



Lead-Related Construction Interim Certification Application Instructions

California Department of Health Services, Childhood Lead Poisoning Prevention Branch,
Lead Accreditation & Certification Unit (February 1995)

General Information:

The Department of Health Services, Childhood Lead Poisoning Prevention Branch accepts applications for interim certification for the following 5 lead-related construction disciplines:

- | | |
|---|---|
| ☐ Inspector/Assessor | ☐ Project Designer |
| ☐ Supervisor | ☐ Worker |
| ☐ Project Monitor | |

All certificates the Department grants are "interim" until a state certification exam is ready (in about 2 years).

Applying for Interim Certification:

To apply for interim certification, you will need to:

- ☐ Complete (in ink) and sign the attached application form (DHS form 8488). Be sure to complete both sides of the form. Be sure to fill in a **photo identification number** such as from your driver's license, passport, military ID card, INS resident alien card, etc.
- ☐ Send documentation that you have satisfied the training, education, and experience requirements. (Sample documents are included in this packet.) **Do not** ask employers, schools, or training providers to send information directly to the Department. All information must accompany your application.
- ☐ Send 2 recent passport photographs of yourself (**not** Polaroid, photo copies, cropped family pictures, etc.). Write your name on the back of your photos. Do not staple or paste photos to your application.
- ☐ Include a fee of \$75.00 for **each** interim certificate you request. **IMPORTANT:** All fees are non-refundable.

It is important that you read and follow all application instructions. Incomplete or incorrect applications will not be processed.

Eligibility for Interim Certification:

The chart on page 3 shows the eligibility requirements for each type of interim certificate. You must meet **all** the appropriate eligibility requirements for **all** the certificate(s) you request **before** you apply. Be sure to include **all** the necessary documents with your application.

DO NOT rely on information provided by your training provider to determine your eligibility. If you have questions or need assistance determining your eligibility contact our Hotline.

Submitting Your Application:

We strongly recommend that you keep a copy of your completed application for your own records. It will be useful when you renew your interim certificate.

Mail all your application materials together to the address below. If you are a company or individual submitting applications for several people, please make sure each person's application is signed by the applicants and the materials are securely clipped together. Mail all applications to:

Department of Health Services
Childhood Lead Poisoning Prevention Branch
Lead Accreditation and Certification Unit
5801 Christie Ave., Suite 600, Box C
Emeryville, CA 94608
HOTLINE: (510) 450-2447

Please **do not** address your application to DHS staff members. This will slow your application processing. If you plan to deliver your application by hand, you may do so between the hours of 9:00 am and 5:00 pm. Hand-delivered applications must be placed in a sealed envelope with the above address on the outside.

Your Lead-Related Construction Training

Before you apply...

You must take all the appropriate lead-related construction training. (See the chart on page 3.) You have 1 year after completing your training to apply to us. If you wait longer than 1 year, you must take continuing education before applying. (Call our Hotline to find out which kind of continuing education you need.)

All training completed after Nov. 1, 1994, must be taken from a DHS-accredited training provider. If you take training after Nov. 1, 1994, from a non-accredited training provider your application will be denied. Call our Hotline for a list of DHS-accredited training providers.

When you apply...

You must submit a Course Completion Form (DHS Form 8493). Your DHS-accredited training provider will give you this.

If you took training before Nov. 1, 1994 you must submit proof of training. See page 5 for a sample training letter. If you submit a letter, it must include all the information shown in **[BOLD]** in the sample training letter. If any of this information is missing, your application will be delayed.

Your Lead-Related Construction or Other Applicable Experience

Before you apply...

The Inspector/Assessor, Supervisor, Project Monitor and Project Designer interim certificates have experience requirements. (See the chart on page 3.) Please note that your experience must be in certain kinds of work. Use the calculation table on page 4 to see if you have enough experience to meet the requirements.

If you are a **California State Licensed Contractor**, your license may qualify as part of your experience. (See the chart on page 4.)

When you apply...

Your proof of experience can be submitted on a form or in a letter (see pages 5 and 6 for examples). To speed your application processing, we recommend you use the sample experience form. If you use a letter, it must include all the information shown in **[BOLD]** in the sample experience letter. If any of this information is missing, your application will be delayed.

Your Postsecondary Education

Before you apply...

The Inspector/Assessor, Project Monitor and Project Designer interim certificates have education requirements. If you do not meet these education requirements, you may be able to substitute extra experience for your education. (See the chart on page 3.)

When you apply...

