

RESCHEDULE LEAD (PB) CERTIFICATION EXAM

To *reschedule* an exam that you missed or need to retake complete this form. The Department of Health Services (DHS) must have already received your application for certification (Lead (Pb) Certification Application – Individual).

*Your Social Security Number is requested for accurate identification, but disclosure is voluntary.

APPLICANT INFORMATION

Name of Applicant (First, Middle, Last) include e.g. Jr., Sr., or III		DHS Certification No. (If available)	
Mailing Address	City	State	Zip + 4
Home Telephone Number – Include area code		Work Telephone Number – Include area code	
Date of Birth (month / day / year)		*Social Security Number	

LEAD EXAM DISCIPLINE

Abatement Supervisor Abatement Supervisor-Spanish Hazard Investigator Inspector Risk Assessor

EXAM REGISTRATION FEE

Enclose a **\$50** check or money order payable to **DHS**.

PREFERRED EXAM LOCATION

Madison Milwaukee Eau Claire Green Bay

IMPORTANT INFORMATION

Exam dates are available at www.dhs.wisconsin.gov/lead/Exam.htm.

Mail your registration *at least 2 weeks* before your preferred exam date. You will be placed into the next available date at the same location. Note that exams are offered monthly in Madison and Milwaukee and every other month in Eau Claire and Green Bay.

DHS will mail you a **Lead Certification Examination Confirmation/Admission Letter** that provides the date, time, and location of your scheduled exam. Please bring this with you to the exam for admission.

If DHS must cancel an exam after mailing the Lead Exam Confirmation, every attempt will be made to contact you at the phone numbers you provided. You will be scheduled for another exam at no additional charge.

Exam fees cannot be refunded. You may transfer your exam fee to a different exam *if* you notify DHS at least one work day before the originally scheduled exam date. Requests to transfer are granted on a space available basis.

If you do not take the exam on your scheduled date *and* you did not notify DHS prior to the exam date, you will be required to re-register and pay the \$50 exam fee to reschedule your exam. If you fail to pass an exam and are eligible to retake it, you must re-register and pay the \$50 exam fee to schedule the additional exam.

REMINDER: An applicant has three attempts to pass an exam within 6-months of completing their qualifying training class. If an applicant does not pass the exam within this 6-month period or after three attempts, whichever comes first, the initial training class must be retaken before the exam can be re-taken.

If you have questions please call 608-261-6876. Applications may be mailed or hand delivered to:

Department of Health Services
Lead and Asbestos Section, Room 137
1 West Wilson Street
PO Box 2659
Madison WI 53701-2659