

TRAINING COURSE PROVIDER APPLICATION INSTRUCTIONS

The Illinois Department of Public Health (IDPH), Asbestos Program, is responsible for accrediting asbestos training courses in accordance with Section 10a of the Asbestos Abatement Act, Section 855.120 of the Asbestos Code, Section 35 of the Commercial and Public Building Act, United States Environmental Protection Agency 40 CFR 763, subpart E, Appendix C, Asbestos Model Accreditation Plan; Interim Final Rule.

PUBLIC INFORMATION DISCLOSURE

The Department maintains a list of the Illinois approved training course providers and the courses they are accredited to teach, which is available upon request. The ***Public Information Disclosure*** section of this application must be completed and returned to this office to allow the Department to release your contact information. **ONLY** those training providers who complete this section will be included in Department lists for contact information. The ***Public Information Disclosure*** section is incorporated into all license applications and training course provider approval applications to address the release of contact information to the general public

The following are minimum standards of course curricula for approval of training course providers to conduct **worker, contractor/supervisor, inspector, management planner, and project designer initial and refresher accredited courses**. Any educational institution or person may apply for accreditation of a training course by submitting the following **for each type of training course**:

- A completed application form provided by the Department for each type of accreditation including courses taught in a language other than English.
- **A \$500.00 application fee per each type of accreditation including courses taught in a language other than English. The check or money order must be made payable to the Illinois Department of Public Health. This fee is NOT REFUNDABLE.**
- A list of other states that currently approve the training course.
- A copy of a U.S. EPA or state-approval letter(s). (Required for training courses previously approved by U.S. EPA or other state programs.)
- A description of the course, number of hours, and course fees.
- A detailed outline of the course curriculum and the amount of time allotted to each topic.
- A description of teaching methods to be used to present each topic, (i.e., lectures, discussions, demonstrations and audio-visual materials).
- A copy of course materials, student manuals, instructor manuals, and any handouts.

- A copy of the course examination and answer key. A closed book examination shall be given at the completion of an initial or refresher training course. A person shall pass the examination with a score of at least 70% in order to receive accreditation. Students shall be allowed to retake the examination twice in a two week time period following the date of the initial failure. After three successive failures, the student shall retake the full course before being allowed to retest. All examinations shall be in compliance with Section 855.120(g) of the Asbestos Code.
- A list of instructors and a completed instructor's application for each instructor per Section 855.120(j) of the Asbestos Code. All changes in instructors shall be submitted to the Department.
- A copy of the course certificate containing the required information in Section 855.120 (f) of the Asbestos Code.
- A statement of the length of training in days in accordance with Section 855.120(i) of the Asbestos Code.
- A description of the type of hands-on training and an inventory of the equipment used in the hands-on training.

Training requirements for each type of training course are outlined in Section 855.120 (c) of the Asbestos Code. Any proposed alterations to an approved training course, such as course materials, instructors, or examinations shall be submitted to the Department for review and approval **prior to implementation**. Each accredited discipline and training curriculum is separate and distinct from the others. A person **may not** attend two or more courses concurrently.

Annual refresher training is required for all accreditation disciplines in accordance with Section

855.120 (h) of the Asbestos Code. The refresher courses shall be specific to each discipline. A 12-month grace period shall be allowed to enable formerly accredited persons with expired certificates to complete refresher training without being required to retake the initial training course. The training provider shall verify that each student possess valid accreditation before granting admission to the refresher course.

Accreditation of initial and refresher courses shall expire one year from the date of accreditation. A renewal fee of **\$500.00** per type of course must be received by the Department prior to the course expiration date. If the renewal fee is received after the expiration date, the provider must pay a **late fee** of **\$100.00** per type of course. Accreditation of a training course which has been expired for more than one year may be restored by reapplying.

The notification form provided by the Department shall be completed and submitted to the Department for each offering of an accredited training course at least 10 working days prior to commencement of training. Any changes in the notification form or instructors shall be submitted at least 48 hours before the course commencement. A list of students who successfully completed the accredited training course shall be submitted to the Department on the form provided by the Department no later than 10 days after the last day of the training course.

A training course may be offered in a language other than English in accordance with Section 855.120 (p)

of the Asbestos Code.

The Department shall provide written notice, via certified mail, of its decision to suspend, revoke or deny accreditation of a training course or approval of an instructor in accordance with Section 855.120 (q) of the Asbestos Code.

All applications shall be submitted to the Illinois Department of Public Health, Asbestos Program, 525 West Jefferson Street, Springfield, Illinois, 62761. If you have any questions call (217)782-5830, **for the hearing impaired only (TTY #800-547-0466).**