



## Rhode Island Department of Health

### Environmental Lead Poisoning Prevention

#### Lead Training, Certification and Licensing Guidance Document

The Rhode Island Department of Health Center for Healthy Homes and Environment, Environmental Lead Program adopts this guidance document, in accordance with R.I. Gen. Laws § 42-35-2.12, to provide further instruction for Lead Training Certification and Licensing, 216-RICR-50-15-11.

#### Definitions

1. “Approved” means approved by the Department, state, or local authority having legal and administrative authority for such.
2. “Clearance inspection” means a visual assessment and lead testing, as applicable, done at the conclusion of a renovation, repair, and painting (RRP), lead hazard control (LHC), or lead hazard reduction (LHR) project to determine compliance with this Part.
3. “Department” means the Rhode Island Department of Health.
4. “Encapsulation” means any covering or coating that acts as a barrier between lead-based paint and the environment which relies for its durability on adhesion between the encapsulant and the existing painted surface, and on the integrity of the bonds between the paint layers with each other and with the substrate. Encapsulation may be used as an abatement method only if it is designed and warranted to be “permanent”.
5. “Hands-on training or activities” means a training activity that involves active participation, applied as opposed to theoretical, i.e., the hands-on-portion of a lead training course which allows the student to practice specific techniques in a simulated or actual setting with equipment and supplies typically used in the profession. Hands-on training by definition must be completed in person.
6. “Inspection” means the inspection, other than a comprehensive environmental lead inspection, of any structure or premises undertaken to determine compliance with the requirements of this chapter or with orders issued pursuant to this chapter.
7. “Lead assessor” means a person, either authorized to act as an enforcing officer under the housing code or a designated employee of a federal, state, or municipal agency with jurisdiction over housing, occupational health, child welfare and/or environmental standards who successfully completed a Lead Assessor training course and obtained a license, pursuant to 216-RICR-50-15-11, to conduct lead inspections. Formerly known as Environmental Lead Assessor.

8. "Lead contractor" means, as defined by R.I. Gen. Laws § 23-24.6-4, any person or entity engaged in lead hazard reduction as a business and includes consultants who design, perform, oversee, or evaluate lead hazard reduction projects undertaken pursuant to requirements of this Part. Formerly known as a Lead Hazard Reduction Contractor.
9. "Lead hazard" means a condition that presents a clear and significant health risk to occupants of a child care center, single-family house, dwelling unit and common areas, or premises, particularly where children reside. Lead concentrations in damaged paint, interior dust, bare soil, and/or drinking water which exceed the lead-safe thresholds in § 5.8 of 216-RICR-50-15-5 are an immediate lead exposure hazard requiring corrective action at a regulated facility.
10. "Lead hazard control" means those portions of the lead hazard mitigation standard pertaining to repair of deteriorating paint, correction of dust-generating conditions, provisions of cleanable surfaces, and correction of soil lead hazards that can be identified by visual inspection as provided for in subdivision (9)(ii) or through inspections conducted in accordance with Chapter 24.2 of Title 45, "minimum housing standards" and Chapter 24.3 of Title 45, "Housing Maintenance and Occupancy Code".
11. "Lead hazard reduction" means any action or actions designed to reduce exposure to toxic levels of lead which impose an unacceptable risk of exposure in any dwelling or dwelling unit where a child under the age of six (6) years with environmental intervention blood lead levels or greater resides or on any premises and may include, but is not limited to: repair, enclosure, encapsulation, or removal of lead based paint and/or lead contaminated dust, soil, or drinking water; relocation of occupants; and cleanup measure or ongoing maintenance measures which may include, activities and/or measures that do not present an undue risk to children under age six (6) and can be performed by or on behalf of the property owner without the person performing such activities being licensed or certified.
12. "Lead inspection" means any type of physical investigation of a child care center, single-family house, dwelling unit, or premises to identify the presence of environmental lead, lead hazards, or compliance with the cleaning requirements and lead standards in § 5.8 of 216-RICR-50-15-5 for paint, dust, soil, and/or water.
13. "Lead inspector" means an individual, who successfully completed a certified Lead Inspector training course, passed the Lead Inspector state examination, completed a supervised field apprenticeship, and obtained a license, pursuant to this Part, to conduct lead inspections. Formerly known as Environmental Lead Inspector.
14. "Lead inspector-in-training" means an individual who successfully completed a certified Lead Inspector training course, passed the Lead Inspector state

