Michigan Occupational Safety and Health Administration – Asbestos Program

# Asbestos Training Course Initial Application

(Please type or print in ink. Instructions are on the reverse side.)

| Company Name | Federal ID# | E-mail Address |
|---|---|---|
| | | |

| Address (Number and Street) | P.O. Box |
|---|---|
| | |

| City | State | Zip |
|---|---|---|
| | | |

| Contact Person (Name and Title) | Telephone Number | Fax Number |
|---|---|---|
| | | |

**YOU MUST NOTIFY THE ASBESTOS PROGRAM OF ANY CHANGES TO THE ABOVE INFORMATION**

**AN INITIAL APPLICATION MUST CONTAIN:**

◊ The completed Training Course Initial Application Form
◊ The appropriate fee (check or money order)
◊ The course agenda
◊ A copy of the examination
◊ A detailed statement regarding the development of the examination
◊ Student manual and Instructor's handbook
◊ Names and qualifications of all course instructors
◊ Course Certificate

**COURSE NOTIFICATION MUST INCLUDE:**

◊ 7-calendar day advance notice
◊ The course name
◊ The course date(s)
◊ The course starting and ending time(s)
◊ Location of course
◊ Name of instructor(s)

**Fee Schedule**

Please check the appropriate box(es) to indicate the course(s) for which you are applying and provide the total remittance.

| Category | Initial | | Refresher | | Online Refresher | |
|---|---|---|---|---|---|---|
| Inspector | $400.00 | ☐ | $400.00 | ☐ | $400.00 | ☐ |
| Management Planner | $400.00 | ☐ | $400.00 | ☐ | $400.00 | ☐ |
| Project Designer | $400.00 | ☐ | $400.00 | ☐ | $400.00 | ☐ |
| Contractor/Supervisor | $400.00 | ☐ | $400.00 | ☐ | $400.00 | ☐ |
| Abatement Worker | $400.00 | ☐ | $400.00 | ☐ | $400.00 | ☐ |

Totals: $ _____ + $ _____ + $ _____ = $ _____ **Total Remittance**

**FOR DEPARTMENTAL USE ONLY**

| | INITIAL | | REFRESHER | |
|---|---|---|---|---|
| | *Approval Date* | *Rejection Date* | *Approval Date* | *Rejection Date* |
| Insp. | | | | |
| M/P | | | | |
| P/D | | | | |
| C/S | | | | |
| Wkr. | | | | |

**Please allow 60 days for processing**

**Make check or money order payable to:**

**State of Michigan**

**Please do not send cash.**

**Return completed application, documentation, and remittance to:**

MIOSHA – Asbestos Program
530 West Allegan Street
P.O. Box 30671
Lansing, MI 48933

Phone: 517-284-7698 / Fax: 517-284-7700

In the space below, list all partners, owners, and officers of the business entity along with their social security numbers. Attach a list if more space is needed:

| Last Name | First Name | M.I. | Title | Social Security Number |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

I certify that the information contained on this application is accurate and that all accredited courses will comply with all existing and future regulations.

Sponsor's Signature: _____ Date: _____

The Michigan Department of Labor and Economic Opportunity is an equal opportunity, affirmative action employer, service provider and buyer.

A fully completed and signed application must be submitted to and approved by the Michigan Department of Labor and Economic Opportunity before a course can be accredited. Failure to complete the application or submit the appropriate information will result in the rejection of your application.



Authority: P.A. 440 of 1988, as amended
Completion Mandatory

# Instructions For Completing The Michigan Asbestos Training Course Initial Application

Under the authority of Michigan's Public Act (P.A.) 440 of 1988, as amended, and Part 763 of Title 40 of the Code of Federal Regulations, the State of Michigan has established an Asbestos Worker Accreditation Program. This legislation grants the Michigan Department of Labor and Economic Opportunity (LEO) the authority to approve asbestos inspector, management planner, project designer, contractor/supervisor, and abatement worker training courses offered in Michigan. In order for a training course sponsor to receive LEO approval, the following information must be provided with a completed application as stated in sections (11), (12) and (13) of P.A. 440 of 1988, as amended.

## COURSE NOTIFICATION INFORMATION

Supply the course sponsor's name, address, telephone number, course name, course date(s), location of course, and name of instructor(s).

## FEE SCHEDULE

The applicant shall submit an initial $400.00 course fee for each initial and refresher course noted on the front of this application. In October/November of each year, an annual renewal fee of $200.00 for each initial and refresher course will be required using the Michigan Asbestos Training Course Renewal Application.

