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| **DEPARTMENT OF HEALTH SERVICES**  Division of Public Health  F-03281 (05/2024) | **STATE OF WISCONSIN**  Wis. Admin Code Ch. DHS 163  Page 2 of 2 | | |
| **LEAD COURSE REGISTRATION PLAN** | | | |
| **Instructions**: Complete this form to describe your course registration plan under sec. [DHS 163.21(5)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/163/iii/21/5) and include it 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 Sampling  Lead Project Design  Lead Abatement Supervision  Lead Abatement Work  Lead Inspection  Lead Hazard Investigator/Risk Assessor | | | Initial  Refresher |
| **How we’ll inform prospective students of required education and experience under sec.** [**DHS 163.10(3)(b)**](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/163/ii/10/3/b) | | | |
| **Click or tap here to enter description. For courses leading to certifications without education and experience qualifications (lead-safe renovator, lead abatement worker, lead sampling technician, lead inspector), you may skip this section.**  **Example description:** Information about education and experience qualifications to become a certified lead abatement supervisor, hazard investigator, or risk assessor will be clearly stated on the course registration website and in any promotional materials the company creates. In addition, we will share this information with students who contact us to register for the training by phone | | | |
| **How we will inform prospective students of course prerequisites under sec.** [**DHS 163.11(2)**](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/163/ii/11/2) | | | |
| **Click or tap here to a description. For courses without prerequisites (lead-safe renovation, lead sampling), you may skip this section.**  Example description: We’ll put information about the prerequisites for this course on our website and assure that students who contact us to register by phone already have all of them, or else we’ll 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. | | | |
| **How we will make sure students are eligible for refresher training under sec.** [**DHS 163.11(3)**](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/163/ii/11/3) | | | |
| **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 ([lead-safe renovation](https://www.dhs.wisconsin.gov/publications/p03541.pdf) or [other lead disciplines](https://www.dhs.wisconsin.gov/publications/p03542.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 verify the students age and identity under sec.** [**DHS 163.20(9)(a)**](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/163/iii/20/9/a) | | | |
| **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 17 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 17 years old. | | | |
| **How we will document student identification under sec.** [**DHS 163.20(9)(am)**](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/163/iii/20/9/am) | | | |
| **Click or tap here to enter a description.**  **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. | | | |
| **SIGNATURE** — Training Manager | | Date Signed  Click or tap to enter a date. | |