



New York State Department of Labor

Division of Safety and Health
License and Certification Unit
State Campus Building 12 Room 161A
Albany NY 12240
(518) 457-2735

Instructions for Asbestos Certificate Applications

Please Note:

You will be allowed to perform only those tasks specified for the type of asbestos certificate(s) you hold.

Qualifying for a Certificate

New York State approved
Training Course

If you have successfully completed a training course approved by the New York State Department of Health, the school will provide you with a "Certificate of Asbestos Safety Training" (DOH-2832) marked Department of Labor. This Certificate is the **only** proof the Department of Labor will accept from the applicants who attend a Department of Health approved training course.

Completion of Department
of Health equivalency course

If you have successfully completed an out-of-state course or have completed a course that has not yet been approved by the Department of Health, you must obtain a determination of equivalency from the New York State Department of Health. Request for a determination of equivalency should be made as soon as possible in order to allow time for the Health Department to process your request. Your request will be returned **without action** if all materials listed below are not submitted.

You must enclose all of the following:

- (1) name and address of the course or program sponsor;
- (2) date and location of the course or program attended;
- (3) a schedule or outline of the course or program which indicates the subject matter presented, and the amount of time devoted to each subject; and
- (4) a letter or diploma from the course or program sponsor stating that the applicant has satisfactorily completed all requirements of the course.

All materials should be sent to:

New York State Department of Health Center for Health
Asbestos Safety Training Program Flanigan Square
547 River Street Room 230
Troy, NY 12180

If you have any specific questions regarding training courses, you may contact the Department of Health at (518) 402-7940.

Application Material

Application

Send the original application with your signature (in ink) under the Applicant Verification Statement. Keep a copy for your records.

The same application may be used to apply for one or more categories of the asbestos certificate.

Return the current certificate when applying for a renewal. Keep a photocopy until the new certificate is issued.

If you wish to apply for a new class of certificate in addition to any you currently hold, you will need to complete a new application. Send the new application along with the required fee, proof of training and your current certificate to the New York State Department of Labor. When you have been approved for the additional class, you will be issued a new certificate showing each certificate category for which you have qualified. (For purposes of employment, you may use a photocopy of your current certificate until the new certificate is issued.)

Photographs

The New York State Department of Labor (DOL) has entered into an agreement with the New York State Department of Motor Vehicles (DMV) to produce the photo ID certificates. If your new or renewal license or certificate requires a photo, your Driver License or nondriver ID photo will be used. Anyone without a NYS photo license may have their photo taken at any nearby NYS DMV office. Check with the DMV for acceptable proofs of identity before going to the DMV for photos. Their website at www.nysdmv.com.

Application Material (cont'd)

Child Support Obligations

A completed and notarized GO 1 "Appendix to a License Application" regarding child support must accompany your application.

Fees

A non-refundable application fee must be submitted for each type of certificate you are requesting. If you are applying for more than one type of certificate, you may submit one check to cover the total fee due. **Only a check or money order, made payable to the Commissioner of Labor, will be accepted.**

The code assigned and the schedule of fees for each asbestos certificate is as follows:

<u>Code</u>	<u>Certificate</u>	<u>Fee Due</u>
A	Asbestos Handler	\$ 50.00
B	Restricted Handler - Allied Trades	\$ 50.00
C	Air Sampling Technician	\$ 75.00
D	Inspector	\$100.00
E	Management Planner	\$150.00
F	Operations and Maintenance	\$ 50.00
G	Supervisor	\$ 75.00
H	Project Monitor	\$150.00
I	Project Designer	\$150.00

Training Documentation

The Department of Labor will only accept one the following proof for training:

- (1) The "Certificate of Asbestos Safety Training" (DOH-2832) marked Department of Labor issued by a Department of Health approved school or course provider.
- (2) A determination by the New York State Department of Health of approved equivalency training.

The initial or annual refresher training used to obtain or renew your asbestos certificate must have been taken no more than one year from the date your (1) application is submitted or (2) certificate expires.

Other than the Exception noted below, separate training documentation must be submitted for each type of certificate being requested.

Exception: In certain cases, a single initial training course may allow you to apply for more than one category of certificate. Specific information on this subject is given in the "Information on Asbestos Certificate and Training Requirements" form in this packet.

Mail To

All material listed above should be sent to:
New York State Department of Labor
Division of Safety and Health
License and Certificate Unit
Building 12 Room 161A
State Office Campus
Albany, NY 12240

Please write down the date you mail your application. If you have not received a response within 45 days, call the License and Certificate Unit at (518) 457-2735.