You can submit a copy of your diploma or school transcripts. If you are substituting experience for your education, this should be indicated on your sample experience form or in your experience letter.

We encourage you to review the eligibility requirements on the next page and to apply if you feel you are eligible. If you have questions or need assistance determining your eligibility contact our Hotline.

Eligibility Requirements

Use the chart below to look up the training, experience and education eligibility requirements for the interim certificate(s) you are seeking. You are eligible for interim certification if you meet all the listed requirements.

	A. Training Requirement	B. Experience Requirement	C. Education Requirement
Inspector/Assessor	Successfully complete a 40 contact hour DHS-approved lead-related construction Inspection and Assessment course OR Have completed at least 32 contact hours of lead-related construction inspection and assessment training before Nov. 1, 1994	★ Have one year of experience as a lead-related construction Supervisor OR ★ Have one year of experience in an occupation conducting inspections and assessing health, safety, or environmental hazards.	Have completed at least two years of postsecondary education in biological, chemical, or physical sciences, or a related field. OR Posses a high school diploma or its equivalent and substitute additional related experience (see Box B) for post secondary education on a year-for-year basis.
Supervisor	Successfully complete a 40 contact hour DHS-approved lead-related construction Supervision/ Project Monitoring course OR Have completed at least 32 contact hours of lead-related construction Supervision/Project Monitoring training before Nov. 1, 1994	★ Have one year of experience as a lead-related construction Worker OR ★ Have two years of experience in the building trades conducting health, safety, or environmental hazard control	NONE
Project Monitor	Successfully complete a 40 contact hour DHS-approved lead-related construction Supervision/Project Monitoring course OR Have completed at least 32 contact hours of lead-related construction Supervision/Project Monitoring training before Nov. 1, 1994	★ Have one year of experience as a lead-related construction Supervisor OR ★ Have one year of experience in an occupation conducting and/or monitoring health, safety, or environmental hazard reduction projects	Have completed at least two years of postsecondary education in biological, chemical, or physical sciences, or a related field. OR Posses a high school diploma or its equivalent and substitute additional related experience (see Box B) for post secondary education on a year-for-year basis.
Project Designer	Successfully complete a 56 contact hour DHS-approved lead-related construction Project Design course OR Have completed at least 48 contact hours of lead-related construction Project Design training before November 1, 1994	★ Have one year of experience as a lead-related construction Supervisor OR ★ Have one year of experience in an occupation conducting or designing health, safety, or environmental hazard reduction projects	Have completed at least two years of postsecondary education in biological, chemical, or physical sciences, or a related field. OR Posses a high school diploma or its equivalent and substitute additional related experience (see Box B) for post secondary education on a year-for-year basis.
Worker	Successfully complete a 32 contact hour DHS-approved lead-related construction Work course OR Have completed at least 24 contact hours of lead-related construction Work training before Nov. 1, 1994	NONE	NONE

★ You **may not combine** experience from these two options to satisfy their experience requirement.

State of California Licensed Contractors

The experience you have which qualifies you to be a licensed contractor in California may also satisfy your experience requirement for interim certification. If you have been a State of California Licensed Contractor for **at least 1 year**, in any of the categories listed below, you may have satisfied the experience eligibility requirement for interim certification. Be sure to include your State of California Contractor's **License number** on your experience form or letter. This will help DHS to process your application more quickly.

General Engineering Contractor	A	Painting and Decorating	C-33
General Building Contractor	B	Pipeline	C-34
Boiler, Hot Water Heating and Steam Fitting	C-4	Plumbing	C-35
Building Moving, Demolition	C-21	Roofing	C-39
Earthwork and Paving	C-12	Sheet Metal	C-43
Flooring and Floor Covering	C-15	Sand & Water Blasting	C-61 / D-38
General Manufactured Housing	C-47	Clean-up	C-61 / D-63
Glazing	C-17	Asbestos	ASB
Parking and Highway Improvement	C-32	Hazardous Substance Removal	HAZ

Calculating Your Experience

Use the following steps to calculate the amount of applicable experience you have.

