Application for Individual Certification

Lead-Based Paint Professional

Abatement Worker
Abatement Supervisor
Lead-Based Paint Inspector
Lead Risk Assessor
Lead Project Designer

Revised April 2014

PLEASE - DO NOT USE FOR RENOVATION, REPAIR, AND PAINTING CERTIFICATION

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Lead-Based Paint Programs
PO Box 42525, Olympia, Washington 98504-2525 • 360-586-LEAD (5323) • Fax 360-586-5880

Application Instructions
Lead-Based Paint Professional Certification

Who should use this application packet?

- Individuals applying for WA State lead-based paint abatement certification for the first time.
- Individuals whose WA State lead-based paint abatement certification has expired.
- Individuals who wish to renew their WA State lead-based paint abatement certification.
- Individuals who hold a current (not expired) abatement certification issued by another state, tribe, or EPA program.

Reciprocity

We will grant you reciprocity if you are currently certified (not expired) by another state, tribe or EPA program in the same discipline (specialty) for which you are applying to Washington with an expiration date not to exceed the date of expiration listed on the EPA or EPA-authorized state or tribal certification. If reciprocity is granted, you do not have to meet the eligibility requirements for first-time certification such as training, experience, and examination.

Firm Certification

Firms or businesses are required to become certified prior to performing, offering to perform, or advertising that they perform any lead-based paint abatement activities listed in WAC 365-230-020. These activities include lead abatement, lead risk assessment, lead-based paint inspection, and post-abatement clearance in target housing and child-occupied facilities. Firms must use the *"Application for Lead-Based Paint Certification – Firm"* packet to apply for certification as a certified lead-based paint firm. Firm packets are available on our website at **www.commerce.wa.gov/lead.**

Certification Requirements

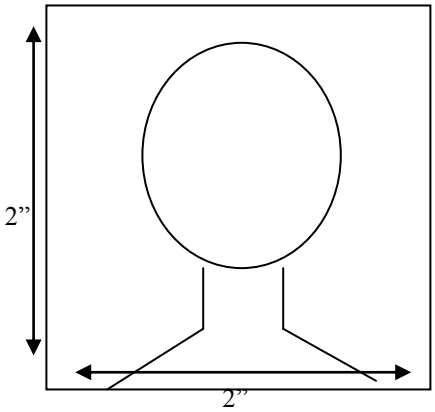
All applicants for certification must submit an application with required forms and supporting documentation.

Applicants for first-time certification and recertification of an expired license must attend an initial training course from a Commerce-accredited training provider and must meet the eligibility requirements for the specific discipline. Applicants for Supervisor, Risk Assessor, Inspector, and Project Designer must pass the state certification examination. Review the *"Eligibility Checklist"* to determine what steps you need to take to qualify for certification

Applicants for recertification of a license, that has not expired, need to take an approved refresher training course for the specific discipline and submit along with the application form. Applications for recertification must be received prior to the expiration date. If you fail to recertify before you expire, you will be required to retake the initial training and pass the state certification exam.

Photo Requirements

Submit ***two*** (2) recent passport quality photos of you alone. Photos should be approximately 2" x 2", with the head and shoulders taking up most of the photo area. *(See illustration to right)* Photos must be printed on glossy photo paper. Photocopies are not acceptable. Photos must be front view against a plain, light background, no hats or dark glasses. Digital photo files are acceptable if provided in a PC-based format such as .jpg files. Digital photos may be submitted as an e-mail attachment to lbpinfo@commerce.wa.gov. Identify each photo you submit with the name of the applicant.



Fee Requirements

The fee for certification is $25 per specialty (discipline), non-refundable. We accept checks or money orders only, no credit cards or cash.

Social Security Numbers

You are required to provide your Social Security number as part of application for certification as a lead-based paint professional in Washington State. This is a mandatory requirement and is based on the Federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996, PL 104-193 and Washington State Law RCW 26.23.150.

Lead Abatement Certification Eligibility Worksheet

This worksheet is designed to help you determine what training, education, and experience you need to be eligible for certification and to help you provide the needed documentation. Use this worksheet if you are applying for first-time certification. Find the specialty (discipline) for certification below and complete the worksheet for that specialty. Be sure to provide the required documentation when you submit your application form. ***Note: training certificates are valid for six months from the date of course completion.***

Lead Abatement Worker

Training:
- ☐ Successfully complete a Commerce-accredited initial training course in the Lead Abatement Worker discipline.
- ✓ Submit a current course completion certificate with your application.

