

MAILING ADDRESS

Department of State Health Services
Environmental & Sanitation Licensing Group
P.O. Box 149200
Austin, Texas 78714-9200



<http://www.dshs.state.tx.us/elp>

Toll-free: (800) 572-5548
(512) 834-6600, ext. 2483
Fax: (512) 834-6614

FOR DSHS USE ONLY:

BUDGET/FUND: ZZ112-085

Remit #: _____

Remit Date: _____

Lead Training Program Provider Accreditation Initial/Renewal Application

DO NOT WRITE IN THIS BOX – FOR DEPARTMENT USE ONLY

Rcvd. Date: _____ Init. _____

Post-Mark Date: _____

Rvw. Date: _____ Init. _____

Aprv. Date: _____ Init. _____

Issue Date: _____ Init. _____

Amt Rcvd: \$ _____ FY: _____ Pymt. Type: _____

Last Doc. Rcvd. Date: _____

Print Date: _____ Init. _____

Mail Date: _____ Init. _____

PLEASE COMPLETE THE FOLLOWING (please print legibly):

If **renewing**, enter the training provider's current accreditation number: _____ Expiration Date: _____

PLEASE CHECK ONE OF THE FOLLOWING:

- SOLE OWNER/PROPRIETORSHIP
- LP (Limited Partnership)
- DBA (Doing Business As)
- LLP (Limited Liability Partnership)
- PARTNERSHIP
- NON-PROFIT
- LLC (Limited Liability Company)
- CORPORATION
- GOVERNMENT ENTITY

Legal Business Name _____ State Tax Payer's Identification number _____

DBA Name (if applicable) _____ Telephone Number (include area code) _____

Training Provider's Owner or Authorized Agent (First Name, Middle Initial, Last Name) _____ Title of Owner or Agent _____ Telephone Number (include area code) _____

Business Mailing Address (include suite #) _____ City _____ State _____ Zip Code _____

Business Physical Address (include suite #) _____ Training Provider E-mail Address _____

TRAINING MANAGER: The Individual responsible for administering a training program and monitoring the performance of principal instructors and guest instructors

Training Managers Name _____ Training Manager's E-mail Address _____ Telephone Number (include area code) _____

CERTIFICATION: I certify that I have read and understand the applicable rules and agree to comply with them. I understand that it is a violation of DSHS rules and the Texas Penal Code §37.10 to submit any false or fraudulent information or documents in order to obtain an accreditation. All information I have provided on this application is true, correct, and complete to the best of my knowledge.

Signature of Authorized Person _____

Date _____

PRIVACY NOTIFICATION/NOTIFICACIÓN SOBRE PRIVACIDAD

With few exceptions, you have the right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. See <http://www.dshs.state.tx.us> for more information on Privacy Notification. (Reference: Governor Code, Section 552.021, 552.023, 559.003 and 559.004)

Tan solo por unas cuantas excepciones, usted tiene el derecho de solicitar y de ser informado sobre la información que el Estado de Texas reúne sobre usted. A usted se le debe conceder el derecho de recibir y revisar la información al requerirla. Usted también tiene el derecho de pedir que la agencia estatal corrija cualquier información que se ha determinado sea incorrecta. Dirijase a <http://www.dshs.state.tx.us> para más información sobre la Notificación sobre privacidad. (Referencia: *Government Code*, sección 552.021, 552.023, 559.003 y 559.004.)

IMPORTANT INFORMATION

- Effective January 1, 2005, the term of all accreditations is two years for initial and renewal applicants.
- An accreditation is required to offer training courses for certification purposes in accordance with the §295.201-§295.220 of the Texas Environmental Lead Reduction Rules.
- You may pay for your accreditation online at <http://www.TexasOnline.com> and mail a copy of your online receipt and required supplemental application documentation to the address provided on the other side of this application. You may also mail in your fee along with the accreditation application and required supplemental documentation to the same address for processing.
- Applications will not be approved until all required application documentation has been reviewed and verified.
- An accreditation that has expired for one year or more may not be renewed. The training provider may obtain a new accreditation by complying with the requirements for obtaining a new accreditation.
- If the training provider's accreditation certificate has been lost or stolen, you must submit an Application for Replacement along with the appropriate fee of \$20.

