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| **DEPARTMENT OF HEALTH SERVICES**  Division of Public Health  F-03295 (07/2024) | **STATE OF WISCONSIN**  Wis. Admin Code ch. 159  Page 1 of 2 | | |
| **ASBESTOS STUDENT ADMISSIONS PLAN** | | | |
| **Instructions:** Complete this form to describe your asbestos course and student admissions plan under sec [DHS 159.22(7)](https://docs.legis.wisconsin.gov/document/administrativecode/DHS%20159.22(7)) and include it with your application for asbestos 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** |
| |  |  | | --- | --- | | Asbestos Supervisor  Asbestos Worker  Asbestos Inspector   Asbestos Management Planner  Asbestos Project Designer  Exterior Asbestos Supervisor  Exterior Asbestos Worker | Initial  Refresher | | | | |
| **How we will verify the student age and identity under sec.** [**DHS 159.22(7)**](https://docs.legis.wisconsin.gov/document/administrativecode/DHS%20159.22(7)) | | | |
| **Click or tap here to enter a description.**    **Example description:** We will share information on our course registration website about the requirement to be at least 18 years old and present a valid form of official identification before being admitted to class. We will also share this information with students who contact us to register for the training by phone. In addition, we will remind students of this information in an email confirming registration with specific instructions to bring one of the following:   * Driver’s license * Identification card issued by the U.S. military or a federal, state, local, or tribal agency * U.S. or foreign-issued passport, or * Permanent resident alien card   On the date of class, before the student is admitted, our training manager will verify student identification and age by examining the photo ID presented. The training manager will compare the photo on the ID to the student to make sure it is the same person. The training provider will verify that the student is at least 18 years old. | | | |
| **How we will document student identification under sec.** [**DHS 159.22(7)(c)**](https://docs.legis.wisconsin.gov/document/administrativecode/DHS%20159.22(7)(c)) | | | |
| **Click or tap here to enter text.**  **Example description:** The training manager will write down the type of identification examined, the name of the issuing agency, the identification number, the student's full name as it appears on the identification, and the student's date of birth on a separate course registration form for each student. The training manager will then take a digital photo of the student’s head and shoulders while the student holds a name card. Each student will be asked to sign their course registration form. | | | |
| **How we will determine student competency in the language of class instruction under sec.** [**DHS 159.22(7)(e)**](https://docs.legis.wisconsin.gov/document/administrativecode/DHS%20159.22(7)(e)) | | | |
| **Click or tap here to enter text.**  The training manager will implement a prescreening language competency procedure when a registered student’s ability to read and communicate in the language of instruction is in doubt. The training manager will have a brief open-ended conversation with each student separately during registration to determine student competency in the language of class instruction. During this conversation, the training manager will explain to the student as stated in advertising that the class will be taught in English, the exam is in English, and the student will have to pass it unassisted except for potentially being read out loud. The training manager will make sure to only admit students who demonstrate ability to successfully complete course requirements in the language of instruction. | | | |
| **How we will make sure students are eligible for refresher training under sec.** [**DHS 159.22(7)(f)**](https://docs.legis.wisconsin.gov/document/administrativecode/DHS%20159.22(7)(f)) | | | |
| **Click or tap here to enter a description. For initial courses, you may delete this section.**  **Example description:** Before the date of class, the training manager will use the appropriate refresher training eligibility checklist ([asbestos refresher eligibility checklist](https://www.dhs.wisconsin.gov/publications/p03479.pdf)), published by the Department of Health Services (DHS) to verify the student is eligible for refresher training. The training manager will use one of the following sources of information about the student’s certification and training history:   The student’s most recent DHS-issued certification card for the discipline,   The DHS [Lead and Asbestos SharePoint list](https://share.health.wisconsin.gov/ext/alsdropbox/Industry%20Resource%20Documents/Individual%20Certifications%20and%20Applications%20Expiring%20After%202-25-2023.xlsx?d=w0553ad9bea634c3498fdd4a913a8df0a) of certifications recent enough to qualify an individual for renewal after a refresher training, or   The DHS [WALDO](https://health.wisconsin.gov/pfWaldo/secure/homeTrainingProvider.html) student record.  Students who cannot prove they are currently certified in the discipline or have been expired for less than one year will not be permitted to attend class unless the training manager first verifies their eligibility by contacting DHS. The training manager will email [dhsasbestoslead@dhs.wisconsin.gov](mailto:dhsasbestoslead@dhs.wisconsin.gov) to check eligibility at least two business days before the class start date to confirm student eligibility if it is in question. | | | |
| **How we will inform prospective students of course prerequisites under sec.** [**DHS 159.12**](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/159/ii/12) | | | |
| **Complete this section only if you are applying for asbestos management planning or exterior supervisor initial course accreditation. Otherwise, you may skip this section.**  **Click or tap here to a description.**  Example description: We will ensure any student taking an asbestos management planning class is a certified asbestos inspector before taking the class. Additionally, we will ensure any student taking an exterior supervisor initial class have completed the exterior worker course. We will put information about the prerequisites for this course on our website and ensure students who contact us to register by phone already have all of them, or we will arrange to sign them up. Students who do not successfully complete prerequisite training before the start of the class will not be admitted. If the student completes prerequisite training with another training provider, the training manager will direct the student to present training diplomas to be admitted. | | | |
| **SIGNATURE** — Training Manager | | **Date Signed** | |
|  | | Click or tap to enter a date. | |