Lead Abatement Supervisor

Training:
- ☐ Successfully complete a Commerce-accredited initial training course in the Lead Supervisor discipline.
- ✓ Submit a valid course completion certificate with your application.

Experience: *Pick the option that best describes your experience.*
- ☐ One year of experience as a certified lead-based paint abatement worker.
- ✓ Submit a copy of your lead abatement worker certification AND complete the Verification of Work Experience form.

or
- ☐ Two years of experience in a related field such as lead, asbestos, environmental remediation, or construction.
- ✓ Complete the Verification of Work Experience form and submit with your application.

Examination: ☐ Certification exam required. ✓ Complete the Examination Request form and submit with your application.

Lead-Based Paint Inspector

Training:
- ☐ Successfully complete a Commerce-accredited initial training course in the Lead Inspector discipline.
- ✓ Submit a valid course completion certificate with your application.

Examination: ☐ Certification exam required. ✓ Complete the Examination Request form and submit with your application.

Lead Risk Assessor

Training:
- ☐ Successfully complete a Commerce-accredited initial training course in the Lead Risk Assessor discipline.

and
- ☐ Successfully complete a Commerce-accredited initial training course in the Lead Inspector discipline.
- ✓ Submit a valid course completion certificate for both courses with your application.

Experience & Education: *Pick the option that best describes your experience& education.*
- ☐ Bachelor's degree AND one year experience in a field such as lead, asbestos, environmental remediation, or construction.
- ✓ Submit a copy of your diploma or official transcript AND complete and submit the Verification of Work Experience form.

or
- ☐ Associate's degree AND two years experience in a field such as lead, asbestos, environmental remediation, or construction.
- ✓ Submit a copy of your diploma or official transcript AND complete and submit the Verification of Work Experience form.

or
- ☐ Certification as an industrial hygienist, an engineer, a registered architect, certified safety professional, registered sanitarian, or registered environmental health specialist.
- ✓ Submit a copy of your registration or certification with your application.

or
- ☐ A high school diploma (or equivalent) AND three years of experience in a field such as lead, asbestos, environmental remediation, or construction.
- ✓ Submit a copy of your diploma or official transcript AND complete and submit the Verification of Work Experience form.

Examination: ☐ Certification exam required. ✓ Complete the Examination Request form and submit with your application.

Lead Abatement Project Designer

Training:
- ☐ Successfully complete a Commerce-accredited initial training course in the Lead Supervisor discipline.

and
- ☐ Successfully complete a Commerce-accredited initial training course in the Lead Project Designer discipline.
- ✓ Submit a valid course completion certificate for both courses with your application.

Experience & Education: *Pick the option that best describes your experience& education.*
- ☐ Bachelor's degree in engineering, architecture, or a similar profession AND one year experience in a field such building construction or design or a related field.
- ✓ Submit a copy of your diploma or official transcript AND complete and submit the Verification of Work Experience form.

or
- ☐ Four years of experience in building construction and design or a similar field.
- ✓ Complete the Verification of Work Experience form and submit with your application.

Examination: ☐ Supervisor certification exam required. ✓ Complete the Examination Request form and submit with your application.

Forms
This application packet contains four forms. Not all applicants are required to complete every form. The eligibility on the previous page indicates which forms you will need to complete according to the specialty and type of education/experience you check. We have provided a brief description of each form below.

Application for Certification or Recertification – Individual
This is the primary application for certification. If you are applying for certification through reciprocity or recertification of a current (not expired) license, this is the only form you need to complete.

Only the applicant can sign the certification statement at the bottom of the application form.

Verification of Work Experience
This is the form that you will use to document your qualifying work experience. Use this form if you were the employee of a company. There is a separate form for self-employed individuals.

The number of years of qualifying experience you must document depends on the specialty. Example: If you are applying for certification as a supervisor and checked "two years experience in a related field such as lead, asbestos, environmental remediation, or construction", you must document at least two years of employment in one of those fields. The form has space to document two employers. If you need to list additional employers to document the required experience, you can print and use a second form. An authorized representative from each employer must sign the signature block for that employer.

Certification of Self-Employment
If your qualifying experience was gained while you were self-employed, use this form to document that experience. Your signature must be notarized by a licensed notary public. If your qualifying experience is a combination of self-employed and company-employed, you must complete both forms.

