

Georgia Department of Natural Resources

Environmental Protection Division, Lead Based Paint & Asbestos Program
4244 International Parkway, Suite 104
Lonice C. Barrett, Commissioner
Carol A. Couch, Ph.D., Director
404/363-7026

December 31, 2003

MEMORANDUM

TO: Applicants for Georgia Lead Certification

FROM: Maggie Williams

SUBJECT: Lead Certification Application Process

Thank you for your interest in becoming certified as a Georgia Lead Firm or in one of the various Lead-Based Paint Abatement disciplines in Georgia. We appreciate your willingness to help protect Georgia's public and environmental health by working within the framework of state, federal, and municipal rules.

Attached you will find the application appropriate to the certification you selected. This memorandum is a general guideline to all the certifications, so please read it carefully before proceeding to the application form itself. If you have questions after you've read this memorandum and reviewed the application form, please call me at (404) 362-2704.

For all applications, there are a few important points to remember:

1. – Whether you are submitting an initial application or a renewal, **please allow FOUR to SIX weeks for processing**. Unfortunately, there is only one office that serves the statewide Lead and Asbestos Program. At any given time there may be any number of applications on hand awaiting processing, and they are **processed in the order in which they are received**. Please do not expect your application to be moved ahead of the others already on hand unless you have a dire emergency. Please be patient, your application will be processed with all possible speed, and frequent calls to check on its progress and status only serve to slow the process even more.
2. - The following items must accompany all applications for individual certification:
 - a.) The original training certificate from a Georgia accredited training program appropriate to the discipline for which certification is sought. Original documents will be returned upon issuance or denial of certification.
 - b.) The original third party exam letter appropriate to the discipline for which certification is sought (except lead worker, for whom no third party exam is required). Again, original documents will be returned upon issuance or denial of certification.
 - c.) One color, passport-size 'head & shoulders' photograph of the individual to certified.

d.) A check or money order for the certification fee as appropriate to the discipline in which certification is sought. The fee schedule is as follows:

i)	Lead Worker -	\$ 25.00
ii)	Lead Supervisor -	\$150.00
iii)	Lead Project Designer -	\$150.00
iv)	Lead Inspector -	\$150.00
v)	Lead Risk Assessor -	\$150.00
vi)	Combination Inspector/Risk Assessor	\$250.00
vii)	Lead Firm	\$350.00

3. - Each application form must be filled out in its entirety. Do not leave any blanks, as this may cause the application to be returned to you and will delay the application process even more. For those disciplines that require a work history, please provide contact information for reference verification. Lead Firm applications must include a completed disclosure statement.

4. - If you choose to deliver your application to our offices, please be advised that you should first make an appointment, and we will only process walk-in applications with a prior appointment.

5. - Please make certain that the training provider from whom you received your training is a Georgia accredited program. If you are in doubt, please refer to the list of training providers located on the EPD website at http://www.dnr.state.ga.us/dnr/envIRON/regcomm_files/lpb/tpolst.pdf

By following these simple but important guidelines, you can expedite the processing of your application, and avoid delays that will only hinder the issue of your certification.

Also please note that all persons conducting lead-based paint activities must be employed by a certified lead firm, and certified lead firms may only use certified employees to conduct lead-based paint activities. In other words, possession of a lead firm license alone does not entitle any person to conduct lead-based paint activities, and possession of an individual certification alone does not authorize any person to conduct lead-based paint activities.

Thank you again for your participation in Georgia's Lead-Based Paint Program. If you have questions or need assistance please contact me at the number referenced earlier within this memorandum.

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