

ATTENTION

FEE INCREASE

Applications received by the License & Certificate Unit on or before November 30, 2004 use the old fee schedule:

Handler	\$30
Allied Trades	\$30
Air Sampling Technician	\$50
Operations & Maintenance	\$30
Supervisor	\$50

Applications received by the License & Certificate Unit on December 1, 2004 or after must use the new fee schedule:

Handler	\$50
Allied Trades	\$50
Air Sampling Technician	\$75
Operations & Maintenance	\$50
Supervisor	\$75



STATE OF NEW YORK - DEPARTMENT OF LABOR
DIVISION OF SAFETY AND HEALTH
LICENSE AND CERTIFICATE UNIT
BUILDING 12, ROOM 161, STATE CAMPUS
ALBANY, NY 12240
(518) 457-2735

FOR OFFICE USE
AH __ - ____

ASBESTOS CERTIFICATE APPLICATION

1. ASBESTOS CERTIFICATION REQUESTED (Check the box for each type of certificate for which you are submitting separate training documentation; circle the certificate title being requested, if you are applying for more than one certificate using a single training course.)			
<input type="checkbox"/> A ASBESTOS HANDLER - \$50	<input type="checkbox"/> D INSPECTOR - \$100	<input type="checkbox"/> G SUPERVISOR - \$75	
<input type="checkbox"/> B REST. - ALLIED TRADES - \$50	<input type="checkbox"/> E MANAGEMENT PLANNER - \$150	<input type="checkbox"/> H PROJECT MONITOR - \$150	
<input type="checkbox"/> C AIR SAMPLING TECH - \$75	<input type="checkbox"/> F OPERATIONS & MAINTENANCE - \$50	<input type="checkbox"/> I PROJECT DESIGNER - \$150	
2. SOCIAL SECURITY NUMBER		3. NINE DIGIT N.Y.S. DEPT. OF MOTOR VEHICLES LICENSE OR ID NUMBER	
4. LAST NAME OF APPLICANT FIRST MIDDLE		5. PHYSICAL CHARACTERISTICS	
6. NUMBER AND STREET ADDRESS		a. HEIGHT: ____ FT. ____ IN. b. WEIGHT ____ LBS.	
7. CITY, TOWN, VILLAGE		c. HAIR COLOR ____ d. EYE COLOR ____	
8. AREA CODE TELEPHONE		<input type="checkbox"/> NEW <input type="checkbox"/> RENEWAL	
9. DATE OF BIRTH M D Y / /		10. DOH 2832 TRAINING CERTIFICATE NO.	

11. APPLICANT VERIFICATION STATEMENT

The applicant agrees that he/she will abide by the requirements of Article 30 of the New York State Labor Law and all the rules and regulations promulgated pursuant to Article 30 of the Labor Law.

The applicant attests that the information contained in this application is accurate, true, and complete to the best of the applicant's knowledge and that false statements made in this application are subject to the applicable provisions of the New York State Penal Law.

The applicant understands (1) that this application is subject to verification by the Department; (2) agrees to provide any additional documentation requested by the department; (3) gives his/her authorization to the Department to contact, verify, disclose and/or share the information in this application with other agencies as necessary; and (4) failure to provide or further authorize disclosure of any requested information can result in rejection of this application.

I authorize the DOL and the DMV to produce an ID card bearing my DMV photo. I understand that DOL will send this card to the address I maintain with DOL. I also understand that DOL and DMV will use my photo to manufacture all my subsequent ID cards for as long as I maintain my license/certification with the DOL.

a. SIGNATURE OF APPLICANT

b. PRINT NAME

c. DATE

<input type="checkbox"/> APPROVED DATE _____ TRAINING <table border="1"><tr><td>A</td><td>A</td><td>B</td><td>C</td><td>D</td><td>E</td><td>F</td><td>G</td><td>H</td><td>I</td></tr><tr><td>E</td><td>A</td><td>B</td><td>C</td><td>D</td><td>E</td><td>F</td><td>G</td><td>H</td><td>I</td></tr></table> EXPIRES _____	A	A	B	C	D	E	F	G	H	I	E	A	B	C	D	E	F	G	H	I	<input type="checkbox"/> DISAPPROVED (EXPLAIN REASON) DATE _____ BY _____
A	A	B	C	D	E	F	G	H	I												
E	A	B	C	D	E	F	G	H	I												
ABOVE SPACE FOR OFFICE USE ONLY																					

