



**Asbestos Worker Training Certification Program
Memorandum ASB 2005-01**

Effective Date: June 1, 2005

Historical Note

The New York State Department of Health has issued Memorandum ASB 2005-01 in accordance with 10 NYCRR § 73.3(1)(4). ASB 2005-01 contains guidance and recommendations for providers to develop training programs and to comply with the requirements of 10 NYCRR Part 73, eff. Nov. 5, 1997. All previously issued *Asbestos Safety Training Program* memoranda are hereby rescinded.

1. Training Day

§73.1(t) states: “*Training Day*. The duration of a day of training is eight hours of which six and one half hours must be contact hours.”

Clarification of §73.1(t)

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

2. Training Director

§73.1(v) states: “Training director. The individual, designated by the asbestos safety training provider and approved by the department, who is responsible for ensuring that the training program complies with all provisions of this Part. In addition, the training director is the individual who monitors the performance and qualifications of the instructors and the quantity and quality of all of the instruction provided.”

§73.2(a) states: “Training director - Each asbestos safety training provider must have designated at all times a training director who is approved by the department. The name and credentials of the training director shall be submitted for department review with each application for accreditation of an asbestos safety training program and whenever a new training director is proposed. The training director shall have experience in designing, implementing and evaluating either employee educational programs in asbestos safety or vocational educational programs related to asbestos. The training director shall be directly involved in the program.”

Clarification of §73.1(v) and §73.2(a)

- *When an approved Training Director cannot be directly involved in a training program the provider should either cancel training program(s), during the period of the absence, or request approval of a new Training Director. The request must be in writing and cannot be implemented*

until approved by the department. The Asbestos Safety Training Program does not recognize associate, interim or assistant Training Directors.

- *A person should have a minimum of one year of experience to be approved as a Training Director. The Training Director shall have experience in designing, implementing and evaluating either employee educational programs in asbestos safety or vocational educational programs related to asbestos.*

3. Quality Assurance (QA) Program

§73.2(e) states that “ The training provider will put in place a quality assurance program that will: (1) ensure that training is updated to include new information and practices; (2) include a general evaluation of the program by the students. The general evaluation shall be formatted to allow the students to evaluate each instructor with regard to effectiveness of presentation and knowledge of topic area. Copies of the general evaluation of the program shall be maintained as part of the program file; (3) assess student program evaluations and implement actions to address legitimate deficiencies noted by students; (4) ensure the validity and integrity of the program test; (5) evaluate and ensure the continued adequacy of facilities and equipment; and (6) provide for evaluation of instructors by the training director to determine the effectiveness of presentation and knowledge of topic area.”

Clarification of §73.2(e)

- *The training provider shall develop and maintain a written quality assurance program. An essential component of the QA program is the general student evaluation form. The provider is expected to review the evaluations and modify training programs based upon the appropriate comments and suggestions made by students.*
- *During compliance audits, the Asbestos Safety Training Program staff may review the components of the plan to ensure that training is updated as necessary in accordance with the provider’s approved quality assurance program.*
- *The QA program must list practices and procedures to ensure the validity and integrity of each examination. [Pages 10-11 contain examination policies and recommendations.]*

4. New York State Department of Health Certificates of Asbestos Safety Training (DOH-2832)

§73.1(x) states: “*New York State Department of Health certificate of asbestos safety training completion.* A certificate issued by the department to an approved training provider to be completed by the training provider and given to trainees who successfully complete a New York State accredited asbestos safety training program. The certificate is the official record of successful completion of New York State accredited asbestos safety training.”

§73.2(1)(2) states: “At the completion of each program offered, the program provider shall deliver to the department the Health Department's copy of each of the New York State Department of Health certificates of asbestos safety training completion (DOH-2832) which were distributed to individuals who successfully completed training requirements.”

Clarification of §73.1(x) and §73.2(1)(2)

- *All issued, voided and unused DOH-2832 certificates must be received by the department within 5 calendar days from the end date of each program. Certificates held due to make-up training must be indicated on the Manifest and Billing Notice. [Please review the Manifest and Billing form for instructions on holding certificates.]*
- *Training providers are responsible for fees payable to the department for all DOH-2832 forms issued. The fee structure for each student is as follows:*

\$20 per certificate for initial

\$12 per certificate for refresher training

The billing date is the end date of each training program. Providers must itemize the certificates for each program offered on the Manifest and Billing Notice. The Manifest and Billing Notice will accompany each set of certificates for each training program.

