Lead-Related Construction Certification Renewal Forms and Instructions

California Department of Public Health, Childhood Lead Poisoning Prevention Branch, Lead-Related Construction Unit

Renewing Certificates:

Your California Department of Public Health (CDPH) certificate must be renewed every year. To renew your certificate, you need to have satisfied the Continuing Education requirement and pay the yearly renewal fee. CDPH uses your birth date to determine your expiration date for new applications, by adding one year to the next birthday. Renewals are extended one more year from that date, regardless of when you apply. You will not lose time on your certification by applying early.

Continuing Education Requirement:

You must complete at least 7 hours of CDPH-approved lead-related construction Continuing Education every **two** years. Additionally, any one Continuing Education class can only be used for a maximum of two renewals. You should complete your Continuing Education before applying to CDPH for renewal.

Renewal Deadlines:

You must apply to CDPH for renewal at least **120 calendar days** before your certificate expires. If you do not apply in time, your certificate may expire before CDPH can renew it. There are no extensions and CDPH can **not** expedite processing any renewals. Please take this into consideration when scheduling your Continuing Education.

Photograph:

You need to send a photograph of yourself with your renewal application, either a print or a digital photo. CDPH has implemented a datacard system to replace the laminated ID cards. You will receive a new card with each renewal, with the photograph electronically printed directly on the card. Old cards should be discarded upon expiration. Notify CDPH immediately if your ID card is lost or stolen.

Applying for Renewal:

To renew your certificate you must do the following:

- If it is required this year, complete the required CDPH-approved Continuing Education (CE). Continuing Education is not required if your most recent CE is less than two years old, **and** was submitted with your most recent previous renewal application.
- Complete and sign the attached renewal form (CDPH 8553). If you are renewing more than one certificate, you can renew them all with one application.
- Include the pink Course Completion Form (CDPH 8493) you get from your Continuing Education training provider. (If Continuing Education is not required this year, check the appropriate box near the bottom of CDPH Form 8553, page one.)
- Include the proper fees for **each** certificate you want to renew. You may use a single check or money order to pay for several fees. CDPH cannot accept cash. Make check or money order payable to "California Department of Public Health". All fees are **non-refundable.**
- Include a recent photograph of yourself. It should be a 2" x 2" or larger passport style photograph, with you name and certification number printed on the back. Alternatively, you can send a digital photograph (with your name as the file name) and e-mail to LeadPhotos@cdph.ca.gov. Do **not** send a printout of a digital photo.
- Keep a copy of your application for your records.
- Mail all your renewal materials together to:

  Childhood Lead Poisoning Prevention Branch
  850 Marina Bay Parkway
  Building P, Third Floor, Box C
  Richmond, CA 94804-6403

Do not address your renewal to a specific person at CDPH. This will slow down its delivery time.

You may also hand-deliver your application, Monday through Friday, between 9:00 a.m. and 4:00 p.m. at the above address. Please note that a "government issued identity card" must be presented for entrance to our facility. All hand delivered renewals must be in a sealed envelope with the above address on the outside.

If you are submitting renewals for several people, make sure each person signs their renewal form. Paper-clip each person's materials together.

Expired Certificates:

If you do not renew on time, and your certificate expires, **you can not perform work requiring CDPH certification**. There is no grace period. To keep your certificate current, you must renew it before it expires. If your certificate expires before you renew it, your new expiration will be calculated from the old expiration date, not the renewal application date.

Renewing an Expired Certificate:

If it has been **less** than 3 years since your certificate expired, you may renew it by completing 7 contact hours of CDPH-approved Continuing Education and sending CDPH a renewal application with the correct fee(s). (To renew a Worker certificate, take Continuing Education for Workers. To renew an Inspector/Assessor, Project Monitor or Sampling Technician certificate, take General Continuing Education. To renew a Supervisor certificate, take either Worker or General Continuing Education.)