Course Information

1) Include the curriculum for each course, which must address:
   a) the length of training in days
   b) the topics covered in the course
   c) the amount and type of hands-on training
   d) the length, format and passing score of the examination
2) Include copies of all course materials, including student manuals, instructor handbooks, handouts and examinations.
3) Include a statement about the development of the examination(s).
4) Include the names and qualifications of all course instructors. To be recognized by LEO, instructors must have academic credentials and/or field experience in asbestos abatement. Please refer to the attached Michigan Asbestos Trainer Approval Criteria Form for further clarification on this subject.
5) Include a sample of the "certificate of successful completion" issued to students who attend the course and pass the examination. A sample certificate must contain:
   a) name of the student
   b) social security number of the student
   c) the start and end date(s) of the course
   d) the date of the examination
   e) discipline of the training course completed and a statement certifying that the student passed the examination
   f) an expiration date that is 1 year after the date on which the person successfully completed the course and examination
   g) statement that course fulfills the requirements under TSCA Title II and is in compliance with 40 CFR 763 and Michigan Public Act 440 of 1988, as amended
   h) signature of course sponsor representative and/or instructor
   i) unique certificate number issued by sponsor
   j) the name, address, and telephone number of the training course sponsor that issued the certificate
   k) the location where the course was held

## GENERAL INFORMATION

**** Failure to submit any applicable information will result in the denial of your application. ****

The Michigan Department of Labor and Economic Opportunity will review this application and will notify the applicant of its decision(s) to approve or deny within 60 days. Upon approval of the application, the course(s) will be “Contingent Approved.” An on-site evaluation will then be performed to confirm full compliance with all requirements. If “Full Approved” is determined, a formal “Certificate of Accreditation” will be issued.

Training course sponsors shall permit a representative of the LEO to attend, evaluate, and monitor any training course without charge. LEO will not provide advance notice of a training course inspection. Training course "Contingent Approved" or “Full Approved” may be revoked or suspended if the on-site inspection indicates that the course is not in compliance with the requirements of P.A. 440, as amended.

Upon approval, a certificate will be issued to the course sponsor. Should this application not be approved, the applicant will be notified. **Please be advised, the course fee is considered by LEO to be a processing fee and will not be refunded for deficient or rejected applications.**

**Should you have questions or need additional applications, please contact the Department at:**


**Michigan Department of Labor and Economic Opportunity**
**Michigan Occupational Safety & Health Administration - Asbestos Program**
**Physical address: 530 West Allegan Street, Lansing, MI 48933**
**Overnight mailing address: 2407 North Grand River Avenue, Lansing, MI 48906**
**Regular mailing address: P.O. Box 30671, Lansing, Michigan 48909-8171**
**Phone 517.284.7698, Fax 517.284.7700**
**http://www.michigan.gov/asbestos**
**E-mail: asbestos@michigan.gov**

# The Michigan Asbestos Trainer Approval Criteria

Michigan Public Act (P.A.) No. 440 of 1988, as amended, requires that all individuals desiring to become a trainer for those disciplines regulated under this act (i.e. inspectors, management planners, project designers, contractor/supervisors, and abatement workers) must receive formal approval from the Michigan Department of Labor and Economic Opportunity (LEO). Training course approval is based on both individual trainer qualifications and course content. The categories listed below explain the requirements that must be met for individual trainer approval by the LEO. In order for an individual to be considered qualified, they must meet all of the requirements for one of the following three categories for which they apply, and supply LEO with a résumé and photocopies of all certificates and degrees which may apply. LEO will not approve any individual who does not meet the minimum qualifications listed below.

Category I

A Certified Industrial Hygienist (C.I.H.) with no less than two years of experience in asbestos-related work and a thorough understanding of the course material.

Attendance and successful completion of the desired course to be taught.

Category II

A master's or bachelor's degree in Industrial Hygiene or a related science with no less than two years of experience in asbestos-related work and a thorough understanding of the course material.

Attendance and successful completion of the desired course to be taught.

Category III

Category III applies to an individual who does not possess a C.I.H. or a minimum of a bachelor's degree in a related science but can demonstrate through additional courses and asbestos-related work experience that they have sufficient knowledge to conduct an effective training course.

Examples for category III:

(1) Four years of asbestos-related work experience and successful completion of the desired course to be taught.

(2) No less than one full year of prior teaching experience, one year of experience in asbestos-related work and successful completion of the desired course to be taught.

Use of other professionals

A professional in a related subject associated with asbestos training such as health aspects, legal issues, building construction, etc., may be used to complement a training course in their specific field of expertise. However, these guest instructors must be “approved” by the state of Michigan – Asbestos Program prior to instruction.

Definition of terms

“Asbestos-related work” means an activity or task performed by a person working with asbestos in buildings, including, but not limited to, inspection, management plan development, the design or performance of response actions, and remedial work.

“One year of experience in asbestos-related work” means a year of work in which at least 25% of the individual's working time was spent in asbestos-related work, or an equivalent amount of work over more than one year's time, if it was conducted after January 1, 1983.

**Michigan Department of Labor and Economic Opportunity**
**Michigan Occupational Safety & Health Administration - Asbestos Program**
**Physical address: 530 West Allegan Street, Lansing, MI 48933**
**Overnight mailing address: 2407 North Grand River Avenue, Lansing, MI 48906**
**Regular mailing address: P.O. Box 30671, Lansing, Michigan 48909-8171**
**Phone 517.284.7698, Fax 517.284.7700**
**http://www.michigan.gov/asbestos**
**E-mail: asbestos@michigan.gov**