	Sample Information	Your Information
1. Find the dates you started and stopped working for an employer.	<i>Lead-B-Gone, Inc</i> start: <u>10/1/88</u> end: <u>12/1/90</u>	start: _____ end: _____
2. Count the number of months that you worked for that employer and write it in Box A. ----->	A <u>120.0 months</u>	A
3. Estimate the percentage of time that you did lead-related construction or other applicable activities for that employer and write it in Box B. ----->	B x <u>00.5 (50%)</u>	B x
4. Multiply the total number of months worked (Box A) by the estimated percentage of time you did lead-related construction or other applicable activities (Box B). Write the result in Box C. ----->	C <u>60.0 months</u> + <u>12.0</u>	C + <u>12.0</u>
5. Divide the number of months you did lead-related construction or other applicable activities (Box C) by 12 to calculate your experience in years. Write the result in Box D. ----->	D = <u>5.0 years</u>	D =

Repeat this calculation for **each** of your applicable employment experiences. Add together the results (Box D) of all your experience calculations. The grand total of **all** your lead-related construction or other applicable employment experiences must **equal or exceed** the experience requirements shown in the chart on page 3.

Proof of Training Sample Letter

Here is a sample training verification letter for a course taken before Nov. 1, 1994.

Construction
Training, Inc.
500 Industrial Ave.
Sometown, CA 99999
(510) 555-2000 phone
(510) 555-2001 fax

[DATE]

To whom it may concern,

As director of the lead training program for [NAME OF TRAINING PROVIDER], I wish to document the training of an individual applying to DHS for lead-related construction interim certification.

I believe [NAME OF STUDENT] has successfully met the training requirement for [NAME OF DISCIPLINE] by completing the [NUMBER OF HOURS] contact hours of [NAME OF COURSE] offered from [BEGINNING DATE] to [ENDING DATE]. He/She passed a 100 question multiple choice test with a score of 70% or better on [DATE OF FINAL EXAM].

Please refer to the course syllabus and outline which is enclosed with this letter.

I, the undersigned, [TRAINING DIRECTOR'S NAME], declare, under penalty of perjury, that the information in this letter is true and correct.

Sincerely,

John Doe

John Doe,
Director of Training

Proof of Experience Sample Letter

Here is a sample letter of employment verification supplied by an employer.

**Employment
Inc.**

600 Industrial Ave.
Sometown, CA 99999
(510) 555-4000 phone
(510) 555-4001 fax

To whom it may concern,

I verify that [NAME AND ADDRESS OF EMPLOYER] employed with [EMPLOYER'S NAME AND ADDRESS] from [START DATE] to [ENDING DATE].

[NAME OF EMPLOYEE] was responsible for [DESCRIPTION OF LEAD-RELATED CONSTRUCTION OR OTHER APPLICABLE ACTIVITIES]. He/She spent approximately [PERCENTAGE] of work time performing these activities during that period.

I, the undersigned, declare, under penalty of perjury, that the information in this letter is true and correct.

Sincerely,

Jane Doe

Jane Doe,
Director of Personnel

Be sure to include your training and employment documents with your application. Do not ask your training employer to send documents directly to the Department.

PROOF OF EXPERIENCE SAMPLE FORM

Department of Health Services - Childhood Lead Poisoning Prevention Branch

Complete one form for each employer providing verifiable proof of your experience. Type or print all information. You may use a photocopy or a computer-generated facsimile of this form. Include all information on computer facsimiles.

1. Applicant Information:Name: _____
Last First

State of California Contractor's License Number: (if applicable) _____

I am using experience from the following employer to satisfy my eligibility requirement for: (check all that apply)

☐ Inspector/Assessor
☐ Supervisor☐ Project Monitor
☐ Project Designer☐ All or part of my education
requirement**2. Employer Information:**

Company Name: _____

Address: _____
Number Street Suite
City State ZipSupervisor Name: _____
Last First

Supervisor Phone Number: (____) ____ - ____ Fax: (____) ____ - ____

3. Experience Information:

Describe the lead-related construction or other applicable activities the applicant has performed while working for the above employer. (Use extra pages if necessary.)

(Continued on _____ pages which are hereby attached and made a part hereof.)

Dates employed to do the work described above. From: ____/____/____ To: ____/____/____ Month Day Year Month Day Year	Percentage of time did the work described above. _____%
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4. Declaration and Signature of Employer:

I certify, under penalty of perjury, that the information contained in this document is true and correct.

Employer/Supervisor Signature_____
Print Name of Employer/Supervisor_____
Date Signed_____
Print Title of Employer/Supervisor

APPLICATION FOR LEAD-RELATED CONSTRUCTION INTERIM CERTIFICATION

1. **Type Of Application:** a. ☐ Interim Certification b. ☐ Renewal of Interim Certification

Note: Applicants for interim certification must apply to the Department within one year from the issuance date of the DHS Form 8493, Course Completion Form or the written documentation of completion of required instruction.

