



# Lead User Guide: Application for Individual Accreditation



Updated 01/05/2018

# Individual Certification Public Site



Environmental Topics    Laws & Regulations    About EPA    Search EPA.gov

[CONTACT US](#)

- Lead Home
- Learn About Lead
- Protect Your Family
- Renovation, Repair and Painting Program
- Evaluating and Eliminating Lead-Based Paint Hazards
- Real Estate Disclosure
- Science and Technology
- Lead Laws and Regulations
- Outreach and Grants
- En Español: Plomo


You are here: [EPA Home](#) » [Lead](#) » Individual Certification Information and Search

## Individual Certification Information and Search

If you do work in one of the following states: Alaska, Arizona, Florida, Idaho, Montana, Nevada, New Mexico, New York, South Carolina, South Dakota, and Wyoming or American Samoa, Guam, the Marianas and Tribal Lands, please continue. Otherwise, see the [lead-based paint activities program page](#) to find more information about your state or territory.

If you are certified in one of the above states your certificate will apply to all EPA administered Lead-based Paint Activities Program States, Tribes and Territories.

Do you have a current or previous certification?     Yes     No

	<b>Discover.</b>	<b>Connect.</b>	<b>Ask.</b>
	<a href="#">Accessibility</a>	<a href="#">Data.gov</a>	<a href="#">Contact Us</a>
	<a href="#">EPA Administrator</a>	<a href="#">Inspector General</a>	<a href="#">Hotlines</a>

<https://cfpub.epa.gov/flpp/pub/index.cfm?do=main.individualSearch>



Lead Home

Learn About Lead

Protect Your Family

Renovation, Repair and  
Painting Program

Evaluating and Eliminating  
Lead-Based Paint Hazards

Real Estate Disclosure

Science and Technology

Lead Laws and Regulations

Outreach and Grants

En Español: Plomo

**You are here:** [EPA Home](#) » [Lead](#) » Individual Certification Information and Search

## Individual Certification Information and Search

If you do work in one of the following states: Alaska, Arizona, Florida, Idaho, Montana, Nevada, New Mexico, New York, South Carolina, South Dakota, and Wyoming or American Samoa, Guam, the Marianas and Tribal Lands, please continue. Otherwise, see the [lead-based paint activities program page](#) to find more information about your state or territory.

If you are certified in one of the above states your certificate will apply to all EPA administered Lead-based Paint Activities Program States, Tribes and Territories.

---

Do you have a current or previous certification?  Yes  No

---

Apply for certification:

- \$480 - Inspector, Supervisor, Risk Assessor
  - includes \$410 application fee and \$70 exam fee; Exam fee is not required for recertification and reciprocity applications
- \$410 - Project Designer
- \$310 - Abatement Worker

[Enter New Application](#)

# Individual Certification Public Site



Please click continue to proceed with your new application... ✕

**Apply for Certification**

- \$480 - Inspector, Supervisor, Risk Assessor
  - includes \$410 application fee and \$70 exam fee; Exam fee is not required for recertification and reciprocity applications
- \$410 - Project Designer
- \$310 - Abatement Worker

[Continue](#) [Cancel](#)

# Individual Certification Public Site



Lead Home

Learn About Lead

Protect Your Family

Renovation, Repair and  
Painting Program

Evaluating and Eliminating  
Lead-Based Paint Hazards

Real Estate Disclosure

Science and Technology

Lead Laws and Regulations

Outreach and Grants

En Español: Plomo

You are here: [EPA Home](#) » [Lead](#) » Individual Certification Information and Search

## Individual Certification Information and Search

If you do work in one of the following states: Alaska, Arizona, Florida, Idaho, Montana, Nevada, New Mexico, New York, South Carolina, South Dakota, and Wyoming or American Samoa, Guam, the Marianas and Tribal Lands, please continue. Otherwise, see the [lead-based paint activities program page](#) to find more information about your state or territory.

If you are certified in one of the above states your certificate will apply to all EPA administered Lead-based Paint Activities Program States, Tribes and Territories.

Do you have a current or previous certification?  Yes  No

To look up your previous application, please provide your last name, date of birth and either your certificate number or a combination of your first name and zip code.

