)

## Creating the unique identification number

Unique certificate numbers are required to be generated for each certificate. The certificate numbers should be made up of the following five parts.

Example: R-I-56789-09-00025

- Part 1 ("R" in the example). This represents the type of training received. "R" is for renovator training, and "D" is for dust sampling technician training.
- Part 2 ("I" in the example). This represents whether the course taken was the eight-hour initial course ("I"), or the four-hour refresher course ("R").
- Part 3 ("56789" in the example). This represents the four or five digit number from the training provider's accreditation number for the course being taught.
- Part 4 ("09" in the example). This represents the last two digits of the year the course was completed.
- Part 5 ("00025" in the example). This represents a unique number assigned by the trainer. This number should be sequential. The first number 00001 should be assigned to the first student completing training in a given calendar year.

## How to Notify EPA of Training Activities

EPA requires accredited training programs to notify the Agency prior to, and following completion of lead-based paint renovator and dust sampling technician courses.

### When do I have to notify EPA about training activities?

The accredited trainer must notify EPA at least seven business days prior to offering a lead-based paint renovator or dust sampling technician course, and within ten business days of completing the course. In addition, the trainer must notify EPA of any changes to the original notice:

- If the course will begin before the original start date, or if the location changed, notice must be provided at least seven business days before the start date.
- For other changes, such as cancellation or delay, notice must be provided at least two business days prior to the start date.

### What is required in each notification?

Pre-training notice (at least seven business days prior to offering a lead-based paint renovator or dust sampling technician course)

- Notification type (original, update, cancellation);
- Training program name, EPA accreditation number, address, and phone number;
- Course discipline, type (initial/refresher), and the language in which instruction will be given;
- Date(s) and time(s) of training;
- Training location(s) phone number, and street address;
- Principal instructors name; and
- Training manager's name and signature.

Post-training notice (within 10 business days of completing the course)

- Training program name, EPA accreditation number, address, and phone number;
- Course discipline and type (initial/refresher);
- Date(s) of training;
- Training manager's name and signature; and
- The following student information: name, address, date of birth, course completion certificate number, course test score, and a digital photograph of the student.

### Are there sample forms that I can use?

Yes, sample forms are available to facilitate the notification process. These forms are fillable and can be completed at your computer, or printed and completed by hand. Other forms are also acceptable if all of the required information is included.

- [Pre-training notification form \(PDF\)](#) (1 pp, 164K, [about PDF](#))
- [Post-training notification form \(PDF\)](#) (1 pp, 337K, [about PDF](#))

### Can I submit the notification online?

Yes, EPA's Central Data Exchange (CDX) makes it easy to submit lead renovation training notices electronically. It's fast and it's free. So, skip the paperwork and fax machines, save a stamp, and register to use CDX today.

To register for CDX, you'll need a **customer retrieval key**, which you can obtain by calling our helpdesk at 1-888-890-1995. Once you have the **customer retrieval key**, go to the [CDX website](#) and complete your registration.

### What other methods are available to submit notification?

In addition to CDX, notice can also be submitted in any of the following ways:

- By fax to 202-566-0471
- By mail to the U.S. Environmental Protection Agency, LBP Notification, P.O. Box 14417, Washington, DC 20044-4417
- By commercial or hand delivery to the U.S. Environmental Protection Agency, LBP Notification, 1201 Constitution Avenue, NW [EPA East 4355H], Washington, DC 20460

### Where can I get more information?

- For detailed information regarding the notification requirements, review the notification requirements located in [40 CFR 745.225](#).
- For more information regarding EPA's Renovation, Repair and Painting program see EPA's [lead renovation page](#).
- For general information contact the National Lead Information Center (NLIC) at 1-800-424-LEAD, or on the web at [www.epa.gov/lead/nlic.htm](http://www.epa.gov/lead/nlic.htm).

### Do the training notification requirements apply everywhere?

Yes, if the training is provided by an EPA accredited trainer, and would lead to Federal certification (even if it was provided in an authorized State), then the trainer must comply with EPA's regulations. This includes the requirement that the training provider notify EPA before and after conducting the course.

### Eligibility Requirements for Refresher Training

Individuals who have successfully completed the following training courses may choose to take the EPA four-hour renovation refresher course training in lieu of the EPA eight-hour initial renovation course training.

- Abatement worker or supervisor course accredited by EPA, or an EPA authorized State or Tribal program.
- Joint EPA-HUD Lead Safety for Remodeling, Repair and Painting, 2003 (EPA 747-B-03-001).
- EPA Model Training Course Minimizing Lead-Based Paint Hazards During Renovation, Remodeling, and Painting, 2000 (EPA 747-B-00-005).
- HUD Addressing Lead-Based Paint Hazards During Renovation, Remodeling and Rehabilitation in Federally Owned and Assisted Housing Course.
- HUD Lead-Based Paint Training for Remodelers and Renovators Course.
- State of Connecticut Lead-Safe Work Practices for Painting, Remodeling, and Maintenance Course.
- State of Maine Lead-Smart Renovation (a.k.a. Lead-Safe Renovator) Course.
- Commonwealth of Massachusetts Lead-Safe Renovator Worker and Supervisor Course.
- State of Wisconsin Lead Low-Risk Worker Course.
- Craven County, NC, Lead-Safe Work Practices Course.
- Baker Lead-Safe Work Practices Training.
- Connor Interim Controls/Lead-Safe Work Practices and Awareness Manual.
- NESHTA Lead-Based Paint Maintenance Training: Work Smart, Work Wet, Work Clean to Work Lead-Safe.
- Occupational Knowledge Interim Controls/Lead-Safe Work Practices and Awareness Training.

