

**TABLE OF CONTENTS**

**Licensing and Training Requirements for Persons Engaged in  
Asbestos Abatement and Consultation Services**

Refresher training . . . . . 20-441



## **Licensing and Training Requirements for Persons Engaged in Asbestos Abatement and Consultation Services**

### **Sec. 20-441. Refresher training**

(a) Asbestos abatement site supervisors and asbestos abatement workers shall receive refresher training annually. The time period between successful completion of initial training and refresher training or refresher training and subsequent refresher training programs shall not exceed two years. Upon satisfactory completion of such training, the training provider shall issue written documentation of accreditation. Such documentation of accreditation shall lapse one year after the date of issuance. Certification issued by the department will reflect date of refresher training completion and shall lapse one year after the date of issuance.

(b) Refresher training providers shall perform the following as a condition of approved status:

(1) Issue written documentation of accreditation within thirty calendar days to students who complete the refresher training course and pass the course examination. The written documentation shall include a unique certificate number, the name of the accredited person, the discipline of the training course completed, the dates of the training course, the date of the examination, an expiration date or one year after the date upon which the person successfully completed the course and examination, the name, address and telephone number of the training provider that issued the certificate, or statement that the person receiving the certificate has completed the requisite training for asbestos accreditation under TSCA Title II and the name of the State in which the course was given. Written documentation shall state that accreditation shall lapse one year from the date of the examination.

(2) provide the name, address, telephone number, social security number, course title and dates given for each student passing the course examination to the commissioner within thirty calendar days of the conclusion of the course, and retain such information for a period of three years.

(3) notify the commissioner, in writing, of changes in course content, training aids used, facility utilized or other matters which would alter the instruction from that described in the approval application, and minor changes in agenda such as guest speaker (if otherwise qualified) and course schedule.

(4) notify the commissioner, in writing, of courses scheduled at least ten days prior to the starting date for the course.

(5) utilize and distribute, as part of the course, content information or training aids furnished by the department.

#### **(c) Approval of refresher training providers.**

##### **(1) General**

(A) Refresher training courses required for certification and employment as an asbestos abatement site supervisor or an asbestos abatement worker, and for certification and licensure in the various disciplines of consultant, shall be approved by the commissioner in writing.

(B) Persons wishing to provide refresher training courses required for certification and employment as an asbestos abatement site supervisor, asbestos abatement worker, or for certification and licensure as an asbestos consultant, shall meet the minimum qualifications and criteria described in this subsection. The commissioner, upon application, may approve refresher training courses.

(C) Each of the different courses of refresher training that are to be used to fulfill refresher training requirements shall obtain individual approval by the commissioner.

Providers of approved refresher training shall permit up to two representatives of the commissioner to attend each course and to take the written examination without cost to the department.

(D) Courses of refresher training may be approved following the submission of an application to the commissioner on forms provided by the department.

(E) Approval shall be for a period of one year from the date of last approval. Providers shall reapply for course approval at least thirty days, but not more than sixty days prior to the expiration date of the approved course. Re-application for approval shall include all the information required by this section.

(F) Providers located outside the State of Connecticut shall submit all of the information required by this subsection and copies of applicable state or federal approvals, including the name, address, telephone number of the person, department or agency giving such approval.

(2) Application for refresher training course approval. Application for approved refresher training provider status shall be submitted to the commissioner in writing on forms provided by the department. Such applications shall contain the following information:

(A) The name under which the refresher training provider conducts or intends to conduct the refresher training;

(B) name, address and telephone number of the person conducting the course;

(C) the type of course for which approval is requested;

(D) a list of any other states that currently approve the refresher training course;

(E) a course outline showing topics covered, the amount of time given to each topic, the amount of time given to each type of hands-on training and the length of the refresher training day;

(F) a copy of the course manuals for instructors and students, including all printed material to be distributed in the course;

(G) a description of teaching methods to be employed, including description of audio-visual aids to be used;

(H) a description of the hands-on training facility to be utilized, including the protocol of instruction, number of students to be accommodated and the number of instructors;

(I) a description of the equipment that will be used in both classroom lectures and in hands-on training;

(J) a description of the background, training, and experience of the faculty providing the refresher training, including instructors' names and qualifications;

(K) an example of the written examination to be given showing the standard length and format along with required passing score;

(L) a detailed statement about the development of the examination as used in the course;

(M) a list of the tuition required;

(N) a sample copy of the written documentation given to course participants upon successful completion of the course;

(O) an example of the numbered documents of accreditation issued to students who attend the course and pass the examination; and

(P) any additional information or documentation as may be required by the commissioner to evaluate the adequacy of the application.