**Last Name** (required)

*Example: Smith*

**Applicant Date of Birth** (required)

*Example: 01/01/1990*

and

**Certification Number**

*Example: NY-12345-1*

or

**First Name**

*Example: John*

**Zip Code**

*Example: 12345*

Search

# Individual Certification Public Site



[Lead Home](#)

[Learn About Lead](#)

[Protect Your Family](#)

[Renovation, Repair and Painting Program](#)

[Evaluating and Eliminating Lead-Based Paint Hazards](#)

[Real Estate Disclosure](#)

[Science and Technology](#)

[Lead Laws and Regulations](#)

[Outreach and Grants](#)

[En Español: Plomo](#)

You are here: [EPA Home](#) » [Lead](#) » Individual Certification Search Results

## Individual Certification Search Results

Please click the certificate you would like to update.

[Search Again](#)

[Enter New Application](#)

	Certification Number	Last Name	Expiration Date	Discipline
<a href="#">Select</a>	<a href="#">***7581</a>	Sample Last Name	03/05/2018	Supervisor

Showing 1 to 1 of 1 entries

[First](#)

[Previous](#)

[1](#)

[Next](#)

[Last](#)

# Individual Certification Public Site



Please select from the following option(s):

Apply for certification in a different discipline

- \$480 - Inspector, Supervisor, Risk Assessor
  - includes \$410 application fee and \$70 exam fee; Exam fee is not required for reciprocity applications
- \$410 - Project Designer
- \$310 - Abatement Worker

Recertify certificate

- \$410 - Inspector, Supervisor, Risk Assessor, Project Designer
- \$310 - Abatement Worker

[Continue](#) [Cancel](#)

Showing 1 to 1 of 1 entries

Please select from the following option(s):

Recertify certificate

- \$410 - Inspector, Supervisor, Risk Assessor, Project Designer
- \$310 - Abatement Worker

Update certificate information

Replace lost/misplaced certificate(s) (\$15 per certificate)

[Continue](#) [Cancel](#)

Showing 1 to 1 of 1 entries

# CDX Login/Register



EPA United States Environmental Protection Agency

Home Help

[Contact Us](#)

**Completion Checklist**

- Account Info.
- Discipline Info.
- Signature and Payment

To continue, you must be the individual seeking certification. You MAY NOT submit an application on someone else's behalf.

New to CDX?	Already Registered?
Are you a new user to the system, and would you like to create an account? <a href="#">Register</a>	Do you have an existing Central Data Exchange account? User ID <input type="text"/> Password <input type="password"/> <a href="#">Log In to CDX</a> <a href="#">Forgot your Password?</a>   <a href="#">Forgot your User ID?</a>   <a href="#">Help</a> Accessing an account that is not yours is a federal offense.



# Individual Application



**EPA** United States Environmental Protection Agency

Home Help

**CDX** [Contact Us](#)

**Completion Checklist**

- Account Info.
- Discipline Info.
- Signature and Payment

### Registration Information

#### Contact Information

Please enter your full legal name. This will be used for [identity proofing](#). You may not register or sign an agreement for someone else under penalty of law.

Name Title \*

**Note: This is how your name will appear on your certificate.**

Full Name \*

Please provide an email address to which you have access, as you will be required to validate this during the process.

Email \*


Re-enter Email \*

Phone Number \*

Date Of Birth \*

Submit one photograph of you alone, recent enough to be a good likeness. The photograph should be no larger than 2 MB in size, in jpg/jpeg format. The photograph must be clear, full face, taken without a hat or dark glasses with your head and shoulders taking up the majority of the area in front of a plain background. Retouched photos are not acceptable.

Photo upload [Help?](#) \*



#### Home Address Information

Address \*

Address 2

City \*

State \*

Zip \*

To which address should correspondence be sent?  Home Address  Company

#### Account Information

You may use your email address or another unique identifier.

User Id \*

User Password \*

Re-type Password \*

Security Question 1 \*

Security Answer 1 \*

Security Question 2 \*

Security Answer 2 \*

Security Question 3 \*

Security Answer 3 \*

I am the registrant and sole user of this account. I agree that I will not share my account or access information with anyone per acceptance of the [Terms and Conditions](#).

# Individual Application



**EPA** United States Environmental Protection Agency

Home Help

CDX

Contact Us  
Logged in as CPSURBANO (Log out)

Completion Checklist

- Account Info.
- Discipline Info.
- Signature and Payment

### Registration Information

#### Contact Information

Individual's Name:

Email \*

Re-enter Email \*

Phone Number \*

Date Of Birth \*

Submit one photograph of you alone, recent enough to be a good likeness. The photograph should be no larger than 2 MB in size, in jpg/jpeg format. The photograph must be clear, full face, taken without a hat or dark glasses with your head and shoulders taking up the majority of the area in front of a plain background. Retouched photos are not acceptable.