REVIEW THE INFORMATION ON REVERSE SIDE BEFORE COMPLETING APPLICATION

GENERAL INFORMATION

- You may apply for one or more type of asbestos certificate; however, **for each type of certificate being requested**, you must complete the necessary training and pay the required fee. Details regarding obtaining more than one type of certificate using a single initial training course is explained in the various information sheets also enclosed in this packet.
- You will be issued only one Asbestos Certificate - no matter how many types you qualify for; such certificate will be coded to show each type of asbestos certificate for which you have qualified.
- Asbestos Certificate holders who wish to apply for an additional category **MUST SUBMIT THEIR CURRENT ORIGINAL CERTIFICATE IN ADDITION TO ALL OTHER REQUIRED APPLICATION MATERIAL**. FOR PURPOSES OF EMPLOYMENT, a photocopy of your current certificate may be used until a new certificate is issued to you.
- **IF AN ADDITIONAL CATEGORY IS BEING REQUESTED AT THE SAME TIME THAT A CURRENT ASBESTOS CERTIFICATE IS BEING RENEWED**: Write in the new category of the renewal application and include the fee and proof of training for the initial and the renewal course.

SUBMITTAL INFORMATION

1. Prepare this application in duplicate.
2. Submit the original with your signature (in ink) - retain one copy for your files. (A blank application form may be photocopied if additional copies are needed.)
3. Complete the enclosed GO-1, Appendix to a License Application, (including notarization). Submit the appendix with the rest of your application material.
4. Enclose the appropriate fee for each type of certificate for which you are applying. If you are requesting more than one certificate, you may submit **ONE** check to cover the total amount due. That is, if you apply for an Asbestos Handler (\$50) and an Inspector (\$100) certificate at the same time, you should send a check for \$150.00.

NOTE: Please submit a check, bank cashier's check or money order, make payable to the Commissioner of Labor, for the total amount due. No other means of payment will be accepted. **The fee is non-refundable.**

5. Enclose the Certificate of Asbestos Safety Training marked DEPARTMENT OF LABOR issued by a Department of Health approved school or a determination by the New York State Department of Health of approved equivalency training **FOR EACH TYPE OF ASBESTOS CERTIFICATE BEING REQUESTED UNLESS YOU QUALIFY USING A SINGLE TRAINING COURSE**. **NO OTHER PROOF OF TRAINING WILL BE ACCEPTED BY THE DEPARTMENT OF LABOR.**
6. Write down the date you mail your application. If you do not receive a response within 45 days, call the License and Certificate Unit at (518) 457-2735.

SUBMIT ALL MATERIAL TO:

New York State Department of Labor
DIVISION OF SAFETY AND HEALTH
License and Certificate Unit
Building 12, Room 161
State Campus
Albany, NY 12240

APPENDIX TO A LICENSE APPLICATION

DIRECTIONS: [The child support obligations (New York State General Obligations Law) does not apply to corporations.]

- 1. Complete the CERTIFICATION section of this form if you are applying for a license or license renewal. The form must be notarized.
- 2. Complete the RECERTIFICATION section of this form if you have previously submitted an Appendix to a License Application, had child support obligations that were not being met, and are now applying for a renewal of your license. The form must be notarized.

APPLICANT	
a. Name	b. Social security number
c. Telephone number	d. List the type of business license being requested
e. Title	f. Business name (if applicable)

CERTIFICATION

ARE YOU UNDER AN OBLIGATION TO PAY CHILD SUPPORT? ☐ YES ☐ NO

If yes, complete items 1 - 4.