- examination, and obtained a license, pursuant to this Part, to conduct a supervised apprenticeship to meet the requirements for a Lead Inspector license.
15. “Lead professional” means an occupational grouping of individuals and organizations licensed or certified pursuant to this Part.
  16. “Lead renovation firm” or “LRF” means any person or organization engaged in RRP or LHC as a business and licensed pursuant to this Part. Formerly known as Lead Hazard Control Firm.
  17. “Lead renovator” or “LR” means an individual who successfully completed a certified Lead Renovator training course and obtained a valid training certificate, pursuant to this Part, to perform RRP and LHC work. Formerly known as Lead-Safe Remodeler/Renovator.
  18. “Lead Safe” means that a dwelling, dwelling unit, or premises has undergone sufficient lead-hazard reduction to ensure that no significant environment lead hazard is present and includes, but is not limited to, covering and encapsulation and is evidenced by a lead-safe certificate issued by the Department.
  19. “Lead supervisor” means an individual who successfully completed a certified Lead Supervisor training course, passed the Lead Supervisor Department examination, and obtained a license, pursuant to this Part, to perform and/or supervise LHR work. Formerly known as Lead HazardReduction Site Supervisor.
  20. “Lead training course” means a lead training course certified by the Department to meet the training prerequisite of a specific lead professional license issued by the Department or the certification requirement of a Lead Renovator.
  21. “Lead worker” means an individual who successfully completed a certified Lead Worker training course and obtained a license, pursuant to this Part, to perform lead hazard reduction work. Formerly known as Lead Hazard Reduction Worker (LHW).
  22. “License” means an authorization granted by the Department to engage in a business or occupation that is subject to regulation by the Department. For the purposes of this Part, a registration, certification, permit, or similar authorization issued by the Department is also considered to be a license.
  23. “Live virtual conferencing” means interactive instruction between trainer and student via live stream videoconferencing.
  24. “Mobile training course” means a lead training course, certified pursuant to this Part, which is pre-approved to be offered at various temporary training facilities.

25. “Occupant” means any person who legally resides in, or regularly uses, a dwelling, dwelling unit, or structure; provided, however, that a guest of any age shall not be considered an occupant for the purposes of this chapter.
26. “Pre-recorded training” means access to these sessions on the student’s individual schedule. Trainers may record a live keynote or session and then make the recording available to watch anytime; also considered a webinar.
27. “Renovation, repair, and painting project” or “RRP project” means a project which is being done by a Lead Renovation Firm for purposes other than removing lead-based paint or correcting lead hazards (although it may result in this). The purpose of an RRP project is to ensure that renovations performed at a regulated facility or for compensation at target housing are done safely and prevent lead exposure to owners, occupants, and neighbors of the property where the work is performed. Any additional work which disturbs lead-based paint, other than emergency renovation operations, performed in the same room or area within the same 30-day period must be considered the same RRP project for the purpose of determining whether the work is spot removal or RRP.
28. “Training hour” means at least 50 minutes of actual learning, including, but not limited to, time devoted to lecture, learning activities, demonstrations, evaluations, and hands-on experience.
29. “Training provider” means a person offering or conducting a lead training course certified pursuant to this Part.
30. “Visual assessment” means the visual examination of a residential dwelling or a child care facility following a LHC project or LHR project to determine whether or not the project has been successfully completed; or the visual examination of a residential dwelling or a child care facility to determine the existence of deteriorated paint or other potential sources of environmental lead exposure as part of a Risk Assessment.
31. “X-ray fluorescence analyzer” or “XRF analyzer” means a portable instrument that measures lead concentration using the principle of x-ray fluorescence.

## **General Requirements for Lead Training Course Curriculums**

- A. The Lead Worker, Lead Supervisor, Lead Assessor, Lead Renovator, and Lead Inspector training courses must all include, as a minimum, instruction on the following topics as applicable to the specific license:
  1. Basic background information on lead, including, but not limited to history of lead usage, sources of environmental lead contamination (e.g., paint, dust, water, soil), and other sources of lead exposure (e.g., ceramics, folk remedies, hobbies, occupational exposure);

