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Instructions for Training Providers Applying for Accreditation of Renovation, Repair and Painting (RRP) Training Programs

Training providers must apply to the Oregon Health Authority (OHA), Public Health Division for accreditation to offer Renovation, Repair and Painting (RRP) training courses in Oregon.

OHA offers accreditation and reaccreditation of initial and refresher courses in the following two RRP disciplines:

- **Renovator**
- **Dust Sampling Technician**

The requirements for Oregon accredited training providers can be found in Oregon Administrative Rule (OAR) 333-070 (and, by reference, 40 CFR 745 Subpart L).

Training providers applying for accreditation must submit a completed application and fee to OHA as described in the application. The following list contains key information required in the application (please see the application form for complete requirements):

- A signed and dated application form.
- Payment of accreditation fees.
- Training program's name, address, and telephone number.
- A list of courses that the training program is applying for accreditation. Enclose the following materials with your application for each course for which you apply:
    - Course agenda with time allocations for each topic;
    - Description of training facilities and hands-on training equipment used during training;
    - Course test blueprint (if applicable);
    - Description of activities and procedures for conducting the hands-on skills assessment; and
    - Quality control plan as described in section (4) of OAR 333-070 (and, by reference, 40 CFR 745 Subpart L).
- Signed statement certifying the basis of the training curriculum (EPA model materials or other curriculum. If not using EPA model materials, include complete copies of the student & instructor manuals).
- Signed statement certifying that the training program meets the requirements established by OAR 333-070 (and, by reference, 40 CFR 745 Subpart L).
- A list of the education, experience, and other documentation for the Training Manager and Principal Instructor(s).

If the training program meets the requirements in the above OARs, then OHA will approve the application for accreditation no more than 60 days after receiving a completed *Training Provider Application for Accreditation for Renovation, Repair and Painting (RRP) Training* from the training program.

Training Program Application Amendments
If a training program modifies its application or changes any information, it shall notify OHA in writing within 30 days of modification and submit an application for amendment.

Minimum Personnel Requirements for Training Program Accreditation
For a training program to obtain accreditation from OHA to offer RRP training, the program must:

Employ a **training manager** who has:

- At least two years of experience, education, or training in teaching workers or adults; or
- A bachelor's or graduate degree in building construction technology, engineering, industrial hygiene, safety, public health, education, business administration or program management or a related field; or
- Two years of experience in managing a training program specializing in environmental hazards; and
- Demonstrated experience, education, or training in the construction industry including lead or asbestos abatement, painting, carpentry, renovation, remodeling, occupational safety and health, or industrial hygiene.

Designate a qualified **principal instructor** for each course who has:

- Demonstrated experience, education, or training in teaching workers or adults;
- Successfully completed at least 8 hours of any EPA-accredited or EPA authorized lead-specific training program (RRP and/or Lead-Based Paint Activities); and
- Demonstrated experience, education, or training in lead or asbestos abatement, painting, carpentry, renovation, remodeling, occupational safety and health, or industrial hygiene.

The principal instructor is responsible for the organization of the course and oversight of the teaching of all course material. The training manager may designate guest instructors as needed to provide instruction specific to the lecture, hands-on activities, or work practice components of a course.

Minimum Curriculum Requirements for Training Program Accreditation
In order to become accredited in the following disciplines a training program shall provide training courses that meet the following training hour requirements:

> The **Renovator Course** must provide a minimum of eight training hours, with a minimum of two hours devoted to hands-on training activities. Hands-on training activities must cover renovation methods that minimize the creation of dust and lead-based paint hazards, interior and exterior containment and cleanup methods, and post-renovation cleaning verification.
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> The **Dust Sampling Technician** course shall provide a minimum of eight training hours, with a minimum of two hours devoted to hands-on training activities. Hands-on training activities must cover dust sampling methodologies.

Maximum Class Size and Hands-on Student-to-Instructor Ratio
Oregon accredited training providers shall follow EPA guidelines to maintain a maximum class size of 25, and a student-to-instructor ratio of 6:1 during hands-on activities.