- *Training providers may not receive or be permitted to issue DOH-2832 forms if the provider has an unpaid balance greater than 30 days.*
- *When submitting a check(s) with a Manifest and Billing Notice, indicate check number and amount paid on the form.*
- *The department may impose a late payment charge or interest on unpaid balances pursuant to Section 18 of the State Finance Law and department approved policies.*
- *The approved Training Director should physically sign (no signature stamp) each DOH-2832 form, in the space marked "Training Director". The department may approve other individual(s), such as instructor, to sign DOH-2832 forms.*

5. Notification and Revision of Training Programs (Courses)

§73.2 (h) states: "The training director or other representative of the training provider with supervisory authority over the training program shall inform the Department of Health in writing two weeks in advance of any asbestos safety training program to be conducted by the training provider and shall permit a representative(s) from the Department of Health or the Department of Labor to attend, without charge. The representative(s) will observe the program to insure compliance with this Part. Training notification received with less than two weeks notice but at least 72 hours notice from the proposed date of training must be accompanied by a roster of students scheduled to attend. The Department will not recognize any program presented with less than 72 hours advance notice unless the program is being presented in response to an environmental emergency. Cancellation of any scheduled program must be communicated to the department by telephone or by fax no later than 10:00 a.m. of the first day on which the training program was to be held."

Clarification of §73.2(h)

- *Cancellation of any afternoon, night, evening or weekend training program should be made no later than 2 hours from the scheduled start time of the course. Cancellation after business hours may be made by telephone to the department answering machine. Cancellation by fax is preferred.*

- *All faxed notifications should have a cover page that indicates number of pages transmitted. Providers should not send hard copies of notifications that had been previously transmitted by fax.*
- *Notifications should be made on the Primary Notification Form and the Revision Form (see Appendix A).*
- *Course Date/Time Revision: If the start date of a course is revised so that it occurs BEFORE the date listed on the Primary Notification Form, the training CANNOT occur with less than 72 hours notice unless the training is in response to an environmental emergency as described in §73.2 (h). [The department must approve any emergency notification that is received less than 72 hours in advance of the start of the course.]*
- *Out-of-State Training Providers: Providers that do not cancel a previously notified training program must follow all Part 73 requirements.*

6. Non-English Training Programs

§73.2(k) states in part that “The training provider shall present an asbestos safety training program only in the language specified in the application submitted to the Department of Health for accreditation. The use of interpreters in the presentation of the program is not permitted. A training provider must submit a separate application for each language in which the asbestos safety training program will be presented.”

Clarification of §73.2(k)

- *In accordance with USEPA policy (AHERA Accreditation – Policy Issues and Recommendations dated April 18, 1990) and §73.7(n), Handler, Operations and Maintenance and Allied Trades initial and refresher programs may be offered in languages other than English with the department’s approval. **The use of interpreters and translators is prohibited.***

7. Completion of Training Programs

§73.2(m) states in part that “All training programs must be completed within a period of two weeks.”

Clarification of §73.2(m)

- *Training must be completed within 14 calendar days from the first day of training. This includes make-up training and successful completion of the examination. For example, if a course began on 5/3/05, it must be completed no later than close of business on 5/17/05.*

8. Make-up Training/Completion of all Portions of Training

§73.2(o) states in part that “Trainees must complete all portions of the training to successfully complete the program.”

Clarification of §73.2(o)

- *At the discretion of the training provider, trainees that miss scheduled portions of training programs may complete make-up training. The make-up training must contain those specific and*

equivalent topics that the trainee missed. Make-up training must comply with all applicable Part 73 requirements. A trainee that does not complete all portions of training cannot be issued a DOH-2832.

