

## Instructions to Apply to Become a Missouri Accredited Training Provider

A separate *Training Course Provider Accreditation Application* should be completed for approval of each occupation (lead abatement worker, supervisor, etc.) and type of course (initial or refresher) the training provider is planning to conduct. Copies of required documents to be included are listed below:

- A copy of the student and instructor manuals (including curriculum);
- Course agenda;
- Course examination blueprint;
- A copy of the quality control plan;
- A copy of a sample course certificate;
- A description of the facilities and equipment to be used for lecture and hands-on training;
- A description of the activities and procedures that will be used for conducting the assessment of hands-on skills for each course;
- A check or money order payable to: Missouri Department of Health and Senior Services for the appropriate nonrefundable fee (see application);
- Submittal of the Training Manager's application and required documentation for approval;
- Submittal of the Principal Instructor's application and required documentation for approval.

The application and all required documents should be mailed to the Missouri Department of Health and Senior Services, Attn: Fee Receipts, P.O. Box 570, Jefferson City, Missouri 65102-0570. Please note: The application will not be accepted if it is not signed by the proposed training manager, and the fees will not be refunded.