**Section 845.100 Approval of Lead Training Program Providers**

a) Any firm providing lead training in Illinois to individuals seeking certification and licensure in accordance with the Act and this Part, and requirements outlined in USEPA regulations (40 CFR 745), is required to be approved in accordance with the Act and this Part.

1) A person seeking approval as a lead training program provider shall submit a completed written application to the Department containing the following information:

A) The lead training program provider's name, address, fax number, e-mail address, website, social media site and telephone number;

B) A list of courses for which approval is sought, including the requirements for each course as specified in Section 845.105;

C) A statement signed by the program training manager certifying that the lead training program meets all of the requirements established in this Section;

D) A copy of the student and instructor manuals to be used for each course;

E) A copy of the agenda for each course;

F) A description of the facilities and equipment to be used for lecture and hands-on training;

G) A description of the examination for each discipline indicating the percentage of examination questions relating to each course objective;

H) The final examination for each course, the answer key for the examination and the criteria for pass/fail (at least 70% correct to pass);

I) An example of the certificate of course completion, which shall include:

i) Student name;

ii) An identification number unique to each student;

iii) The course name;

iv) Dates of the course;

v) Exam date;

vi) Name, address and telephone number of the lead training program provider;

vii) A statement that the course is approved by the Department, including the lead training program provider number designated by the Department;

viii) A statement that the student has completed the course and passed the course examination;

ix) Signature of the training manager; and

x) Training certificate expiration date;

J) A description of the activities and procedures that will be used for conducting and assessing hands-on skills requirements;

K) A quality control plan, which shall include:

i) Procedures for periodic revision of training materials and the course examination to reflect innovations in the lead industry;

ii) Procedures for the training manager's annual review of principal instructors' and guest instructors' competencies;

iii) Procedures and protocols for re-administration of course exam in case of student failure; and

iv) An instructor-to-student ratio no greater than 1:30 for lecture portions and 1:15 for hands-on portions;

L) The name of the training manager employed by the lead training program provider, with supporting qualifications as required by subsection (b); and

M) The name of the principal instructor employed by the lead training program provider for each discipline, with supporting qualifications as required by subsection (c).

b) The lead training program provider shall employ a training manager with the following minimum requirements and responsibilities.

1) Requirements

A) A resume or letters of reference documenting at least 2 years of experience, education or training in teaching adults; and

B) Education and/or work experience equivalent to the following:

i) A bachelor's degree or higher degree in building construction technology, engineering, industrial hygiene, safety, public health, education, business administration or program management or a related field; or

ii) A resume or letters of reference documenting at least 2 years of experience in managing a training program specializing in environmental hazards, and experience, education or training in lead or asbestos abatement, construction, painting, carpentry, renovation, remodeling, occupational safety and health, or industrial hygiene.

2) Responsibilities

A) Ensuring that the lead training program provider complies at all times with the requirements of this Part;

B) All formal correspondence, such as training course certificates, approval requests and renewal applications;

C) Maintaining lead training program provider records and making those records available to the Department, as specified in this Section;

D) Designating a qualified principal instructor for each discipline, as required by subsection (c); and

E) Designating guest instructors as needed to provide instruction specific to the lecture, hands-on activities, or work practice components of a course.

c) The lead training program provider shall employ a principal instructor for each discipline, with the following minimum requirements and responsibilities:

1) A resume or letters of reference documenting at least 2 years of demonstrated experience, education or training in teaching workers or adults; and

2) A current Department-approved training course certificate for the lead disciplines for which he or she is designated as principal instructor. A current lead abatement supervisor certificate meets the requirement for instruction of all lead abatement supervisor and lead abatement worker courses. A current lead risk assessor certificate meets the requirement for instruction of all lead risk assessor and lead inspector courses.

d) The principal instructor shall be responsible for the organization of the course and oversight of the teaching of all course material.

(Source: Amended at 43 Ill. Reg. 2440, effective February 8, 2019)