2. Health effects of exposure to lead including, but not limited to, how lead enters the body, how lead affects the body, symptoms and diagnosis of lead toxicity, blood lead levels of concern, and treatments for lead poisoning;
  3. Overview of applicable Department, Department of Environmental Management, Environmental Protection Agency (EPA), US Housing and Urban Development (HUD), and Occupational Safety and Health Administration (OSHA) lead regulations, including significant definitions;
  4. Overview of all environmental lead professional licenses issued by the Department, including the authority and restrictions of each one;
  5. Department-regulated facilities, persons, and activities;
  6. Department-approved lead testing methods and Rhode Island lead standards;
  7. Lead hazard identification, prioritization, and treatment options;
  8. Community relations, occupant protection, and worksite containment;
  9. Introduction to worker protection including medical monitoring, personal protective equipment, respirator fit tests, and air monitoring;
  10. Prohibited work practices, approved work practices, waste storage, and disposal requirements;
  11. Cleaning procedures, clearance inspections, and lead certificates;
  12. Available guidance, policies, and public educational materials; and
  13. Other topics as required by EPA/HUD and/or the Department.
- B. All lead training courses must have a hands-on skills assessment and a final course test.

## **Lead Renovator Training Course**

- A. Initial Training.
1. The initial eight (8)-hour Lead Renovator training course must be:
    - a. The current EPA/HUD Model Certified Renovator Initial Training Course including the hands-on skill sets plus the Rhode Island differences; or
    - b. The EPA/HUD Renovator Electronic-Learning Model Course, provided that the Rhode Island differences, hands-on training, and

course test are completed in person; or

- c. Any other Department-approved curriculum that contains at least all of the core requirements in § 11.3.5 of 216-RICR-50-15-11, the EPA/HUD Model Certified Renovator Initial Training including the hands-on skill sets, plus the Rhode Island differences.
  2. The initial course test must contain at least 25 short answer questions with a passing score of 70%.
- B. Review Training.
  1. The four (4)-hour review Lead Renovator training course, as a minimum, must include instruction on the following:
    - a. A general review of the initial Lead Renovator training course topics;
    - b. Updated information on state-of-the-art procedures and equipment;
    - c. Reviews of regulatory changes and interpretations; and
    - d. Other topics as required by EPA/HUD and/or the Department.
  2. The review course test must contain at least 25 short answer questions with a passing score of 70%.
- C. Expiration.
  1. Initial Lead Renovator training course completion certificates will expire five (5) years from the completion date of the initial training.
  2. Review Lead Renovator training course completion certificates will expire five (5) years from the date the review training was completed in person.
    - a. Review Lead Renovator training courses that are completed online will expire three (3) years from the date of course completion; and
    - b. The following Review Lead Renovator training course must be completed in person and include the hands-on skill sets.
  3. Course completion certificates must include the expiration date of the certificate.

## **Lead Worker Training Course**

- A. Initial Training.
  1. The 24-hour initial Lead Worker training course, as a minimum, must include instruction on the following:

- a. Lead Worker licensing requirements and completed application;
- b. Duties and responsibilities of a Lead Worker;
- c. Core lead training course topics in § 11.3.5 of 216-RICR-50-15-11;
- d. The requirements outlined in § 11.9 of 216-RICR-50-15-11 and § 8.5 of 216-RICR-50-15-8;
- e. OSHA Lead in Construction Standard 294 C.F.R. § 1926.62;
- f. Other topics as required by EPA/HUD and/or the Department; and
- g. Hands-on training of at least eight (8) hours which, as a minimum, must include:
  - (1) Using personal protective equipment (PPE);
  - (2) Setting up interior and exterior containments;
  - (3) Building a three (3)-chamber decontamination system;
  - (4) Using approved work methods to remove or stabilize lead-based paint;
  - (5) Encapsulating and enclosing lead-based paint hazards;
  - (6) Door and window replacement;
  - (7) Proper cleaning of the interior and exterior work area;
  - (8) Proper storage and disposal of lead waste; and
  - (9) Review/discussion of the hands-on exercises.

- 2. The initial course test must contain at least 50 short answer questions with a passing score of 70%.

**B. Review Training.**

- 1. The eight (8)-hour review Lead Worker training course, as a minimum, must include instruction on the following:
  - a. A general review of the initial Lead Worker Training Course topics;
  - b. Updated information on state-of-the-art procedures and equipment;
  - c. Reviews of regulatory changes and interpretations; and

- d. Other topics as required by EPA/HUD and/or the Department.
2. The review course test must contain 25 to 50 shortanswer questions with a passing score of 70%.
3. Alternatively, the eight (8)-hour review Lead Supervisor Training Course may be substituted for the review Lead Worker Training Course for Lead Worker license renewal.

