



PLEASE RETURN THE COMPLETE APPLICATION PACKAGE TO:

Government of the District of Columbia
District Department of the Environment
Lead and Healthy Housing Division
Compliance & Enforcement Branch
1200 First Street, N.E., 5th Floor, Washington, D.C. 20002
202-535-1934 Fax 202-481-3770

DDOE APPLICATION FOR LEAD-BASED PAINT
CERTIFICATION FORM
INDIVIDUAL DISCIPLINES

Updated July 2013

FOR OFFICE USE ONLY
Date Received:
Amount Received:
Check #:
Fee Waived for an employee of a District Agency:
Yes/No
Application Approved: Yes/No
Certification #:
Exp. Date:

I. APPLICATION STATUS (Check only one)

1. NEW/INITIAL APPLICATION [ ]

RENEWAL [ ]
D.C. Certification No.
Expiration Date

RECIPROCITY REQUEST [ ]
State of current license:
Certification/License No.
Expiration Date

CERTIFICATION REQUESTED (Check only one) \*REQUIREMENTS FOR EACH CERTIFICATION ARE LISTED ON PAGES 3-4

2. INDIVIDUAL INITIAL/RENEWAL/RECIPROCITY

- [ ] Dust Sampling Technician \$100.00/5Years
[ ] Abatement Worker \$100.00/2Years
[ ] Inspector \$350.00/2 Years
[ ] Risk Assessor \$350.00/2 Years
[ ] Abatement Supervisor \$350.00/2Years
[ ] Project Designer \$350.00/2 Years

\*Make check/money order payable to D.C. Treasurer
Returned check fee: \$65.00

Replacement ID Card fee: \$25.00

II. PERSONAL INFORMATION PLEASE PRINT CLEARLY

3. NAME:
4. MAILING ADDRESS:
5. CITY: STATE: ZIP CODE: 6. HOME PHONE NUMBER: ( )

7. DATE OF BIRTH: SEX: HEIGHT: FT. /IN.

8. EMAIL ADDRESS (Will be used to contact you with updates)

9. CAN DDOE LIST YOUR NAME, MAILING ADDRESS, CITY, STATE, ZIP CODE, CONTACT NUMBER, AND EMAIL ADDRESS ON OUR WEBSITE AS A CERTIFIED PROFESSIONAL WORKING IN D.C.? Yes No DOES NOT APPLY TO DISTRICT AGENCY EMPLOYEES

a. INDICATE BELOW WHICH MAILING ADDRESS AND CONTACT INFORMATION IF DIFFERENT FROM ABOVE:

III. EMPLOYMENT INFORMATION

6. EMPLOYER'S NAME: 8. MAILING ADDRESS:
TELEPHONE NUMBER: ( ) FAX: ( )

DDOE APPLICATION FOR LEAD-BASED PAINT CERTIFICATION FORM – INDIVIDUAL DISCIPLINES

10. YOUR POSITION: \_\_\_\_\_ 10. DESCRIPTION OF YOUR DUTIES \_\_\_\_\_

11. SUPERVISOR: \_\_\_\_\_ SUPERVISOR'S PHONE NUMBER: ( ) \_\_\_\_\_  
SUPERVISOR'S EMAIL ADDRESS: \_\_\_\_\_

IV. APPLICANT'S TRAINING INFORMATION

12. APPLICANT'S LEAD-BASED PAINT TRAINING INFORMATION

Attach copies of current applicable INITIAL (for initial/new applications) and any refresher training certificates. An additional fee of \$100 for Lead Inspector, Lead Risk Assessor, Abatement Supervisor and Lead Project Designer applicants or \$50.00 for Lead Abatement Worker and Dust Sampling Technician applicants if non-DDOE accredited training provider certificate is submitted with this application

V. X-RAY FLUORESCENCE (XRF)

13. For those using an X-RAY FLUORESCENCE ANALYZER (XRF), please note that the District of Columbia is not an agreement jurisdiction with the Nuclear Regulatory Commission (NRC). Contact NRC before conducting work in the District of Columbia. WILL YOU USE AN X-RAY FLUORESCENCE ANALYZER (XRF)?  
Yes \_\_\_\_\_ No \_\_\_\_\_ **IF YOU INDICATED NO ABOVE AND DECIDE TO USE AN XRF LATER, YOU MUST NOTIFY DDOE PRIOR TO USAGE. FAILURE TO CONTACT THE NRC MAY RESULT IN ENFORCEMENT ACTIONS. ADDITIONALLY, DDOE WILL REFER ANY KNOWN VIOLATORS TO NRC.**