If it has been **more** than 3 years since your certificate expired, you must take the full initial lead-related construction course again and then send CDPH a renewal application with the course completion form and the correct fee(s).

When you renew an expired certificate, you will receive a new expiration date. Expiration dates are now based on your birth date. Your certificate ID number will stay the same.

Remember, you **may not** do work requiring CDPH certification if your certificate has expired.

Renewing Several Certificates:

If you have several certificates that all expire on the same day, you may renew them all at the same time, using 1 application. You still have to pay a renewal fee for each certificate.

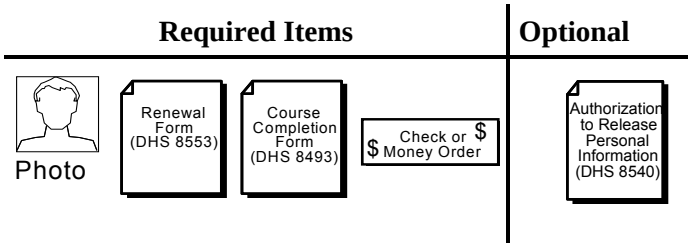
If you have several certificates with different expiration dates you should plan to take Continuing Education about 160 days before your **earliest** (first) certificate expires.

You may renew each certificate separately. If you choose this option, CDPH will renew each certificate, separately, as you apply. Be sure to keep copies of your Continuing Education Course Completion Form and include a copy with each separate renewal application. The expiration date for each certificate will be based on your birthday.

Renewing Early:

CDPH encourages you to apply for renewal at least 120 days before your certificate expires. This will ensure that your certificate is renewed before it expires. You will **not** lose time on your certificate by applying early for renewal. Each time you renew your certificate, CDPH adds 1 full year to the certificate's expiration. If you wait until your certificate expires, you will not gain any additional time.

What Your Renewal Should Include:



Renewal of Interim Certifications:

If you have an expired Inspector/Assessor, Supervisor, Project Monitor and/or Project Designer *interim* certificate, you will have to take the original training over again, and pass the appropriate California Lead Certification Exam(s) before your certificate(s) can be renewed. (Workers do not have to take an Exam).

If you have questions about the exams, call CPS HR at **1-916-263-3644** or visit **www.cpshr.us**. You can download study guides for each certificate from the CLPPB web site.

How Was Your Training?

CDPH monitors the quality of instruction given by the CDPH-accredited training providers. If you have comments, good or bad, about a CDPH-accredited lead-related construction training provider or a CDPH-approved course, call the Lead-Related Construction Information Line at **1-800-597-LEAD** (510-620-5694 outside California).

If you have questions about renewing, call

Lead-Related Construction Information Line

800-597-LEAD

(800-597-5323)

(510-620-5694 outside California)

or visit:

www.cdph.ca.gov/programs/CLPPB

Renewal of Lead Certification

(Not for New Applications)

Instructions: Type or print all information clearly. Complete both sides of this form and attach the required fees and documentation of your continuing education. (Note: Your Continuing Education is good for 2 years, however, you must renew your certificate every year.) Submit your application for renewal to the Department at least **120 calendar days** before the expiration date on your certificate. **Note: your name, certification number, and expiration date will be added to the list of CDPH-certified individuals on the CLPPB website (www.cdph.ca.gov/programs/CLPPB).**

1. Applicant Information:

Name: _____
Last First Middle Initial

Home Address: _____
Street Address, Apt. No.

_____
City State Zip

Mailing Address: _____
(If different from above) Company Name

_____
Street Address, Apt. No.

_____
City State Zip

Home Phone: (_____) _____-_____ Work Phone: (_____) _____-_____ Date of Birth: _____/_____/_____
Month Day Year

E-Mail Address: _____

Photo Identification: Number: _____

Type: ☐ Driver's License ☐ Military ID Card ☐ Passport
☐ State ID Card ☐ Resident Alien Card ☐ Other ID: _____

2. Type of Renewal: Fill in the certificate numbers, expiration dates and amounts paid for the certificates you wish to renew.

