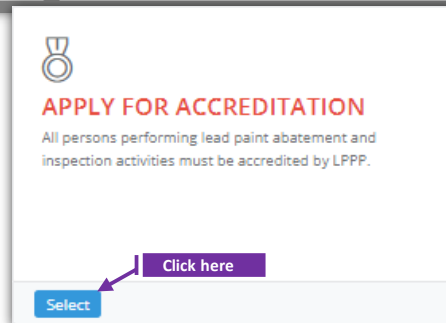## Apply for Course Accreditation

Accreditation Application Type	Accreditation Category
Course Accreditation Application for Training Provider	Inspector Technician Course
Course Accreditation Application for Training Provider	Project Designer Course
Course Accreditation Application for Training Provider	Risk Assessor Course
Course Accreditation Application for Training Provider	Structural Steel Supervisor Course
Course Accreditation Application for Training Provider	Removal and Demolition Supervisor Course
Course Accreditation Application for Training Provider	Maintenance and Repainting Supervisor Course
Course Accreditation Application for Training Provider	Visual Inspector Course
Course Accreditation Application for Training Provider	Structural Steel Worker Course
Course Accreditation Application for Training Provider	Abatement Worker Course
Course Accreditation Application for Training Provider	Abatement Worker Course, Spanish

APPLY FOR ACCREDITATION

All persons performing lead paint abatement and inspection activities must be accredited by LPPP.

Click here

Select

APPLY FOR ACCREDITATION PROGRAM

All persons performing lead paint abatement and inspection activities must be trained by a Maryland Department of the Environment (the Department) accredited/licensed training provider and apply for and receive accreditation/licensing from the Department to perform these lead paint activities. The only categories that are not required to apply for and receive accreditation from the State are Abatement Workers, Structural Steel Workers, and Project Designers.

Back

Dropdown to select if this application is for a renewal or for an initial accreditation.

SSN/TIN is required for applying for any Accreditation. Please update the information in Profile page if not provided.

Are you going to apply for renewal? :   Select ⌄   Go

Set-1: Steps

➢ Click 'Select' button in 'APPLY FOR ACCREDITAION' tile from the dashboard.
    • All Users will have access to this tile.
    • Applicant needs to check if SSN is added to the profile as it is required for any individual accreditation applications. Not needed for Contractor Accreditation applications
➢ User will navigate to a page to choose whether this application is for an Initial accreditation or a renewal. Select accordingly and click 'Go'.
    • Validation error will be displayed if clicked without a selection.
 	
Required
Please make a selection.
OK

Accreditation Application Type:

Course Accreditation Application for Training Pro ⌄

Please enter the name of employer/service provider for w

If you are unable to find your employer/contractor/provider then reach out to their
We cannot proceed until they add you to their employee list.

Accreditation Category:

Select Category ⌄

Select Category
Inspector Technician Course
Project Designer Course
Risk Assessor Course
Structural Steel Supervisor Course
Removal and Demolition Supervisor Course
Maintenance and Repainting Supervisor Course
Visual Inspector Course
Structural Steel Worker Course
Abatement Worker Course
Abatement Worker Course, Spanish

Set-2: Steps

- ➢ Select Course accreditation application type.
- ➢ Page refreshes to dynamically update the list of accreditation category.
- ➢ Select the category of the course.
- ➢ 'Is Renewal' checkbox will be displayed checked or un-checked based on the selection from previous page.

☑ Is Renewal?   ☐ Is Renewal?

- ➢ Enter minimum three consecutive letters from the contractor/employer name.
  - Application will look for the employer(s) of this Authorized User and not in the full data set.
  - If the application is unable to auto-list then most probably this applicant is not added to their employee list. Refer 'Manager Employee' to see how an authorized user can manage employees of an organization/contractor.
- ➢ Application will auto-list the full name of the Contractor/Training Provider if identified. Select the employer for whom this license is being applied for.
- ➢ Click 'Proceed to create accreditation application'.

Enter minimum 3 consecutive alphabets from the contractor's or the employer's name.

Please enter the name of employer/service provider for whom you want to create an accreditation application & select.

If you are unable to find your employer/contractor/provider then reach out to their contact person to add you as their employee.
We cannot proceed until they add you to their employee list.