The appropriate fee and the following documentation are required for accreditation in accordance with §295.204 of the Texas Environmental Lead Reduction Rules:

Accreditation Fees: *(two-year term)*

(Unless exempt from fees under §295.216(a))

- INITIAL/RENEWAL:
Accreditation Fee: \$1000.00 Subscription Fee: \$30.00 Total Cost: \$1030.00
- EXPIRED FOR 90 DAYS OR LESS: *(1.5 times the base accreditation fee)*
Accreditation fee: \$1500.00 Subscription Fee: \$30.00 Total Cost: \$1530.00
- EXPIRED FOR MORE THAN 90 DAYS BUT LESS THAN ONE YEAR: *(2 times the base accreditation fee)*
Accreditation fee: \$2000.00 Subscription Fee: \$30.00 Total Cost: \$2030.00

Requirements for an Initial Accreditation:

- 1. A list of courses for which the training program provider is applying for department accreditation. [§295.204(c)(1)(B)]
- 2. A statement signed by the training program manager certifying that the training program meets §295.204(d), the minimum requirements for accreditation. [§295.204(c)(1)(C)]
- 3. For training materials used, the training program provider must provide:
 - a. a statement signed by the training program manager certifying the training program provider uses EPA-developed model training materials [§295.204(c)(1)(C)]; **or**
 - b. if the training program provider does not use EPA-developed or department-developed training materials, the following must also be submitted:
 - (1.) a copy of the student and instructor manuals to be used for each course [§295.204(c)(1)(C)(i)], **and**
 - (2.) a copy of the course agenda for each course, which must include the time allotted for teaching each course topic. [§295.204(c)(1)(C)(ii)]
- 4. A description of the facilities and equipment available for lecture and hands-on training. [§295.204(c)(2)(A)]
- 5. A copy of the course test blueprint for each course. [§295.204(c)(2)(B)]
- 6. A description of the activities and procedures that will be used for conducting the assessment of hands-on skills for each course. [§295.204(c)(2)(C)]
- 7. A copy of the training program provider's quality control plan as described in §295.204(d)(9). [§295.204(c)(2)(D)]
- 8. A statement certifying that copies of the documented methodologies listed in compliance with §295.203(a) of this title (relating to Federal Documented Methodologies) are onsite and available for review. [§295.204(c)(2)(E)]
- 9. Documentation that the training manager and principal instructor(s) meet the requirements of subsection (d) of §295.204. [§295.204(c)(2)(F)]
- 10. A specimen of the training certificate which will be given to students upon successful course completion and test passage. [§295.204(c)(2)(G)]

Requirements for Renewing an Accreditation:

- 1. A list of courses for which the training program provider is applying for department accreditation. [§295.204(g)(3)(B)]
- 2. A description of any changes or updates to the training facility or equipment since the training program provider's last application was approved. [§295.204(g)(3)(C)]
- 3. A statement signed by the training program manager certifying [§295.204(g)(3)(D)]:
 - a. the training program provider will at all times comply with all requirements in §295.204(d)&(f) [§295.204(g)(3)(D)(i)]; **and**
 - b. the recordkeeping and reporting requirements of §295.204(j) will be followed. [§295.204(g)(3)(D)(ii)]

Requirements for Refresher Course(s) Accreditation:

- 1. A training program provider must be accredited, or concurrently applying for accreditation, to provide instruction in the corresponding full course. [§295.204(f)]
- 2. A training program provider seeking refresher course accreditation shall submit to the department the following:
 - a. the training program provider's name, address, and telephone number [§295.204(f)(4)(A)];
 - b. a list of the refresher courses for which it is applying for accreditation [§295.204(f)(4)(B)];
 - c. a copy of the table of contents and course-identifying cover sheet of the student and instructor manuals for each course [§295.204(f)(4)(C)];
 - d. a statement signed by the training program manager certifying that the program complies at all times with all the requirements of §295.204(f) [§295.204(f)(4)(D)]; **and**
 - e. the course test blueprint for each refresher course. [§295.204(f)(4)(E)]