



# Lead-Related Construction Certification Online Application Forms and Instructions

California Department of Public Health, Childhood Lead Poisoning Prevention Branch

Lead Related Construction Unit

## What kinds of certificates are available?

Five types of Lead-Related Construction Certificates are available to individuals who conduct lead-related construction (LRC) work in residential and/or public buildings:

- o **Inspector/Assessor:** Required for those who evaluate where there are lead hazards in public and/or residential buildings.
- o **Sampling Technician:** Required for those who take samples for analysis under the direction of a certified Inspector/Assessor.
- o **Project Monitor:** Required for those who oversee LRC work to make sure that plans and specifications are followed, and who test to see if lead contamination occurred.
- o **Supervisor:** Required for those who supervise LRC work and enforce the work practices that ensure worker safety.
- o **Worker:** Required for those who perform LRC work under the direction of a Certified LRC Supervisor.

## How Long Does Certification Take?

It may take up to 90 days to process certification applications, although it is normally about three weeks. The California Department of Public Health (CDPH) **cannot** expedite processing any applications.

- o CDPH may take up to 30 days to review some applications for completeness. Applications for LRC Worker usually are processed more quickly than other applications.
- o If items are missing from your application, CDPH will send your application back to you, along with a list of missing items. Your application should be resubmitted when it is complete.
- o Once your application is complete, CDPH may take up to 60 days to verify the information in your application and grant or deny your certification.

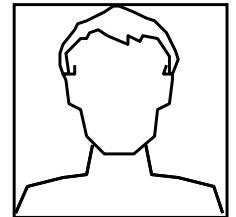
## How to Apply for Certification

To apply for certification, you will need to:

- o Be sure you meet training, experience and education requirements (see pages 2 and 3).
- o If you are applying for Inspector/Assessor, Project

Monitor or Supervisor, you must take and pass a Statewide certification examination before you apply. (Call Cooperative Personnel Services at 916-263-3624, option 5, or visit their website at [www.cpshr.us](http://www.cpshr.us) for information or to register.)

- o Using a valid e-mail address, apply online at: <https://www.cdph.ca.gov/Programs/CCDPHP/DEO/DC/CLPPB/Pages/LRCcertprocess.aspx>
- o Upload required documents including one digital passport style photograph submitted electronically. It should be at least 640 x 480 pixels, in JPEG format, and have your name as the file name.
- o Include the appropriate fee (nonrefundable) for each certificate you request. Online payment (Visa, MasterCard, or e-check) will be processed immediately. If opting for an off-line payment, make check or money order payable to “California Department of Public Health” and mail to the address e-mailed to you by the online system (You may submit a single check or money order to pay for several fees – CDPH cannot accept cash.)
- o Keep a copy of your completed application for your own records.



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

If you have questions about the Lead Certification Exams see the attached information sheet titled:

***The Lead Certification Exams: Answers to Frequently Asked Questions.***

**Or call 1-800-597-5323**

**(510-620-5694 outside California)**

**You can also visit our Web Site:**

**[www.cdph.ca.gov/programs/CLPPB](http://www.cdph.ca.gov/programs/CLPPB)**

## Minimum Training, Education, Experience & Exam Requirements

You must meet the training, experience and education requirements listed below. If you are applying for a Supervisor, Inspector/Assessor, or Project Monitor certificate, you must also pass a Statewide Lead Certification Exam. For information about the examination call Cooperative Personnel Services at (916) 263-3624, option 5, or at: [www.cpshr.us](http://www.cpshr.us). If you are applying for a Supervisor, Inspector/Assessor, or Project Monitor certificate, you must show that you have completed the required work experience. Unless otherwise noted, you must submit completed Proof of Experience forms (CDPH 8539) for each employer who is verifying that you have experience which makes you eligible for certification. Note that applicants who are Certified Industrial Hygienists have unique requirements.

### Supervisor Certificate Requirements:

**Training:**

- Either:** Lead-Related Construction Supervision & Project Monitoring course (40 hours);
- Or:** Lead-Related Construction Work course (24 or 32 hours) and Lead-Related Construction Supplemental Supervision & Project Monitoring course (16 hours).

**Experience:**

- Either:** 1 year of experience as a certified lead worker;
- Or:** 2 years of experience in lead-related construction or a related field (such as asbestos, the building trades or environmental remediation) conducting health, occupational safety or environmental hazard control.

**Note:** A current and active contractor's license issued in your name by the California Contractors State License Board (CSLB) within the classifications A, ASB, B, C12, C15, C17, C21, C32, C33, C34, C35, C39, C4, C-3, C47, C61/D38, C61/D63 or HAZ may serve as the proof of experience for Supervisors.

