

Lead Poisoning Prevention Program

CONNECTICUT DEPARTMENT OF PUBLIC HEALTH STANDARDS FOR THE APPROVAL OF TRAINING COURSES AND REFRESHER TRAINING COURSES IN LEAD ABATEMENT OR LEAD CONSULTATION SERVICES PURSUANT TO SECTION 20 - 477 OF THE CONNECTICUT GENERAL STATUTES.

Definitions

- (1) "Commissioner" means the commissioner of public health and addiction services.
- (2) "Course examination blueprint" means written documentation of the proportion of course examination questions devoted to each major topic in the course curriculum.
- (3) "Department" means the department of public health and addiction services.
- (4) "Hands-on skills assessment" means an evaluation, which tests the trainee's ability to perform specified work practices and procedures satisfactorily.
- (5) "Principal instructor" means the individual who has the primary responsibility for organizing and delivering a particular training course or refresher training course.
- (6) "Refresher training course" means an annual, supplemental training course that has been approved by the department and that is offered by a training provider for personnel engaged in lead abatement or lead consultation services.
- (7) "Training course" means a department approved training course that is offered by a training provider for persons seeking instruction in lead abatement or lead consultation services.
- (8) "Training manager" means the individual who is responsible for administering a training program for a training provider and for monitoring the performance of the principal instructors, work practice instructors, and guest instructors.
- (9) "Training program" means the various training courses and refresher training courses which are offered by a training provider for persons seeking instruction in lead abatement and consultation services.
- (10) "Training provider" means an entity that offers a department approved training course or refresher training course in lead abatement or lead consultation services.

(11) "Work practice instructor" means an individual who is responsible for teaching specific skills in a particular training course.

A training provider shall comply with the following procedures and standards established by the commissioner to receive approval for a training course or a refresher training course for individuals seeking instruction in lead abatement or lead consultation services.

A. Training course types and disciplines: A training provider may offer training courses or refresher training courses in any discipline as listed, provided that each training course and refresher training course is approved by the department.

A training provider may seek approval for training courses in any of the following disciplines: inspector, inspector risk assessor, lead abatement supervisor, planner-project designer, and lead abatement worker. The training provider may also seek approval for refresher training courses for each of these disciplines. However, training providers may only seek approval of refresher training courses when the training provider has received approval for the training course in that particular discipline or is concurrently seeking approval for the training course in that particular discipline.

Training providers will not receive approval for a refresher training course if they do not also receive approval for the corresponding training course discipline. A training provider may seek approval for additional training courses or refresher training courses at any time.

B. Documentation to be submitted for approval of training courses and refresher training courses: A training provider seeking training course or refresher training course approval shall submit to the department a written application including, but not necessarily limited to, application forms prescribed by the department, which contains the following information:

- (1) the training provider's name, address, telephone number, and the name of the training manager; and
- (2) the name of the training course or refresher training course discipline for which the training provider is seeking approval; and
- (3) a statement, signed by the training manager, which attests that the training course or refresher training course complies with the minimum requirements established herein; and
- (4) a list of the topics/skill areas to be taught by each instructor; and
- (5) a copy of the training course or refresher training course agenda, including time allotted for each topic; and
- (6) verification by the training manager that either:
 - (a) EPA developed training course materials will be used; or
 - (b) alternative training course materials that comply with the standards herein will be used; and

(7) copies of any student manuals and instructor manuals to be used during the training course or refresher training course; and

(8) a copy of the course examination blueprint including a minimum of 20 sample questions, a description of the methods used to validate the course examination and procedures used to maintain the security of the course examination; and

(9) a description of the facilities and equipment available for lecture and hands-on training; and

(10) a description of the procedures to be used for conducting hands-on skills assessments; and

(11) a copy of the quality control plan as described in section C. (9) below; and

(12) a sample of the certificate to be issued to students who successfully complete the training course or refresher training course as described in section C. (8) below.

C. Minimum requirements for the approval of training courses and refresher training courses: For a training course or refresher training course to be approved by the department, the training provider shall demonstrate within its application that the training provider and training course or refresher training course comply with the following minimum requirements.

(1) The training provider shall employ a training manager who:

(a) has at least 2 years classroom experience in teaching workers/adults; or

(b) has a bachelor's or graduate level degree in building construction technology, engineering, industrial hygiene, safety, public health or another scientific discipline; or

(c) has at least 4 years experience in managing an occupational health and safety training program that specialized in environmental hazards.

