LEAD INDIVIDUAL CERTIFICATION

Before beginning the registration process be aware that you will need to upload a photo (.jpeg or .jpg) during the registration process.

You will also need to upload a copy of your completed training certificate (New Certification) or prior year certificate (Re-certification).

You will also need to provide either credit card, checking (ach), or payment code information. Failure to complete the process may require that you start the process over.

Submit one photograph of you alone, recent enough to be a good likeness. The photograph should be no larger than 2 MB in size, in jpg/jpeg format. The photograph must be clear, full face, taken without a hat or dark glasses with your head and shoulders taking up the majority of the area in front of a plain background. Retouched photos are not acceptable.



Δ

Scroll to the second half of the page, below the map. Choose "Individuals" – "Apply online"



Scroll down 🔰

2	
Certification and Train	ning credited training provider in areas administered by FPA?
Finding an accredited tr database to help locate paint activities program After completing training inspection, assessment a	aining provider is the first step in getting certified. Use this searchable accredited training programs in areas where EPA administers the lead-based or contact the National Lead Information Center at 1-800-424-LEAD (5323). a, how does an individual or firm become certified in lead-based paint und/or abatement in areas administered by EPA?
Firms must submit their application on-line.	Apply for certification or recertification to be an abatement or evaluation firm Apply online - You can also update your firm's information, and request a copy of your certificate as well. Firm fee and refund information
	Apply for certification or recertification to conduct lead-based paint activities (worker, supervisor, inspector, risk assessor, or project designer)
Individuals must submit their application on-line.	 <u>Apply online</u> - You can also update your information, and request a copy of the certificate as well.
	Precisioning aligned associations about individual recertification Precisently asked questions about individual recertification Individual fee and refund information

Note: Remember, there are two types of required certifications – certified individuals must work for certified firms when performing lead-based paint activities.

Fee and refund policy

Notification Requirements

When do I have to notify EPA about abatement activities?

A certified firm must notify EPA at least 5 business days prior to conducting lead-based paint abatement activities, with one exception. When abatement activities are required in response to either an Elevated Blood Lead Level determination or emergency abatement order, notice must be provided no later than the day abatement activities begins.

In addition, the firm must notify EPA of any of the following changes to the original notice:

- If the abatement activity will begin before the original start date, or if the location changes, notice must be provided at least 5 business days before the start date.
- If the abatement activity is delayed, notice of the new start date must be provided to EPA on or before the original start date.
- For cancelation or other changes, notice must be provided on or before the start date, or, if work
 has already begun, within 24 hours of the change.

What is required in each abatement notification?

- · Notification type (original, updated, cancelation);
- · Date when abatement activities will start;

AND

RE-CERTIFICATION

Confirm you are working in at least one of these states

If so, are you applying for new certification (choose no), or recertification (choose yes)



Do you have a current or previous certification? Or Yes () No

Apply for certification:

- \$480 Inspector, Supervisor, Risk Assessor
 - includes \$410 application fee and \$70 exam fee; Exam fee is not required for recertification and reciprocity applications
- \$410 Project Designer
- \$310 Abatement Worker

Enter New Application

If you are certifying for the first time and choose "no" you will see information explaining the cost for the different discipline certifications. Click on "Enter New Application" to proceed

Be prepared to pay the indicated amount(s) at the end of the registration process with a credit card, check (ach), or payment code.

RE-CERTIFICATION

If you are re-certifying and choose "yes" you will prompted to input your:

LAST NAME and DATE OF BIRTH

AND EITHER YOUR CERTIFICATION

OR

YOUR FIRST NAME and ZIP CODE Click on "Search" to proceed.

Be prepared to pay the appropriate amount(s) at the end of the registration process with a credit card, check (ach), or payment code.

look up your previous application, please provide your last name, date of birth d either your certificate number or a combination of your first name and zip code.		
Last Name (required) Example: Smith		
Applicant Date of Birth (required) Example: 01/01/2000		0
	and	
Certification Number Example: NY-12345-1	First Name Example: John	0
0	or Zip Code Example: 12345	0

You are here: EPA Home » Lead » Individual Certification Information and Search

Individual Certification Information and Search

You can use this application to begin an initial application, recertification, information certification replacement request. To begin, let us know if you have a previous certific

If you do work in one of the following states: Alaska, Arizona, Florida, Idaho, Montana, Nevada, New Mexic South Carolina, South Dakota, and Wyoming or American Samoa, Guam, the Marianas and Tribal Lands, ple



You will see the pop-up box showing the costs for the different disciplines. Click on "Continue" to proceed.