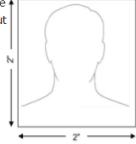


Photo upload [Help?](#) \*

#### Home Address Information

Address \*

Address 2

City \*

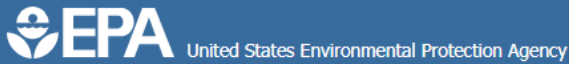
State \*

Zip \*

To which address should correspondence be sent?  Home Address  Company

I am the registrant and sole user of this account. I agree that I will not share my account or access information with anyone per acceptance of the [Terms and Conditions](#).

# Individual Application



Home Help



Contact Us

## Completion Checklist

Account Info. ✓

Discipline Info.

Signature and Payment

## Discipline Information

### New Discipline

New Discipline Type

- Inspector
- Inspector**
- Supervisor
- Risk Assessor
- Project Designer
- Abatement Worker

Add Discipline

### Additional Information

Do you have any past, present, or pending lead-based paint activity violations of EPA, state, U.S. territory, or Indian tribal land regulations?

Yes  No

Do you work directly for a Tribal Government?

Yes  No

Submit

# Individual Application



[Contact Us](#)



## Completion Checklist

[Account Info.](#) ✓

[Discipline Info.](#)

[Signature and Payment](#)

## Discipline Information

Inspector

[Remove Discipline](#) ✕

Do you hold an existing certification for this discipline with an EPA-authorized jurisdiction? ⓘ \*

Yes  No

### Inspector Training Course Information

Please provide information about your training course.

Training Certificate Number \*

Address \*

City \*

State \*

Zip \*

Phone \*

Date Completed \*

Language \*

Training Certificate Upload \* [+ Select files...](#)

# Individual Application



[Contact Us](#)

## Completion Checklist

Account Info. ✓

Discipline Info.

Signature and Payment

## Discipline Information

### Inspector

[Remove Discipline](#) ✕

Do you hold an existing certification for this discipline with an EPA-authorized jurisdiction? ⓘ \*

Yes  No

### Inspector Reciprocity Information

Reciprocity Jurisdiction \* Alabama ▾

Certificate Expiration Date \*

Certificate Documentation \* [+ Select files...](#)

# Individual Application



### New Discipline

Would you like to become certified in another discipline? \*

Yes  No

### Additional Information

Do you have any past, present, or pending lead-based paint activity violations of EPA, state, U.S. territory, or Indian tribal land regulations?

Yes  No

Please Explain \*

Violation Documentation (if needed) [+ Select violation documentation...](#)

Do you work directly for a Tribal Government?

Yes  No

Name of Tribal Government \*

[Submit](#)

# Email Validation



Home Help



Contact Us

## Completion Checklist

Account Info. ✓

Discipline Info.

Signature and Payment

## Email Validation

A link was sent to the email address you provided (christepaige.urbano@cgifederal.com). Please click the link in the email to complete the submission process.

Haven't received your validation code yet? You can resend it by clicking [here](#).

EPA Home | Privacy and Security Notice | Accessibility  
OMB No. 2070-0195

CDX Help Desk: 888-890-1995 | (970) 494-5500 for callers from Puerto Rico and Guam

About CDX | Frequently Asked Questions | Terms and Conditions | Contact Us



# Validation Email



Wed 12/27/2017 1:35 PM

devlannotice@epacdx.net

Lead Application Email Verification Request - Action Required! (DEV)

To ■ Urbano, Christe Paige (CGI Federal)

You are receiving this email because you are completing the application form for individuals applying for certification to conduct Lead-Based Paint Activities. Please note, your submission is not yet complete. You have either just created an account with the EPA Central Data Exchange (CDX) or have entered a previously unused email address. In order to complete your submission, you will need to confirm your account (cpsurbano243) by:

Clicking the following link.

<https://dev.epacdx.net/XCDX/LeadIndividualCertification/Registration/Confirmation?code=5302655f-f7b4-4eab-900e-7c1913213c81&applicationId=372015>

If you click the link and it appears to be broken, please copy and paste it into a new browser window.

Once you have successfully logged into your account, you will be prompted to pay and then either electronically sign your submission or have the ability to print, sign, and mail it. **Your application is not complete until you do so.**

Please do not respond to this message. If you have questions concerning this request, you may contact us by email at [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net) or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.

