

STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH



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EHS Circular Letter #2015-41

DATE: October 6, 2015

TO: CT DPH Approved Training Course Providers (lead-related disciplines)

FROM: Francesca Provenzano, MPH, CHES, RS
Epidemiologist 4, Lead and Healthy Homes Program

RE: Updates for Approved Training Course Providers

There are several changes underway at the Connecticut Department of Public Health (CT DPH) with regard to all Approved Lead Training Course Providers. This memorandum summarizes those changes that may impact course approvals and existing standard business processes.

Within the past year, the CT DPH Lead and Healthy Homes Program in collaboration with the Environmental Practitioner Licensing Unit, has updated the application for approval of training providers and courses. The updated *Lead Training Provider Course Application* outlines the documentation that is required for submission to the CT DPH. The application can be found online at: http://www.ct.gov/dph/lib/dph/environmental_health/pdf/Lead_Training_Provider_Course_Application.pdf.

The review process for lead-related Training Course Providers and course materials is more in-depth than in the past. In early 2014, the CT DPH Lead and Healthy Homes Program held a meeting for all approved Lead Training Course Providers and explained that the CT DPH would conduct more rigorous reviews of training course materials and instructor credentials, coupled with an increased frequency of course audits. The intention of these efforts is to standardize the quality of training in Connecticut. These enhancements took full effect in July 2015.

Several changes have occurred as a result of these enhanced efforts that are of specific interest to Approved Training Course Providers:

1. The DPH has established a dedicated electronic mailbox for training providers- DPH.TrainingProviders@ct.gov. All correspondence can be directed to that email address, and a staff person will respond, when warranted.
2. For course renewals, please ensure that you submit training course materials no later than 90 days prior to expiration of the course for which you are seeking approval. This will provide CT DPH staff ample time to review the course. If the training course provider application is submitted less than 90 days prior to expiration, then it will most likely not be approved before expiration of the course.
3. Please submit routine course notifications to the CT DPH at least two weeks prior to holding a course. After the course is held, a roster of attendees should also be sent to the CT DPH. Course notifications and rosters can be emailed to: DPH.TrainingProviders@ct.gov



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4. Training providers are expected to ensure that individuals attending a refresher course attend a course that corresponds with their certification. It is not acceptable for a certified lead abatement worker to attend a lead supervisor refresher. Please ensure that course attendees and employers are made aware of this regulatory requirement. Practitioners seeking renewal of their certification will be denied renewal if such discrepancies are identified.
5. Training course providers that intend to hold a course at an alternate location should notify the CT DPH prior to holding the course. An *Alternate Facility Request Form* is also available online as an electronic fillable form at:
http://www.ct.gov/dph/lib/dph/environmental_health/pdf/alternate_facility_request_form-fillable.pdf. Approved Training Course Providers may submit the completed form to: DPH.TrainingProviders@ct.gov. DPH staff will keep a record of the alternate location form, so that it does not need to be repeatedly submitted by course providers.

Moving into 2016, the CT DPH Lead and Healthy Homes Program will communicate more regularly with Training Course Providers that offer courses in the lead-related disciplines. If you wish to receive newsletters and correspondence from the CT DPH Lead and Healthy Homes Program, please provide Mrs. Tina McCarthy with your business email address. Mrs. McCarthy can be reached at Tina.McCarthy@ct.gov.

We look forward to your continued collaboration in providing Connecticut with a well-trained workforce.

cc: S. Blancaflor, M.S., M.P.H., Chief, Environmental Health Section
E. Blaschinski, R.S., M.B.A., Chief, Regulatory Services Branch