	CDPH Certificate Card Number	Expiration	Fee Due	Amount Paid
Lead Inspector/Assessor Certificate:	_____	____/____/____	$ 75.00	$_____.00
Lead Supervisor Certificate:	_____	____/____/____	$ 75.00	$_____.00
Lead Project Designer Certificate:	_____	____/____/____	$ 75.00	$_____.00
Lead Project Monitor Certificate:	_____	____/____/____	$ 75.00	$_____.00
Lead Worker Certificate:	_____	____/____/____	$ 75.00	$_____.00
Lead Sampling Technician Certificate:	_____	____/____/____	$ 75.00	$_____.00
			Total Amount Paid:	$_____.00

3. Fees: Enclose the required fees **for each Certificate requested**. (See Fees Due, above.) Payment must be a check or money order payable to California Department of Public Health. Cash is **not** accepted. Fees are **non-refundable**.

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4. Continuing Education: To show that you completed the required continuing education, enclose the original (pink) Course Completion Form (CDPH 8493) from your lead-related construction continuing education. (NOTE: Continuing Education is only required every 2 years, however, you must renew your certificate every year.)

If you took continuing education prior to your last renewal, and it was less than two years ago, and do not need it this year, check here: ☐ **Continuing Education Not Required**

5. Photograph: You must include a recent photograph of yourself. It must be in portrait style (see diagram at right). Select one of the follow methods for providing the photo:

- ☐ A photo print, at least two inches square (no digital printouts). Print your name and certification number on the back.
- ☐ Digital photo - it should be at least 640 x 480 pixels, in JPEG format, and have your name as the file name. Do not send digital printouts.
- ☐ Digital photo, e-mailed to LeadPhotos@cdph.ca.gov. It should be at least 640 x 480 pixels, in JPEG format, and have your name as the file name. Date e-mailed: _____

I hereby certify, under penalty of perjury, that the information I have provided in this application is true and correct. I further certify that I understand the California Code of Regulations requirement for individuals to maintain documents related to lead hazard projects (that I prepare, perform, or supervise) for a minimum of three years, and make them available to CDPH upon request.

Your Signature:_____ _____/_____/_____
Date Signed

Mail Your Renewal To:
California Department of Public Health
Childhood Lead Poisoning Prevention Branch
850 Marina Bay Parkway
Building P, Third Floor, Box C
Richmond, CA 94804-6403.

Notify the Department within 30 calendar days if your name, address or phone number changes.

The Department of Public Health, Childhood Lead Poisoning Prevention Branch, requests this information under the Health & Safety Code, Section 105250, in order to determine the eligibility of an individual for Lead Certification. Provision of this information is mandatory. The consequence of not providing this information is denial of certification. This information may be provided to the California Division of Occupational Safety and Health (Cal-OSHA) and California government agencies and officials, as provided by law. You have the right to access records containing your personal information maintained by the Department of Public Health. For information or access to your records, contact the Childhood Lead Poisoning Prevention Branch, 850 Marina Bay Parkway, Building P, Third Floor, Box C, Richmond, CA 94804-6403, Telephone: 1-800-597- LEAD (510-620-5694 outside California).

Attention Certified Lead Professionals! Your name can appear on the State Lead Listing!

If you are currently certified, the California Department of Public Health (CDPH) can add your phone number and city to your entry on its *List of Certified Lead Professionals at* www.cdph.ca.gov/programs/CLPPB. This list is distributed statewide to consumers interested in your services. It is also posted on the Internet at **www.cdph.ca.gov/programs/CLPPB.** This list can help you get information about your services out to:

- ► Contractors
- ► Homeowners
- ► Realtors
- ► Vendors
- ► Training Providers
- ► Health Departments
- ► Apartment Managers
- ► Building Owners
- ► and Many More!