Sincerely,  
CDX Help Desk



# Review and Payment



EPA United States Environmental Protection Agency

Home Help

CDX [Contact Us](#)

**Completion Checklist**

- Account Info. ✓
- Discipline Info. ✓
- Signature and Payment

**Review and Payment**

Please verify the following information before proceeding with payment. If edits are required, use the navigation menu to the left or the 'Edit' button corresponding to the appropriate section below.

**Contact Information**

Name Title \* Ms

**Note: This is how your name will appear on your certificate.**

Full Name \* Paige Urbano

Email \* christepaige.urbano@cgifederal.com

Re-enter Email \* christepaige.urbano@cgifederal.com

Phone Number \* (703) 333-3333

Date Of Birth \* 1/1/1990

Submit one photograph of you alone, recent enough to be a good likeness. The photograph should be no larger than 2 MB in size, in jpg/jpeg format. The photograph must be clear, full face, taken without a hat or dark glasses with your head and shoulders taking up the majority of the area in front of a plain background. Retouched photos are not acceptable.




Photo upload [Help?](#) \* [shiba-inu-1.jpg](#)

**Home Address Information**

Address \* 321 Test

Address 2

City \* Test

State \* VA

Zip \* 54321

[Edit](#)

**Account Information**

User Id \* cpsurbano243 [Edit](#)

**Inspector**

Do you hold an existing certification for this discipline with an EPA-authorized jurisdiction? \* No

**Inspector Training Course Information**

Please provide information about your training course.

Training Certificate Number \* 54321

Address \* 321 Test

City \* Test

State \* Virginia

Zip \* 54321

Phone \* (703) 333-3333

Date Completed \* 12/1/2017

Language \* English

Training Certificate Upload \* [shiba-inu-1.jpg](#)

[Edit](#)

**Additional Information**

Do you have any past, present, or pending lead-based paint activity violations of EPA, state, U.S. territory, or Indian tribal land regulations? No

Do you work directly for a Tribal Government? No

[Edit](#)

# Identity Proofing Information



## Identity Proofing Information

In order to submit your application, please complete and verify the following information for identity proofing purposes.

Social Security Number   
(Last 4) [Why?](#) \*

Date of Birth [Why?](#) \*

Please confirm the validity of your home address information. If you have moved within the last 6 months, please provide your previous address for identity purposes only; this will not change where any Lead-related correspondence will be sent.

Home Address \*

Home Address 2

Home City \*

Home State \*

Home Zip \*

# Payment – Credit Card



## Payment

The amount owed for your Individual Certification is listed below.

**Discipline Fees: \$410**

**Exam Fees: \$70**

- Pay Via Credit/Debit Card
- Pay Via Bank Account (ACH)
- Submit Using Payment Code

### Credit/Debit Card Transaction

Account Holder Name *	<input type="text" value="Paige Urbano"/>
Payment Amount	\$480
Billing Address *	<input type="text" value="321 Test"/>
Billing Address 2	<input type="text"/>
City *	<input type="text" value="Test"/>
State *	<input type="text" value="Virginia"/>
Zip Code *	<input type="text" value="54321"/>
Card Number *	<input type="text"/>
Security Code *	<input type="text"/> <b>i</b>
Expiration Date *	<input type="text" value="12"/> / <input type="text" value="2017"/>

# Payment – Bank Account



**Payment**

The amount owed for your Individual Certification is listed below.

**Discipline Fees: \$410**  
**Exam Fees: \$70**

Pay Via Credit/Debit Card  
 Pay Via Bank Account (ACH)  
 Submit Using Payment Code

**Bank Account Transaction**

Account Holder Name *	<input type="text" value="Paige Urbano"/>
Payment Amount	\$480
Account Type *	<input type="text" value="▼"/>
Routing Number *	<input type="text"/> <span style="float: right; font-size: small;">i</span>
Account Number *	<input type="text"/> <span style="float: right; font-size: small;">i</span>
Confirm Account Number *	<input type="text"/>
Check Number <a href="#">Why?</a>	<input type="text"/>

# Payment – Payment Code



**Payment**

The amount owed for your Individual Certification is listed below.