C. Expiration.

1. Lead Worker Training Course completion certificates will expire one (1) year from the date the training was completed.
2. Course completion certificates must include the expiration date of the certificate.

### **Lead Supervisor Training Course**

A. Initial Training.

1. The 40-hour initial Lead Supervisor Training Course, as a minimum, must include instruction on the following:
  - a. Lead Contractor and Lead Supervisor licensing requirements and completed application;
  - b. Duties and responsibilities of a Lead Contractor and Lead Supervisor;
  - c. Core lead training course topics in § 11.3.5 of 216-RICR-50-15-11;
  - d. Lead Worker training course topics above;
  - e. Applicable OSHA standards in 294 C.F.R. Part 1910;
  - f. “Right-to-Know” information and training;
  - g. Legal concerns, insurance, and bonding;
  - h. Project management;
  - i. Notification and recordkeeping requirements;
  - j. Understanding a lead inspection report, recognizing potential environmental lead exposure hazards and changes in conditions after the inspection, prioritization of lead hazards, and evaluation of lead hazard reduction options;

- k. Clearance Inspections and lead certificates;
  - l. Proper use and maintenance of HEPA vacuum systems, negative air pressure ventilation systems, and worker decontamination systems;
  - m. Characterization and transportation of waste;
  - n. Other topics as required by EPA/HUD and/or the Department; and
  - o. Hands-on training of at least eight (8) hours which, as a minimum, must include:
    - (1) Using personal protective equipment (PPE);
    - (2) Setting up interior and exterior containment;
    - (3) Building a three (3)-chamber decontamination system;
    - (4) Using approved work methods to remove or stabilize lead-based paint;
    - (5) Encapsulating and enclosing lead-based paint hazards;
    - (6) Door and window replacement;
    - (7) Proper cleaning of the interior and exterior work area;
    - (8) Proper storage, characterization, and disposal of lead waste;
    - (9) Completing required checklists, certificates, and other forms;
    - (10) Recordkeeping requirements; and
    - (11) Review/discussion of the hands-on exercises.
2. The initial course test must contain at least 75 short answer questions with a passing score of 70%.

**B. Review Training.**

- 1. The eight (8)-hour review Lead Supervisor training course, as a minimum, must include instruction on the following:
  - a. A general review of the initial Lead Supervisor training course topics;
  - b. Updated information on state-of-the-art procedures and equipment;

- c. Reviews of regulatory changes and interpretations; and
    - d. Other topics as required by EPA/HUD and/or the Department.
  - 2. The review course test must contain 25 to 50 shortanswer questions with a passing score of 70%.
- C. Expiration.
- 1. Lead Supervisor training course completion certificates will expire one (1) year from the date the training was completed.
  - 2. Course completion certificates must include the expiration date of the certificate.

## **Lead Assessor Training Course**

- A. Initial Training.
- 1. The 16-hour initial Lead Assessor training course, as a minimum, must include instruction on the following:
    - a. Lead Assessor licensing requirements and completed application;
    - b. Authority, duties, and responsibilities of a Lead Assessor;
    - c. Core lead training course topics in § 11.3.5 of 216-RICR-50-15-11;
    - d. Lead inspections as detailed in 216-RICR-50-15-5;
    - e. Issuing Certificates of Lead Conformance (Form PBLC-30) within the Department's electronic inspection reporting system and uploading Mitigation Reports;
    - f. Paint test kits and paint chip sampling for the applicability of the RRP Rule;
    - g. EPA test kit documentation and paint chip sample collection forms;
    - h. EPA and HUD dust sampling protocols;
    - i. Chain of custody and laboratory results;
    - j. Reporting requirements;
    - k. Recordkeeping requirements;
    - l. Lead hazard treatment options, work practice, and licensing requirements in 216-RICR-50-15-12 as applicable;