What to do: To add your phone number and city to your entry on the *List of Certified Individuals*, complete the Authorization form (DPH 8540) on the back of this page, sign it and return it to CDPH. If you do not send your Authorization to CDPH, only your name, certificate number, and expiration date will appear on the CDPH List of Certified Lead Professionals on the CLPPB website.

When to do it: If you are currently certified, send your Authorization to CDPH **now**! The sooner we get your Authorization, the sooner your information will appear on the List.

If you are not currently certified, send your Authorization to CDPH with your renewal materials. **When CDPH renews your certificate**, your information will appear on the list.

Questions: If you have any questions, please call the Lead-Related Construction Information Line at 1-800-597-5323. Outside California, call (510) 620-5694.

IMPORTANT: **All** information submitted to CDPH is subject to release under the California Public Records Act (Government Code 6250 et seq.). While CDPH will use its best efforts not to publicly release your personal information, requests for records or information under this act may **require** CDPH to release your personal information without your authorization.

Authorization To Release Personal Information

(For use only to have your city and work phone added to your name on the list of certified individuals)

INSTRUCTIONS: Complete the Personal Information portion of this form and read items 2, 3, 4, and 5. Sign the form under item 6 and submit it to the Department of Public Health (CDPH). Note: you should **only** complete this form if you want CDPH to add your work phone number and city to the CDPH List of Certified Lead Professionals. If you do not complete this form and send it to CDPH only your name, certificate number, and expiration date will appear on the CDPH List of Certified Lead Professionals on the CLPPB website. If you have already sent this form to CDPH, you do not need to send it again unless your personal information has changed.

1. Personal Information:

Name: _____ _____
last first

CDPH Lead Certificate Numbers: *(if applicable)* _____ _____ _____ _____ _____

Business Address: _____
street number and name suite number

_____
city state zip

Business Phone: (_____) _____ - _____

Do you provide any of the following services? *(check all that apply)* ... o Painting o General Construction
o Remodeling o Hazardous Materials Removal

Are you a California Licensed Contractor? *(check one)* ..... o Yes (Your CSLB Contractor Number: _____)
o No

Are you a Certified Industrial Hygienist?*(check one)* ..... o Yes (Your ABIH Certificate Number: _____)
o No

2. Uses: CDPH will use the information you provided above in its List of Certified Lead Professionals. CDPH will release this information to all interested parties. CDPH may also release this information as permitted by the California Public Records Act (Government Code 6250 et seq.). By allowing CDPH to release your personal information, you may be contacted by interested parties wanting your services or business. CDPH is not responsible for the way this information is used by the interested parties who request it.

3. Duration: This authorization shall become effective immediately and remain in effect until you rescind it in writing.

4. Non-Original Copies: A photocopy of this authorization shall be considered as valid as the original.

5. Authorization: I hereby authorize the California Department of Public Health, Childhood Lead Poisoning Prevention Branch to release the information provided above according to the terms stated above. In signing, I also certify, under penalty of perjury that all information given above is true and correct.

6. Signature:

_____
Your Signature

_____
Print Your Name Here

_____/_____/_____
Date Signed

Include this form with your application materials. If you have already sent your application to CDPH, mail or fax this form to:

Childhood Lead Poisoning Prevention Branch
850 Marina Bay Parkway
Building P, Third Floor, Box C
Richmond, CA 94804-6403
(510) 620-5656 fax

The Department of Public Health, Childhood Lead Poisoning Prevention Branch, requests this information under the Health & Safety Code, Section 105250, in order to determine the eligibility of an individual for Lead Certification. Provision of this information is mandatory. The consequence of not providing this information is denial of certification. This information may be provided to the California Division of Occupational Safety and Health (Cal-OSHA) and California government agencies and officials, as provided by law. You have the right to access records containing your personal information maintained by the Department of Public Health. For information or access to your records, contact the Childhood Lead Poisoning Prevention Branch, 850 Marina Bay Parkway, Building P, Third Floor, Box C, Richmond, CA 94804-6403, Telephone: 1-800-597- LEAD (510-620-5694 outside California).