**Education:** None.

**Examination:** *Lead Supervisor Certification Exam* (call Cooperative Personnel Services (916) 263-3624, option 5).

**Training:**

- Either:** Lead-Related Construction Supervision & Project Monitoring course (40 hours);
- Or:** Lead-Related Construction Work course (24 or 32 hours) and Lead-Related Construction Supplemental Supervision & Project Monitoring course (16 hours);
- Or:** CIHs may take a Lead-Related Construction Certified Industrial Hygienist Course (24 hours).

**Education & Experience:**

- Either:** A **Bachelor's Degree** or higher in a biological, chemical, physical science or related field; and 1 year of experience in lead-related construction or a related field conducting, monitoring or designing projects in environmental health, occupational safety or environmental hazard reduction;
- Or:** An **Associate's Degree** or higher (or 20 semester / 30 quarter college units) in a biological, chemical, physical science or related field and 1 year of experience as a certified lead supervisor;
- Or:** An **Associate's Degree** or higher (or 20 semester / 30 quarter college units) in a biological, chemical, physical science or related field and 2 years of experience in lead-related construction or a related field conducting, monitoring or designing projects in environmental health, occupational safety or environmental hazard reduction;
- Or:** A **High School Diploma** or its equivalent and 2 years of experience as a certified lead supervisor;
- Or:** A **High School Diploma** or its equivalent and 3 years of experience in lead-related construction or a related field conducting, monitoring or designing projects in environmental health, occupational safety or environmental hazard reduction.
- Or:** **Certified Industrial Hygienists** – American Board of Industrial Hygiene certificate.

**Examination:** *Lead Project Monitor Certification Exam* (call Cooperative Personnel Services (916) 263-3624, opt 5).

**Inspector / Assessor Certificate Requirements:**

<b>Training:</b>	Lead-Related Construction Inspection / Assessment course (40 hours)
<b>Or:</b>	Certified Industrial Hygienists may take a Lead-Related Construction Certified Industrial Hygienist Course (24 hours).
<b>Education &amp; Experience:</b>	
<b>Either:</b>	A <b>Bachelor’s Degree</b> or higher in a biological, chemical, physical science or related field; <u>and</u> 1 year of experience in lead-related construction or a related field: a) conducting environmental inspections and assessing environmental health, occupational safety or environmental hazards; <u>or</u> b) designing projects in environmental health, occupational safety or environmental hazard reduction;
<b>Or:</b>	An <b>Associate’s Degree</b> or higher (or 20 semester / 30 quarter college units) in a biological, chemical, physical science or related field <u>and</u> 2 years of experience in lead-related construction or a related field <u>either</u> conducting environmental inspections and assessing environmental health, occupational safety or environmental hazards <u>or</u> designing projects in environmental health, occupational safety or environmental hazard reduction;
<b>Or:</b>	A <b>High School Diploma</b> or its equivalent <u>and</u> 3 years of experience in lead-related construction or a related field: a) conducting environmental inspections and assessing environmental health, occupational safety or environmental hazards; <u>or</u> b) designing projects in environmental health, occupational safety or environmental hazard reduction.
<b>Or:</b>	<b>Certified Industrial Hygienists</b> – American Board of Industrial Hygiene certificate.
<b>Examination:</b>	<i>Lead Inspector/Assessor Certification Exam</i> (call Cooperative Personnel Services (916) 263-3624, x5).

<b>Training:</b>	Lead-Related Construction Sampling Technician course (8 hours)
<b>Education:</b>	None
<b>Experience:</b>	None
<b>Examination:</b>	None

**Worker Certificate Requirements:**

<b>Training:</b>	Lead-Related Construction Work course (can be either a 24 or a 32 hour course).
<b>Experience:</b>	None
<b>Education:</b>	None
<b>Examination:</b>	None

**How Long Ago Was Your Training?**

If it has been **more than 1 year** since you completed your CDPH-approved training, you must take 7-hours of CDPH-approved Continuing Education before applying for certification.

If your CDPH-approved **initial** training is **more than three (3) years old**, you must take the full initial course over again before applying for certification.

