|  |  |  |  |
| --- | --- | --- | --- |
| **DEPARTMENT OF HEALTH SERVICES**  Division of Public Health  F-03281D (05/2024) | **STATE OF WISCONSIN**  Wis. Admin Code Ch. DHS 163  Page 1 of 2 | | |
| **LEAD COURSE TEST POLICY AND SCORE REPORT** | | | |
| **Instructions:** Complete this form to describe your course registration plan under sec. [DHS 163.20(8)(h)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/163/iii/20/8/h) and sec. [DHS 163.21(6)(g)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/163/iii/21/6/g). Include this with your application for lead training course accreditation. | | | |
| Training Manager Name (Last, First, MI)  Click or tap here to enter text. | | | |
| Training Company Name  Click or tap here to enter text. | | | |
| Date of Submission or Last Revised  Click or tap to enter a date. | | | |
| **Training Course Discipline** | | | **Course Type** |
| Lead Safe Renovation  Lead Inspection  Lead Hazard Investigator/Risk Assessor  Lead Abatement Supervision  Lead Abatement Work  Lead Sampling  Lead Project Design | | | Initial  Refresher |
| **How we will notify the student’s course test score under sec.** [**DHS 163.20(8)(h)**](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/163/iii/25/10/a) | | | |
| **Click or tap here to enter description.**  **Example Description:**  The instructor will explain to students before handing out the course test how training diplomas will be issued to students who successfully pass the test with scores of at least 70%. The instructor will also explain that students who do not pass will receive a Course Test Score Report with instructions for scheduling a re-attempt at the exam, which must be passed within 30 days.  The instructor will score course tests as they are completed and handed in. Students who pass the test will be quietly informed of their passing score and dismissed from class.  If any student does *not* pass with a score of at least 70%, the instructor will quietly inform the student of their score and complete a blank Course Test Score Report form (example on page 2) with the student’s name, score, and the class date. The instructor will circle or highlight the part of the form with directions for: | | | |
| **How we will administer policy for retaking the course test under s.** [**DHS 163.21(6)(g)**](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/163/iii/21/6/g) | | | |
| **Click or tap here to enter text.**  **Example Description:** We will allow student who fails course test at least two retakes within 30 days. We will not allow student to retake the course test twice in one day. A student who does not pass the course test within 30 days would need to retake the course again before retaking the course test. We require students to call our office during business hours to schedule their retake at least one week in advance. We can offer retakes at our office at 7:00 a.m., 12:00 p.m. and 4:00 p.m., Monday through Friday. | | | |
| **How to retake the course test under s.** [**DHS 163.20(8)(h)5**](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/163/iii/20/8/h/5) | | | |
| Click or tap here to insert test retake policy.  **Example Description:** To schedule your retake, call our office at (123) 456-7890, Monday through Friday from 8:00 to 5:00 p.m. You are entitled to 2 additional attempts to pass the course test over the next 30 days, ***but you must contact our office to schedule a retake at least one week in advance***. Course test retakes may schedule at our office at 7:00 a.m., 12:00 p.m. and 4:00 p.m., Monday through Friday.  You may not attempt the test more than once in the same day.  If you do not pass the course test within 30 days, you will need to re-take the entire class before attempting the test again.  You must score at least 70% on the test to pass the class and be issued a training diploma. | | | |
| **SIGNATURE** — Training Manager | | Date Signed | |