Pre-Training Notification
OHA requires accredited training providers to notify OHA prior to, and following completion of, all renovator and dust sampling technician courses. See the document titled *Training Notification Procedures for Oregon Lead-based Paint Courses*. The original Pre-training notification form must be received by OHA at least seven

business days prior to the start date of any RRP course. The *Pre-Training Notification Form* can be found on OHA's website. This form is fillable and may be completed on a computer or printed and completed by hand.

In addition, training providers must notify OHA if there are any changes to the original notice, including:

- If the course will begin before the original start date, or if the location changed, notice must be provided at least seven business days before the start date.
- For other changes, such as cancellation or delay, notice must be provided at least two business days prior to the start date.

The *Pre-Training Notification Form* must include the following:

- Notification type (original, update, cancellation);
- Training program name, OHA accreditation number, address, and phone number;
- Course discipline (renovator or dust sampling technician), type (initial/refresher), and the language in which instruction will be given;
- Date(s) and time(s) of training;
- Training location(s) phone number, and street address;
- Principal instructors name; and,
- Training manager's name and signature.

For more information on pre-training notification, see the *Training Notification Procedures for Oregon Lead-based Paint Courses*.

Post-Training Notification
Training providers must notify OHA within 10 business days of completing a renovator course.

The *Post-Training Notification Form* must include the following:

- Training program name, OHA accreditation number, address, and phone number;
- Course discipline and type (initial/refresher);
- Date(s) of training;
- Training manager's name and signature; and
- The following student information: name, address, date of birth, course completion certificate number, course test score, and a digital photograph of the student. Please complete and submit the OHA Student Roster to OHA electronically.

The *Post-Training Notification Form* can be found on OHA's website. This form is fillable and may be completed on a computer or printed and completed by hand.

For more information on post-training notification, see the *Training Notification Procedures for Oregon Lead-based Paint Courses*.

Student Fee Schedule:
The student fee is to be paid by the training program at the completion of each training course. The fee is $50 per student that successfully completes the course. The training program shall pay the fee to OHA within 10 days after completion of the training course.

Student Certificate Requirements
Training providers are required to issue unique course completion certificates to each individual who passes the training course. The course completion certificate must include:

- The name, a unique identification number, and address of the individual.
- The name of the particular course that the individual completed.
- Dates of course completion/test passage.
- The name, address, and telephone number of the training program.
- The language in which the course was taught.
- A photograph of the individual who successfully completed the course. This photograph should be the same photograph submitted with the post-training notification.

In addition to these requirements, the training provider must include the training expiration date (five years after training completion).

The certificate does not have to be an 8.5" x 11" sheet of paper; it may be a laminated card the size of a driver's license. The text must be easily read and the photo should be no smaller than a driver's license photo. The photo should follow the compositional requirements outlined below.

Creating the Unique Certification Identification Number
Unique certificate numbers are required to be generated for each certificate. The certificate numbers should be made up of the following five parts.

Example: R-I-41R123-26-00025

Part 1 ("R" in the example). This represents the type of training received. "R" is for renovator training, and "D" is for dust sampling technician training.

Part 2 ("I" in the example). This represents whether the course taken was the eight-hour initial course ("I"), or the four-hour refresher course ("R").

Part 3 ("41R123" in the example). This represents the six-digit number from the training provider's accreditation number for the course being taught. Oregon accredited training providers are given a unique training number upon accreditation. This number always starts with 41.

Part 4 ("26" in the example). This represents the last two digits of the year the course was completed.

Part 5 ("00025" in the example). This represents a unique number assigned by the trainer. This number should be sequential. The first number 00001 should be assigned to the first student completing training in a given calendar year.

If you also have accreditation from EPA and are teaching classes outside the state of Oregon, only use the EPA accreditation number for those certificates.

Instructions for Digital Photograph Submission
The image file should adhere to the following compositional and technical specifications and can be produced by taking a new digital image or using a digital scanner to scan a submitted photograph. Ideally photographs should be submitted electronically via email.

