



Lead-Related Construction Certification Renewal Forms and Instructions

California Department of Public Health, Childhood Lead Poisoning Prevention Branch
Lead Related Construction Unit

Renewing Certificates:

Your California Department of Public Health (CDPH) certificate must be renewed every year. To renew your certificate, you need to have satisfied the Continuing Education requirement and pay the yearly renewal fee. CDPH will assign your certification expiration date for new applications. Renewals are extended one more year from that date, if your application is received and processed prior to the expiration date. You will not lose time on your certification by applying early. Applications received or processed after the expiration date will be assigned a new expiration date.

Continuing Education Requirement:

You must complete at least 7 hours of CDPH-approved lead-related construction Continuing Education every **two** years. Additionally, any one Continuing Education class can only be used for a maximum of two renewals. You should complete your continuing education before applying to CDPH for renewal.

Renewal Deadlines:

You must apply to CDPH for renewal **120 calendar days** before your certificate expires. If you do not apply in time, your certificate may expire before CDPH can renew it. There are no extensions and CDPH can **not** expedite processing any renewals. Please take this into consideration when scheduling your Continuing Education.

Photograph:

You need to send a photograph of yourself with your renewal application, either a print or a digital photo. CDPH has implemented an online system to replace the datacard system. You will receive a new certification with each renewal, with the photograph electronically printed directly on the certification.

Applying for Renewal:

To renew your certificate, you must do the following:

- ◇ If it is required this year, complete the required CDPH-approved Continuing Education (CE). Continuing Education is not required if your most recent CE is less than two years old, **and** was submitted with your most recent previous renewal application.
- ◇ Complete and sign the attached renewal form (CDPH 8553). If you are renewing more than one certificate, you can renew them all with one application.
- ◇ Include the pink Course Completion Form (CDPH 8493) you get from your Continuing Education training provider. (If Continuing Education is not required this year, check the appropriate box near the bottom of CDPH Form 8553, page 2.)
- ◇ Include the proper fees for **each** certificate you want to renew. You may use a single check or money order to pay for several fees. CDPH cannot accept cash. Make check or money order payable to "California Department of Public Health". All fees are **non-refundable**.
- ◇ Include a recent photograph of yourself. It should be a 2" x 2" or larger passport style photograph, with your full name and your identification number such as Lead ID or course completion form on the back. You can also send a digital photograph (with your name as the file name) e-mailed to LeadPhotos@cdph.ca.gov. Do **not** send a printout of a digital photo.
- ◇ Keep a copy of your completed application for your own records.

Mail all your renewal materials together to:

**Childhood Lead Poisoning Prevention
Branch
850 Marina Bay Parkway
Building P, Third Floor, Box C
Richmond, CA 94804-6403**

Do not address your renewal to a specific person at CDPH. This will slow down its delivery time.

You may also hand-deliver your application, Monday through Friday, between 9:00 a.m. and 4:00 p.m. at the above address. Applicants wishing to hand deliver certification applications must call us a day in advance because of security restrictions. Please note that a “government issued identity card” must be presented for entrance to our facility. All hand delivered renewals must be in a sealed envelope with the above address on the outside.

If you are submitting applications for several people, make sure each applicant signs their renewal form, and paper-clip each applicant’s materials together.

Expired Certificates:

If you do not renew on time, and your certificate expires, **you cannot perform work requiring CDPH certification.** There is no grace period. To keep your certificate current, you must renew it before it expires. If your certificate expires before you renew it, your new expiration will be calculated from a new expiration date, not the old expiration date.

Renewing an Expired Certificate:

If it has been **less** than 3 years since your certificate expired, you may renew it by completing 7 contact hours of CDPH-approved Continuing Education and sending CDPH a renewal application with the correct fee(s). (To renew a Worker certificate, take Continuing Education for Workers. To renew an Inspector/ Assessor, Project Monitor or Sampling Technician certificate, take General Continuing Education. To renew a Supervisor certificate, take either Worker or General Continuing Education.)

If it has been **more** than 3 years since your certificate expired, you must take the full initial lead-related construction course again and then send CDPH a renewal application with the course completion form and the correct fee(s).

When you renew an expired certificate, you will receive a new expiration date. Your certificate ID number will stay the same.

Remember, you **may not** do work requiring CDPH certification if your certificate has expired.

Renewing Several Certificates:

If you have several certificates that all expire on the same day, you may renew them all at the same time, using one application. You still have to pay a renewal fee for each certificate.


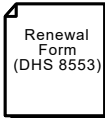


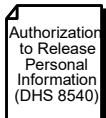
If you have several certificates with different expiration dates you should plan to take Continuing Education about 160 days before your earliest (first) certificate expires.

You may renew each certificate separately. If you choose this option, CDPH will renew each certificate, separately, as you apply. Be sure to keep copies of your Continuing Education Course Completion Form and include a copy with each separate renewal application.

Renewing Early:

CDPH encourages you to apply for renewal 120 days before your certificate expires. This will ensure that your certificate is renewed before it expires. You will **not** lose time on your certificate by applying early for renewal. Each time you renew your certificate, CDPH adds one full year to the certificate’s expiration. If you wait until your certificate expires, you will not gain any additional time.