- | | |
|---|--|
| 1. I am four months or more in arrears in the payment of child support . | <input type="checkbox"/> TRUE <input type="checkbox"/> FALSE |
| 2. I am making payments by income execution or by court agreed payment or repayment plan or by plan agreed to by the parties. | <input type="checkbox"/> TRUE <input type="checkbox"/> FALSE |
| 3. My child support obligation is the subject of a pending court proceeding. | <input type="checkbox"/> TRUE <input type="checkbox"/> FALSE |
| 4. I am receiving public assistance or supplemental security income. | <input type="checkbox"/> TRUE <input type="checkbox"/> FALSE |

RECERTIFICATION

As required by Section 3-503.3 of the General Obligations Law, I am submitting the following **RECERTIFICATION:**

- | | |
|---|--|
| I am no longer in arrears in the payment of child support. | <input type="checkbox"/> TRUE <input type="checkbox"/> FALSE |
| I am making payments by income execution or by court agreed payment or repayment plan or by plan agreed to by the parties or repayment plan with the appropriate support collection unit. | <input type="checkbox"/> TRUE <input type="checkbox"/> FALSE |
| My child support obligation is the subject of a pending court proceeding. | <input type="checkbox"/> TRUE <input type="checkbox"/> FALSE |
| I am receiving public assistance or supplemental security income. | <input type="checkbox"/> TRUE <input type="checkbox"/> FALSE |

I CERTIFY THAT AS OF THE DATE MY LICENSE APPLICATION IS FILED I AM UNDER NO OBLIGATION TO PAY CHILD SUPPORT OR THAT I MEET AT LEAST ONE OF THE REQUIREMENTS LISTED ABOVE.

SWORN TO BEFORE ME THIS

_____ DAY OF _____,

SIGNATURE _____

(NOTARY PUBLIC)

TITLE (if any) _____

PLEASE REVIEW THE INFORMATION PROVIDED ON THE REVERSE

CHILD SUPPORT OBLIGATIONS

Section 3 - 503 of the New York State General Obligations Law requires the following:

"2. Every applicant for a license or renewal thereof shall certify in the application in a written statement under oath, duly sworn and subscribed, that as of the date the application is filed he or she is (or is not) under an obligation to pay child support and that if he or she is under such an obligation, that he or she does (or does not) meet one of the following requirements..."

A "LICENSE" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession, and shall also include any registration required by law or agency regulation as a condition for such lawful practice.

PERSONS WHO ARE FOUR MONTHS OR MORE IN ARREARS IN CHILD SUPPORT OR WHO HAVE FAILED TO COMPLY WITH A SUMMONS, SUBPOENA OR WARRANT RELATING TO A PATERNITY OR CHILD SUPPORT PROCEEDING MAY BE SUBJECT TO SUSPENSION OF THEIR BUSINESS, PROFESSIONAL AND/OR DRIVER'S LICENSES.

Section 3-503.3 states that an applicant who has child support obligations and who meets one of the requirements in items 1 - 4 may have their license, permit, registration, certificate, approval, etc., issued or renewed.

"...but such license shall expire in six months unless before that time the applicant submits a written certification under oath, duly sworn and subscribed that he or she:

- a. is no longer in arrears in the payment of child support ; or
- b. is making payments by income execution or by court agreed payment or repayment plan or by plan agreed to by the parties or repayment plan with the appropriate support collection unit; or
- c. the child support obligation is the subject of a pending court proceeding; or
- d. he or she is receiving public assistance or supplemental security income.

Upon the submission of such certification, the expiration date of such license shall be governed by the agency's customary practice and no fee, in addition to the initial license application fee, shall be charged unless the six month period has expired.

Section 3-503.5, states in part,

"... THAT THE INTENTIONAL SUBMISSION OF FALSE WRITTEN STATEMENTS FOR THE PURPOSE OF FRUSTRATING OR DEFEATING THE LAWFUL ENFORCEMENT OF SUPPORT OBLIGATIONS IS PUNISHABLE PURSUANT TO SECTION 175.35 OF THE PENAL LAW."



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GENERAL INFORMATION FOR ASBESTOS CERTIFICATE APPLICANTS

Article 30 of the New York State Labor Law and the rules and regulations enacted thereunder, require that an appropriate asbestos certificate be obtained by any individual whose duties involve the removal, encapsulation, enclosure or disturbance of friable asbestos, or any handling of asbestos material that may result in the release of asbestos fiber or the supervision thereof.

PLEASE NOTE: YOU WILL BE ALLOWED TO PERFORM ONLY THOSE TASKS SPECIFIED FOR THE TYPE OF ASBESTOS CERTIFICATE (S) YOU HOLD.

OBTAINING APPLICATION PACKET

You may obtain an asbestos certificate application packet from the New York State Department of Labor, Division of Safety and Health, License and Certificate Unit, Building 12, Room 161, State Campus, Albany, NY 12240, telephone (518) 457-2735. In addition, packets may be obtained from the Division of Safety and Health District Office nearest to you.