RE-CERTIFICATION

Once it locates your record, choose the appropriate blue "Select" button to load your information and continue with the registration process.



NEW CERTIFICATION AND RE-CE

You will be redirected to the EPA CDX website to create an account there. Once inside CDX you will continue your registration and will be prompted to make your payment. Click on the green "Register" button.

Home Help CDX Completion Checklist	To continue, you must be the individual seeking ce	■ <u>Contact Us</u> ertification. You MAY NOT submit an application
Account Info.	on someone else's behalf. New to CDX?	Already Registered?
Discipline Info. Signature and Payment	Are you a new user to the system, and would you like to create an account? Register	Do you have an existing Central Data Exchange account? User ID Password The Password field is required. Log In to CDX Forgot your Password? Forgot your User ID? Help
EPA Home Privacy and Security No OMB No. 2070-0195	CDX Help Desk: 888-890-1995 (970 tice Accessibility About CDX Frequently Asked Que) 494-5500 for callers from Puerto Rico and Guam stions Terms and Conditions Contact Us

AND

Scroll down

	CDX				Contact U
	Completion Checklist	Registration Info	rmation		
	🖋 Account Info.		Contact Info	rmation	
n	Discipline Info.	Please enter your f	ull legal name. This will be	used for identity proofing.	
ge has	Signature and Payment	Name Title *	-Please Select- 🔻		
h the top fill in your		Full Name *	First Name	M.I. Last Name	
ion and ure.		Please provide an email a process. Email *	address to which you have access,	as you will be required to validat	e this during the
		Re-enter Email *			
		Phone Number *			
		Date Of Birth *			
		Submit one photograph of y be no larger than 2 MB in siz without a hat or dark glasses front of a plain background.	ou alone, recent enough to be a goor ie, in jpg/jpeg format. The photograpi with your head and shoulders taking Retouched photos are not acceptable	I likeness. The photograph should n must be clear, full face, taken up the majority of the area in 	
		Photo upload <u>Help</u> ? *	+ Select photo)	2"

The "Registration Information" page has three sections. In the section you will fill in y contact information a upload your picture.

In the middle section of the Registration Information page you will enter your Home Address information and declare where you want correspondence to be sent.

	Home Address Information
Address *	
Address 2	
City *	
State *	▼
Zip *	
To which address should	Home Address Company

AND

In the bottom section of the Registration Information page you will create your own User and password

Choose 3 security questions. ' answer for each question mu: different. It's a good idea to c down or print out the questio and keep them safe. They will used to verify your identity if are locked out of your accoun need certain changes made.

Click agree, then "Submit"

	Account Infor	mation		
You may use your email addre	ss or another unique identifie	r. 8-31 charac	ters, cannot be <u>all</u>	
User Id *				
User Password *		8-15 ch	aracters, at least or	ne capital, one
Re-type Password *		lower c	ase, one number, n	<mark>io special chara</mark>
Security Question 1 *				
Please Select			¥	
Security Answer 1 *				
Security Question 2 *				
Please Select			•	
Security Answer 2 *				
Security Question 3 *				
Please Select			▼	
Security Answer 3 *				
I Agree to the <u>Terms and</u>	l Conditions.			
DUCK				



AND

RE-CERTIFICATION



Choose your discipline from the drop-down menu and click on "Add Discipline". Additional information boxes will appear. (see next slide)

Answer the "Additional Information" questions. If you answer yes to either question, additional boxes will be present that will need to be completed. (see slide)