What Your Renewal Should Include:

| Required Items | | | Optional |
|--|---|--|---|
|  Photo |  Renewal Form (DHS 8553) |  Course Completion Form (DHS 8493) |  Check or Money Order |
| | | |  Authorization to Release Personal Information (DHS 8540) |

How Was Your Training?

CDPH monitors the quality of instruction given by the CDPH-accredited training providers. If you have comments, good or bad, about a CDPH-accredited lead-related construction training provider or a CDPH-approved course, call the Lead-Related Construction Information Line at **1-800-597-LEAD** (510-620-5694 outside California).

If you have questions about renewing, call
 Lead-Related Construction Information Line
800-597-LEAD (800-597-5323)
 (510-620-5694 outside California)
 or visit: www.cdph.ca.gov/programs/CLPPB

Renewal of Lead Certification

(Not for New Applications)

Instructions: Type or print all information clearly. Complete both sides of this form and attach the required fees and documentation of your continuing education. (Note: Your Continuing Education is good for 2 years, however, you must renew your certificate every year.) Submit your application for renewal to the Department 120 calendar days before the expiration date on your certificate. Note: your name, certification number, and expiration date will be added to the list of CDPH-certified individuals on the CLPPB website (www.cdph.ca.gov/programs/CLPPB).

1. Applicant Information

Name _____
Last First Middle Initial

Home Address _____
Street Address, Apt No.

City State Zip

Mailing Address _____
(if different from above) Company Name

Street Address, Apt No.

City State Zip

Home Phone Work Phone Date of Birth

Email Address _____

Photo Identification: Number: _____

Type: Driver's License Military ID Card Passport
 State ID Card Resident Alien Card Other ID _____

2. Type of Renewal: Fill in the certificate numbers, expiration dates and amounts paid for the certificate(s) you wish to renew.

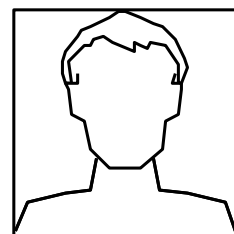
| | CDPH Certificate Number | Expiration | Fee Due | Amount Paid |
|---------------------------------------|----------------------------|------------|-------------------|----------------|
| Lead Inspector / Assessor Certificate | _____ | | \$135.00 | \$ _____.00 |
| Lead Supervisor Certificate | _____ | | \$135.00 | \$ _____.00 |
| Lead Project Designer Certificate | _____ | | \$135.00 | \$ _____.00 |
| Lead Project Monitor Certificate | _____ | | \$135.00 | \$ _____.00 |
| Lead Worker Certificate | _____ | | \$135.00 | \$ _____.00 |
| Lead Sampling Technician Certificate | _____ | | \$135.00 | \$ _____.00 |
| | | | Total Amount paid | \$ _____.00 |

3. Fees: Enclose the required fees **for each Certificate requested.** (See fees due, above). Payment must be a check or money order payable to the California Department of Public Health. Cash is **not** accepted. **Fees are non-refundable.**

4. Continuing Education: To show that you completed the required continuing education, enclose the original (pink) Course Completion Form (CDPH 8493) from your lead-related construction continuing education. (NOTE: Continuing Education is only required every 2 years, however, you must renew your certificate every year.)

If you took continuing education prior to your last renewal, and it was less than two years ago, and do not need it this year, check here: **Continuing Education Not Required**

5. Photograph: You must include a recent photograph of yourself. It must be in portrait style (see diagram at right). Select one of the following methods for providing the photo:



- A photo print, at least two inches square (no digital printouts). Print your full name and your identification number such as Lead ID or course completion form on the back.
- Digital photo, e-mailed to LeadPhotos@cdph.ca.gov. It should be at least 640 x 480 pixels, in JPEG format, and have your name as the file name. Date e-mailed:

I hereby certify, under penalty of perjury, that the information I have provided in this application is true and correct. I further certify that I understand the California Code of Regulations requirement for individuals to maintain documents related to lead hazard projects (that I prepare, perform, or supervise) for a minimum of three years, and make them available to CDPH upon request.

Your Signature _____

Date Signed _____

Mail Your Application To:

California Department of Public Health
Childhood Lead Poisoning Prevention Branch
850 Marina Bay Parkway
Building P, Third Floor, Box C
Richmond, CA 94804-6403

**Notify the Department within 30
calendar days if your name, address,
email or phone number
changes.**

The Department of Public Health, Childhood Lead Poisoning Prevention Branch, requests this information under the Health & Safety Code, Section 105250, in order to determine the eligibility of an individual for Lead Certification. Provision of this information is mandatory. The consequence of not providing this information is denial of certification. This information may be provided to the California Division of Occupational Safety and Health (Cal-OSHA) and California government agencies and officials, as provided by law. You have the right to access records containing your personal information maintained by the Department of Public Health. For information or access to your records, contact the Childhood Lead Poisoning Prevention Branch, 850 Marina Bay Parkway, Building P, Third Floor, Box C, Richmond, CA 94804-6403, Telephone: 1-800-597-LEAD (510-620-5694 outside California).