The latest listing of all NYS Department of Health approved courses can be obtained by writing to the Department of Health, Center for Environmental Health Asbestos Safety Training Program, Flanigan Square, Room 230, 547 River Street, Troy, NY 12180 or by calling (518) 402-7940.

AGE REQUIREMENT

An applicant must be 18 years of age by the date that the application is submitted.

TYPES OF CERTIFICATES

The Department of Labor issues 9 different asbestos certificates. Detailed information on each of the certificate categories and any specific requirements is contained in the "Information on Asbestos Certificates and Training Requirements" form enclosed in this packet.

The Department will issue only a single asbestos certificate; this certificate will be coded to show each category of certificate for which you have qualified.

TRAINING COURSE

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.

MAIL APPLICATIONS TO

New York State Department of Labor, Division of Safety and Health, License and Certificate Unit, Building 12, Room 161, State Campus, Albany, NY 12240. Note the date you mail your application. If you do not receive a response within 45 days, call the License and Certificate Unit at (518) 457-2735.

DENIED CERTIFICATES

An applicant denied a certificate on any grounds other than failure to complete a certificate application may request a hearing by submitting a written request for such hearing within ten days of the receipt of denial.

CARRYING A CERTIFICATE

Any person employed on an asbestos project requiring certification, must have the appropriate asbestos certificate (or a copy) in his/her possession during his/her work on the project. The Commissioner of Labor may permit some appropriate alternate location proximate to, but outside the work area, at which such certificates or copies may be kept by the contractor.

REPLACEMENT CERTIFICATES

If your asbestos certificate is lost or stolen, you may obtain a replacement certificate by submitting (to the License and Certificate Unit at the address shown on the reverse) the following:

- * a **notarized** letter that states how the certificate was lost or stolen, and that you understand that submitting false information may result in a penalty or legal action; the letter must list your name, address, social security number, New York State Department of Motor Vehicles license or ID number, and certificate number (if known);
- * a check or money order, made payable to the Commissioner of Labor, for the fee due for each type of certificate you hold;

CERTIFICATE EXPIRATION AND RENEWAL

Your asbestos certificate will expire each year on the last day of the month in which you were born.

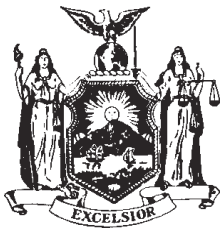
A renewal notice will be sent to you approximately **TWO MONTHS** prior to the expiration of your certificate. Therefore, if you change your address, please notify the Department, IN WRITING. Your letter should be sent to the License and Certificate Unit at Building 12, Room 161, State Campus, Albany, NY 12240, and should include your name, social security number, certificate number, old address and new address. **Only if we have a correct address can we send a renewal notice in a timely manner.**

Prior to renewing an asbestos certificate, you are required to take the annual refresher course designated for the type of certificate(s) you hold and wish to renew; such refresher training must have been taken NO MORE THAN ONE YEAR from the date your (1) application is submitted or (2) certificate expires.

The renewal fee will be the same amount as is charged for the initial certificate(s). For the specific fee required, please refer to the fee schedule listed on the "Submission Instructions for Asbestos Certificate Applicants" form enclosed in this packet.

RENEWING A CURRENT CERTIFICATE AND APPLYING FOR AN ADDITIONAL CLASS OF CERTIFICATE

You may apply for an additional type of certificate when you renew your current certificate. To do so, you must complete both the Asbestos Certificate Application and the Renewal Application for an Asbestos Certificate forms, and attach proof that you have completed the initial training course and the refresher course appropriate for the type of certificates you are requesting. In addition, the fee due for the additional category and for the renewal certificate must be submitted. One check, made payable to the Commissioner of Labor, for the total amount due is acceptable.



STATE OF NEW YORK
DEPARTMENT OF LABOR
DIVISION OF SAFETY AND HEALTH
LICENSE AND CERTIFICATE UNIT
BUILDING 12, ROOM 161
STATE CAMPUS
ALBANY, NY 12240



SUBMISSION INSTRUCTIONS FOR ASBESTOS CERTIFICATE APPLICANTS

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. The submission of 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. Your request for a determination of equivalency should be submitted as soon as possible in order to allow time for the Health Department to process your request. Please bear in mind that 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;
- (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 the New York State Department of Health, Center for Environmental Health Asbestos Safety Training Program, Flanigan Square, Room 230, 547 River Street, Troy, New York 12180. If you have any specific questions regarding training courses, you may contact the Department of Health at (518) 402-7940.