- m. Applicability of State Property Maintenance Code (SB-6);
  - n. Other topics as required by EPA/HUD and/or the Department; and
  - o. Hands-on training of at least four (4) hours which, as a minimum, must include:
    - (1) A walk-through inspection of an actual or mock-up dwelling;
    - (2) Visual assessments;
    - (3) On-site discussion relating to information gathering and determination of testing methods and locations;
    - (4) Use of field test kits and collection of paint chip, dust wipe, soil, and drinking water samples;
    - (5) Chain of custody and laboratory results;
    - (6) Lead inspection report forms and lead certificates;
    - (7) Issuing a lead certificate; and
    - (8) Review/discussion of the hands-on exercises.
2. The initial course test must contain at least 50 short answer questions with a passing score of 70%.
- B. Review Training.
- 1. The eight (8)-hour review Lead Assessor Training Course, as a minimum, must include instruction on the following:
    - a. A general review of the initial Lead Assessor training course topics;
    - b. Updated information on state-of-the-art procedures and equipment;
    - c. Reviews of regulatory changes and interpretations; and
    - d. Other topics as required by EPA/HUD and/or the Department.
  - 2. The review course test must contain 25 to 50 short answer questions with a passing score of 70%.
  - 3. Alternatively, the eight (8) hour review Lead Inspector Training Course may be substituted for the review Lead Assessor Training Course for Lead Assessor license renewal.
- C. Expiration.

1. Lead Assessor Training Course completion certificates will expire one (1) year from the date the Lead Assessor Training Course was completed.
2. Course completion certificates must include the expiration date of the certificate.

## **Lead Inspector Training Course**

### **A. Initial Training.**

1. The 40-hour initial Lead Inspector Training Course, as a minimum, must include instruction on the following:
  - a. Lead Inspector licensing requirements, including Lead Inspector-in-Training field apprenticeship requirements, and a completed application;
  - b. Authority, duties and responsibilities of a Lead Inspector;
  - c. Approval for supervising a Lead Inspector-in-Training;
  - d. Core lead training course topics in § 11.3.5 of 216-RICR-50-15-11;
  - e. Lead inspections as detailed in 216-RICR-50-15-5;
  - f. Pre-inspection planning and review of previous reports;
  - g. XRF use in accordance with the EPA/HUD Performance Characteristic Sheet (PCS);
  - h. Radiation safety training and requirements for obtaining a Radioactive Materials License;
  - i. Lead test kits and their limitations;
  - j. Environmental lead (paint, dust, soil, and water) sampling, chain of custody, and laboratory results;
  - k. Lead hazard treatment options and work practice requirements in 216-RICR-50-15-8;
  - l. Clearance inspections and lead certificates;
  - m. HUD Lead-Safe Housing Rule, lead inspection, risk assessment, and sampling protocols;
  - n. Recordkeeping requirements;
  - o. Insurance and liability issues;

- p. Other topics as required by EPA/HUD and/or the Department; and
  - q. Hands-on training of at least eight (8) hours which, as a minimum, must include:
    - (1) A walk-through inspection of an actual or mock-up dwelling;
    - (2) Visual assessments;
    - (3) On-site discussion relating to information gathering and determination of lead testing methods and locations;
    - (4) Use of XRF analyzers, field test kits and collection of paint chips, dust wipe, soil, and drinking water samples;
    - (5) Chain of custody and laboratory results;
    - (6) Entering a lead inspection report and lead certificate into the Department's electronic inspection reporting system;
    - (7) Issuing a lead certificate; and
    - (8) Review/discussion of the hands-on exercises.
  - 2. The initial course test must contain at least 75 short answer questions with a passing score of 70%.
- B. Review Training.
- 1. The eight (8)-hour review Lead Inspector training course, as a minimum, must include instruction on the following:
    - a. A general review of the initial Lead Inspector training course topics;
    - b. Updated information on state-of-the-art procedures and equipment;
    - c. Reviews of regulatory changes and interpretations; and
    - d. Other topics as may be required by EPA/HUD and/or the Department.
  - 2. The review course test must contain 25 to 50 short answer questions, and a passing score is 70%.
- C. Expiration.
- 1. The Lead Inspector training course completion certificate will expire one (1) year from the date the Lead Inspector training course was completed.

2. Course completion certificates must include the expiration date of the certificate.

## **Certified Renovators**

### **A. Initial Certification.**

1. The following training is required for initial certification as a Lead Renovator:
  - a. An eight (8)-hour initial Lead Renovator training course certified pursuant to § 3.9 of this Part, accredited by EPA or another EPA-authorized state; or
  - b. A four (4)-hour review Lead Renovator training course, certified pursuant to § 3.9 of this Part, accredited by EPA or another EPA-authorized state, and a Lead Supervisor or Lead Worker license issued by the Department, EPA, or another EPA-authorized state.