**How Was Your Training?**

CDPH is interested in hearing what you thought of your lead training and continuing education. If you have comments, good or bad, about a CDPH-approved training provider or course, write to us or call:

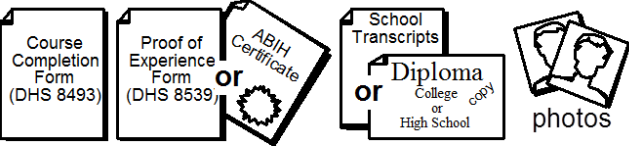
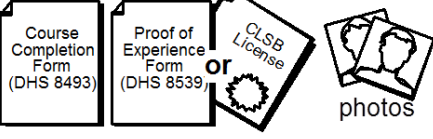
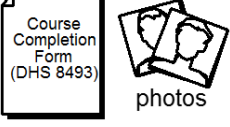
**Childhood Lead Poisoning Prevention Branch  
850 Marina Bay Parkway  
Building P, Third Floor, Box C  
Richmond, CA 94804-6403  
1-800-597-5323**

## Calculating Your Experience

Do the following calculation for each of your employers then add together the results (Box D) of all your experience calculations. The grand total of all your employment experiences must **equal or exceed** the experience requirements shown on pages 2 and 3.

	Example	Your Information
1. Count the number of months that you worked for an employer.----- %	A <span style="border: 1px solid black; padding: 5px; display: inline-block;">120.0 months</span>	A <span style="border: 1px solid black; width: 100px; height: 30px; display: inline-block;"></span>
2. Estimate the percentage of time you did activities for that employer that make you eligible for certification. ----- %	B <span style="border: 1px solid black; padding: 5px; display: inline-block;">0.4 (40%)</span>	B <span style="border: 1px solid black; width: 100px; height: 30px; display: inline-block;"></span>
	x	x
3. Multiply Box A by Box B. Write the result in Box C. ----- %	C <span style="border: 1px solid black; padding: 5px; display: inline-block;">48.0 months</span>	C <span style="border: 1px solid black; width: 100px; height: 30px; display: inline-block;"></span>
	÷ 12.0	÷ 12.0
4. Divide Box C by 12 to calculate your experience in years. Write the result in Box D. ----- %	D <span style="border: 1px solid black; padding: 5px; display: inline-block;">4.0 years</span>	D <span style="border: 1px solid black; width: 100px; height: 30px; display: inline-block;"></span>

### What Your Application Should Include

Certificate Requested	Items to Include in Your Online Application	Payment	Optional Release
Inspector / Assessor... Project Monitor.....		Submit payment after CDPH reviews application	Authorize Release Of Personal Information Online
Supervisor.....		Submit payment after CDPH reviews application	Authorize Release Of Personal Information Online
Sampling Technician... Worker.....		Submit payment after CDPH reviews application	Authorize Release Of Personal Information Online

#### Supervisor Applicants:

If you are applying for **only** a Supervisor certificate and you have a current and active contractor's license issued in your name by the California Contractors State License Board (CSLB) within the classifications A, ASB, B, C12, C15, C17, C21, C32, C33, C34, C35, C39, C4, C-3, C47, C61/D38, C61/D63 or HAZ you may submit a copy of your Contractor's license in place of a Proof of Experience form.

#### Certified Industrial Hygienists:

If you are a Certified Industrial Hygienist applying for Lead Inspector/Assessor and/or Lead Project Monitor Certification, and you took a CDPH-approved lead-related construction Course for Certified Industrial Hygienists, you may submit a copy of your American Board of Industrial Hygiene certificate (or its equivalent) in place of both the Proof of Experience form and your college diploma.

### Proof Of Experience

**INSTRUCTIONS:** Type or print all information clearly. Complete this form to verify that an applicant has experience which makes him/her eligible for Lead Certification. This form **must** be completed and signed by a supervisor or employer, or by the applicant, if self-employed. Provide information for only **one** employer on this form.

#### 1. Applicant Information:

Name: \_\_\_\_\_  
Last First Middle Initial

#### 2. Employer Information:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address, Suite. No.  
City State Zip

If applicant is **not** self-employed, give his/her Supervisor's name and phone number:

Supervisor Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
First Last

If applicant **is** self-employed, give the names and phone numbers of 3 client references:

Client Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
First Last

Client Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
First Last

Client Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
First Last

#### 3. Experience Information:

Dates of employment: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year Month Day Year

In **detail**, describe the job activities the applicant did for this employer, that make him/her eligible for Lead-Related Construction certification. (This may include work such as lead, asbestos, environmental remediation, construction, design, occupational safety, etc.).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

over ►





CHILDHOOD  
LEAD  
POISONING  
PREVENTION  
BRANCH

---

## The Lead Abatement Certification Exams: Answers to Frequently Asked Questions

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

### Why are certification exams required?

The federal *Residential Lead-Based Paint Hazard Reduction Act of 1992*, also known as Title X, requires all states to have lead certification programs that are at least as protective as the Federal certification program. Because the Federal certification program requires individuals to pass a proficiency exam in order to become fully certified, California's lead certification program must do the same.

### Who must take the certification exams?

California requires certification exams for Lead Abatement Inspector/Assessors, Lead Abatement Supervisors and Lead Abatement Project Monitors. There are separate exams for each of these three types of certifications. Lead Workers and Sampling Technicians are not required to take an exam.