Applicants failing to apply within one year from the issuance date of the DHS Form 8493, Course Completion Form or the written documentation of completion of required instruction, must complete a minimum of seven contact hours of DHS-approved continuing education instruction to be eligible to apply for interim certification.

2. **Applicants applying for renewal of Interim Certificate(s), please provide the following information:**

Interim Certificate Number: _____ Expiration Date: ____/____/____

Interim Certificate Number: _____ Expiration Date: ____/____/____

Interim Certificate Number: _____ Expiration Date: ____/____/____

Interim Certificate Number: _____ Expiration Date: ____/____/____

Interim Certificate Number: _____ Expiration Date: ____/____/____

3. **Type Of Interim Certification:**

Please check the box(es) for the type(s) of Interim Certificate(s) for which you are applying:

- a. ☐ Lead-Related Construction Inspector/Assessor d. ☐ Lead-Related Construction Project Monitor
b. ☐ Lead-Related Construction Supervisor e. ☐ Lead-Related Construction Worker
c. ☐ Lead-Related Construction Project Designer

4. **Applicant Information:** (Please Print or Type)

Name: _____
Last First M.I.

Residence Address: _____
Number Street Apt.
City State Zip

Mailing Address: _____
(If different from above) Number Street Apt.
City State Zip

Phone Number: (____) _____ - _____ Date of Birth: ____/____/____
Month Day Year

Photo Identification Number (From Course Completion Form): _____

Gender: ☐ Male ☐ Female

Race/Ethnicity (check one):

- ☐ White ☐ American Indian
☐ Black/African American ☐ Asian/Pacific Islander
☐ Other (please specify) _____

(check one):

- ☐ Hispanic
☐ Non-Hispanic

5. **Social Security Number** (*Optional): _____ - _____ - _____

6. Documentation Of Applicant's Education, Training, And Experience:

Please enclose the following information with this application.

- a. **Lead-related construction training:** Original DHS Form 8493, Course Completion Form for a course or continuing education instruction issued by an accredited training provider, OR written documentation of completion of required instruction, issued by a training provider. Documentation must include the name and address of the training provider, title of the course, dates of successful completion of the course and final course examination, number of course contact hours, and outline or syllabus of course content and time devoted to each topic. Documentation must include the name, printed or typed, date, signature, and title of the individual responsible for verifying, under penalty of perjury, that the information is true and correct.
- b. **Experience:** Written documentation of experience, if applicable. Documentation must include name and address of employer, name and telephone number of supervisor; or indicate if self-employed. Documentation must also include employment dates, description of specific duties performed, and estimated percentage of time associated with lead-related construction activities. This information must be signed by the supervisor or employer verifying, under penalty of perjury, that the information is true and correct.
- c. **Education:** Evidence of completion of postsecondary education, such as transcript or diploma, if applicable.

7. Please enclose two passport size photographs.

- 8. Renewal Applicants:** Please provide documentation of any changes which have occurred since submission of original application. Applicants for renewal are not required to include previously submitted documentation, unless it is no longer current or valid. Renewal applicants must, however, include payment of the \$75.00 application fee, for each certificate requested.

Applicants for interim certification renewal must apply to the Department at least 120 calendar days prior to the expiration date indicated on the Interim Certificate.

- 9. Change Of Address:** Interim certified individuals must notify the Department within 30 calendar days of a change of address.

10. Applicant Verification Of Information:

I hereby certify, under penalty of perjury, that the information provided herein is true and correct.

Name: _____
Please Print or Type

Signature: _____

Date: ____/____/____

- 11. Fees:** Please enclose a \$75.00 application fee for each Interim Certificate requested in the form of a cashier's check or money order with this application payable to California Department of Health Services. **Personal checks or cash will not be accepted.**

*The Information Practices Act of 1977 and the Federal Privacy Act require the Department of Health Services to tell you why we ask you for information. The Childhood Lead Poisoning Prevention Branch asks for application information for interim certification of individuals engaged in lead-related occupations to carry out the requirements of the Health and Safety Code section 429.16. Disclosure of your Social Security number is voluntary.

Information furnished will be used for record keeping purposes and to correlate data bases containing lead poisoning cases to lead-related construction activities performed.

We may give the information you furnish us to the Division of Occupational Safety and Health (Cal-OSHA) and California government agencies and officials, as provided by law.

You have the right to access records containing your personal information maintained by the Department of Health Services. The officials responsible for maintaining the information are located at the Childhood Lead Poisoning Prevention Branch, 5801 Christie Avenue, Suite 600, Emeryville, California 94608. Telephone: (510) 450-2447.

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