(3) Suspension and withdrawal of refresher training course approval.

(A) General. The department shall conduct periodic reviews of approved refresher training courses and may revoke approval after a hearing conducted in accordance

with Chapter 54, of the Connecticut General Statutes at any time it determines that the course fails to meet the requirements established by this section or of the Connecticut General Statutes governing the provision of such services.

(B) Criteria. Suspension or withdrawal of refresher training course approval by the department is based on the following criteria:

(i) Misrepresentation of the extent of a refresher training course's approval by another state or EPA;

(ii) failure to submit required information or notifications in a timely manner;

(iii) failure to maintain requisite records;

(iv) falsification of accreditation records, instructor qualifications, or other accreditation information;

(v) failure to adhere to the refresher training standards and requirements of sections 20-440 and 20-441 of the Connecticut General Statutes and corresponding regulations; or

(vi) violation of other asbestos regulations administered by the State of Connecticut.

(C) Curriculum requirements. Refresher training shall be at least one day duration for asbestos abatement site supervisors, asbestos abatement workers, management planners, project designers and project monitors. Refresher training for inspectors shall be at least half a day. The refresher training course for management planners shall be comprised of at least half a day of inspector refresher training and at least half a day of refresher training for management planners. Refresher courses shall be conducted as separate and distinct courses and not combined with any other training during the period of the refresher course. Refresher training shall include review and discussion of changes in and interpretation of applicable state and federal laws, regulations, policies and guidelines, developments or changes in state-of-the-art procedures and equipment and a review of key areas of initial training specific to each discipline. In order to renew certification, currently accredited asbestos abatement workers, project designers and project monitors who have received certification in their disciplines by successfully completing the training program for asbestos abatement site supervisors as described in subdivision 20-440-7(c)(2), shall take the refresher training course specifically designed for their disciplines.

(D) Verification of accreditation information. Training providers of refresher courses shall confirm that their students possess valid accreditation before granting course admission.

(E) Examination. Refresher training providers shall determine successful completion of a refresher course by conducting a written examination at the conclusion of the course. A score of seventy percent or higher shall be considered passing.

(F) Refresher course record retention. A refresher training provider shall document that every individual who receives accreditation for a refresher training course has achieved a passing score on the examination. These records shall clearly indicate the date upon which the exam was administered, the training course and discipline for which the exam was given, the name of the individual who proctored the exam, a copy of the exam and the name and the test score of each individual taking the exam. The topic and dates of the training course shall correspond with those listed on that individual's document of accreditation.

(i) Approved refresher training providers. Approved refresher training providers shall establish and maintain records and documents pursuant to the requirements of subsection (a) of Section 20-440-8 of the Regulations of Connecticut State Agencies and shall make such records and documents available to the commissioner and/or

the EPA upon request. Refresher training providers whose principal place of business is outside of the State of Connecticut shall provide hard copy of such records or documents within ten business days of receipt of such a request from the commissioner.

(ii) Duration of record retention and circumstances requiring notification. Records and documents or copies thereof required by this section shall be retained for a period of three years from the date of course completion. Persons ceasing to do business, or relocating the principal place of business shall so notify the commissioner in writing within thirty days of such event. The commissioner, on receipt of such notification, may instruct that the records or copies thereof be surrendered to the department. The person shall comply with the commissioner's instructions within sixty days.

(G) Required storage of records. The following records shall be stored:

(i) Refresher training course materials. A training provider shall retain copies of all instructional materials used in the delivery of the classroom training such as student manuals, instructor notebooks and handouts.

(ii) Instructor qualifications. A refresher training provider shall retain copies of all instructors' resumes, and the documents approving each instructor issued by the State. Instructors shall be approved by the department before teaching courses for accreditation purposes. A refresher training provider shall notify the department in advance whenever it changes course instructors. Records shall accurately identify the instructors that taught each particular course for each date that a course is offered.

(iii) Examination. A refresher training provider shall document each individual who receives accreditation for a refresher training course has achieved a passing score on the examination. These records shall clearly indicate the date upon which the exam was administered, the refresher training course and discipline for which the exam was given, the name of the individual who proctored the exam, a copy of the exam and the name and the test score of each individual taking the exam. The topic and dates of the refresher training course shall correspond with those listed on that individual's certificate.

(iv) Documents of accreditation. The refresher training providers shall maintain records that document the names of all individuals who have been accredited, their documents of accreditation numbers, the disciplines for which accreditation was conferred, refresher training and expiration dates, and the refresher training location. The refresher training provider shall maintain the records in a manner that allows verification by telephone of the required information.

(Adopted effective June 4, 1999)