

Instructions for the Completion of an Asbestos Contractor Certification / Re-certification Application Packet

PURPOSE

In accordance with the Mississippi Department of Environmental Quality (MDEQ) Air Regulation – *“Regulations for the Accreditation and Certification of Asbestos Abatement Personnel”*, any person that wishes to engage in an asbestos project as a “Contractor” in the State of Mississippi must receive and/or renew certification for such discipline from MDEQ.

APPLICATION PREPARATION

- 1) An applicant is required to complete Sections 1 through 4 in full (either typed or printed in ink). The completion of the “Part II: Duly Authorized Representative (DAR) Notification” section is required only if the applicant is not “Responsible Official” for the listed business entity.
- 2) An applicant must select the certification type (“Initial” or “Re-certification”).
- 3) An applicant is required to indicate the highest level of education that has been completed.
- 4) It is highly recommended that the applicant carefully read the affidavit in Section 4. If MDEQ determines that an application packet contains any misinformation (a forged training certificate, false personal information, etc.), MDEQ has the discretion to deny an application and/or revoke an applicant’s existing certification (if applicable). The application must be dated and signed by the applicant.
- 5) The notification of a DAR (i.e., “Part II: DAR Notification”) must be completed and submitted to MDEQ in prior to any action by the “DAR and/or submission of any documentation that requires an authorized signature.

PROHIBITIONS

Please **DO NOT** include personal sensitive identifiable information (e.g., a full Social Security number) or banking information (e.g., a routing number or bank account number) in an application packet.

Please **DO NOT** include the “original version” of any document (e.g., training certifications) with a submitted application packet. MDEQ will accept copies of an original document.

REQUIRED SUPPORTING DOCUMENTS

- 1) The confirmation of training shall be in the form of a copy of the certificate of completion from the accredited training course bearing the training provider’s official seal, **or** an original letter from the training provider confirming completion of the course on the training provider’s letterhead, **or** an original letter from the training provider listing names of persons (with the applicant’s name include) who have successfully completed the training course.
- 2) For an applicant requesting an initial certification, the applicant must enclose a photocopy of a valid picture I.D. (e.g., a driver's license, state identification card, passport, etc.).
- 3) For any applicant requesting an initial certification after the completion of refresher course(s), the applicant must provide a copy of all documents that verify completion of the initial training course as well as all refresher courses.
- 4) If the applicant is not a “Responsible Official” for the denoted business entity, the applicant must complete the “Part II: Duly Authorized Representative (DAR) Notification” section. For reference, the following are

definitions for the role of “Responsible Official” and “Duly Authorized Representative”:

- ***Responsible Official:***
 - a) For a corporation (i.e., a responsible corporate officer): A president, secretary, treasurer, or vice president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation, or a duly authorized representative.
 - b) For a partnership or sole proprietorship: A general partner or the proprietor, respectively.
 - c) For any other business entity: The owner or duly authorized representative who can legally bind such business entity.
- ***Duly Authorized Representative:*** A representative of a responsible official in accordance with corporate procedures who can legally bind the business and be responsible for actions, standards, requirements, and prohibitions under state and federal asbestos control regulations.

EDUCATIONAL REQUIREMENTS

Any applicant seeking certification must complete an MDEQ-approved training course for the “Contractor” discipline within twelve (12) months of the date of the application. In addition, the applicant shall have a high school diploma or its equivalent.

APPLICATION SUBMITTAL

An applicant may submit an application packet using one of the following methods:

- 1) *Electronic:* Please visit <https://www.mdeq.ms.gov/air/asbestos/asbestos-certification-portal/> to submit a completed application packet and please follow the applicable instructions found in the “Payment” section.
- 2) *Mail:* Please follow the instructions found in the “Payment” section application packet.

PAYMENT

Payment must be received in full before an application packet can be considered “complete” in accordance with MDEQ regulations. A check or money order in the amount of **\$350** made payable to “Mississippi Department of Environmental Quality” (note “Asbestos” and the applicant’s name as a memo) in addition to the complete application packet shall be mailed to the following address:

(**NOTE:** If an applicant opts to submit an application packet via the “Electronic” method, include only a copy of each application with the payment)

For Standard Mail:

Mississippi Department of Environmental Quality
ATTN: Accounts Receivable – Fees
P.O. Box 2339
Jackson, MS 39225

For Overnight/Express Mail:

Mississippi Department of Environmental Quality
ATTN: Accounts Receivable – Fees
700 North State Street
Jackson, MS 39202

Mississippi Department of Environmental Quality

Asbestos Contractor Certification/Re-certification Application

1. Type of Certification				Initial Certification	Re-certification
Payment Method: Check Money Order		Check / Money Order No.: _____		Payment Amt: _____	
*NOTE: The fee for a “Contractor” certification is \$350.00 .					
Denote the Method of Training Completed: In-Person Virtual Hybrid (Combination of In-Person & Virtual)					
2. Application Information					
Date of Application			Social Security Number (Last four digits) XXX-XX-_____		
Last Name		First Name		Middle Initial	
Applicant Street Address					
City		State		Zip	
Date of Birth	Sex	Phone Number	E-mail		
Company Name					
Company Street Address					
City		State	Zip		
3. Education Information					
Denote the level of education completed: High School GED College Graduate School					
4. Affidavit					
I certify that the information contained herein and attached hereto is true and complete.					
_____ Printed Name of Applicant			_____ Current Certification Number (if Re-certifying)		
_____ Signature of Applicant			_____ Date of Application		
(check one that applies) Responsible Official Duly Authorized Representative (DAR) (Complete Part II)					
_____ Business Entity					
For MDEQ Use Only					
Date of Application Receipt: _____			Date of Payment Receipt: _____		
Additional Info. Required: Yes No		Date Additional Info. Received: _____			
Date of Approval / Denial: _____			Name of MDEQ Staff: _____		

Part II – Duly Authorized Representative (DAR) Notification

This section only applies to any applicant that qualifies for certification as a DAR. If applicable, this section **must** be notarized.

The undersigned confirms his or her status as a “Responsible Official” for the referenced business entity and hereby provides notification of designation of the denoted applicant as a DAR.

Printed Name of Responsible Official

Title

Responsible Official Signature

Date

For Notary Use Only

Subscribed and sworn to before me, this _____ day of _____, _____

My commission expires: _____

Notary Public

(Notary Seal)

(County)