

ASBESTOS COURSE ACCREDITATION – INITIAL APPLICATION

Instructions: Use this form to apply for first-time accreditation of an asbestos course or to apply for accreditation for an asbestos course accreditation that expired more than 12 months ago. You must be a certified asbestos company with an approved principal instructor to apply for accreditation or enclose applications for both with this course application. Allow up to 90 days for processing. Call 608-261-6876 or email DHSAsbestosLead@wi.gov with any questions.

TRAINING PROVIDER INFORMATION

Training Company Name	DHS Number	Principal Instructor Name	DHS Number
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COURSE DISCIPLINE AND FEE

Select the course discipline you're applying to accredit and submit the associated fee. Make check or money order payable to **DHS**.

Initial Courses

- Abatement Worker: **\$500** (per language)*
- Abatement Supervisor: **\$500**
- Inspector: **\$500**
- Management Planner: **\$300**
- Project Designer: **\$300**
- Exterior Worker: **\$300** (per language)*
- Exterior Supervisor: **\$300**

Refresher Courses

- Abatement Worker: **\$250** (per language)*
- Abatement Supervisor: **\$250**
- Inspector: **\$250**
- Management Planner: **\$250**
- Project Designer: **\$250**
- Exterior Supervisor: **\$250**

- *Language of instruction (worker only)
- English
 - Other (fill-in):

INDEX OF SUBMITTED MATERIALS

Upon receipt of this application and fee, DHS will contact you with instructions to upload electronic course materials. Provide the filename(s) and page numbers for each required material listed below. If applying for accreditation of a course in a language other than English, include reference to English translations for all course materials you will upload.

1. **Previous accreditations issued for this course from other states or EPA**

If this course has previously been issued accreditation by other states or the EPA, submit copies as required under [DHS 159.24\(3\)](#).

File and page numbers:

2. **Asbestos company application**

If your company is not already certified as an asbestos company, submit [an application](#) as required under [DHS 159.24\(4\)](#).

File and page numbers:

3. **Training resources description.** (Use [F-03295C](#) for this requirement).

Submit a [written description](#) of the training resources that will be provided for the course, including a description of the classroom space and set-up for lecture and hands-on training and training sites for field trips, training supplies and equipment for demonstration and hands-on activities, and audiovisual equipment, computer software and any other classroom technology, required under [DHS 159.24\(5\)\(a\)](#).

File and page numbers:

4. **Principal instructor application**

If the principal instructor you named has not already been approved by DHS, submit [an application](#) for approval as required under [DHS 159.24\(5\)\(b\)](#).

File and page numbers:

5. **Recordkeeping description.** (Use [F-03295A](#) for this requirement).

Submit a [written description](#), required under [DHS 159.24\(5\)\(c\)](#), of how you'll follow recordkeeping requirements under DHS 159.19(7)(b) that includes the types of records kept and for what lengths of time, the complete street address for the location where records will be kept, and the normal business days and hours at the location.

File and page numbers:

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6. **Student admissions plan** (use [F-03295](#) for this requirement).
Submit a written description of your [student admissions plan](#), required under [DHS 159.24\(5\)\(d\)](#), that shows how you will meet the requirements under [DHS 159.22\(7\)](#).
File and page numbers:
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7. **Course agenda**
Under [DHS 159.24\(5\)\(e\)1.](#), submit a [course agenda](#) that meets the requirements under [DHS 159.22\(10\)](#).
File and page numbers:
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8. **Instructor manual**
Under [DHS 159.24\(5\)\(e\)2.](#), submit an instructor manual (including slides and multimedia, if used) that meets the requirements under [DHS 159.22\(14\)](#).
File and page numbers:
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9. **Student manual**
Under [DHS 159.24\(5\)\(e\)3.](#), submit a student manual (including copies of regulations, handouts, worksheets, and all other written materials to be provided to students) that meets the requirements under [DHS 159.22\(15\)](#).
File and page numbers:
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10. **Topic analysis worksheet**
Under [DHS 159.24\(5\)\(e\)4.](#), submit the completed topic analysis worksheet showing the locations in the course manuals and other written materials of each required topic.
File and page numbers:
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11. **Course test and answer key**
Under [DHS 159.24\(5\)\(f\)](#), submit the course test with answer key as required under [DHS 159.22\(16\)](#).
File and page numbers:
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12. **Course test blueprint**
Under [DHS 159.24\(5\)\(f\)](#), submit the [course test blueprint](#) showing how the course test was developed to reflect course content and student learning goals and objectives.
File and page numbers:
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13. **Evaluation form**
Under [DHS 159.24\(5\)\(g\)](#), submit a the [course and instructor evaluation form](#) you will review annually under your quality control plan, required under [DHS 159.22\(5\)](#).
File and page numbers:
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14. **Sample training certificate**
Under [DHS 159.24\(5\)\(h\)](#), submit a sample training certificate (diploma) that meets the requirements under [DHS 159.22\(17\)](#).
File and page numbers:

SIGNATURE

I affirm that the information submitted on this application is correct. I understand that any false information provided may be grounds for denying or revoking accreditation. I understand that I must comply with Wisconsin asbestos regulations.

SIGNATURE — Authorized Representative

Name — Authorized Representative

Date Signed

Complete and mail this form and fees to:

State of Wisconsin
PO Box 93419
Milwaukee WI 53293-3328