SUBMISSION MATERIAL

APPLICATION

The "Application for an Asbestos Certificate" should be prepared in duplicate. Submit the original with your signature (in ink) under the Applicant Verification Statement; retain one copy for your records.

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

Return the current original certificate when applying for a renewal. Maintain 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 must complete new application forms, submit the required fee, proof of training, **and return the current original certificate in your possession**. When you have been approved for the additional class, you will be issued a new certificate coded to show 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 Vehicle (DMV) to produce the photo ID certificates formerly generated by the DOL. All applicants for new and renewed certifications and licenses, that currently contain a photograph, will have to have a current New York State photo Drivers License or Non-Driver ID card. 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; they have stringent requirements. Telephone or check their website at www.nysdmv.com.

SUBMISSION MATERIAL (cont'd)

CHILD SUPPORT OBLIGATIONS

Every applicant applying for or renewing a certificate or license must complete a notarized statement swearing the he or she is (or is not) obligated to pay child support, and that if he or she is under such obligation, he or she does (or does not) meet the requirements listed on the GO 1, "Appendix to a License Application."

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 certificates is as follows:

<u>CODE</u>	<u>CERTIFICATE</u>	<u>FEE DUE</u>
A	ASBESTOS HANDLER	\$ 50.00
F	OPERATIONS AND MAINTENANCE	\$ 50.00
B	RESTRICTED HANDLER - ALLIED TRADES	\$ 50.00
C	AIR SAMPLING TECHNICIAN	\$ 75.00
D	INSPECTOR	\$100.00
E	MANAGEMENT PLANNER	\$150.00
I	PROJECT DESIGNER	\$150.00
G	SUPERVISOR	\$ 75.00
H	PROJECT MONITOR	\$150.00

TRAINING DOCUMENTATION

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

- (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 submissions material listed above should be sent to the New York State Department of Labor, Division of Safety and Health, License and Certificate Unit, Building 12, Room 161, State 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.

REPLACEMENT CERTIFICATES

Information on how to obtain a replacement certificate, if yours has been lost or stolen, can be found on the "General Information for Asbestos Certificate Applicants" form enclosed in this packet.



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INFORMATION ON ASBESTOS CERTIFICATES AND TRAINING REQUIREMENTS

PLEASE NOTE: YOU WILL BE ALLOWED TO PERFORM ONLY THOSE TASKS SPECIFIED FOR THE TYPE OF ASBESTOS CERTIFICATE (S) YOU HOLD.

TYPES OF CERTIFICATES

ASBESTOS HANDLER

Any person who, within a work area removes, encapsulates or disturbs friable asbestos, or who handles asbestos material in any manner which may result in the release of asbestos fiber.

Completion of the initial training course for Asbestos Handler will allow you to apply for an Operations and Maintenance or Allied Trades Certificate.

OPERATIONS AND MAINTENANCE

Any person who engages in operations, maintenance and repair activities of "small-scale, short duration" which may disturb asbestos or asbestos containing material.

The Operations and Maintenance (O&M) certificate permits work only on a Minor Asbestos Project (10 square feet or 25 linear feet of asbestos or asbestos material).

RESTRICTED ASBESTOS HANDLER - ALLIED TRADES

Any person who performs limited or special tasks in preparation for or ancillary to an asbestos project, or any person who may incidentally disturb asbestos during the course of any employment.

ASBESTOS PROJECT AIR SAMPLING TECHNICIAN

Any person who performs air sampling inside the enclosure

An applicant for this certificate must be an industrial hygienist, air sampling technician or air sampling technologist who has been trained in the selected methodology of sampling and analysis of asbestos.

Completion of initial training courses for Project Monitor will allow you to apply for an Air Sampling Technician Certificate.

INSPECTOR

Any person who performs the limited tasks involved in the survey, identification and assessment of the condition of asbestos and asbestos material and the recording and reporting thereof, or who is involved in the collection of bulk samples of asbestos material or suspected asbestos material for laboratory analysis.

