

## Training Notification Procedures for Oregon Lead-based Paint Courses

**Purpose:** This document explains pre- and post-training notification procedures that should be followed by accredited training providers conducting Renovation, Repair and Painting (RRP) training courses in Oregon.

### Pre-Training Procedures

Under Oregon Administrative Rules (OAR), RRP training providers must submit an Oregon Pre-Training Notification form to OHA at least seven business days prior to the start date of a scheduled course. Information from pre-training notification forms is added to a training schedule that is posted on our website as a service to individuals searching for RRP trainings available in Oregon. The Oregon Pre-Training Notification form is available at [www.healthoregon.org/lead](http://www.healthoregon.org/lead) or by contacting program staff at [leadprogram@odshoha.oregon.gov](mailto:leadprogram@odshoha.oregon.gov). Completed Pre-Training Notification forms can be e-mailed to [leadprogram@odshoha.oregon.gov](mailto:leadprogram@odshoha.oregon.gov). If you have a number of upcoming courses, you may submit a list instead of the pre-training notification form as long as it includes all the information requested on the form. Any changes to the original notification must be submitted to OHA with a revised pre-training notification form. See OAR [333-070](#) (and, by reference, [40 CFR 745.225](#)) for specific timeframes for reporting cancellations or changes to the original training notification.

### Post-Training Procedures

Following a training course, accredited training providers are responsible for submitting documentation and payment of \$50 per student within 10 business days. Please follow the table below for properly submitting this information. Please submit student roster and photos/certificates electronically via secure email (see below).

Document/Item:	Available at:	Send to:
RRP student fees (\$50/student) Oregon Post-Training Notification Form		Oregon Health Authority (OHA) PO Box 14260 Portland, OR 97293  <a href="#">Pay with Credit Card</a> : use these <a href="#">instructions</a>
Oregon Post-Training Notification Form and Oregon RRP Student Roster	<a href="http://www.healthoregon.org/lead">www.healthoregon.org/lead</a> or <a href="mailto:leadprogram@odshoha.oregon.gov">leadprogram@odshoha.oregon.gov</a>	<a href="mailto:leadprogram@odshoha.oregon.gov">leadprogram@odshoha.oregon.gov</a> (Submit via secure email. Use the <a href="#">Proofpoint</a> instructions to set up an account.)
Student image files (label each photo/certificate file using the following format: <i>Last Name-First Name</i> )		