- *The training provider must notify the department of make-up training pursuant to §73.2(i). Training must be completed within 14 calendar days from the first day of training. This includes make-up training and successful completion of the examination. The training provider must document all make-up training conducted.*

9. Verification and Documentation of Training Credentials

§73.2(p) states: “The training provider must verify initial and refresher training credentials submitted by individuals prior to their enrollment into a refresher program. Verification of training credentials to ensure valid accredited training is a prerequisite for admittance into a New York State Department of Health approved refresher training program. Receipt of these credentials and verification that the training credentials meet USEPA or model accredited state plan requirements must occur before the individual is allowed to take the refresher training program. New York State Department of Health approved training providers must respond to requests for such verification when requested by other approved training providers.”

§73.3(1)(2)(vi) states: “all appropriate documentation demonstrating initial and any refresher training must be included in the student file or referenced in those instances where the training sponsor has provided the initial training and all subsequent refresher training; and”

Clarification of §73.2(p) and §73.3(1)(2)(vi)

- *Documentation demonstrating initial and refresher training must include copies of DOH-2832 forms and/or a listing of the programs attended. The listing must include; date program completed, program name, student’s name, DOH-2832 number and the name of the training provider.*
- *The training provider may contact the department to verify New York State accredited training in cases where a student does not provide evidence of previous training.*
- *The training provider should contact the department to verify USEPA or Model Accredited State Plan training credentials. The individual will likely be required to apply for a training equivalency in accordance with §73.10 and may not be immediately admitted into a training program.*
- *A student who has not completed the appropriate training course within the previous 24 months shall not be issued a DOH-2832 course completion certificate.*

10. Department of Health Program Application Form—Application for Approval or Revision of an Asbestos Safety Training Program

A training provider seeking accreditation for any initial or refresher asbestos safety training program described in sections 73.5 and 73.6 shall apply to the Department of Health for each such program.

§73.3(a) states: “(a) A completed copy of the appropriate Department of Health application form;”

Clarification of §73.3(a)

- *Accredited training providers, and applicants seeking accreditation, must submit all applications on form DOH-2134A (9/00). Accredited training providers must also use this form to notify the department of all changes in any aspect of an approved training program prior to implementing such change. Contact the department or download from the Internet a copy of the application.*
- *Documents/manuals that contain numerous grammatical or technical errors may be returned to the applicant prior to a complete review by the department.*

11. Training Manuals—Initial and Refresher Training Programs

§73.2(d) states: “The training provider shall use, but is not limited to using, any materials, information or audio-visual aids which are required by the Department of Health (DOH). Materials, information or audio-visual aids not required, but which are to be used by the training provider, must first be approved by the Department of Health.”

§73.3 states that “the training provider shall submit the following information to the Department of Health for review at least 45 days prior to the requested approval date:...(e) “One copy of the entire student manual along with all other written materials intended to augment the student manual”;

Clarification of §73.2(d) and §73.3(e)

- *Section 73.3 requires that the application for accreditation include copies of student manuals. The manuals are submitted for review and approval by the department to ensure that they contain appropriate guidance, information and applicable regulations. It is the intent of the regulation that a student manual be used in training programs.*
- *Initial Training Programs: Each student should be provided with an approved student manual, applicable regulations and department approved written materials.*
- *Refresher Training Programs: The training provider should make the student manual, applicable regulations and department approved written materials available to each student during each training program. It should be the student’s option whether they want to keep training materials.*

12. Attendance Roster

Each training provider must maintain program records for each course provided. An attendance roster must be maintained to ensure that students attend all training sessions.

§73.3(l)(1)(iii) states: “(iii) attendance roster for each session of training which must be signed by the student at the beginning and end of each session. The roster must include the times that each student arrived and departed the training session. For those students who miss any portion of the scheduled program, documentation must be included which verifies make-up of that missed portion of the program. Individuals must attend all sessions in order to satisfactorily complete the program; and”

Clarification of §73.3(1)(1)(iii)

- *Training providers should use the department developed attendance roster. Any alterations to the Department of Health Attendance Roster should be approved prior to use. Contact the department for a copy of the attendance form.*
- *Students must indicate actual times of attendance. It is the responsibility of the Training Director to ensure that each student attends all portions of the training. If a student misses a portion of training, the Training Director may allow for make-up training or require that the student repeat the entire course.*
- *A quality control mark should be used to denote the last student that is in attendance. The instructor or Training Director should initial the quality control mark.*