(2) The training provider shall designate a principal instructor for the training course or refresher training course. The principal instructor shall be responsible for the organization of the course and the oversight of the teaching of all course material. Any additional instructors shall be designated as either work practice instructors or guest instructors.

(3) The training provider shall employ a qualified principal instructor for the training course or refresher training course who:

(a) has successfully completed at least 24 hours of lead-specific training; and

(b) has at least 2 years of experience in a relevant construction trade including, but not necessarily limited to, lead or asbestos abatement, painting, carpentry, or renovation and remodeling.

(4) The training provider shall employ qualified work practice instructors who:

(a) have successfully completed at least 24 hours of lead-specific training; and

(b) have at least 3 years of experience in a relevant construction trade including, but not necessarily limited to, lead or asbestos abatement, painting, carpentry, or renovation and remodeling.

(NOTE: The following documents shall be accepted by the department as verification that a training manager, principal instructor, or work practice instructor complies with relevant educational, experience, and training requirements:

(a) official academic transcripts; and

(b) resumes, letters of reference, licenses and certificates as verification of meeting experience requirements; and

(c) course completion certificates from lead training courses.)

(5) The training provider shall provide adequate facilities for lecture and hands-on training and skills assessment. This shall include utilizing training equipment that reflects current work practices, and maintaining or updating the equipment and facilities as needed.

(6) The training provider shall provide training courses and refresher training courses that meet the following minimum training hour requirements:

(a) an inspector training course shall include a minimum of 24 training hours with a minimum of 8 hours devoted to hands-on training.

(b) an inspector risk assessor training course shall include a minimum of 40 training hours [inspector component (24 hours) plus inspector risk assessor component (16 hours) which equals a total of 40 hours], with a minimum of 16 hours [inspector component (8 hours) plus risk assessor component (8 hours) which equals a total of 16 hours] devoted to hands-on training which includes site visits.

(c) a lead abatement supervisor training course shall include a minimum of 40 training hours, with a minimum of 8 hours devoted to hands-on training.

(d) a planner-project designer training course shall include a minimum of 56 training hours [lead abatement supervisor

component (40 hours) plus planner- project designer component (16 hours) which equals a total of 56 hours], with a minimum of 12 hours [lead abatement supervisor component (8 hours) plus planner-project designer component (4 hours) which equals a total of 12 hours] devoted to hands-on training which includes site visits.

(e) a lead abatement worker training course shall include a minimum of 32 training hours, with a minimum of 10 hours devoted to hands-on training.

(f) a refresher training course for any discipline shall include a minimum of 7 training hours.

(7) The training provider shall conduct a course examination at the completion of each training course and refresher training course. Additionally, at the end of each training course, the training provider shall conduct a hands-on skills assessment. The course examination and the hands-on skills assessment shall be used to evaluate trainee competency and proficiency. The course examination and the hands-on skills assessment must be successfully completed for an individual to successfully complete a training course. The course examination must be successfully completed for an individual to successfully complete a refresher training course.

(a) The hands-on skill skills assessment shall be an evaluation of the ability of the trainee to demonstrate satisfactory performance of applicable work practices and procedures specified in sections D. (1) through (5) below, as well as any other skills demonstrated in a training course. The training manager shall be responsible for maintaining the validity and integrity of the hands-on skills assessment to ensure that it accurately evaluates trainee performance of these work practices and procedures.

(b) The course examination shall be an evaluation of the trainee's knowledge and retention of the topics covered during a training course or refresher training course. Training providers shall establish a passing standard for each course examination, provided such standard shall not be lower than seventy per cent correct. The training manager shall be responsible for maintaining the validity and integrity of the course examination to ensure that it accurately evaluates trainee knowledge and retention of the course topics.

(c) The course examination shall be developed in accordance with the course examination blueprint submitted to the department per section B. (8) above.

(8) Training providers shall issue a unique course completion certificate to each individual who successfully completes a training course or refresher training course. A training course or refresher training course completion certificate shall include:

- (a) a unique certificate number; and
- (b) the name and address of the individual; and
- (c) the name of the particular course that the individual completed; and
- (d) the date the course was offered; and
- (e) the date the course examination was successfully completed with a passing grade; and
- (f) the name, address, and telephone number of the training provider; and
- (g) a statement signed by the training manager which certifies that the training received complies with the requirements of the department.

(9) The training manager shall develop and implement a quality control plan. The plan shall be used to maintain or improve the quality of the training course or refresher training course. This plan shall contain at least the following elements:

- (a) procedures for the periodic revision of training materials and the course examination to reflect innovations in the field; and
- (b) procedures for the training manager's annual review of instructor competency.