VI. ENFORCEMENT ACTIONS

14. Has any federal, state or local jurisdiction ever revoked, suspended, modified, or proposed to revoke or suspend, or modified any permit, license, certification, or approval you have held or currently hold, or has any penalty action or fine been assessed against you for failure to comply with the laws and regulations pertaining to lead-based paint?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
**If you answered "yes" to the above question, you MUST provide a detailed statement to fully explain the circumstances. The statement must then be attached to this application.**

VII. AFFIDAVIT

For the Applicant: The information that I have provided in this "DDOE Application for Lead-Based Paint Certification Form" is true, accurate, and complete to the best of my knowledge. I understand that my application is subject to verification, and I agree to provide any additional documentation required to review that application. I also understand that outside sources may be contacted for purposes of verifying the information contained in this application, and I hereby give permission for the disclosure of any information that may be needed to determine the validity of the information that I have provided and/or to determine eligibility for the certification sought. I understand that failure to provide full disclosure of any requested information that may be needed to determine the validity of this application or eligibility for certification may result in the rejection of this application. I also understand that completion of this application does not guarantee lead-based paint certification in the District of Columbia. Further, I understand that if the Department finds that I have made a false statement or misrepresentation material to the issuance, modification, or renewal of a certification, the Department may, after notice and opportunity for hearing, suspend, revoke, modify, or refuse to issue, renew, or restore the certification. The Department may also seek to impose administrative, civil, or criminal penalties under D.C. Official Code § 8-231.01 *et seq.* Finally, I understand that under D.C. Official Code § 22-2405, any person convicted of making false statements shall be fined not more than \$1,000, or imprisoned for not more than 180 days, or both. A person commits the offense of making false statements if that person willfully makes a false statement that is in fact material, in writing directly or indirectly to any instrumentality of the District of Columbia Government, under circumstances in which the statement could reasonably be expected to be relied upon as true.

**[ ] By checking this box, I understand THAT IN ORDER TO BE CERTIFIED, I MUST COMPLY WITH THE SPECIFIC discipline requirements listed on pages 3-5 of this application THAT WOULD APPLY TO THE TYPE OF CERTIFICATION FOR WHICH I AM APPLYING and required under 20 DCMR §§ 3307 & 3322.**