13. Forms of Student Identification

§73.3(1)(2)(i) states that the training provider shall document “(i) the name of the individual attending the program, his/her social security number or other suitable form of identification, the type of program attended and the dates of attendance;”

Clarification of §73.3(1)(2)(i)

- *It is recommended that providers verify the identities of their students. The plan and procedure for verifying the identity of each student should be formalized in the training provider’s Quality Assurance and Quality Control (QA/QC) plan.*
- *The department recommends that training providers document the New York State Department of Motor Vehicles (DMV) identification number for each student. It is expected that students will freely provide this information as part of their registration into each training program. Each provider must ensure that confidentiality is maintained for each student pursuant to applicable State and Federal law.*

14. Student Program Information Memoranda

Every individual must be given a Student Program Information Memoranda at the beginning of a training program. Each memorandum describes the duration of the specific training program and describes the information that will be provided during the course.

§73.3(1)(2) states that “individual student records must include the following for each program attended... (v) signed student program information memorandum specific to the program offered;”

Clarification of §73.3(1)(2)(v)

- *Training providers must have each student read and sign the appropriate department memorandum at the beginning of each training program. Each signed form must be maintained in the provider’s records. A copy of the signed form must be offered to each student.*

- *The department periodically revises these memoranda. The revised forms will be sent to each provider for the programs in which the provider is approved. It is the responsibility of each provider to ensure that the appropriate version is used.*

15. Instructor Qualifications and Approval Process

Sections that pertain to approval of instructors are: §73.1(j), §73.2(b), §73.3(c), §73.3(m) and §73.4.

§73.2(b) states that “All instructors for approved programs must meet the minimum qualifications as described in Section 73.4 of this Part. Only instructors approved by the department may be used to give instruction in a program accredited by the Commissioner of Health.”

§73.4(a) states that “Instructors must possess knowledge of the topics that will be taught, which may have been acquired through such means as relevant training or education or relevant field experience in the asbestos abatement industry, and the ability to effectively communicate the topics that will be taught.”

Clarification of §73.2(b) and §73.4

- *The Training Director is responsible for reviewing the qualifications and resume of any individual who is proposed as an instructor before submitting the candidate’s name and credentials to the department for approval. The department recommends the use of the Instructor Approval Form contained in Appendix A. The form is not required as long as all documents are submitted as required in Part 73.3 (m).*
- *The department interprets “relevant field experience in the asbestos abatement industry” as a minimum of one-year of cumulative fieldwork in the discipline/topics that approval is being sought. The resume should contain detailed relevant experience. Details and specifics that should be submitted, in part: time spent on a particular job (e.g. days, months or years), company worked for, location of the job, type and amount of asbestos abated, types of inspections, management plans and written abatement designs.*
- *Relevant training or education means asbestos, OSHA or occupational training that is substantially equivalent to the topics associated with the asbestos programs specified in Part 73.*
- *The instructor teaching sections of programs involving the hands-on practice sessions should have one year of actual work experience in the area being taught.*
- *The instructor approval category of “hands-on assist instructor” has been eliminated from the instructor approval form.*

16. Topics and Requirements for Initial Training Programs

§73.5(a)(3) states that core training topics shall include “(3) current Federal, State and local laws, regulations and guidelines concerning asbestos, including but not limited to the areas of air monitoring, recordkeeping, employee notification of exposures and mandatory worksite safety procedures;”

Clarification of §73.5(a)(3)

- *Core topics regarding Federal, State and local laws shall be provided through lecture and hands-on training exercises. Hands-on training activities must be completed in accordance with*

applicable regulations. This is to ensure that students are learning and following proper techniques. For example, where 12 NYCRR Part 56 has a specific requirement, the applicable requirement must be included in the training program.