Examination Request Form
First-time applicants, and those applying to recertify an expired license in the supervisor, risk assessor, inspector, or project designer specialties, must pass the state certification examination in order to be certified. Exams are given in Olympia once a month. The form lists the scheduled exam dates and sessions. Complete the form, check your preferred exam date, and submit to our office prior to the filing deadline. Alternate locations for exams may be available upon request.

NOTE:
Firms Completing Applications for Individuals For Lead-based Paint Activities (Abatement, Inspection, Risk Assessment)

If the firm assists in completing applications for individuals who are applying for certification under lead-based paint activities, please be aware of the following:

- Individuals must have an address and phone number different from the firm's.
- Individuals must sign and date the application.
- Commerce forwards all correspondence to individuals who have signed the application attesting to their willingness to comply with the work practice standards found WAC 365-230-200
- Commerce forwards copies of the individual's approval letter and certificate to the firm upon written request of the applicant; however, the approval letter, identification badge, and certificate remain the property of the individual.

Mailing Address

Completed application packets should be mailed to:
Commerce/Lead-Based Paint Programs
PO Box 42525
Olympia, WA 98504-2525

Contact us if you have questions

Phone: 360-586-LEAD (5323)
E-mail: lbpinfo@commerce.wa.gov
Website: www.commerce.wa.gov/lead

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LBP

Application for Certification – Individual
Lead-Based Paint Professional

Important: See instructions and eligibility information prior to completing forms. Use this form to apply for first-time certification or recertification of an individual. ***Incomplete applications will not be accepted.***

Please type or print clearly

1. Applicant Status *(To be completed by all applicants)*

☐ First-Time Applicant to WA State ☐ Currently Certified by another state, tribe, or EPA program
☐ Recertification – current ☐ Recertification - expired

2. Specialty *(To be completed by all applicants)*

Select the specialty for which you are requesting certification.

☐ Worker ☐ Supervisor ☐ Lead Risk Assessor ☐ Lead Inspector ☐ Project Designer

3. Applicant Information *(To be completed by all applicants)*

Name: _____ Soc. Sec. # _____

Contact phone: _____ E-mail: _____

Business Name: _____ Work phone: _____

Fax: _____ Send mail to: ☐ My home address ☐ My business address

Home Address	**Business Address**
Street/POB _____	Street/POB _____
City _____	City _____
State, Zip _____	State, Zip _____

4. Photos *(To be completed by all applicants)*

Read the photo requirements on Page 1of the instructions and select the appropriate box. I have:

☐ included 2 passport photos ☐ e-mailed one digital photo to lbpinfo@commerce.wa.gov

5. Reciprocity *(To be completed by applicants who are currently certified by another state, tribe or EPA program)*

☐ I have a current certification issued by _____. *(list state, tribe, or EPA)*
☐ I have enclosed a copy of my current badge (both sides) and certificate.

6. Enclosed Documentation/Forms *(To be completed by all applicants)*

I have read the eligibility and training requirements and have enclosed the following documentation/forms with my application.
IMPORTANT: We cannot process your application unless you include all required documentation/forms.

☐ Training Certificate (s) ☐ Verification of Work Experience ☐ Certification of Self-Employment
☐ Diploma/Official Transcript ☐ Proof of Registrations/Certifications ☐ Examination Request

7. Fees *(To be completed by all applicants)* Non-refundable check or money order only, made payable to Commerce.

☐ I am applying for certification in ____ specialties @ $25 ea. I have enclosed a check or money order.

8. Certification and Signature

I certify that I have read and will comply with Washington Administrative Code 365-230; and I understand that failure to comply with those requirements may result in monetary penalties and/or suspension or revocation of my certification. I also certify that information given in this application is complete and accurate to the best of my knowledge.

Signature of Applicant _____ Date _____

Mail your completed application forms, photos, fees and documentation to:
Commerce/Lead-Based Paint Programs, PO Box 42525, Olympia, WA 98504-2525

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Verification of Work Experience
Lead-Based Paint Abatement Certification

Complete this form if you were the employee of a company and the work you performed is qualifying experience listed in the eligibility requirements on Page 2 of the instructions. The work experience documented below must meet or exceed the eligibility requirements for the specialty for which you are seeking certification. Example: If you are applying for certification as a supervisor and are claiming two years experience in the construction field, you must provide documentation of at least 24 months of employment in that field.