INsp

A & A Lead Inspections

Proceed to create accreditation application

Employer will be auto-listed to select if identifed

Course Accreditation Application Form

General Application Information

Full Legal Name of Contractor/Training Provider
A & A Lead Inspections

SDAT#
111

(if not a company or using a trade name, use your full individual name) (if company or trade name)

Telephone #
5714312689

Email Address
narmadapatha4@gmail.com
(Correspondence may be sent to this address)

Tax ID
XXXXX7777
(FEIN or SSN)

HB935 No Liability
Yes

Street Address

Street Address / PO Box*	**Apartment/Suite/Building#**
321 Main Street	Apartment/Suite/Building#

City* Greenbelt
State* Maryland

Zip Code* 20771 345
County Somerset

Mailing Address

Street Address / PO Box*	**Apartment/Suite/Building#**
321 Main Street	Apartment/Suite/Building#

City* Greenbelt
State* Maryland

Zip Code* 20771 345
County Somerset

Set-3: Steps

➢ Instructions about the fee, and processing information is displayed in '**Instructions**' section.

➢ '**General Application Information**' section display information regarding the contractor (applicant's) applying the accreditation.

- Applicant's is auto-populated from the business profile created for the organization/contractor. Refer 'Manager Business Profile' to know how business profile is created by an authorized user.
- If any information is incorrect or need to be updated, then the authorized user must be informed regarding the changes.
- Please do not proceed if any information in this section is incorrect.

➢ '**Application Type**' will display whether this application is for a renewal or for an initial accreditation. For renewals, existing accreditation number & expiry date will be auto-populated.

➢ '**Application Category and Fee**' is not applicable as there is no Fee for processing course accreditation application. Only '**Training Course Category**' is displayed.

Application Type

Have you held an accreditation with the same name and category in the past with the state of Maryland? NO

Initial Accreditation Application.

Training Course Category

Course Completion Certificates for each new accreditation must be included. On separate sheets, include all relative field experience, contractor's or training provider's names, addresses, and telephone numbers, Verification or further documents may be requested by MDE during the application review process.

Inspector Technician Course

Application Type

Have you held an accreditation with the same name and category in the past with the state of Maryland? YES

Accreditation #
100069

Renewal Accreditation Application where existing Accreditation number and the expiry date will be auto-populated from the existing records.

Course Accreditation Application Form cntd.,

Upload the following with this application accordingly. These are to be labeled according to the course category.

Both Intial and Refresher Curriculums are required regardless if the Training Provider will only be offering one of them.

New Course Applications

I. Curriculum
- a. Learning Objectives
- ***b. Outline/agenda of course content including time for specific topics.**
  - i. Provide a seperate outline for the Initial and Refresher courses (except for courses where Initial and Refresher are both one day).
  - ii. Agenda is to be up to date and instructors are to follow it.
  - iii. Ensure that the agendas reflect no less than the minimum amount of time required for the course.
- c. Description of Learning activities (classroom participation and hands-on activities).
- d. List of audio, visual, and other teaching materials being utilized.
- e. Copies of all printed instruction materials (handouts) given to students.
- f. Written plan of administering the examination.
  - i. Copy of examinations.
- g. Written plan for providing photo indentification, training certificate, and student information.

*III. Instructors
- a. List of Designated Primary Instructor(s) for the course. Primary Instructor(s) must be accredited by MDE.
- b. List of Recognized Expert Instructor(s) for this course, if applicable.
  - Documentation of qualifications for each Recognized Expert for this course (see COMAR 26.16.01.18B)

IV. Facilities
- a. List of training facility location(s) with address(es).
- b. Description of training facilities to accommodate curriculum specified(seating, tables, area to perform hands-on activities).

V. If this is a foreign language course application, then also include:
- a. A signed statement in English that the Instructor(s) listed are fluent in the language of the course.
- b. Copies of all printed handouts given to students including agendas and examinations in the language of the course.
  - i. A signed statement verifying the accuracy of the translations for these materials.

Renewal Course Applications:

- I. Copy of **all changed** materials such as: handouts, booklets, outline/agenda and examinations.
- II. Copy of the **asterisked(*)** items above, even if it has not been changed.

Document Type

| Select a type ⌄ |

SelectFile

| Choose File No file chosen | | Upload |

Comment

Document Type

| Select a type ⌄ |

| Select a type |
| Course Curriculum |
| Course outline |
| Facility layout and description |
| Language Proficiency Statement |
| Language Translation Verification Statement |
| Other |
| Recognised Expert |
| Student Handouts |

Set-4: Steps

- ➤ Applicant can upload supporting files/documents in the 'Documents' section.
- ➤ Comments or notes can be added about the document attached.
- ➤ Select the type of document applicable.

Applicant Statement and Signature

This Notice is provided pursuant to 4-501 of the General Provisions Article of the Maryland Code. The personal information requested on this form is intended to be used in processing your application. Failure to provide the information requested may result in your application not being processed. You have the right to inspect, amend, or correct this form. The Maryland Department of the Environment ("Department") is a public agency and subject to the Maryland Public Information Act(Md. Code Ann., General Provisions 4-101. et seq). This form may be made available on the internet via the Department's website and is subject to inspection or copying , in whole or in part, by the public and other governmental agencies, if not protected by federal or State law.