AND

RE-CERTIFICATION

CIECKIST	Discipline mormatio		
t Info. 🗸		Supervisor	Remove Discipline ×
ne Info. d Payment	Do you hold an existing cer ◎Yes ®No	rtification for this discipline with an EF	A-authorized jurisdiction? *
	S	upervisor Training Course Inform	nation
	Please provide informati Training Certificate Number *	on about your training course.	
	Address *		
	City *		
	State *	Alaska •	
	Zip *		
	Phone *		
	Phone Ext		
	Date Completed *		
	Language *	English •	
	Training Cartificate	+ Select files	
	Upload *		
	Upload *	Supervisor Experience and Educe 1 year experience as certified le	ation ad abatement worker •
	Qualifications *	Supervisor Experience and Educe 1 year experience as certified le Supervisor Experience Explanat	ation ad abatement worker •
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	Qualifications * Qualifications * Occupation * Occupation * Occupation * Company Name * Begining Date of Employment * Ending Date of Employment * Documentation Type Experience Documentation *	Supervisor Experience and Educo (1 year experience as certified le: Supervisor Experience Explanat Experience Item	ation ad abatement worker •

	Risk Assessor Remove Discipline X
Do you hold an existing ce	rtification for this discipline with an EPA-authorized jurisdiction? st
ores ono	
Ri	sk Assessor Training Course Information
Please provide informat	ion about your training course.
Training Certificate Number *	
Address *	
City *	
State *	Alaska •
Zip *	
Phone *	
Phone Ext	
Date Completed *	
Language *	English •
Training Certificate	+ Select files
Upload *	
	Pick Assessor Experience and Education
Oualifications *	
	•
	r
	•
	r Inspector Remove Discipline X
Would you also like to bec	Inspector Barnova Discipline X onne certified in this discipline? *
Would you also like to bec ©Yes @No	Inspector Mamous Discipline: *
Would you also like to bec @Yes @No	Inspector Training Course Information
Would you also like to bec ©Yes @No Please provide informat	
Would you also like to bec @Yes @No Please provide informat: Training Certificate Number *	Inspector Remove Discipline * Inspector Training Course Information ion about your training course.
Would you also like to bec ©Yes @No Please provide informat Training Certificate Number # Address #	
Would you also like to bec © Yes @No Please provide informat Training Certificate Number * Address * City *	
Would you also like to bec o Yes #No Please provide informat Training Certificate Number * Address * City * State *	
Would you also like to bec ©Yes #No Please provide informat Training Certificate Number * Address * City * State * Zip *	
Would you also like to bec ©Yes #No Please provide informat Training Certificate Number * Address * City * State * Zip * Phone *	
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Would you also like to bec ©Yes #No Please provide informati Training Certificate Number * Address * City * State * Zip * Phone * Phone Ext Date Cognitized *	
Would you also like to bec ©Yes ®No Please provide informati Training Certificate Number 4 Address 4 City 4 State 7 Zip 4 Phone 8 Phone 8 Phone Ext Date Completed 4	
Would you also like to bec ©Yes ®No Please provide informati Training Certificate Number 4 Address 4 City 4 State 7 Zip 4 Phone 5 Phone 5 Phone 5tt Dete Completed 4 Language 7 Training Certificate	

NEW CERTIFICATION AND RE-CERTIFICATION

If you answered yes to either of the "Additional Information" questions you will see on or more of the boxes below. **If you answered "No" to both questions you will not see these boxes. Go to the next slide**.



AND

A screen will pop up advising you that an email has been sent to the email address you registered on the account. You will need to go to your email account and open the email from <u>helpdesk@epacdx.net.</u>

CDX	Sector Contact (
DX Home	Email Validation
🖋 Account Info. 🗸	A link was sent to the email address you provided (Tina.VanRikxoord@cn-bus.com). Please click
🖋 Discipline Info.	the link in the email to complete the submission process user wyouremail.com
Signature and Payment	
	Haven't received your validation code yet? You can resend it by clicking here.
	CDX Help Desk: 888-890-1995 (970) 494-5500 for callers from Puerto Rico and Guam

https://Your email provider.com Lead Application Email Verification Request - Action Required! helpdesk@epacdx.net ent: Thu 5/26/2016 11:25 AM Tina Van Rikxoord You are receiving this email because you are completing the application form for individuals applying for certification to conduct Lead-Based Paint Activities. Please note, your submission is not yet complete. You have either just created an account with the EPA Central Data Exchange (CDX) or have entered a previously unused email address. In order to complete your submission, you will need to confirm your account (testkoala) by: Clicking the following link. https://cdx.epa.gov/XCDX/LeadIndividualCertification/Registration/Confirmation?code=96beec87-0f0e-4c5d-8dd9-e46e1b5e1355&applicationId=476456 If you click the link and it appears to be broken, please copy and paste it into a new browser window. Once you have successfully logged into your account, you will be prompted to pay and then either electronically sign your submission or have the ability to print, sign, and mail it. Your application is not complete until you do so. Please do not respond to this message. If you have questions concerning this request, you may contact us by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500. Sincerely, CDX Help Desk