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

\_\_\_\_\_  
Printed Name

**INDIVIDUAL DISCIPLINE REQUIREMENTS**

<p><b>Dust Sampling Technician Requirements</b>          An applicant for certification as a dust sampling technician shall demonstrate and attach to this application the following evidence of qualifications:</p> <ul style="list-style-type: none"> <li>[ ] Successfully complete an 8 hour DDOE-accredited initial and any refresher dust sampling technician course(s); Document completion of the course by submitting a certificate to DDOE;</li> <li>[ ] Pass a DDOE-administered exam that tests the applicant’s knowledge of the District’s relevant legal requirements pertaining to dust sampling technicians; <b>AND</b></li> <li>[ ] Pay DDOE the appropriate certification fee required under 20 DCMR § 3322.            *An individual who successfully completes a DDOE-accredited lead-based paint inspector or risk assessor course may take a DDOE-accredited refresher dust sampling technician course in lieu of the initial training required by 20 DCMR § 3307.8(a) to become a dust sampling technician.</li> </ul>	<p><b>Lead Abatement Worker Requirements</b>          An applicant for certification as a lead abatement worker shall demonstrate and attach to this application the following evidence of qualifications:</p> <ul style="list-style-type: none"> <li>[ ] Successfully complete a 16 hour EPA accredited, DDOE-accredited, or accredited by an EPA approved state lead worker initial and any refresher training course(s); Document completion of the course by submitting a certificate to DDOE;</li> <li>[ ] An abatement worker applicant need not provide prior experience or education documentation; <b>AND</b></li> <li>[ ] Pay DDOE the appropriate certification fee required under 20 DCMR § 3322.</li> </ul>
<p><b>Lead-Based Paint Inspector</b>          An applicant for certification as a lead-based paint inspector shall demonstrate and attach to this application the following evidence of qualifications:</p> <ul style="list-style-type: none"> <li>[ ] Successfully complete an EPA-accredited, DDOE-accredited, or accredited by an EPA approved state initial training course for lead-based paint inspectors; Document completion of the course by submitting a certificate to DDOE;</li> <li>[ ] Provide the following set of information, unless provided with a DDOE waiver for this requirement, based upon a DDOE determination that other alternative prior work experience submitted instead by the applicant for consideration is sufficiently comparable:            *A list of twenty (20) different addresses where the applicant has assisted in lead-based paint inspections with a certified lead-based paint inspector, which shall include the following information:           <ul style="list-style-type: none"> <li>[ ] Address of each property, including unit number if applicable;</li> <li>[ ] Type of activities conducted at each property, such as an X-Ray Fluorescence Analyzer (“XRF”) survey, paint chip sampling, dust sampling, or soil sampling;</li> <li>[ ] Date that each activity took place, and name of certified lead-based paint inspector the applicant assisted with each activity;</li> <li>[ ] Detailed description of how the applicant assisted; <b>AND</b></li> <li>[ ] A signed and dated reference by each certified lead-based paint inspector that the applicant assisted, confirming that based on the assistance the applicant provided, the applicant is knowledgeable about and capable of conducting lead-based paint inspections and adhering to federal, state, and local regulations</li> </ul> </li> <li>[ ] Pass the third-party certification exam offered by DDOE, if a passing test score is not provided from an EPA-accredited, DDOE-accredited, or accredited by an EPA approved state;</li> <li>[ ] Pass the DDOE-administered exam, that tests the applicant’s knowledge of the District’s relevant legal requirements pertaining to the relevant discipline; <b>AND</b></li> <li>[ ] Pay DDOE the appropriate certification fee required under 20 DCMR § 3322.</li> </ul>	<p><b>Lead Risk Assessor</b>          An applicant for certification as a risk assessor shall demonstrate and attach to this application the following evidence of qualifications:</p> <ul style="list-style-type: none"> <li>[ ] Successfully complete an EPA-accredited, DDOE-accredited, or accredited by an EPA approved state initial training course for lead-based paint inspectors <b>AND</b> an initial training course for risk assessors; Document completion of the courses by submitting certificates to DDOE;</li> <li>[ ] Provide documentation of one (1) of the following: <u>A bachelor's degree</u> and one (1) year of experience in a related field, such as lead, asbestos, or other environmental hazard identification or remediation work, or in construction; <u>An associate’s degree</u> and two (2) years of experience in a related field, such as lead, asbestos, or other environmental hazard identification or remediation work, or in construction; <u>A high school diploma or its equivalent</u>, and at least three (3) years of experience in a related field, such as lead, asbestos, or other environmental hazard identification or remediation work, or in construction; <b>OR</b> Certification as an industrial hygienist, professional engineer, or registered architect, or as another environmental or construction-related professional; <b>AND</b></li> <li>[ ] Demonstrate that the applicant’s skills are directly transferable to the job activities a risk assessor is typically engaged in, and provide the following set of information, unless provided with a DDOE waiver for this requirement, based upon a DDOE determination that other alternative prior work experience submitted instead by the applicant for consideration is sufficiently comparable:           <ul style="list-style-type: none"> <li>[ ] A list of ten (10) different addresses where the applicant has conducted work <b>while certified as a lead-based paint inspector</b>, which shall include the following information:               <ul style="list-style-type: none"> <li>[ ] Address of each property, including unit number if applicable;</li> <li>[ ] Type of activity conducted at each property, such as an XRF survey, paint chip sampling, dust sampling, or soil sampling;</li> <li>[ ] Date each activity took place; <b>AND</b> management who confirms that each activity being vouched for took place as described by the applicant.</li> </ul> </li> <li>[ ] Pass the third-party certification exam offered by DDOE, if a passing test score is not provided from an EPA-accredited, DDOE-accredited, or accredited by an EPA approved state;</li> <li>[ ] Pass the DDOE-administered exam, that tests the applicant’s knowledge of the District’s relevant legal requirements pertaining to the relevant discipline; <b>AND</b></li> <li>[ ] Pay DDOE the appropriate certification fee required under 20 DCMR § 3322.</li> </ul> </li> </ul>

**Lead Abatement Supervisor**

An applicant for certification as an abatement supervisor shall demonstrate that he or she has skills directly transferable to the job activities for a supervisor. Demonstrate and attach to this application the following evidence of qualifications:

- Successfully complete an EPA-accredited, DDOE-accredited, or accredited by an EPA approved state initial training course for lead-based paint inspectors; Document completion of the course by submitting a certificate to DDOE;
- At least one (1) year of experience as a certified lead-based paint abatement worker; **OR**
- At least two (2) years of experience in a related field, such as lead, asbestos, or environmental hazard identification or remediation work, or in construction.
- Pass the third-party certification exam offered by DDOE, if one is required in the appropriate discipline; if a passing test score is not provided from an EPA-accredited, DDOE-accredited, or accredited by an EPA approved state
- Pass the DDOE-administered exam, that tests the applicant's knowledge of the District's relevant legal requirements pertaining to the relevant discipline; and
- Pay DDOE the appropriate certification fee required under 20 DCMR § 3322.

