

**MISSISSIPPI DEPARTMENT OF ENVIRONMENTAL QUALITY**  
**ACCREDITATION OF TRAINING PROGRAMS**  
**APPLICATION FOR LEAD TRAINING COURSE ACCREDITATION**

\*\*PLEASE TYPE OR PRINT IN INK\*\*

A training program may seek accreditation to offer courses in any of the following disciplines: inspector, risk assessor, supervisor, project designer, renovator, dust sampling technician, and abatement worker. A training program may also seek accreditation to offer refresher courses for each of the above listed disciplines. A training program shall not provide, offer, or claim to provide Commission accredited training courses without applying for and receiving accreditation from the Commission as required under paragraph B of Rule 9.3 of the Regulations for Lead-Based Paint Activities.

A completed application shall consist of Parts I-IV of this application form. Any item not submitted shall constitute an incomplete application and the application will be returned without being processed.

**PART I. TRAINING PROVIDER**

Date of Application		
Training Provider: Last Name	First Name	MI
Applicant Street Address		
City	State	Zip
Phone Number	Fax Number	E-mail

**PART II. COURSE INFORMATION**

Course Type (e.g., Inspector Refresher) :	Language:
Principal Training Site Address:	

**PART III. REQUIRED DOCUMENTATION** (Attach to this Application Form)

1. A statement signed by the training program manager certifying that the training program meets the requirements established in Rule 9.3.C. of the Regulations for Lead-Based Paint Activities. If a training program uses EPA-developed model training materials, or training materials approved by a State or Indian Tribe that has been authorized by EPA, the training program manager shall include a statement certifying that, as well.
2. A copy of the student and instructor manuals, or other materials to be used for each course.
3. A copy of the course agenda for each course, including the time allotted to teaching each course topic.
4. A copy of the course examination with the correct answers marked, and information regarding the course exam that includes the following:
  - a. How the examination was developed and validated
  - b. How and how often it will be revised
  - c. The number of questions covering each major topic (e.g., XRF Use - 8 questions)
  - d. Procedures for administering examination, including security measures
  - e. Procedures for notifying student of examination results (how and when)
  - f. If a hands-on component is included, a description of the process
  - g. Reexamination policy if a student fails the exam

5. Learning/performance objectives for each topic stated in terms of what the student will be able to do upon completion of the topic.
6. A description of the facilities and equipment to be used for lecture and hands-on training.
7. A copy of the course test blueprint for each course.
8. A description of the activities and procedures that will be used for conducting the assessment of hands-on skills for each course:
  - a. Learning/performance objectives for each activity
  - b. Time planned for each activity
  - c. What instructors and students will do during each activity
  - d. Instructor to student ratio for each activity
  - e. List of equipment
  - f. Criteria for evaluating student proficiency for hands-on skills assessment purposes
9. A completed Instructor Qualification Form for the training manager and each instructor. The criteria for the training manager and instructors are outlined in Rule 9.3.C. of the Regulations for Lead-Based Paint Activities. A training program must employ a training manager and principal instructor that meets the required criteria to be accredited.
10. Name and qualifications of the individual(s) responsible for developing and revising the training course for compliance with federal and state requirements.
11. A sample course completion certificate with the following information:
  - a. Name, address, and unique identification number (such as social security number) of the student
  - b. Training course title, specifying initial or refresher
  - c. Inclusive dates of course and date of examination
  - d. Statement that the student successfully completed the course and passed the required examination and hands-on skills assessment
  - e. Unique certificate number
  - f. Expiration date (36 months after the examination)
  - g. Printed name and signature of the training course manager and printed name of the principal instructor
  - h. Name, address and telephone number of the training provider
  - i. Training course location
  - j. Language in which course is to be taught
  - k. An "approval statement" including the name of the approving agency(s) and dates approval were issued.
12. A list of accredited lead training courses currently being provided for certification of individuals
13. A copy of the course quality control plan that meets the requirements of 40 CFR 745 .225(c)(9) and Rule 9.3.C.9. of the Regulations for Lead-Based Paint Activities.
14. The fee for initial course accreditation shall be submitted with this application and shall be in the form of a check or money order for \$450.00 per day of training, made payable to Mississippi Department of Environmental Quality (please note LEAD on your check or money order). **DO NOT SEND CASH.**
15. Training providers must amend their accreditation application within 90 days whenever there is a change to the information presented in their most recent accreditation or re-accreditation application.

- 16. A training provider who has a course accredited by a state, tribe, or territory that has a written reciprocating agreement with Mississippi shall submit the above listed documentation in order for that same course to become accredited by the Commission. HOWEVER, the fee for course accreditation in this instance is \$250.00 per day of training, in the form of a check or money order, made payable to Mississippi Department of Environmental Quality (please note LEAD on your check or money order). DO NOT SEND CASH.

**PART IV. AFFIDAVIT**

I certify that the information contained herein and attached hereto is true and complete. I understand that submittal of falsified information and/or documentation may result in revocation of course accreditation.

\_\_\_\_\_  
Signature of Contact Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Training Manager

\_\_\_\_\_  
Signature of Principal Instructor

\_\_\_\_\_  
Printed Name of Training Manager

\_\_\_\_\_  
Printed Name of Principal Instructor

Please list other instructors here:

**Completed Application Form with Supporting Documentation should be mailed to:**

**Mississippi Department of Environmental Quality  
P.O. Box 2339  
Jackson, Mississippi 39225**

**For Overnight/Express Mail:**

**Mississippi Department of Environmental Quality  
Lead Fees  
700 North State Street  
Jackson, Mississippi 39202**