Click the link in the email you received to verify your account. It will take you back to the EPA CDX website so you can review your submission and make a payment. If the link is not clickable, copy it and paste it into the address bar of the browser you are using. If you do not continue and complete the application you will need to start over from the beginning.

When cutting and pasting, be sure to past into the address bar, not the search barl

AND



Review your contact information, picture, and address information then scroll down. NEW CERTIFICATION AND

Verify that your user Id is correct, then scroll down.

	Account Information	on
User Id *	testkoala	∦ Edit
	Scroll down ↓	If you need to change your use Id, click the edit button. You w not be able to change your use Id at any other time.



Identity Proofing Information In order to submit your application, please complete and verify the following information for identity proofing purposes. Social Security Number (Last 4) Why? * Date of Birth Why? * 1/1/1985 Please confirm the validity of your home address information. If you have moved within the last 6 months, please provide your previous address for identity purposes only; this will not change where any Lead-related correspondence will be sent. Home Address * 123 main street Home Address 2 Home City * fort collins Home State * Colorado ٠ Home Zip * 80521

Complete the "Identity Proofing Information" section, then scroll down to the payment section.

The amount to pay is shown at the top of the "Payment" section.

Choose your payment method.

When entering the payment billing information, be sure to enter the name and address *exactly* as shown on your billing statements. For example, if the bill says Street, using ST or St may cause the payment to be rejected for a billing address error.

	Payment
The amount owed for your	Individual Certification is listed below.
	Discipline Fees: \$310
	Exam Fees: \$0
Pay Via Credit/Debit Card	
Submit Using Payment C	ode
	Credit/Debit Card Transaction
Account Holder Name *	Test Koala
Payment Amount	\$310
Billing Address *	123 main street
Billing Address 2	
City *	fort collins
State *	Colorado •
Zip Code *	80521
Card Number *	
Security Code *	i
Expiration Date *	05 • / 2016 •
	Certification
Certification Statement The information include accurate to the best of r I acknowledge that any attachments, will be sub information that materia I will maintain my certifi standards according to those disciplines and ge	d on this application, including any attachments, is true and my belief and knowledge. certification issued pursuant to this application, including any ject to revocation if issuance was based on incorrect or inadequate Illy affected the decision to issue the certification. cation(s) according to 40 CFR § 745.226, follow work practice 40 CFR § 745.227, and conduct lead-based paint activities only in ographical areas in which I have received certification.
Please read and agree to the	ie following items before signing your submission.
■I hereby attest and affirm submission.	n to the above Certification Statement required by this
■I agree to the terms of t	he <u>Electronic Signature Agreement</u>

After reviewing the Certification
Statement, click both
boxes then click the green Sign and Pay button. If your registration is successful, you will receive an email from <u>helpdesk@epacdx..net</u> indicating that you have successfully registered and paid.

It takes two to three weeks to process your certificate. When it is ready, you will receive a confirmation email and a printable certificate. There is also a progress tracker that you can view to check the progress of your registration and to print your certificate when it is available at: https://eportal.epa.gov/eenterprise-new

If your registration is unsuccessful, you will receive an email from <u>helpdesk@epacdx..net</u> indicating one of two things:

(1) Your payment has been processed however, the records indicate that you have not signed the application. You will need to print out the Electronic Signature Agreement (ESA), sign it, and mail it to the address on the ESA:

EPA Lead Data Processing Center c/o CGI Federal, Inc. 12601 Fair Lakes Circle Fairfax, VA 22033

(1) Your registration was not completed for some reason so no payment was processed. You will need to begin the process over.

For further assistance contact the EPA CDX helpdesk at Phone: 1-888-890-1995 Email: <u>helpdesk@epacdx.net</u>