If you are self-employed and want to claim that work experience, you must complete the Certification of Self-Employment form. Complete this form if you are applying for Lead Abatement Supervisor, Lead Risk Assessor, and Lead Project Designer only.

Applicant Name: _____ Contact Phone: _____

I am applying for: ☐ Lead Abatement Supervisor ☐ Lead Risk Assessor ☐ Lead Project Designer

Complete one section for each employer. Complete additional sheets if necessary.

1. Work History

Employment Dates: From _____to _____ Total months _____

Company Name: _____ Phone: _____

Address: _____

Your Job Title: _____ Supervisor: _____

List the duties you performed under this job title that relate to the type of experience you are claiming. *Example: If you performed renovation work, list the common tasks you performed, such as window replacement, drywall, painting, siding replacement, etc.*

_____

_____

The individual listed above was employed by this company on the dates indicated and the job duties listed are representative of the work this individual performed.

Signature of Supervisor or Employer: _____

Printed Name: _____Title: _____

2. Work History

Employment Dates: From _____to _____ Total months _____

Company Name: _____ Phone: _____

Address: _____

Your Job Title: _____ Supervisor: _____

List the duties you performed under this job title that relate to the type of experience you are claiming. *Example: If you performed renovation work, list the common tasks you performed, such as window replacement, drywall, painting, siding replacement, etc.*

_____

_____

The individual listed above was employed by this company on the dates indicated and the job duties listed are representative of the work this individual performed.

Signature of Supervisor or Employer: _____

Printed Name: _____Title: _____

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Certification of Self Employment
Lead-Based Paint Abatement Certification

Complete this form to document qualifying experience gained while you were self-employed. This form must be filled out by the applicant and your signature must be notarized by a licensed Notary Public.

Dates of Self-Employment: From _____to _____ Total months _____

Company Name: _____

Address: _____

What type of work activities does this business perform? (Example: Construction, painting, asbestos abatement, etc.)

_____

Uniform Business Identifier: _____ Your Job Title: _____

List the duties you performed that relate to the type of experience you are claiming. *Example: If you did renovation work, list the common tasks you performed, such as window replacement, drywall, painting, siding replacement, etc.*

_____

_____

_____

_____

APPLICANT SIGNATURE AND NOTARY STAMP - This section to be signed by Applicant only.

Applicant signature must be signed in the presence of a licensed notary public.

I certify the self-employed work history described above is complete and accurate to the best of my knowledge.

Signature of Applicant _____ Date _____

This section to be completed by Notary

State of _____County of _____

Signed before me on ___ ___ / ___ ___ / ___ ___ (date) by_____
(print applicant name)

_____
Signature of Notary

_____
Notary's Printed Name

_____
Residing at (County, State)

_____
My appointment expires

Notary Seal

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Examination Request Form
Lead-Based Paint Abatement Certification

Certification examinations are held once a month at the Department of Commerce offices in Olympia. In order to be eligible for an exam date, your completed application and exam request form must be received in our office by the filing deadline. If these materials are received after the filing deadline, we will schedule you for the next exam date. We will send you a confirmation with directions to the exam site after your exam request is approved.

Examinations may be available in alternate locations. Contact the Lead-Based Paint Program for further information (360-725-2941).

Complete all sections below

Name: _____ E-mail: _____

Address: _____
Street City State Zip

Phone: (_____)_____ FAX: (_____)_____

1. Check the type of the exam you wish to take.

All exams begin at **9:00 a.m.**

☐ Inspector ☐ Risk Assessor ☐ Supervisor

2. Check the date you wish to take the exam. Return this form with your completed certification application.

Exam Dates	Filing Deadlines
☐ May 7, 2014	April 30, 2014
☐ June 4, 2014	May 28, 2014
☐ July 2, 2014	June 25, 2014
☐ August 6, 2014	July 30, 2014
☐ September 3, 2014	August 27, 2014
☐ October 1, 2014	September 24, 2014
☐ November 5, 2014	October 29, 2014
☐ December 3, 2014	November 26, 2014
☐ January 7, 2015	December 31, 2014
☐ February 4, 2015	January 28, 2015
☐ March 4, 2015	February 25, 2015
☐ April 1, 2015	March 25, 2015
☐ May 6, 2015	April 29, 2015