

APPLICATION FOR ASBESTOS TRAINING COURSE APPROVAL

A completed application shall consist of Parts I-IV of this application form. Any item not submitted shall constitute an incomplete application and the application will be returned without being processed. The application must be submitted with a check or money order for \$1500, made payable to NCDHHS-Health Hazards Control Unit

PART I. TRAINING PROVIDER

Name:	
Address:	
Contact's Name:	Telephone Number:

PART II. COURSE INFORMATION

Course Type (e.g., Inspector Refresher) :	Language:
Principal Training Site Address:	

PART III. REQUIRED DOCUMENTATION (Attach to this Application Form)

1. Training course agenda indicating topical sessions, training methods (lecture, video, practical exercise, etc.), breaks, hands-on training, lunch, examination, etc., and the amount of time allotted for each.
2. Objectives for each topic and learning tasks stated in terms of what the student will be able to do upon completion of the topic.
3. A legible copy of all written course materials, including student manual, instructor manual, and course handouts. The student manual shall include topic objectives, learning tasks, agenda, table of contents, and educational text (divided by tabs). The student manual for the worker and worker refresher courses may consist of a pamphlet containing key points on workers' rights, personal protection, prohibited work practices, and information on accreditation procedures.
4. Description or copy of audio/visual materials and practical exercises employed to enhance the training, not including hands-on training. Description shall include how the materials will be used (e.g., guide instructor, elaborate on performance objectives, student exercise, etc.).
5. Description of the hands-on training which includes the following:
 - a. Learning/performance objectives for each activity
 - b. Time planned for each activity
 - c. What instructors and students will do during each activity
 - d. Instructor to student ratio for each activity
 - e. List of equipment
 - f. Description of training facilities
6. A completed Instructor Qualification Form for each instructor. The criteria for the instructors are outlined in the North Carolina Asbestos Hazard Management Rules, 10A NCAC 41C .0608.

7. Name and qualifications of the individual(s) responsible for developing and revising the training course for compliance with federal and state requirements.
8. Information regarding course examination that includes the following:
 - a. How the examination was developed and validated
 - b. How and how often it will be revised
 - c. The number of questions covering each major topic (e.g., Health Effects - 4 questions, numbers 2, 17, 11 and 5).
 - d. Procedures for administering examination, including security measures
 - e. Procedures for notifying students of examination results (how and when)
 - f. Copy of sample examination with correct answers indicated
 - g. If a hands-on component is included, a description of the process and criteria for evaluating successful completion
 - h. Reexamination policy if a student fails the exam
9. A sample certificate of completion with the following information:
 - a. Name and social security number of the student
 - b. Training course title, specifying initial or refresher and language (if other than English)
 - c. Inclusive dates of course and date of examination
 - d. Statement that the student completed the course and passed the required examination
 - e. Unique Certificate number
 - f. Expiration date (12 months after the examination)
 - g. Printed name and signature of training course administrator and printed name of principal instructor.
 - h. Name, address and phone number of the training provider
 - i. Training course location
 - j. Statement that the person receiving the certificate has completed the requisite training for asbestos accreditation under Title II of the Toxic Substances Control Act

PART IV. CERTIFICATE OF COMPLIANCE

I certify that the information contained herein and attached is true and complete. I understand that the submission of falsified information and/or documentation may result in revocation of course approval.

Printed Name: _____ Title: _____

Signature: _____ Date: _____

Completed application and check or money order should be mailed to:

**NC Department of Health and Human Services
Division of Public Health
Health Hazards Control Unit
1912 Mail Service Center
Raleigh NC 27699-1912**

**NORTH CAROLINA APPROVAL PROCESS
FOR
ASBESTOS TRAINING COURSES**

In response to your questions regarding the training course approval process for asbestos training courses, the North Carolina Health Hazards Control Unit (HHCUC) provides the following information.

North Carolina Asbestos Hazard Management Program Rules require training course providers to submit a completed application for evaluation and approval by the Program. An approval fee of \$1500 per course is required to be submitted with the application. Attached is the Application for Training Course Approval and the Instructor's Qualifications Form.

The requirements for training course approval can be found in Rule .0603 of the Program Rules. Instructor requirements can be found in Rule .0608 of the Program Rules.

Upon completion of an administrative review, an on-site audit will be scheduled. If the course meets all applicable requirements of the Program Rules, approval will be granted.

If you have any questions or need further assistance, please contact HHCUC's Technical Trainers at the following address or telephone number.

Health Hazards Control Unit
NCDHHS – Division of Public Health
1912 Mail Service Center
Raleigh, North Carolina 27699-1912
Telephone: (919) 707-5950