**Discipline Fees: \$410**  
**Exam Fees: \$70**

Pay Via Credit/Debit Card  
 Pay Via Bank Account (ACH)  
 Submit Using Payment Code

**Previously Submitted Payment Information**

Name *	<input type="text" value="Paige Urbano"/>
Payment Amount	\$480
<b>If you have been given a payment code enter it below.</b> <a href="#">What's This?</a>	
Payment Code	<input type="text"/>

## Certification

### Certification Statement

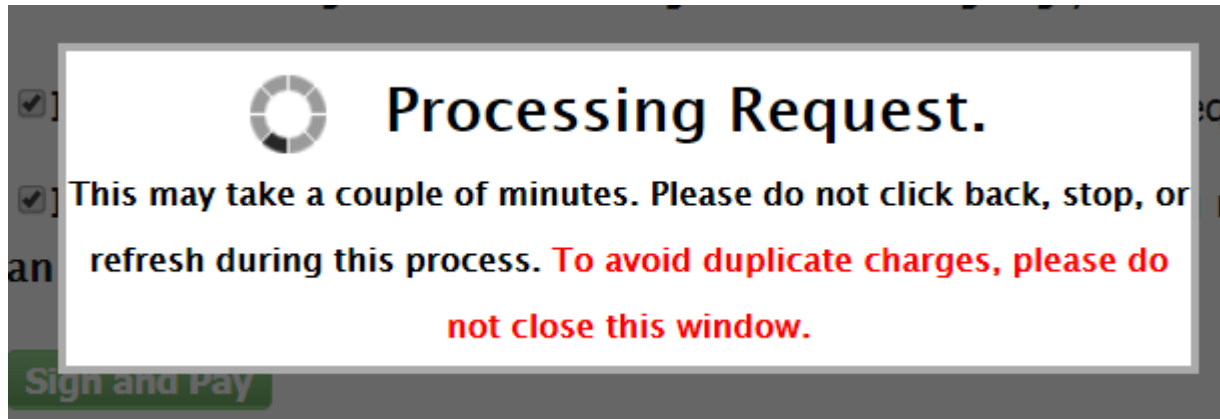
- The information included on this application, including any attachments, is true and accurate to the best of my belief and knowledge.
- I acknowledge that any certification issued pursuant to this application, including any attachments, will be subject to revocation if issuance was based on incorrect or inadequate information that materially affected the decision to issue the certification.
- I will maintain my certification(s) according to 40 CFR § 745.226, follow work practice standards according to 40 CFR § 745.227, and conduct lead-based paint activities only in those disciplines and geographical areas in which I have received certification.


Please read and agree to the following items before signing your submission.

- I hereby attest and affirm to the above Certification Statement required by this submission.
- I agree to the terms of the [Electronic Signature Agreement](#). **You may not register or sign an agreement for someone else under penalty of law.**

**Sign and Pay**

# Processing Request

A screenshot of a web browser dialog box with a grey border. Inside the dialog, there is a white background. At the top left is a grey circular loading spinner. To its right is the title "Processing Request." in a bold, black, sans-serif font. Below the title is a paragraph of text: "This may take a couple of minutes. Please do not click back, stop, or refresh during this process. To avoid duplicate charges, please do not close this window." The words "To avoid duplicate charges, please do not close this window." are highlighted in red. At the bottom left of the dialog, there is a green button with the text "Sign and Pay" in white. On the left side of the dialog, there are two checkboxes, both of which are checked. On the right side, there are some partially visible characters: "qu" and "n".

 **Processing Request.**

This may take a couple of minutes. Please do not click back, stop, or refresh during this process. **To avoid duplicate charges, please do not close this window.**

**Sign and Pay**

# Application Submission Confirmation



[✉ Contact Us](#)

Logged in as CPSURBANO243 ([Log out](#))

## Completion Checklist

Account Info. ✓

Discipline Info. ✓

Signature and Payment



## Form Complete

**Application Number: I372015**

**Date: 12/27/2017**

Your application has been received and will be reviewed by EPA. As part of the application process, you will be required to take an exam. Shortly, you will receive a confirmation email with an attached letter containing instructions on how to take the exam. **Please wait one business day to schedule your exam.** You must pass the exam before your interim certificate expires. After you pass the exam, your application will be submitted for final review and approval. Once the review is complete, you will receive an approval package including your certificate by email from lead.paint@epa.gov. You may wish to add this sender to your 'safe' list as it may be classified as spam by some email programs.



# Application Submission Confirmation Email



Reply Reply All Forward IM

Wed 12/27/2017 1:58 PM

devlannotice@epacdx.net

**Lead Abatement Individual Application Signed - Initial - I372015 (DEV)**

To  Urbano, Christe Paige (CGI Federal)

Message LeadIndividualCertificationExamLetter.html (169 KB)

Paige Urbano,

Your application for Individuals Applying for Certification to Conduct Lead-Based Paint Activities has been signed. A follow-up notification will be emailed from [lead.paint@epa.gov](mailto:lead.paint@epa.gov) when your submission has been reviewed and processed. Your exam letter for this application is attached to this email. Please use your exam letter to schedule your exam with COMIRA.

