



## **Virginia Board for Asbestos, Lead, and Home Inspectors**

Guidance Document:  
**Verification of Course Completion Certificates Awarded to Training Program Managers and Principal Instructors**

**Adopted May 12, 2022**  
**Effective Date: July 7, 2022**

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### **I. Background**

Board staff has received inquiries from other states regarding the validity of Virginia asbestos and lead training course completion certificates wherein the name of the course participant, the training manager, and the principal instructor are one and the same.

### **II. Issue**

As training managers and principal instructors with asbestos and lead licenses are required to complete refresher training, to include an examination, and the Board's regulations are silent on whether these individuals are permitted to sign their own completion certificates, it is necessary to develop means to verify whether a training manager and/or principal instructor has completed refresher training and the requisite examination.

### **III. Board Guidance**

In order to limit confusion and verify the completion of refresher training and the passing of required closed-book, monitored examinations, the Board provides the following guidance:

1. Course participants who are both the training manager and principal instructor of a training program must be monitored by another instructor if completing said program's examination for the purpose of license renewal. The monitoring individual will sign the certificate of completion as the participant's instructor.
2. Course participants who are either the training manager or the principal instructor must be monitored by the other if completing their own program's examination for the purpose of license renewal. The monitoring individual will sign the certificate of completion as the participant's instructor.

This policy applies to asbestos and lead refresher courses only.

The Board will not accept initial training certificates of completion wherein the name of the course participant, training manager, and principal instructor are the same.