



New York State Department of Health Asbestos Safety Training

Guidance for Course Outlines/Agendas

Issue Date: March 1, 2014

This guidance should be referred to when developing or revising New York State Department of Health asbestos safety training course outlines/agendas.

The following information should be clearly labeled on all course outlines/agendas:

- Training provider name
- Course/Discipline
- Creation or revision date

General Recommendations

Please make sure course outlines/agendas are free of typographical errors. Uniform capitalization, font, alignment, abbreviation and punctuation should be used throughout. Course outlines/agendas should be arranged logically. It is recommended that classroom lecture precede hands-on activities and that the order/sequence of the hands-on activities is arranged as closely as possible to what one would encounter on an actual asbestos project.

Time Designations

Providers are encouraged to use designated time slots/allotments (e.g., 1 hour) for topics as opposed to specific clock times (e.g., 8:00 A.M.). This is desirable since course start/stop times may vary. The actual course start/stop times need to be provided on the Primary Notification to the Department when notifying for a specific course.

Length of Training Day – Part 73.2(m)

Attendees shall not be required to attend more than eight hours of training in any single 24 hour period. Evening sessions shall not exceed a maximum of four hours for any single session.

Topics for Initial and Refresher Courses – Part 73.5 and 73.6

Please refer to the regulations and specifically list all of the required topics. Each required main topic should have its own time slot; subtopics should be listed, but do not need their own time slots. Classroom lecture and hands-on topics must be specifically identified in the course outlines/agendas. The topics in the regulations are mandatory; however you may add applicable elective topics that aren't specifically listed in the regulations as time allows.

Lunch/Breaks - NYSDOH June 1, 2005 memorandum (2005-01)

Students should be provided with a 1-hour meal break in the middle of the training day. One 15-minute break should occur in the middle of the first 4-hour session and one 15-minute break should occur in the middle of the second 4-hour session of each training day. Students attending a single 4-hour training session should be given one 15-minute break in the middle of the training session.

Minimum Contact Hours - Part 73.2(m)

Classroom Lecture and Hands-on contact hours must be specifically noted on all course outlines/agendas and must meet the minimum requirements pursuant to Part 73 outlined below:

Course/Discipline		Total Course Hours	Total Contact Hours	Hands-on Contact Hours
Allied Trades	Initial	12	10.5	4
	Refresher	4	4	N/A
Operations and Maintenance	Initial	16	13	4
	Refresher	4	4	N/A
Asbestos Handler	Initial	32	26	13
	Refresher	8	6.5	N/A
Contractor Supervisor	Initial	40	32.5	13
	Refresher	8	6.5	N/A
Inspector	Initial	24	19.5	4
	Refresher	4	4	N/A
Management Planner	Initial	16	13	N/A
	Refresher	4	4	N/A
Air Sampling Tech.	Initial	16	13	5
	Refresher	4	4	N/A
Project Monitor	Initial	40	32.5	6
	Refresher	8	6.5	N/A
Project Designer	Initial	24	19.5	N/A
	Refresher	8	6.5	N/A

Interactive/Participatory Teaching Methods - Part 73.3(d) and 73.1(w)

Course outlines/agendas should note the interactive/participatory teaching methods to be used and in which topic areas they will be employed. Examples of interactive/participatory teaching methods include, but are not limited to, hands-on workshops, demonstration and practice, small group problem-solving, games, discussions, risk mapping, field visits, walk-throughs, problem-posing, group work assignments, homework and review sessions, question and answer period, skits, and role-playing sessions.

Examinations - NYSDOH June 1, 2005 memorandum (2005-01)

The amount of time that should be used to administer an exam is as follows:

- 25 Questions (multiple choice) - 45 minutes
- 50 Questions (multiple choice) - 60 minutes
- 100 Questions (multiple choice) - 90 minutes

For example, a 50 question multiple choice examination should begin at 3:00 PM for a program scheduled to end at 4:00 PM. Students must not be timed and may be given additional time to complete an examination.