

This form may be completed online and mailed to the address listed below.

**NEBRASKA DEPARTMENT OF HEALTH & HUMAN SERVICES  
DIVISION OF PUBLIC HEALTH – LEAD-BASED PAINT PROGRAM**

**APPLICATION FOR  
LEAD-BASED PAINT OCCUPATION COURSE APPROVAL**

**General Instructions:** Use this form to apply for Department approval to provide training courses for each classification of lead-based paint occupation certification in Nebraska. Use a separate form for each course for which approval is sought.

Where the application requests information on a separate page, attach the separate page to the application, indicate the part and item number in the upper right-hand corner and number the pages consecutively in the bottom right-hand corner.

Applications will not be considered which are incomplete, unsigned, or fail to enclose the appropriate fee required by 178 NAC 23-004.02B payable by check or money order to the Nebraska Department of Health & Human Services Division of Public Health – Lead-Based Paint Program.

Applicants are advised that the Department will audit at least one presentation of a course for which approval has been granted. Course approval may be revoked if an on-site audit discovers any deficiencies.

Prior to applying for training course approval, applicants should review the requirements of 178 NAC 23-004.

Complete applications will be processed within thirty (30) days of receipt. Courses should not be scheduled until Department approval has been received.

Mail the completed application and the fee to the following address:

Lead-Based Paint Program Manager  
Nebraska Department of Health & Human Services  
Division of Public Health Environmental Health Unit  
Office of Environmental Health Hazards and Indoor Air  
Lead-Based Paint Program  
301 Centennial Mall South  
P.O. Box 95026  
Lincoln, NE 68509-5026

**Form 6 Instructions**

**NEBRASKA DEPARTMENT OF HEALTH & HUMAN SERVICES  
DIVISION OF PUBLIC HEALTH – LEAD-BASED PAINT PROGRAM**

**APPLICATION FOR  
LEAD-BASED PAINT OCCUPATION COURSE APPROVAL**

**PART A  
GENERAL INFORMATION**

1. Name of Applicant: \_\_\_\_\_  
 Address Street: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State/Zip: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

**PART B  
COURSE ADMINISTRATION**

1. Title of Course: \_\_\_\_\_

2. The lead-based paint occupation for which the course is developed and whether initial or review training.

<u>Occupation</u>	<u>Initial</u>	<u>Review</u>
Worker	_____	_____
Supervisor	_____	_____
Project Designer	_____	_____
Risk Assessor	_____	_____
Inspector	_____	_____
Visual Lead	_____	_____
Hazard Advisor	_____	_____
Elevated Blood Lead	_____	_____
Level Investigator	_____	_____

3. A description of the facilities and equipment to be used for lecture and hands-on training including the street address the facilities to be used for lecture and hands-on training.
4. A copy of the course test blueprint for each program or review course.
5. A description of the activities and procedures that will be used for conducting the assessment of hands-on skills for each program.
6. A copy of the quality control plan as described in 178 NAC 023-004.03F.

## PART C CURRICULUM

Provide a copy of all course materials, including, but not limited to, student manuals, instructor notebooks, handouts and the following items required by 178 NAC 23-004.03A through 004.03I of Departmental regulations;

23-004.03A For a training provider to obtain accreditation from the Department to offer lead-based paint professions training programs or review courses, the provider shall meet the following requirements:

1. The training provider shall employ a training program manager who has demonstrated experience, education, or training in the construction industry including: lead or asbestos abatement, painting, carpentry, renovation, remodeling, occupational safety and health, or industrial hygiene and one of the following:
  - a. At least two years of experience, education, or training in teaching workers or adults; or
  - b. A bachelor's or graduate degree in building construction technology, engineering, industrial hygiene, safety, public health, education, business administration or provider management or a related field; or
  - c. Two years of experience in managing a training provider specializing in environmental hazards.
2. The training program manager shall designate a qualified principal instructor for each professions training programs or review courses who has:
  - a. Demonstrated experience, education, or training in teaching workers or adults; and
  - b. Successfully completed at least 16 hours of lead-specific training from any training provider that is EPA-accredited or State-accredited by an EPA authorized state; and
  - c. Demonstrated experience, education, or training in lead or asbestos abatement, painting, carpentry, renovation, remodeling, occupational safety and health, or industrial hygiene.
3. The principal instructor shall be responsible for the organization of the professions training programs or review course and oversight of the teaching of all course material. The training program manager may designate guest instructors as needed to provide instruction specific to the lecture, hands-on activities, or work practice components of a program or course.

23-004.03B The following documents shall be recognized by the Department as evidence that training managers and principal instructors have the education, work experience, training requirements or demonstrated experience, specifically listed in 178 NAC 23-004.03A items 1. and 2. This documentation need not be submitted with the accreditation application, but, if not submitted, shall be retained by the training provider as required by the record keeping requirements contained in 178 NAC 23-004.08. Those documents include the following:

1. Official academic transcripts or diploma as evidence of meeting the education requirements.
2. Resumes, letters of reference, or documentation of work experience, as evidence of meeting the work experience requirements.
3. Certificates from train-the-trainer courses and lead-specific training courses, as evidence of meeting the training requirements.

23-004.03C The training provider shall ensure the availability of, and provide adequate facilities for, the delivery of the lecture, course test, hands-on training, and assessment activities. This includes providing training equipment that reflects current work practices and maintaining or updating the equipment and facilities as needed.

23-004.03D For each program offered, the training provider shall conduct a course test at the completion of the program, and a hands-on skills assessment, for that discipline. Each individual must successfully complete the hands-on skills assessment and receive a passing score on the course test to pass any program.

1. The training program manager is responsible for maintaining the validity and integrity of the hands-on skills assessment or proficiency test to ensure that it accurately evaluates the trainees' performance of the work practices and procedures associated with the program topics contained in 178 NAC 23-004.05.
2. The training program manager is responsible for maintaining the validity and integrity of the course test to ensure that it accurately evaluates the trainees' knowledge and retention of the program topics.
3. The course test shall be developed in accordance with the test blueprint submitted with the training accreditation application.

23-004.03E The training provider shall issue unique program or review course completion certificates to each individual who passes the training program or review course. The certificate shall include:

1. The name, a unique certificate identification number, and address of the individual.
2. The name of the particular program or review course that the individual completed.
3. Dates of program completion/test passage.
4. The name, current address, and telephone number of the training provider.

23-004.03F The training program manager shall develop and implement a quality control plan. The plan shall be used to maintain and improve the quality of the training provider over time. This plan shall contain at least the following elements:

1. Procedures for periodic revision of training materials and the course test to reflect innovations in the field.
2. Procedures for the training manager's annual review of principal instructor competency.

23-004.03G The training provider shall teach the work practice standards for conducting lead-based paint professions contained in 178 NAC 23-007, and other standards developed by the Department. These standards shall be taught in the appropriate courses to provide trainees with the knowledge needed to perform the lead-based paint activities they are responsible for conducting.

23-004.03H The training program manager shall be responsible for ensuring that the training provider complies at all times with all of the requirements in 178 NAC 23-004.

23-004.03I The training program manager shall allow the Department to audit the training provider to verify the contents of the application for accreditation as described in 178 NAC 23-004.

**PART D  
VERIFICATION**

Note: The Training Program Manager of the training provider must sign the following statement.

I hereby verify that the information included in this application and any supplemental information attached to it is true and accurate to the best of my knowledge and meets the requirements established in 178 NAC 23-004.03.

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Title