MANAGEMENT PLANNER

Any person who assesses the hazard posed by the presence of asbestos or asbestos containing material and/or who recommends appropriate response action and a schedule for such response actions.

ABATEMENT PROJECT DESIGNER

Any person who plans the a scope, timing, phasing and/or remediation methods to be utilized on any asbestos project.

SUPERVISOR

Any person who performs supervision of persons (other than authorized visitors) permitted to enter the work area.

Completion of the initial training course for Supervisor will allow you to apply for an Asbestos Handler, Operations and Maintenance, and/or an Allied Trades Certificate.

PROJECT MONITOR

Any person, other than an asbestos contractor or an employee or agent thereof, who oversees the scope, timing, phasing and/or remediation methods to be utilized on any asbestos project.

TRAINING INFORMATION

TRAINING REQUIREMENTS

The requirements specified for both the initial and refresher training for each type of asbestos certificate is contained in Part 73 of Title 10 of the Official Compilation of Codes, Rules and Regulations of the State of New York (10NYCRR Part 73). Specific details on asbestos training courses may be obtained from the New York State Department of Health, Center for Environmental Health, Asbestos Safety Training Program, Flanigan Square, Room 230, 547 River Street, Troy, New York 12180; telephone (518) 402-7940.

SPECIAL NOTE:

If you have used a single initial training course to obtain more than one type of certificate **PLEASE BE AWARE THAT THE REFRESHER TRAINING REQUIREMENTS FOR EACH TYPE OF CERTIFICATE ARE NOT ALWAYS EQUIVALENT.** If you need specific information or have any questions on this subject, please contact the Department of Health at the address shown a above.

TRAINING COURSE

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.

PROOF OF TRAINING

The **ONLY** proof of training which the Department of Labor will accept is one of the following:

- (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.

Detailed information on how to apply for an asbestos certificate is contained in the "Submission Instructions for Asbestos Certificate Applicants" form enclosed in this packet.



REQUEST FOR PHOTO ID CARD
If you don't already have a NYS Driver License or Non-Driver ID



Your new photo identification card from the Department of Labor will be provided by the NYS Department of Motor Vehicles (DMV). To do this, DMV must take your picture.

- **If you already have** a valid NYS Driver License or Non-Driver ID Card with a photo, please refer to your Department of Labor application for instructions.
- **If you do not have** a valid NYS Driver License or Non-Driver ID Card with a photo, you must visit a DMV office to have your picture taken. Bring this form and proof of your name, date of birth, and signature to the DMV office (see "Identification Requirements" below). After reviewing your proofs, a DMV staff member will take your picture and give you a receipt. Your receipt will have a 9-digit ID number assigned by DMV. Write that number on your Department of Labor application.

If you want, you can apply for a NYS Non-Driver ID Card when you have your picture taken at the DMV office.

IDENTIFICATION REQUIREMENTS

Before DMV can take your photo, you must provide proof of name, and proof of date or birth. All proofs must be original documents or documents certified by the agency that issued them. At least one proof must show your signature. Photocopies are not acceptable. Documents of the same type count as only one proof (for example, two or more credit cards count as only one credit card). For a list of acceptable documents for proof of identity and proof of date of birth, see DMV form ID-44.

Warning – DMV will not accept documents with alternations or erasures. Any such documents may be confiscated. Presenting fraudulent documents may also result in criminal prosecution.

DMV OFFICE INSTRUCTIONS:

Name	Date of Birth	SEX
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The NYS Department of Labor referred this customer to DMV for an Image Capture Only (ICO) transaction. (Reminder: The ICO is a no-fee transaction.) If the customer only needs an ICO for the Department of Labor's ID card, an MV-44 application is not needed. However, if the customer also wants to obtain a Non-Driver ID Card, have him/her complete an MV-44, and process as usual.

In either case, **review** the customer's proofs of name, date of birth and signature for acceptability. **Identify** the proofs the customer provides by checking them on an ID-44. **Print** the customer's name, date of birth, and sex in the spaces above. **Staple** the office copy of the FS-6T to this page and to the ID-44 (and to the MV-44 if one is needed), and place the pages in your batch paperwork. **Tell** the customer to keep his/her copy of the FS-6T, because he/she will need the client ID# that is printed on the FS-6T.