

<p>Filing Requirements</p>	<p>Under the authority of Act 44 of 1995, the Pennsylvania Department of Labor & Industry established its Lead Occupations and Accreditation Program. This statute authorizes the department to accredit all lead training courses offered in Pennsylvania. In order for lead abatement training courses to be accredited, all of the following must be provided:</p> <p>A. Page 1 of this application, with all requested information filled in.</p> <p>B. Payment of the required fees via check or money order made payable to Commonwealth of Pennsylvania. For an up-to-date listing of fees, please see the Fee Schedule listed on our website (www.dli.pa.gov/Individuals/Labor-Management-Relations/bois) or contact our office for a copy of the Fee Schedule by email CALBOIS@pa.gov, by telephone at 717-772-3396 or by fax at 717-705-0196.</p> <p>C. For <u>first time applicants or renewals with changes</u>, the following must be submitted:</p> <ol style="list-style-type: none"> 1. Copies of supporting documentation for <u>each course</u> previously accredited by the EPA or another state. 2. Description of the facilities and equipment to be used for lecture and hands-on training. 3. The entire content of <u>each course</u> for which you are seeking Pennsylvania accreditation. The following must be included: <ol style="list-style-type: none"> a) The curriculum, including: <ol style="list-style-type: none"> I. Length of training (in days) II. Topics covered III. Amount and type of hands-on training IV. Length, format and passing score for examination(s) b) Copies of all course materials including course agenda, student manuals, instructor handbooks, hand-outs and examinations. c) Description of how the examination was developed. d) Description of the activities and procedures that will be used for conducting the assessment of hands-on skills. e) Sample of the certificate issued to trainees upon the successful completion of the course. 4. A copy of each Instructor's resume. 5. Copy of the Quality Control Plan, which will show the procedures for periodic revision of the training materials and course test to reflect innovations in the field and the procedures for the training manager's annual review of the principal instructor(s) competency. 6. Proof of Non-profit status, if applicable. <p>D. For <u>renewals without changes</u>, the following must be submitted:</p> <ol style="list-style-type: none"> 1. A cover letter, on company letterhead, that indicates the previously submitted course, curriculum and documents have not changed. <p>Mail the completed application, your payment and any additional documentation to:</p> <p style="text-align: center;">PA Department of Labor & Industry Certification, Accreditation and Licensing Division 651 Boas Street, Room 1606 Harrisburg, PA 17121</p>
<p>Course Approval</p>	<p>The Department of Labor & Industry will act on applications that are administratively complete within 30 days of their receipt. The Department will issue a Certificate of Accreditation for each approved training course.</p>
<p>General Information</p>	<ol style="list-style-type: none"> 1. Failure to submit all applicable information will result in denial of your application. 2. Should an application be denied, any course fees remitted with the application will <u>not</u> be returned to the applicant. 3. Training course providers must permit employees or authorized representatives of the Department of Labor & Industry to attend or monitor any training course without charge, as part of our evaluation. We reserve the right to do this without prior notice to training providers. 4. Accreditation of a course may be suspended and/or revoked if our on-site visit indicates that a course is not in compliance with federal and state requirements. 5. Please direct any questions regarding certification to 717-772-3396 or CALBOIS@pa.gov.

Bureau of Occupational & Industrial Safety | Certification, Accreditation & Licensing Division
651 Boas Street, Room 1623 | Harrisburg, PA 17121 | 717.772.3396 | Fax 717.705.0196 | CALBOIS@pa.gov | www.dli.pa.gov

Auxiliary aids and services are available upon request to individuals with disabilities.

Equal Opportunity Employer/Program