**Lead Project Designer**

An applicant for certification as a lead project designer shall provide documentation of the following to demonstrate and attach to this application the following evidence of qualifications:

- A bachelor's degree in engineering, architecture, or a related profession, and one (1) year of experience in building construction and design or a related field; **OR**
- At least four (4) years of experience in building construction and design; and
- Pay DDOE the appropriate certification fee required under 20 DCMR § 3322.

**Certification by Reciprocity 20 DCMR § 3308**

- Submission of a current, valid certification for any discipline requiring certification under 20 DCMR § 3307 that is issued by EPA or another EPA approved state program is sufficient for certification in the District of Columbia if the applicant meets all other requirements of this section and submits a completed DDOE Application for Lead-Based Paint Certification form.
- An applicant for certification by reciprocity shall:
  - Pass a DDOE examination that tests knowledge of the legal requirements specific to the District of Columbia;
  - Have a valid DCRA license to do business in the District of Columbia, if one is required; and
  - Pay the applicable certification fee required by this chapter, along with an additional \$50 fee to cover DDOE costs to verify and confirm valid status of certification issued by EPA or by another EPA approved state program.

**DDOE certification based on reciprocity shall expire on the same date as that of the certification upon which the approval is based, but no more than two (2) years from date of issue by the District government, except that DDOE certification for renovators and dust sampling technicians shall expire no more than five (5) years from date of issue by the District government.**

**NOTICE TO ALL APPLICANTS**

**CERTIFICATION APPLICATIONS WILL NOT BE PROCESSED UNTIL DDOE IS IN RECEIPT OF A COMPLETE APPLICATION PACKAGE. DDOE HAS FIVE (5) DAYS FROM THE RECEIPT OF A COMPLETE APPLICATION PACKAGE TO REVIEW, APPROVE OR DENY A CERTIFICATION.**

**ADDITIONAL REGULATIONS THAT APPLY TO INDIVIDUAL DISCIPLINE REQUIREMENTS:**

**20 DCMR § 3306 CERTIFICATION REQUIREMENTS FOR INDIVIDUALS PERFORMING LEAD-BASED PAINT HAZARD IDENTIFICATION AND ELIMINATION ACTIVITIES OR RENOVATION ACTIVITIES: GENERAL**

- 20 DCMR § 3306.1 Before an individual may perform a lead-based paint activity, clearance examination, or renovation in a dwelling unit or child-occupied facility built before 1978, an individual shall obtain the appropriate certification from DDOE and comply with this section, and with §§ 3307 or 3308, as applicable.
- 20 DCMR § 3306.2 Each applicant for certification shall submit to DDOE the following documents for use in consideration of the applicant's qualification for certification:
- (a) Official academic transcripts or diplomas, as evidence of meeting the pertinent education requirements;
  - (b) Resumes, letters of reference, or documentation of work experience, as evidence of meeting the pertinent work experience requirements; and
  - (c) Course completion certificates from lead-specific or other relevant training courses, issued by an accredited training program, as evidence of meeting the pertinent training requirements.
- 20 DCMR § 3306.3 DDOE shall certify an applicant as a lead-based paint inspector, risk assessor, lead project designer, abatement worker or supervisor, dust sampling technician, or renovator if the application is complete and the applicant satisfies the requirements of this chapter and the Acts, successfully completes the pertinent course, and pays the appropriate certification fee to DDOE, in accordance with § 3322, within five (5) business days of receipt of the complete application package. Payment of a certification fee pursuant to § 3322 shall be waived if the applicant is applying as an employee of a District agency.
- 20 DCMR § 3306.4 Except as provided in §3321.04, to maintain certification in a particular discipline, a certified individual shall apply to and be re-certified by DDOE in that discipline, provided the individual has completed the appropriate training course, either refresher or initial as applicable, through an EPA- or DDOE- accredited training provider, or from another EPA-authorized, state-accredited training provider.
- 20 DCMR § 3306.5 An individual seeking certification renewal shall submit the application materials and shall pay the appropriate certification renewal fee to DDOE, in accordance with § 3322, at least five (5) business days before their certification expires. Payment of such fee shall be waived if the applicant is an employee of a District agency.
- 20 DCMR § 3306.6 Upon receiving DDOE certification, an individual conducting renovation or lead-based paint activities shall comply with the provisions of §§ 3302 and 3304 and all other applicable laws.
- 20 DCMR § 3306.7 If the individual seeking renewal of certification fails to complete the refresher course before the expiration date of their current certification, as required in § 3306.4, or within ninety (90) days after such expiration date, **the individual shall re-take the initial course to become certified again.**