- *The Training Director is responsible for ensuring that hands-on training activities are conducted in a realistic, safe and professional manner. A student must never be exposed to actual asbestos material or enter an actual asbestos work area during a training course.*
- *The department considers respirators an important PPE component. Each student should be provided with a clean and sanitized ½ face negative pressure respirator during hands-on training activities, which include but are not limited to the use, selection and inspection of respirators. Students should not be permitted to wear respirators unless they have been medically cleared pursuant to the OSHA respiratory protection standard. The Training Director may institute a policy that no student may wear a respirator during training. Fit testing should be done through instructor demonstrations only. Students should wear PPE, including disposable or non-disposable clothing during all applicable hands-on training exercises.*

17. Project Monitor Visual Inspection Workshop

§73.5(j)(15)(iii) states “conducting visual inspections. This workshop shall consist of a simulated asbestos abatement work area which is intentionally constructed to contain a minimum of five violations of State and Federal requirements (see Title 12 NYCRR Part 56 and OSHA Asbestos Construction Standards, 29 CFR 1926.1101). Each participant will inspect the work area and be asked to identify and document the work area violations and make recommendations to correct the violations. For the purpose of conducting a final visual inspection, non-asbestos debris shall be strategically placed in the work area and each participant will be asked to locate and document the exact locations of the debris. At the conclusion of the workshop a series of questions will be asked which are designed to stimulate the participant's recall of the area.”

Clarification of §73.5(j)(15)(iii)

- *A personal decontamination unit (large or small project) with attached work area should be constructed before the workshop occurs. This must be in place and ready for use by the students. The students in a specific Project Monitor course should not be involved with the construction of the work area or decontamination unit.*

18. Project Monitor/Air Sampling Technician Refresher

§73.6 states in part that “The refresher safety training programs shall be specific to each discipline. Refresher programs shall be conducted as separate and distinct programs and not combined with any other training during the period of the refresher program.”

Clarification of §73.6

- *Providers may apply to the department for approval to allow students to attend a single Project Monitor/Air Sampling technician refresher training program. The Project Monitor refresher curriculum includes all of the topics associated with the Air Sampling Technician refresher training program [the New York State Department of Labor will certify a student as both a Project Monitor and Air Sampling Technician upon successful completion of Project Monitor training]. Therefore, the combining of the two refresher training disciplines may be approved by the department.*

- *In order to obtain approval, the following must be submitted to the Asbestos Safety Training Program:*
 - Agenda—Submit a course agenda for the Project Monitor/Air Sampling Technician refresher course. The agenda should be designed to allow individuals attending only the Air Sampling Technician refresher to attend the first session (1/2 day—4 hours). Air Sampling Technicians should take the final exam at the end of the 4-hour session (at the start of the scheduled meal break). Students seeking a Project Monitor refresher certificate must attend a full day of training.*
- *Notifications—A notification must clearly state that a Project Monitor/Air Sampling Technician refresher training is to be held.*
- *Certificates—Individuals that attend only the Air Sampling Technician refresher must be issued an Air Sampling Technician refresher DOH-2832 certificate. Individuals that successfully complete the Project Monitor refresher must be issued a Project Monitor refresher DOH-2832 certificate. [Please note that the New York State Department of Labor will continue to recognize a Project Monitor DOH-2832 course completion certificate for certification as a Project Monitor and/or Air Sampling Technician.]*
- *Attendance—Separate attendance sheets should be used for each discipline.*

19. Examinations

Each individual who has attended an approved asbestos safety training program must pass a written multiple choice examination appropriate to the program which includes topics for all aspects of the training.

§73.3(1)(2)(iv) states that “a graded and dated examination answer sheet for each exam attempt, and with respect to repeat examinations, a narrative explaining any assistance provided to the student prior to the re-test;”

§73.7(a) states that “Each individual who has attended an approved asbestos safety training program must pass a written multiple choice examination appropriate for the program, which includes topics from all aspects of the training.”

§73.7 (b) states that “The examination will be one provided by the Department of Health, or if one is not provided by the Department of Health, one approved by the Department of Health as part of the program provider's application.”

§73.7(c) states that “Closed book written examinations shall be administered at the completion of each initial and refresher training program by the training provider. The training provider will insure that the integrity of the examination process is not compromised by actions of the trainee. The Department of Health may require the training provider to grade the examinations, record the grades and submit a copy of the examination, including the answer sheet, and a list of those who successfully completed each training program to the Department of Health.”

§73.7(n) states in part that “Notwithstanding anything to the contrary contained in this section, an oral examination may be administered instead of a written examination if an individual demonstrates that

he/she is unable to read or write and provided such skills are not required to perform the functions of the discipline for which the individual is being tested.”