Application ID: I372015  
Submission Type: Initial

Please do not respond to this message. If you have questions concerning this request, you may contact us by email at [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net) or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.

Sincerely,  
CDX Help Desk

# Payment Failed



## Completion Checklist

Account Info. ✓

Discipline Info. ✓

Signature and Payment

**⚠ The payment failed and you were not charged. Please try again.**



### Payment Retry

Your payment failed. As of September 15th, 2015, all payments must be submitted online. Please retry using the form below. If you wish to reaccess this application at a later time, you may use the email validation or application continuation link previously sent to your email address.

- Pay Via Credit/Debit Card
- Pay Via Bank Account (ACH)
- Submit Using Payment Code

#### Credit/Debit Card Transaction

Account Holder Name *	<input type="text" value="Paige Urbano"/>
Payment Amount	\$410
Billing Address *	<input type="text" value="321 Test"/>
Billing Address 2	<input type="text"/>
City *	<input type="text" value="Test"/>
State *	<input type="text" value="Virginia"/>
Zip Code *	<input type="text" value="54321"/>
Card Number *	<input type="text"/>
Security Code *	<input type="text"/>
Expiration Date *	<input type="text" value="12"/> / <input type="text" value="2017"/>

**Complete Payment**

# Identity Proofing Failed



## Completion Checklist

Account Info. ✓

Discipline Info. ✓

Signature and Payment

**⚠ Your submission is NOT complete. Your payment has been successfully charged, but your application has not yet been submitted. Please read below. ✕**

Your payment was successfully charged but we were unable to verify your identity.

### Identity Proofing Information

In order to submit your application, please complete and verify the following information for identity proofing purposes.

Social Security Number   
(Last 4) [Why?](#) \*

Date of Birth [Why?](#) \*

Please confirm the validity of your home address information. If you have moved within the last 6 months, please provide your previous address for identity purposes only; this will not change where any Lead-related correspondence will be sent.

Home Address \*

Home Address 2

Home City \*

Home State \*

Home Zip \*

[Retry Identity Proofing](#)

You can also skip additional attempts at identity proofing and print, sign, and mail your paper work.

[Print, Sign, & Mail](#)

# Print - Electronic Signature Agreement



Print

## Lead Individual Application

### Submission Information

Application Id:	372019
Submission Type:	Initial
Discipline Fees:	\$410
Exam Fees:	\$0
Additional Jurisdiction Fees:	\$0
Total Cost:	\$410

### Correspondence Information

CDX User Id:	CPSURBANO244
Attesting Individual's Title:	Ms
Name of Attesting Individual:	Paige Urbano
Attesting Individual's Phone Number:	(703) 333-3333
Attesting Individual's Email Address:	christepaige.urbano@cgifederal.com
Home Address:	321 Test
Home Address 2:	
Home City:	Test
Home State:	VA
Home Zip:	54321

### Inspector

# Print - Electronic Signature Agreement



United States Environmental Protection Agency

Home

Help



 [Contact Us](#)

Logged in as CPSURBANO244 ([Log out](#))

## Completion Checklist

Account Info. ✓

Discipline Info. ✓

Signature and Payment



## Paper Electronic Signature Agreement

If you wish to re-print your Application Package you may do so by visiting your [Inbox](#).

Your **payment has been received by the EPA**. To complete the application process please print, sign, and mail the Electronic Signature Agreement and Submission Certification Statement to the EPA Lead Data Processing Center at the address provided at the end of the document. Once these documents are received, EPA will review your application (this may take two to three weeks). Once the review is complete, you will receive an approval package including your certificate by email from [lead.paint@epa.gov](mailto:lead.paint@epa.gov). You may wish to add this sender to your 'safe' list as it may be classified as spam by some email programs.

**Print, sign, and mail the Electronic Signature Agreement to:**

EPA Lead Data Processing Center  
c/o CGI Federal, Inc.  
12601 Fair Lakes Circle  
Fairfax, VA 22033



## Helpful Hints

- Remember CDX password to sign application
- Do not close browser window until you see the confirmation screen
- Add [lead.paint@epa.gov](mailto:lead.paint@epa.gov) to your email's safe senders list