

VIRGINIA LEAD-BASED PAINT ACTIVITIES REGULATIONS

CHAPTER 30.

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PART VII.

REQUIREMENTS FOR THE ACCREDITATION OF TRAINING PROGRAMS.

18 VAC 15-30-420. Recordkeeping and provision of records to the board.

A. Each accredited lead training program shall maintain and make available upon request from the board the following records:

1. All documents specified in 18 VAC 15-30-360 that demonstrate the qualifications listed in 18 VAC 15-30-340 of the training manager and principal instructors.
2. Current curriculum/course materials and documents reflecting any changes made to these materials.
3. Course examination.
4. Information on how the hands-on assessment is conducted including, but not limited to, who conducts the assessment, how the skills are graded, what facilities are used, and the pass/fail rate.

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5. The quality control plan described in 18 VAC 15-30-410.

6. Results of the student's hands-on skills assessments and course examination and a copy of each student's course completion certificate.

7. Any other material not listed in this chapter that was submitted to the board as part of the application for accreditation.

The accredited lead training provider shall retain these records at the location specified on the training program application for a minimum of three years and six months.

B. The training manager shall notify the board at least seven business days prior to the start date of any accredited lead training program. (For the purposes of this section, a business day shall mean Monday through Friday with the exception of Federal holidays.)

C. The training manager shall provide an updated notification when an accredited lead training program will begin on a date other than the start date specified in the original notification as follows:

1. For accredited lead training programs beginning prior to the start date provided to the board, an updated notification must be received by the board at least seven business days before the new start date.

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2. For accredited lead training programs beginning after the start date provided to the board, an updated notification must be received by board at least two business days before the start date provided to the board.

D. The training manager shall update the board of any change in location of an accredited lead training program at least seven business days prior to the start date provided to the board.

E. The training manager shall update the board regarding any accredited lead training program cancellations, or any other change to the original notification at least two business days prior to the start date provided to the board. This requirement shall not apply to situations or circumstances beyond the control of the training provider.

F. Each notification, including updates, shall include the following:

1. Notification type (original, update, cancellation).
2. Training program name, Virginia accreditation number, address, and telephone number.
3. Course discipline, type (initial/refresher), and the language in which the instruction will be given.
4. Date(s) and time(s) of training.
5. Training location(s), telephone number, and address.
6. Principal instructor's name.
7. Training manager's name and signature.

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~~B.G.~~ The training program participant list shall be completed by the training provider and training program participants daily.

~~C.H.~~ The training program participant list shall be retained by the training provider for three years following the date of completion of the training program.

~~D.I.~~ The training ~~provider~~ manager shall provide to the board the accredited lead training program participant list ~~within 24 hours of~~ no later than ten business days following the training program completion. (For the purposes of this section, a business day shall mean Monday through Friday with the exception of Federal holidays.)

J. The training program participant list shall include the following:

1. Training program name, Virginia accreditation number, address, and telephone number.
2. Course discipline and type (initial/refresher).
3. Date(s) of training.
4. Each participant's name, address, date of birth, course completion certificate number, and course test score.
5. Training manager's name and signature.

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K. Written notifications and training program participant lists must be submitted using the U.S. Postal Service, by fax, by commercial delivery service, or hand delivered using a sample form available from the board or a similar form that contains the information required by this section. Notifications and training program participant lists may also be submitted electronically via an e-mail address established by the board specifically to receive this documentation.

~~E.L.~~ The training provider shall retain all examinations completed by training program participants for a period of three years.

~~F.~~ Training providers shall notify the department no less than 48 hours prior to conducting an accredited lead training program.

~~G.M.~~ The department will not recognize training certificates from approved training providers that fail to notify or fail to provide a training program participant list.

PART X.

STANDARDS OF PRACTICE AND CONDUCT.

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18 VAC 15-30-820. Suspension or revocation of approval of an accredited lead training provider.

A. The board may suspend, revoke, or modify an accredited lead training program's approval if an accredited lead training provider, training manager, or other person with supervisory authority over the training program has:

1. Misrepresented the contents of a training course to the board or the student population.

2. Failed to submit required information ~~or notification~~ in a timely manner.

3. Failed to submit training program notifications as required and in the manner described in 18 VAC 15-30-420.

4. Failed to submit training program participant lists as required and in the manner described in 18 VAC 15-30-420.

~~3.5.~~ Failed to maintain required records.

~~4.6.~~ Falsified accreditation records, qualifications of the training manager and principal instructors, or other accreditation information.

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~~5.7.~~ Failed to comply with the federal, state, or local lead-based paint statutes or regulations.

B. The board shall conduct disciplinary procedures in accordance with §§ 2.2-4019 and 2.2-4021 of the Administrative Process Act.

I certify that this regulation is full, true, and correctly dated.

David E. Dick, Executive Director
Virginia Board for Asbestos, Lead, and Home Inspectors

Date: _____