Clarification of §73.3(1)(2)(iv), §73.7(a), §73.7 (b), §73.7(c) §73.7(n)

- *Four (4) and/or five (5) multiple-choice responses should be used for each examination question. Only one (1) correct response is permitted.*
- *A student should be allowed a maximum of three (3) attempts to pass an examination.*
- *At retest, the student must be provided with the entire examination not just those questions that were incorrectly answered on previous examination attempt(s). Examinations must not be compromised—students must not be permitted to study an examination prior to taking a retest. The Training Director or instructor may review topics in which the student performed unsatisfactorily.*
- *The amount of time that should be used to administer an exam is as follows: 25 Questions—45 minutes; 50 Questions—60 minutes; 100 Questions—90 minutes. For example, a 50 question 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.*
- *Administration of exam: At least one proctor should be in the classroom at all times; talking should not be permitted; desk and/or tabletops should be clear of all items except exam, answer key and pen; no one should leave the room unless there is an emergency. In some instances students may leave the classroom if they do not disrupt those students that are still taking the examination. Approved department instructors may proctor examinations. Individuals that are not instructors, such as administrative assistants under the supervision of the Training Director, may also act as proctors. The name of each proctor used must be documented.*
- *Examinations for all training programs should be periodically reviewed and updated as necessary to reflect current practices and regulations.*
- *A minimum of two versions of each final examination is recommended. Each exam version must be clearly marked.*
- *A template should be used as an aid to grade each examination. A red pen (or other unique grading device) should be used to differentiate the proctor’s marks from the marks made by each student.*
- *The examination and answer keys should contain the name of the training provider and the date the documents were created and/or revised. The answer key must contain the date the examination was taken and the name of the proctor/instructor that graded the exam.*

20. Equivalence of Prior Training (Equivalencies)

§73.10(b) states that “The Department of Health shall determine whether the course and/or program substantially meets the criteria specified in sections 73.5 and/or 73.6 of this Part and may determine that the course and/or program is either: (1) not equivalent to an approved program; or (2) substantially equivalent. The Department may communicate directly with the course and/or program provider concerning any aspect of the applicant's prior training.”

§73.10(c) states that “A person who has successfully completed an asbestos safety training program for inspector and was certified as required by the New York City Department of Environmental Protection on or before September 1, 1989 is considered to have met training requirements equivalent to the training requirements for inspector contained in this Part.”

Clarification of §73.10(b)(1) ,(b)(2) and (c)

- *The department maintains an equivalency guidance document that provides information on applying for a determination of equivalent training. The guidance document is periodically revised and is therefore not included with this memorandum. Students should be directed to the Department’s Web Site or the Asbestos Safety Training Program for application information. The application form is DOH-4353.*
- *Instructor Equivalencies: In order to receive consideration for equivalent training, an instructor should actively provide lead classroom instruction for all course topics in which a discipline-specific equivalency is requested. When the department approves an instructor training equivalency, the individual is not required to complete a refresher course in the discipline in which the equivalency was granted. To receive consideration, the Training Director must submit the following: A cover letter indicating that an instructor equivalency is requested, list training discipline(s), provide home address, phone number, DMV drivers or non-drivers ID, list specific courses that have been taught within the last year—include training date(s) and submit current resume.*
- *New York City Investigators: An individual that possess a valid and non-expired certification as an Investigator from the New York City Department of Environmental Protection (DEP) may be admitted into an Inspector refresher training program (even when beyond the grace period). When training credentials cannot be verified for a certified DEP Investigator, the training provider shall not issue a DOH-2832 course completion certificate. The training provider should apply to the department seeking a training equivalency for each individual that successfully completes an Inspector refresher. Each training equivalency request should contain the following information: A cover letter referencing that an Inspector equivalency is being requested (student and responsible representative associated with the provider must sign the cover letter), provide copy of the non-expired DEP Investigator certificate, attach a copy of the attendance roster(s), include student information—name, home address, DMV drivers or non-drivers ID and telephone number.*