(10) A training course or refresher training course shall provide instruction consistent with standards for conducting lead-based paint activities as specified in the Connecticut General Statutes and the regulations of Connecticut State Agencies and with standards adopted by federal agencies including, but not necessarily limited to, the Environmental Protection Agency, the Department of Housing and Urban Development, and the Occupational Safety and Health Administration.

(11) The training manager shall be responsible for ensuring that a training course or refresher training course complies with all standards specified herein.

D. Minimum training curricula requirements: In order to receive training course or refresher training course approval, the training provider must ensure that the training course or refresher training course covers the following subject areas for each specific discipline. Where a subject area is followed by an asterisk (*), hands-on skill training shall be provided during the training course.

- (1) Inspector training course.
 - (a) Background information on lead.
 - (b) Health effects of lead.

(c) Regulatory review. This entails a discussion of applicable Federal, state and local regulations that pertain to lead-based paint.

(d) Roles and responsibility of lead-based paint inspector.

(e) Lead-based paint inspection methods.*

(f) Dust and soil sampling methodologies. *

(g) Formulation and implementation of final inspection report.*

(2) Inspector risk assessor training course.

(a) All information taught in the inspector course as listed section D. (1).

(b) Background information to perform risk assessment.

(c) Visual inspection.*

(d) Risk assessment report form.*

(e) Sampling and inspection guidelines.*

(f) Sampling for other sources of lead exposure.

(g) Interpretation of sampling results.

(h) Preparation of final report.*

(i) Recommendations to abate or reduce lead-based paint hazards including instruction on when interim controls are appropriate.

(j) Development of an interim control plan.

(k) Record keeping.

(l) Identification of the lead-based paint hazards, lead contaminated dust, and lead contaminated soil.

(3) Lead abatement supervisor training course.

(a) Background information on lead.

(b) Regulatory background, Federal, state and local.

(c) Legal and insurance issues relating to lead-based paint abatement.

- (d) Development of pre-abatement plan.*
- (e) Hazard recognition and control.*
- (f) Respiratory protection and protective clothing. *
- (g) Employee information and training.
- (h) Project management.
- (i) Contract specifications.
- (j) Supervisory techniques.
- (k) Lead paint abatement or lead hazard reduction including prohibited methods.*
- (l) Interior dust abatement/clean-up or lead hazard reduction.*
- (m) Soil and exterior dust abatement or lead hazard reduction.*
- (n) Soil, dust, and air sampling.
- (o) Clearance standards and testing.
- (p) Waste disposal.
- (q) Community relations process.
- (r) Cost estimation.
- (s) Recordkeeping.

(4) Planner-project designer training course.

- (a) All information taught in the lead abatement supervisor course as listed in section D. (3).
- (b) Risk assessment/inspection report interpretation.*
- (c) Worker protection/worker safety.
- (d) Environmental safety.
- (e) The following information on project design.*
 - (i.) Integration with modernization projects.
 - (ii.) Design abatement or lead hazard reduction methods.
 - (iii.) Cost estimation.
 - (iv.) Construction techniques.

- (f) Abatement and other lead hazard reduction methods.
 - (g) Operations and maintenance planning.
 - (h) Clean-up.
 - (i) Clearance testing.*
 - (j) Waste disposal.
 - (k) Insurance and liability.
- (5) Lead abatement worker training course.
- (a) Background information and health effects of lead.
 - (b) Sources of environmental lead contamination (paint, surface dust and soil, water, air, food, other).
 - (c) Regulatory background, Federal, state and local.
 - (d) Hazard recognition and control.*
 - (e) Respiratory protection.*
 - (f) Personal hygiene.*
 - (g) Lead-based paint abatement and lead hazard reduction methods.*
 - (h) Interior dust abatement methods/clean-up or lead hazard reduction.*
 - (i) Soil and exterior dust abatement methods or lead hazard reduction.*
 - (j) Waste disposal.*
- (6) Refresher training course for any discipline.
- (a) An overview of key safety practices.
 - (b) An update on current laws, regulations and policies.
 - (c) An update on current technologies related to lead based paint activities.

E. Re-approval of training courses and refresher training courses:

- (1) Unless re-approved, the approval for a training course or refresher training course shall expire 3 years after the date of initial approval.

(2) A training course or refresher training course provider shall submit an application for re-approval to the department at least 180 days before course approval expires.

(3) For re-approval of a training course or refresher training course, the training course or refresher training course provider shall comply with the same requirements and submit the same materials outlined for the initial approval process in sections B, C and D, incorporating any necessary changes.