### Instructions for Digital Photograph Submission

The image file should adhere to the following compositional and technical specifications and can be

produced by taking a new digital image or using a digital scanner to scan a submitted photograph. The photograph may be submitted electronically via the Agency's [Central Data Exchange](#), by mail, or by commercial or hand delivery. If the photographs are submitted by mail, commercial or hand delivery, they must be provided on a compact disc, include the notification form, and be mailed to the appropriate address (listed here).

- By mail to the U.S. Environmental Protection Agency, LBP Notification, P.O. Box 14417, Washington, DC 20044-4417
- By commercial or hand delivery to the U.S. Environmental Protection Agency, LBP Notification, 1201 Constitution Avenue, NW [EPA East 4355H], Washington, DC 20460

### Compositional specifications

The submitted digital image must provide an accurate and recognizable image of the applicant and should conform to the following compositional specifications:

- Person being photographed should directly face the camera;
- Head of the person should not be tilted up, down, or to the side;
- Head of the person should cover about 50% of the area of the photo;
- Photograph should be taken with the person in front of a neutral, light-colored background;
- Photo must be in focus;
- Photos in which the person being photographed is wearing sunglasses or other items that detract from the face will not be accepted;
- Photos of applicants wearing head coverings or hats are only acceptable if due to religious beliefs, and even then may not obscure any portion of the face of the applicant;
- Photographs of applicants with tribal or other headgear not specifically religious in nature will not be accepted;
- Photographs of military, airline, or other personnel wearing hats will not be accepted.

Photographs should be in 24-bit color depth. Photographs may be downloaded from a camera into a file in the computer or they may be scanned a file in the computer. If you are using a scanner, the settings should be for True Color or 24-bit color mode. See the additional details regarding scanning below.

### Composition checklist -- six steps to successful photos

- Frame subject with full face, front view, eyes open
- Make sure photo presents fullhead from top of hair to bottom of chin
- Center head within frame (see examples below)
- Photograph subject against a plain white or off-white background
- Position subject and lighting so that there are no distracting shadows on the face or background
- Encourage subject to have a natural expression

### Well-composed photos



### Technical specifications

The submitted digital photograph should conform to the following specifications.

When taking a new digital image:

- Image file format should be in the Joint Photographic Experts Group (JPEG) format;
- It should have a maximum image file size of 240 kilobytes (240 KB);
- Image resolution should be 600 pixels high by 600 pixels wide;
- Image color depth should be 24-bit color [Note: Photographs should be in color, not in black and white, monochrome (2-bit color depth), 8-bit color, or 8-bit grayscale.]

Before a photographic print is scanned it should meet the following specifications: The image should be in color. The photographic print should also meet the compositional specifications. If the photographic print meets the print color and compositional specifications, scan the print using the following scanner specifications:

- Scanner resolution should be at least 150 dots per inch (dpi);
- Image file format should be in Joint Photographic Experts Group (JPEG) format;
- Maximum image file size should be 240 kilobytes (240 KB);
- Image resolution should be at 600 by 600 pixels; the image color depth should be 24-bit color. [Note: images should not be in black and white or grayscale with 24-bit color depth and monochrome (2-bit color depth), 8-bit color, or 8-bit grayscale.]

### Photo file identification

You will need to create a unique certificate number for each student. Each student photograph should be given a file name consisting of their unique certificate number and the ".jpg" file extension. Example: R-I-56789-09-00025.jpg.

### Recordkeeping Requirements

Accredited training programs must maintain, and make available to EPA, upon request, the following records:

- All documents that demonstrate the qualifications of the training manager and principal instructor.
- Current curriculum/course materials and documents reflecting any changes made to these materials.
- The course test blueprint.
- Information regarding how the hands-on skills assessment is conducted including but not limited to:
  - Who conducts the assessment.
  - How the skills are graded.
  - What facilities are used.
  - The pass/fail rate.
- The quality control plan.
- Results of the students' hands-on skills assessments and course tests, and a record of each student's course completion certificate.
- Any other material not listed above that was submitted to EPA as part of the program's application for accreditation.

The training program shall retain these records at the address specified on the training program accreditation application for a minimum of 3 years and 6 months.

The training program shall notify EPA in writing within 30 days of changing the address specified on its training program accreditation application or transferring the records from that address.

### Cleaning Verification Cards

EPA will produce and distribute these cards to accredited trainers for distribution to renovator students. EPA will mail a box of cleaning verification cards to trainers upon their initial EPA accreditation to provide renovator training. Once this supply is exhausted, EPA-accredited trainers can obtain additional cards at no cost by calling the National Lead Information Center at 1-800-424-LEAD(5323). Training providers accredited by an authorized state program can obtain verification cards through the authorized program.

Verification cards can be used for five years from the date given to a student. It is extremely important

that the expiration date be punched on the cards before being given to the student. Using a regular hole punch, punch out the number corresponding to the month the card was given to the student, and then punch out the number corresponding to the year, five years after the card was given to the student. (For example, if the card was given to the student in May of 2009, then you would punch out the number 5 in the month row, and the number 14 in the year row.)

### **Where Can I Get More Information?**

- [Learn more about EPA's Lead Renovation Repair and Painting Program.](#)
- For general information contact the [National Lead Information Center \(NLIC\)](#) at 1-800-424-LEAD.