Appendix A

Primary Notification Form
Course Revision Form
Instructor Approval Request Form

**New York State Department of Health
Asbestos Safety Training Program Notification**

Primary Notification Form

Signature of Individual Sending Notification: _____ Date: _____

Print Name: _____

Training Sponsor: _____	ID # _____
Type of Training: _____	Initial: _____ Refresher: _____ Language: _____
Training Dates ¹ : _____	Time-Day: _____ a.m. to _____ p.m. Evening: _____ p.m. to _____ p.m.
Number of Certificates Requested: _____	
(1) For Inspector and Project Designer, list location of field trip/building walk-through survey:	

Training Location (check one only)
On site: [<input type="checkbox"/>] Satellite Office: [<input type="checkbox"/>] Off-Site ² : [<input type="checkbox"/>] (provide off-site address)

(2) If off-site training box is checked, attach a description of the facility and include a contact person at that location, phone number , and specific dimensions of both the classroom , and hands-on areas with total available space and seating arrangements. If necessary, include special instructions needed to enter the facility.

Specific to the course identified in this notification of training, identify below those instructors you have scheduled to provide training in the following designated topic areas:
Lead Classroom Instructor: (other than health effects and medical monitoring)

Lead Hands-on Instructor(s):

Health Effects/Medical Monitoring: _____
Legal Liabilities/Insurance: _____

FOR OFFICE USE ONLY:
Certificate Range(s) Sent: _____
Date Certificates Sent: _____ Shipping Label: _____

**New York State Department of Health
Asbestos Safety Training Program Notification**

Revision Form

Signature of Individual Sending Notification: _____ Date: _____

Print Name: _____

Primary Notification Information: (Include information from primary notification form only)

Training Sponsor: _____	ID # _____
Type of Training: _____	Initial: _____ Refresher: _____ Language: _____
Training Dates: _____	Time-Day: _____ am to _____ pm Evening: _____ pm to _____ pm
Number of Certificates Requested: _____	Location of Training: _____
Certificate Range (DOH 2832) Issued _____ (If received from the Department of Health)	

Course Status

Cancelled: [] Yes [] No

Revised: [] Yes [] No

If course is being revised, check revision type(s): [] Date(s) of Course¹
[] Discipline Change¹
[] Additional Certificates
[] Instructor
[] Location²
[] Other _____

(1) If the revision to a course includes a change in date and/or discipline, you must change and attach a copy of the revised manifest form.

Proposed Revisions: (Clearly describe revisions/changes from primary notification)

(2) Attach a description of the facility and include a contact person at that location, phone number, and specific dimensions of both the classroom, and hands-on areas with total available space and seating arrangements. If necessary, include special instructions needed to enter the facility.

**New York State Department of Health
Asbestos Safety Training Program**

Instructor Approval Request Form

I. General Information

Name of Accredited Training Provider: _____ Date: _____

Training Director Name: _____ Signature: _____
(Print Name) (Signature of Training Director)

Approval Requested For: _____ Signature: _____
(Print Name of Proposed Instructor) (Signature of Proposed Instructor)

The Asbestos Safety Training Program approves instructors in accordance with 10 NYCRR Part 73. For additional guidance, the Advisory Memorandum must be followed for guidance on specific documentation that should be submitted in order to obtain approval. Should the approval be granted, the proposed instructor acknowledges employment or professional association with the accredited training provider.

II. Requested Approvals (The Training Director shall check all those that apply where approval is being sought.)

- Classroom Instructor for all Initial accredited training programs:
- Classroom Instructor for all Refresher accredited training programs:
- Hands-on Instructor for all applicable accredited training programs:
- Health Effects—Initial Training Programs:
- Legal Liabilities/Insurance Issues—Initial Training Programs:

- Approvals requested as described below:

III. Submittal Requirements

The following documents must be submitted as necessary to prove that the proposed instructor meets the requirements of section 73.4, including relevant education, work experience, and training requirements: (1) Official academic transcripts; and/or (2) One of the following: (i) resume; (ii) letters of reference; (iii) instructor certification in another Model Plan Accredited State; or (iv) documentation of work experience; and (3) A copy of the signed statement of employment. Please refer to the memorandum for additional guidance regarding documentation.

Execution of this form by the Training Director and proposed instructor meet the requirements of the statement of employment.