Photo Specifications

The submitted digital image must provide an accurate and recognizable image of the applicant and should conform to the following compositional specifications:

- Person being photographed should directly face the camera;
- Head of the person should not be tilted up, down, or to the side;
- Head of the person should cover about 50% of the area of the photo;
- Photograph should be taken with the person in front of a neutral, light-colored background;
- Photo must be in focus;
- Photos in which the person being photographed is wearing sunglasses or other items that detract from the face will not be accepted;
- Photos of applicants wearing head coverings or hats are only acceptable if due to religious beliefs, and even then may not obscure any portion of the face of the applicant;
- Photographs of applicants with tribal or other headgear not specifically religious in nature will not be accepted;
- Photographs of military, airline or other personnel wearing hats will not be accepted.

Photographs should be in 24-bit color depth. Photographs may be downloaded from a camera into a file in the computer or they may be scanned into a file in the computer. If you are using a scanner, the settings should be for True Color or 24-bit color mode.

Examples of well-composed photos:

When taking a new digital image:

- Image file format should be in the Joint Photographic Experts Group (JPEG) format;
- It should have a maximum image file size of 240 kilobytes (240 KB);
- Image resolution should be 600 pixels high by 600 pixels wide;
- Image color depth should be 24-bit color
- Photographs should be in color, not in black and white, monochrome (2-bit color depth), 8-bit color, or 8-bit grayscale.

When using a scanner:

Before a photographic print is scanned, it should meet the following specifications:

- The image should be in color. The photographic print should also meet the compositional specifications. If the photographic print meets the print color and compositional specifications, scan the print using the following scanner specifications:

- Scanner resolution should be at least 150 dots per inch (dpi);
- Image file format should be in Joint Photographic Experts Group (JPEG) format;
- Maximum image file size should be 240 kilobytes (240 KB);
- Image resolution should be at 600 by 600 pixels; the image color depth should be 24-bit color.
- Images should not be in black and white or grayscale with 24-bit color depth and monochrome (2-bit color depth), 8-bit color, or 8-bit grayscale.

Photo File Identification
Each student photograph should be labeled with the student's first and last names (*Lastname,Firstname.jpg*) and the "jpg" file extension. For example: *Smith,Robert.jpg*

How to Apply for Re-Accreditation
All training provider accreditations expire four years after the date of issuance. A training program seeking re-accreditation shall submit an application to OHA no later than 60 days before its accreditation expires. If a training program does not submit its application for re-accreditation by that date, OHA cannot guarantee that the program will be re-accredited before the end of the accreditation period.

Recordkeeping Requirements
Accredited training programs must maintain, and make available to OHA upon request, the following records:

- All documents that demonstrate the qualifications of the training manager and principal instructor(s).
- Current curriculum/course materials and documents reflecting any changes made to these materials.
- The course test blueprint (if applicable).
- Information regarding how the hands-on skills assessment is conducted, including but not limited to:
    - Who conducts the assessment.
    - How the skills are graded.
    - What facilities are used.
    - The pass/fail rate.
- The quality control plan.
- Results of the students' hands-on skills assessments and course tests, and a record of each student's course completion certificate.
- Any other material not listed above that was submitted to OHA as part of the program's application for accreditation.

The training program shall retain these records at the address specified on the training program accreditation application for a minimum of 5 years. The training program shall notify OHA in writing within 30 days of changing the address specified on its training program accreditation application or transferring the records from that address.

Cleaning Verification Cards
Cleaning Verification Cards for Training Providers accredited in Oregon are available by emailing your request to leadprogram@odhsoha.oregon.gov or calling 971-673-0440.

Cleaning Verification Cards may be used for five years from the date given to a student. It is extremely important that the expiration date be punched on the cards before being given to the student. Using a regular hole puncher, punch out the number corresponding to the month that the card was given to the student, and then punch out the number corresponding to the year, five years after the card was given to the student. (For example, if the card was given to the student in May of 2026, then punch out the number 5 in the month row and the number 31 in the year row).