

Division of Safety and Health  
Safety Training Program  
Harriman State Office Campus  
Building 12, Room 154  
Albany, NY 12240

## Application for Approval or Revision of a Mold Training Course

Pursuant to Article 32, Section 932 of the New York State Labor Law this application is hereby submitted for an approval to conduct the training courses required for licensing in New York State.

1. Purpose of Submittal (Please check one box **only**.)

- Applicant seeking approval as a New York State Mold Training Provider (\$500.00 per course)  
 Applicant seeking approval for revisions to the technical content of a previously approved course (\$100.00 per course)

2. Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Email: \_\_\_\_\_ Website: \_\_\_\_\_  
 Training Director Name: \_\_\_\_\_

3. Indicate the training course(s) submitted and how much you are charging students (the Department of Labor will not distribute this information).

Assessor	<input type="checkbox"/> Initial	<input type="checkbox"/> Refresher	Course registration fee per student \$ _____
Remediation Contractor	<input type="checkbox"/> Initial	<input type="checkbox"/> Refresher	Course registration fee per student \$ _____
Abatement Worker	<input type="checkbox"/> Initial	<input type="checkbox"/> Refresher	Course registration fee per student \$ _____

Language(s) course will be instructed in: \_\_\_\_\_

4. Supplements to the Application (To be completed by all applicants. Participation in any of the following options is not required to be considered for this application.) Attach evidence that shows if you are one or more of the following:

- A.  New York State Department of Health approved asbestos training provider.  
 B.  Registered New York State Labor Apprenticeship Program.  
 C.  Educational or school chartered, licensed or registered by New York State Education Department.

5. Checklist for Applicants

- Page 2 contains a checklist of documents and statements that you must include with your application.
- New applicants must complete Sections 1 and 2.
- Current approved New York State Mold Training Providers must complete Section 2 only.

6. Fee of \$500.00 must accompany each course application. Fee of \$100.00 must accompany each application for revision to course technical content. Checks made payable to Commissioner of Labor. Submit the fee(s) and a hardcopy of the application package to the address in the header.

7. Applicant Verification Statement

The applicant attests that the information contained in this application is accurate, true and complete to the best of the applicant's knowledge and that false statements made in this application are subject to the applicable provisions of the New York State Penal Law. Submission of a false statement is grounds for disapproval of this application. The applicant attests that the training facilities and equipment are adequate to accommodate the students' needs and hands-on demonstrations.

Completed by: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Section 1 - Application Requirements (To be completed by new applicants only.)**

This section summarizes the submittal requirements for those applicants seeking approval for the first time. All documents and statements submitted must be accurate, complete and reference the applicable regulation section. Plans and procedures for meeting these requirements must be part of each application.

- Training Director - Each mold training provider must have designated, at all times, a Training Director who is approved by the Commissioner. The name and credentials of the Training Director shall be submitted for Commissioner review with each application for approval of a mold training course and whenever a new Training Director is designated. The Training Director shall have experience in designing, implementing and evaluating employee educational programs. The Training Director shall be directly involved in the program. Evidence that the proposed Training Director meets the qualifications must be included in the application.
- Instructors - Only approved instructors with mold-related experience and/or education may provide instruction in a course approved by the Commissioner. Submit names and resumes of proposed instructors.
- Facilities - A description of the training facility(ies) including a diagram or blueprint which identifies classrooms with their respective area dimensions, seating arrangements, record keeping location(s), and equipment storage location(s). If records are to be stored at a location other than the training facility, the address and site specific information for the record storage room must be included.
- Provider Profile - A detailed description of the training provider's management and corporate structure including individual names of management personnel and corporate officers. The detailed description must include details of other business affiliations including, but not limited to, affiliations with mold abatement firms, environmental sampling and analysis firms and manpower brokerage firms.
- Quality Assurance (QA) Program – Submit QA program procedures (attendance/make-up policy, examination security and re-test policy, adequacy of facilities, instructor evaluation, course updates, etc).
- Languages - If course will be instructed in a language other than English, provide English translation of all submittals.
- Record Keeping - The training provider must submit a detailed record keeping procedure which identifies the type of records to be maintained and the security measures that will be implemented to ensure the integrity of the records.
- Program Changes - Applicant must describe the procedures used to notify the Commissioner in writing of any changes in respect to an approved training program.

## **Section 2 - Application Requirements (To be completed by all applicants)**

This section summarizes the submittal requirements for all applicants seeking approval. All documents, student manuals, and statements submitted must be accurate and complete. Manual(s) must not contain grammatical or typographical errors.

- Course Outline - Submit a detailed outline of each course including the length of training, the amount of time allotted to each topic, and a description of the type of teaching method for each topic. The training provider name, course type, and creation revision date should be labeled on the outline.
- Student Manual(s) - Applicant must provide one (1) copy of the entire student manual along with all other written materials, and regulations, intended to augment the student manual.
- Equipment - Include a description of all materials and equipment to be used for hands-on practice exercises and demonstrations.
- Training Procedures - Submit a copy of the instructor lesson plan(s) and transparencies, slides, and audio-visual materials to be used to supplement the program presentation. The training provider must detail those interactive/participatory teaching methods to be used and in which topic areas they will be employed.
- Examination(s) - Applicant must provide a copy of each examination with the appropriate answer key. Answer key must include the correct responses. A minimum score of 70 percent is required to pass the examination.
- Course Evaluation Form - Include a copy of the student evaluation form.
- Example Course Certificate of Completion – Submit a copy of the completion certificate that will be distributed to students. Certificate must include all information required by the Commissioner as outlined on the Course Completion Certificate Template.

### **Approval/Disapproval**

An approval letter and Approved Mold Training Provider ID will be issued by the Commissioner for approved courses. In the case of disapproval, a letter describing the reasons for disapproval shall be sent to the applicant. The Commissioner may request additional information to address inadequacies in the application. If an application is disapproved by the Commissioner the applicant may reapply for approval at any time. Depending on the extent of the deficiencies a new application and fee may be required.