As per Environment Article 1-203 and Family Law Article 10-119.3 of Maryland before any license or permit may be issued or renewed, the issuing authority shall verify through the Office of the Comptroller and the Maryland Child Support Enforcement Administration that the applicant has no outstanding taxes, unemployment insurance contributions or child support.

I hereby request that the above contractor be accredited as a Lead Paint Abatement Services Contractor in the State of Maryland. I certify that, for the purpose of performing lead paint services, the aforementioned will only employ, hire or contract with individuals or companies that are qualified under Code of Maryland Regulations (COMAR) 26.16.01. I certify that my company and its employees shall perform work practices according to COMAR 26.16.01 and/or 26.02.07. If seeking accreditation as a Lead Paint Inspection Contractor; I certify that any and all unused inspection certificates will be returned to the Department within five(5) days should the Inspection Coontractor cease to perform lead paint inspection services. I certify that work performed and certificates issued by my company and its employees will satisfy the requirements of Environment Article 6-8 and COMAR 26.16.01 through 26.16.05

I am the Authorized Representative, for this application.
Authorized Representative of Contractor   **Title**

| Representative Name | Title |

(Authorized Representative of Contractor)

☐ **I Agree to the statement above.**   **Today's Date 10/18/2021 08:41 PM**

[Save Application] [Continue]

Set-5: Steps

➢ Authroized Representative of Contractor (Applicant), and title is provided in '**Applicant Statement and Signature**' section.

➢ Click 'Save Application' to save and the user will navigate to the list of applications saved/submitted/approved.

➢ Upon saving the application, user will land on 'My Applications' page where all accreditation applications submitted by the user will be listed.
  - Each application will have its own status.
  - Applicated that are not submitted will be in 'Draft' status with icon [icon] to update or review before completing payment to submit the application.
  - Submitted applications can be viewed by clicking on the icon [icon]

➢ Applicant can view the status updates and messages from MDE by clicking on the green icon.

If the user who submitted the application is an authorized user, then only the accreditation application meant for the

List of applications

Search:

Accreditation Application Type	Accreditation Category	Employer/Contractor Name	Fee Waiver Claimed	Waiver Type	Created Date	Status	Status Date	View/Edit
Course Accreditations	Abatement Worker Course, Spanish(CW2sp)	A & A Lead Inspections	No		10/18/2021	Draft	10/18/2021	[icon]

Set-8: Steps

➢ Click 'Select' button in 'MY APPLICATIONS' tile from the dashboard to view the application status or messages from MDE while processing.

➢ Click on [icon] to update or view the application information.

➢ Click on 'Continue' to review the application.

➢ Application will throw validation errors if any required field is missing to continue. E.g., if User forgot to check the agreement and clicked to continue, then the application will throw following validation error -

Validation!
Your acknowledgement is required.
[OK]
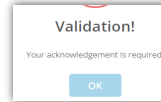
➢ Click 'Continue' once all the mandatory fields are populated. Re-confirm from the pop-up to continue.

Are you sure?
You want to continue this application!
[No!] [Yes, please!]
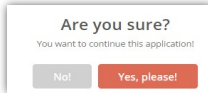
➢ Application review page is displayed.
  • In this mode, applicant cannot edit any information. User needs to click 'Edit' or back button to update information.

➢ As there is no fee for course accreditation application, user can submit the application without any payment by clicking 'Submit'

[Edit] [Submit]

Set-9: Steps

➢ Click on 'My Application' to view the application status

➢ Application status will be changed from 'Draft' to 'Submitted'.

➢ Click on the green icon to view the submitted application. This screen can be used to view any messages from MDE while processing the application.

➢ Click on 'Processing' blue box to view any messages from MDE while processing the application ro tp upload any additional documents upon request.

Accreditation Application Type	Accreditation Category	Employer/Contractor Name	Fee Waiver Claimed	Waiver Type	Created Date	Status	Status Date	View/Edit
Course Accreditations	Abatement Worker Course, Spanish(CW2sp)	A & A Lead Inspections	No		10/18/2021	Submitted	10/18/2021	👁

☐ I Agree to the statement above.   Today's Date 10/17/2021 05:58 PM

[Back to top]   **Click here**
                                                      🔒 Processing

🔒 **Processing**   ▼
Message   Attachment

MESSAGES   ⧉

Click here to view messages from or send messages to the applicantion processor.

[Type your message here...]   [Send]

🔒 **Processing**   ▼
Message   **Attachment**

ATTACHMENTS   ⧉

Click here to view or download existing attachments or to add any new documents upon request.

[Course outline ▼]   [   ]
[Choose File] No file chosen   [Upload]