### **B. Certification Renewal.**

1. The following training is required for re-certification as a Lead Renovator on or before the expiration date of the current certification:
  - a. A four (4)-hour review Lead Renovator training course, certified pursuant to § 3.9 of this Part, accredited by EPA or another EPA-authorized state.

### **C. Late Renewal.**

1. The following training is required for re-certification as a Lead Renovator after the expiration date of the most recent certification:
  - a. An eight (8)-hour initial Lead Renovator training course, certified pursuant to § 3.9 of this Part, accredited by EPA or another EPA-authorized state.
  - b. A four (4)-hour review Lead Renovator training course, certified pursuant to § 3.9 of this Part, accredited by EPA or another EPA-authorized state, and a Lead Supervisor or Lead Worker license issued by the Department, EPA, or another EPA-authorized state.

### **D. De-certification.**

1. A Lead Renovator certification issued pursuant to a Department-certified lead training course is considered to be issued by the Department and may be restricted, limited, suspended, or revoked for failure to comply with the requirements of this Part.

2. A Lead Renovator whose certification is restricted, limited, suspended, or revoked by the Department may request a hearing in accordance with the administrative procedures contained in § 3.19.11 of this Part.
3. A Lead Renovator whose certification is restricted, limited, suspended, or revoked by EPA or the EPA-authorized state, who issued the certification, is considered invalid for the purposes of this Part.

### **Special Requirements for Non-English Language Courses**

- A. Any lead training course may be certified in a non-English language.
- B. Department certification of an English language course does not constitute certification or approval to offer that course in any other language.
- C. A separate application for each non-English language course must be submitted for review and approval by the Department.
- D. The application must meet all other requirements of § 11.3 of 216-RICR-50-15-11.
- E. A separate application fee, pursuant to the Rules and Regulations pertaining to the Fee Structure for Licensing, Laboratory and Administrative Services provided by the Department of Health (Part 10-05-2 of this Title), must be submitted with the application.
- F. The Lead Renovator Training Course in Spanish must be the EPA/HUD Renovador Certificado Modelo Curso de Capacitación Inicial or Renovador Certificado Modelo Curso de Capacitación de Perfeccionamiento, as applicable, plus a Department-approved translation of the Rhode Island differences.
- G. An applicant for any other non-English version course shall submit the following:
  1. A signed statement from the training manager that the current EPA/HUD Non-English Model Curriculum, if available, will be used plus a Department-approved translation of the Rhode Island differences; or
  2. For a training provider with a previously approved English language course, the approved English curriculum, a professional translation of the English curriculum, a list of all non- English supplemental training materials including full title, publisher/source, and publication date; or
  3. For a training provider without a previously approved English language course, all items in § 11.3.4 of 216-RICR-50-15-11, in both English and the non-English language, and a signed statement from a qualified, independent translator that the lead training course and all supplemental training materials were compared to the English language versions and found to be accurate and complete copies.

- H. Course tests must be administered in the same language in which the course curriculum and other course materials were presented.

## **Training Course Checklist Requirements**

- A. The training manager shall submit, for review and approval by the Department, documentation of the following information:
1. Qualifications of the training manager and each instructor identifying those who are principal instructors and those who are solely hands-on instructors;
  2. Detailed description of the site of the training course including address where demonstrations and hands-on practice exercises will be conducted and all requirements in § 11.3.6 of 216-RICR-50-15-11;
  3. The procedure for confirming a student's identity and completion of any prerequisites for the course;
  4. Student to instructor ratios to be used for the classroom and hands-on training;
  5. List of equipment and supplies for both classroom lectures and hands-on training;
  6. A complete copy of the EPA/HUD or state model curriculum or a course outline showing the topics covered, the amount of time allocated to each topic, and the amount of time allocated for each hands-on activity, if using the training provider's own curriculum;
  7. A description of the teaching methods to be used, including any audio-visual aids;
  8. A copy of the course manuals for instructors and students and all additional hand-outs;
  9. Procedures for administering and documenting the hands-on skills assessment and course test;
  10. A copy of the course test blueprint including the number of short answer questions allotted for each topic, total number for each question format (e.g., fill-in-the-blank, multiple choice, true/false), and a sample test with the answer key;
  11. A copy of the quality control plan containing at least the following elements:

- a. Procedures for periodic revision of the curriculum, training materials, and the course test to reflect innovations in the field and changes in regulations, forms, and public educational materials;
  - b. Procedures for ensuring the adequacy of facilities, supplies, and equipment; and
  - c. Procedures for the training manager's annual reviews of instructor competency and/or alternative evaluation methods if the Training Manager and Principal Instructor is the same person.
- 12. A sample copy of the course certificate given to students who pass the course;
  - 13. Reporting and recordkeeping procedures; and
  - 14. Any other relevant information including any applicable information included in the lead training course guidance document.