### Who offers the certification exams?

*Cooperative Personnel Services* is the contractor that CDPH has chosen to administer the exams. This company has extensive experience administering many types of licensing and certification exams in California. This is the **only** company who offers California's approved lead certification exams. Passing a certification exam offered by another company or another state will **not** make you eligible for lead certification in California.

### Where and when are the exams offered?

*Cooperative Personnel Services* offers the exams monthly at testing sites in Northern and Southern California. Exams are generally held on the 3rd Wednesday of the month. All of the exams are offered in English, and in addition the Supervisor exam is offered in Spanish one month per quarter. Please see the schedule at [www.cpshr.us](http://www.cpshr.us) for more information.

### What are the exams like?

The certification exams consist of 100 to 125 multiple-choice questions. All are offered in English, and the Supervisor exam is also offered in Spanish. None of the exams includes any "hands-on" or performance testing.

### How much does it cost to take the exams?

There is no charge for the exam at this time.

### Can I have the exam given at my company?

No, this option is not available at this time.

### Can I go to *Cooperative Personnel Services* to take my exam?

No, this option is not available at this time.



## **Are special accommodations available for people with disabilities?**

Yes, for no additional charge, Cooperative Personnel Services can provide ADA accommodations for those with special needs. Please note any need for special arrangements on the back of the registration form.

## **Are there “combined” exams?**

No. The exams for Lead Abatement Supervisor, Lead Abatement Inspector/Assessor and Lead Abatement Project Monitor are each separate. If you want get more than one of these certificates, you must take a separate exam for each.

## **Are there any study guides available to help me study for the exam?**

Study guides are available at the Childhood Lead Poisoning Prevention Branch website at [www.cdph.ca.gov/programs/CLPPB](http://www.cdph.ca.gov/programs/CLPPB). Click on “Lead-Related Construction”, then on “2 – State Certification Exam” in the “Lead Certification Process” section.

## **When do I take my exam?**

You may take the exam at any of the scheduled dates or make special testing arrangements with Cooperative Personnel Services. You need to take and pass the exam before you apply to CDPH for certification.

## **How do I register for my exam?**

You may telephone CPS directly at (916) 263-3624, option 5 or access their website at [www.cps.ca.gov](http://www.cps.ca.gov) to obtain registration materials. Complete the registration form that you received from CPS and mail it to:

Cooperative Personnel Services  
Attention: Lead Certification Registration  
2450 Del Paso Road, Suite 220  
Sacramento, California 95834

**Do not** send your registration form to CDPH.

Your registration fee must be a cashier’s check, company check, or money order, made payable to Cooperative Personnel Services. You must register for your exam two weeks before the exam date. Please see schedule for deadlines and fees structure.

## **How do I get admitted into the exam?**

To be admitted into your exam, you must show a State Driver’s License, State ID Card, Passport, Military ID Card or Resident Alien Card. If you cannot properly identify yourself when you arrive to

take your exam, *Cooperative Personnel Services* will turn you away and not allow you to take the exam.

## **What happens if I fail my exam?**

If you fail an exam, *Cooperative Personnel Services* will tell you how many questions you got correct and how many you missed on each of the topic area subsections of the exam. For exam security reasons, they cannot tell you which questions you missed.

There is no waiting period to retake the exam, however, you must register and pay for the repeat exam as described above. It is strongly recommended that you take sufficient time to thoroughly study using the study guides prior to retaking an exam.

## **What happens after I pass my exam?**

*Cooperative Personnel Services* will send you a letter with your scores, along with how you did in each subsection. Once you have received notice that you passed your exam you may apply for certification. Please send a copy of the exam letter to CDPH when you apply. CDPH will then review your experience, training, and education to determine if you meet all of the requirements for certification.

## **Am I certified for lead-related construction work once I pass the exam?**

No. You must apply to the California Department of Public Health (CDPH) for certification.

## **When can I apply for certification?**

Apply to CDPH **after** CPS has notified you that you have passed the exam

## **How do I apply for certification?**

You must apply to CDPH for certification. Do not send application materials to CPS. For application forms, instructions, and other certification-related questions, contact CDPH at **1-800-597-5323** (510-620-5694 outside California), or download forms at [www.cdph.ca.gov/programs/CLPPB](http://www.cdph.ca.gov/programs/CLPPB). Click on “Lead-Related Construction”, then on “2 – State Certification Exam” in the “Lead Certification Process” section.

For exam schedules, testing locations, special testing options and registration confirmation, contact:

***Cooperative Personnel Services***  
**(916) 263-3624, option 5**  
[www.cpsr.us](http://www.cpsr.us)