

Lead Training Course Accreditation Application

Use this application to apply for training course accreditation for lead disciplines. If you have questions, call 608-261-6876 or email DHSLASAccred@dhs.wisconsin.gov.

Training course information

Course discipline				<input type="checkbox"/> Initial
				<input type="checkbox"/> Refresher
Company name			DHS company number	
Training manager name – First	Middle	Last		
Email address		Phone number		
Mailing address	City	State	ZIP code	
Records address (if different)	City	State	ZIP code	

Class location If there are more than two class locations, attach a separate sheet listing them.

Location 1: Address	City	Wisconsin
Location 2: Address	City	Wisconsin

Training company owners If there are more than two owners, attach a separate sheet listing them.

Owner 1: Name - First	Last	SSN	
Percent owned	Email address	Phone number	
Mailing address	City	State	ZIP code
Owner 2: Name - First	Last	SSN	
Percent owned	Email address	Phone number	
Mailing address	City	State	ZIP code

Fees Enclose check or money order payable to DHS.

Select correct application fee and calculate accreditation fee. Add application and accreditation fees to determine total due.

1) Application fee

- ☐ Initial course \$200
☐ Refresher course \$125

2) Two-year accreditation fee

Multiply the number of required course hours by \$25. (See list below)
 Course hours _____ x \$25 = \$_____ Accreditation fee.

3) Total payment: Application + Accreditation fee \$_____ fee \$_____ = Total payment enclosed: \$_____

The application fee is nonrefundable. The accreditation fee *is* refundable if accreditation is denied, the training provider does not owe other fees to DHS, or a denial is appealed and upheld.

Lead-Safe Renovation Initial – 8 hours
 Lead Abatement Work Initial – 8 hours
 Lead Abatement Supervision Initial – 16 hours
 Lead Project Design Initial – 8 hours
 Lead Sampling Initial – 8 hours
 Lead Inspection Initial – 16 hours
 Lead Hazard Investigation Initial – 16 hours

Lead-Safe Renovator Refresher – 4 hours
 Lead Abatement Worker Refresher – 8 hours
 Lead Abatement Supervisor Refresher – 8 hours
 Lead Project Designer Refresher – 4 hours
 Lead Sampling Refresher – 2 hours
 Lead Inspector Refresher – 8 hours
 Lead Hazard Investigator and Risk Assessor Refreshers – 8 hours

Required attachments

Use the following checklist to ensure your application is complete. Incomplete applications will be returned to you for completion and resubmittal without further review.

- ☐ **Application and accreditation fees** by check or money order made payable to DHS.
- ☐ **Lead Company Application, (F-00171) and fee**, if not already submitted.
- ☐ **Index of submitted materials.**
- ☐ **Training Manager Application (F-44062)**, if not already submitted.
- ☐ **Certificates of approval** from any other jurisdictions that already approve this course, such as the U.S. Environmental Protection Agency, other states, or tribes (if applicable).
- ☐ **Course description** including major topics covered, course length in days, and training hours per day, excluding lunches and breaks.
- ☐ **Training resource description** including the classroom and any field sites, as well as audiovisual and materials for hands-on exercises.
- ☐ **Recordkeeping description** explaining the types of records that will be kept and for how long, the location at which the records will be kept, and the normal business hours for that location.
- ☐ **Course registration plan** to advise students of the education and experience qualifications of the discipline, and to admit only students who meet the age requirement as shown on valid form of official photo ID, and who have completed any prerequisite training courses.
- ☐ **Names of principal and guest instructors.**
- ☐ **Quality control plan** describing how the training manager will ensure compliance with Wis. Admin. Code ch. DHS 163, annually evaluate training instructor's competency and course materials, maintain the validity, integrity, and security of course tests and hands-on skills tests, and ensure the training manager's attendance at trainer meetings and other trainings when invited by the department.

Course materials

- ☐ **Agenda** with scheduled times for each day of training, major topics with times allocated, hands-on training segments with times allocated and all break and lunch periods.
- ☐ **Student manual** with any other course materials and handouts.
- ☐ **Instructor manual** with learning objectives, training outlines, time frames, teaching methods for each topic and hands-on exercise, and audio-visual materials like slide presentations and videos to be used.
- ☐ **Topical analysis worksheet** completed to show where required topics are covered in the student course materials.
- ☐ **Course test with answer key.**
- ☐ **Test blueprint** showing the test reflects the course content and learning objectives.
- ☐ **Score report and test policy** for notifying students of their test scores and re-administering the test to those who failed.
- ☐ **Evaluation forms** for students to evaluate the course and instructor.
- ☐ **Sample training diploma** (certificate of course completion).
- ☐ **Samples of any proposed advertisements.**

Signature

I affirm that all information on this application is true and correct. I understand that all training materials and personnel must comply with the requirements of Wis. Admin. Code ch. DHS 163, and affirm that this course meets all requirements.

Signature – Training program manager

 Date signed

Mail this form with all fees and required attachments to:

State of Wisconsin
 PO Box 93419
 Milwaukee, WI 53293-3419