

Asbestos Training Provider Requirements

Approval from Ohio EPA is required for any asbestos training provider who will conduct, or offer to conduct, any initial or refresher asbestos training course or examination in Ohio.

As a potential asbestos training provider, it is important to apply for and receive authorization to administer courses or examinations pertaining to the health and safety aspects of asbestos hazard abatement activities. Ohio EPA's Division of Air Pollution Control (DAPC) implements regulations regarding approval of asbestos training providers under **Ohio Administrative Code (OAC) Chapter 3745-22**. This fact sheet provides an overview of the requirements for applying for and receiving approval to conduct asbestos training.



Understanding the Process

A potential training provider will submit an application to Ohio EPA for approval. Within 10 working days after receipt of an application Ohio EPA will notify the applicant that a review is taking place to determine whether a contingent approval will be granted. Ohio EPA will determine if the application is approvable within 90 days after it is determined to contain all the required information. At this point Ohio EPA will issue an approval letter to the training provider affirming that the training course satisfies the requirements of the rule. The final approval of the course will be given after an on-site audit by Ohio EPA. The course approval will expire one year from the date of the final approval, but the training provider may apply for renewal annually.

How to Apply for Training Course Approval

Any person may apply to Ohio EPA by submitting a written application and paying a non-refundable fee of \$900 for an initial course or \$300 for a refresher course. Ohio EPA has developed a **training application** which can be found on Ohio EPA's **asbestos website**. A separate application is used for each individual course category (i.e. abatement specialist, abatement worker, etc.).

Attach the following items to the application

Copies of curriculum	Course materials
Course hours	Written examination
Completion certificate	Trainer qualifications
Letter explaining how the course meets or exceeds the applicable requirements set forth by the U.S. EPA Model Accreditation Plan and OAC 3745-22	

IMPORTANT

A separate application is needed for each course that the applicant is seeking approval for AND \$900 per course for initial training and \$300 per course for refresher training.

A check/money order made payable to *Treasurer, State of Ohio*, must accompany the application and associated documentation and be mailed to Ohio EPA, DAPC, Asbestos Program, P.O. Box 1049, Columbus, Ohio 43216-1049.

An applicant may also utilize the online application system in lieu of completing the paper application form. An applicant may submit an application online through the Asbestos Services link on **Ohio EPA's eBusiness Center**. Online training course instructions are found at epa.ohio.gov/Portals/27/atu/asbestos/AsbestosTrainProgHelp.pdf.

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Course Instructor Requirements

Upon receiving course approval (contingent or final), or concurrent to course application submittal, the training provider shall submit a completed asbestos training **course instructor application**. Accompanying the application should be:

- 1) a certificate of successful completion of a U.S. EPA or State-approved initial training course specific to each discipline for which the person is intending to teach; and
- 2) a written verification of a minimum of six months of educational or occupational experience related to each discipline for which the person is intending to teach.

Maintaining Course Approval

After the training provider receives final approval of a course, the training provider must do several items to maintain approval status.

To Maintain Approval Status	
Conduct training in accordance with the approved application.	Provide and permit access to records as requested by Ohio EPA.
Notify Ohio EPA, in writing, at least two weeks prior to the discontinuance of the course of the provider's plans for record retention.	Notify Ohio EPA of any changes in course materials, instructions, or aspect of the training program that would make the original application inaccurate.
Notify Ohio EPA at least 10 business days prior to the start of approved training course, using the prior notification of training form .	Submit a monthly report, by the 10 th of each month, that includes dates training was held during the previous month, course name, student's names and course completion certificate numbers.
Ohio EPA strongly encourages notifications to be submitted electronically via Ohio EPA's eBusiness Center .	

Contact

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