## **Training Facilities**

### **A. Facility Requirements.**

- 1. Training facilities must be conducive to learning, including, but not limited to, the following (when applicable):
  - a. Adequate seating, lighting, temperature control, and hygiene facilities;
  - b. Adequate electronic equipment and sound system for PowerPoint presentations and videos;
  - c. Adequate space and equipment for hands-on activities;
  - d. Availability of utilities and water required for hands-on activities, if applicable; and
  - e. Meeting all state and local safety and fire codes.

## **Training Reporting System**

- A. When implemented, all providers of Department-certified lead training courses shall use the Department's electronic training reporting system.
  - 1. Training Course.

- a. The training provider shall provide the following information for each certified lead training course in a format specified by the Department:
  - (1) Training provider;
  - (2) Lead training course and Department certification (LTC#);
  - (3) Course location;
  - (4) Start and end dates of course;
  - (5) Principal instructor; and
  - (6) Any other information requested by the Department.
2. Student.
  - a. The training provider shall provide the following information for each student in a format specified by the Department:
    - (1) Training provider;
    - (2) Lead training course and Department certification (LTC#);
    - (3) Start and end dates of course;
    - (4) First and last name;
    - (5) Date of birth;
    - (6) Mailing address, including ZIP code;
    - (7) Email address;
    - (8) Final grade and course status (i.e., passed, failed, incomplete, withdrew, no show); and
    - (9) Any other information requested by the Department.
3. Training Certificate.
  - a. A training provider shall issue a unique course completion certificate to each individual who completes a Lead Training Course and passes the hands-on skills assessment and course test.
  - b. The course completion certificate must include, as a minimum:
    - (1) A unique identification number;

- (2) Full name and address of the student;
  - (3) Lead training course and Department certification (LTC#);
  - (4) Date(s) of the course and date that the individual passed the course test, if other than the last day of the course;
  - (5) Expiration date of the certificate;
  - (6) Name, address, and telephone number of the training provider; and
  - (7) Language in which the training course was given. If the course test was in a language other than written English, the language and method of evaluation must also be included.
  - (8) For Lead Renovator Training Courses, the completion certificates must contain a photograph of the student pursuant to 40 C.F.R. Part 745.
- c. The course completion certificate must be provided to each student within seven (7) days of the course end date or the date that the student passed the course test, if other than the last day of the course.

## **Communications and Correspondence**

- A. All inquiries and correspondence pertaining to this Part should be directed to:

Rhode Island Department of Health Division of Environmental Health

Center for Healthy Homes and Environment

3 Capitol Hill, Room 206 Providence, RI 02908-5097

Website: <https://health.ri.gov/licenses/detail.php?id=270>

E-mail: [doh.leadprogram@health.ri.gov](mailto:doh.leadprogram@health.ri.gov)

Information Line: 401-222-5960 or 401-222-7796

Fax: 401-222-2456 or 401-222-7759

## **Lead Professional License Applications.**

- A. Initial application forms for licensure are available on the Department's website at and should be mailed to:

Rhode Island Department of Health Division of Environmental Health

Center for Healthy Homes and Environment

3 Capitol Hill, Room 206 Providence, RI 02908-5097

Website: <https://health.ri.gov/licenses/detail.php?id=270>

Email: [doh.website@health.ri.gov](mailto:doh.website@health.ri.gov)

Information Line: 401-222-5960 or 401-222-7796

Fax: 401-222-2456 or 401-222-7759

- B. The Department shall mail renewal application forms to the licensee approximately 60 days prior to expiration.
- C. A change of address form is available at:  
<http://health.ri.gov/forms/changeofaddress/Professions.pdf>.

### **Lead Training Courses.**

Lists of currently certified lead training courses are available at:  
<https://health.ri.gov/find/licensees/index.php?prof=Lead%20Program>

### **Lead Professionals.**

Lists of currently licensed lead professionals are available at:  
<https://health.ri.gov/find/licensees/index.php?prof=Lead%20Program>