

Lead License or Certification Application

Instructions for Completing the **“Lead License or Certification Application”**:

Who Needs to Complete / Submit this Application?

INITIAL or RENEWAL APPLICATION for ONE or MORE of the following disciplines:

- Lead Risk Assessor (\$250.00)
- Lead Inspector (\$100.00)
- Lead Abatement Supervisor (\$125.00)
- Owner-Contractor (3 Units or < = \$0)
(4-6 Units = \$150.00)
(7 Units or > = \$300.00)
- Lead Abatement Worker (\$75.00)
- Multiple Discipline (Highest Discipline Fee + \$25.00)
- Reciprocity (Fee of Discipline)

When Do You Need to COMPLETE / SUBMIT this Application?

1) INITIAL APPLICATION for a LICENSE / CERTIFICATE:

- Once the requirements of **He-P 1612.02 “Licensing or Certification Requirements”** have been met for the DESIRED DISCIPLINE(S).

2) RENEWAL of a LICENSE / CERTIFICATE:

- **60 DAYS BEFORE** the expiration date of the current LICENSE / CERTIFICATE.
- Once the requirements of **He-P 1612.07 “License and Certificate Expirations and Procedures for Renewals”** have been met for the respective LICENSE or CERTIFICATE.

New Hampshire Department of Health and Human Services
Division of Public Health Services

- **SUBMITTING** your application **6 MONTHS BEYOND** your **LICENSE EXPIRATION DATE?** You will be required to **RETAKE** and **SUBMIT** a “Certificate of Completion” from an **INITIAL LEAD PROFESSIONAL TRAINING PROGRAM** a “Certificate of Completion” from a **REFRESHER LEAD PROFESSIONAL TRAINING PROGRAM** will **NOT SUFFICE**.

He-P 1612.07 License and Certificate Expirations and Procedures for Renewals.

(h) If an individual’s New Hampshire license or certificate lapses, the individual may apply for a new license or certificate, in accordance with He-P 1612.05 without successfully completing the initial educational program if the individual’s:

(1) Proficiency examination results are at least 70% and less than 3 years old for the examination described in He-P 1612.04(a)(2);

(2) Annual ongoing education requirements listed in He-P 1612.02 are current; and

(3) The renewal application is received by the department within 6 months after the expiration of the current license or certificate.

3) RENEWING YOUR LEAD ABATEMENT CONTRACTOR LICENSE? (Issued prior to 6/2020)

- “**LEAD ABATEMENT CONTRACTOR**” now refers to a lead abatement business.
- On your renewal application you need to **SELECT** and **PAY THE APPLICATION FEE** for the “**LEAD ABATEMENT SUPERVISOR**” discipline.
- Your renewed license will have a new “**DS-_____**” license number and will say “**LEAD ABATEMENT SUPERVISOR.**”

4) RECIPROCITY:

- Once the requirements of **He-P 1612.03 “Reciprocity”** have been met for the **DESIRED DISCIPLINE**.

What to keep in mind when you are completing the “Lead License or Certification Application.”

1st REVIEW and CONFIRM that you MEET and have SATISFIED ALL of the LICENSING and CERTIFICATION REQUIREMENTS for the respective DISCIPLINE(S) detailed in **He-P 1600 LEAD POISONING PREVENTION AND CONTROL RULES.**

- INITIAL APPLICATION for a LICENSE / CERTIFICATE: **He-P 1612.02 “Licensing or Certification Requirements”.**
- RENEWAL APPLICATION of a LICENSE / CERTIFICATE: **He-P 1612.07 “License and Certificate Expirations and Procedures for Renewals”.**
- RECIPROCITY: **He-P 1612.03 “Reciprocity”.**

2ND REVIEW and CONFIRM that your application is COMPLETE and that you have included all of the REQUIRED / REQUESTED SUPPORTING DOCUMENTS.

He-P 1606.02 Denial, Suspension or Revocation of a License or Certificate:

(a) The department shall deny a license or certificate of an applicant, a certificate holder, or licensee if he or she:

(2) Fails to submit a completed application that meets the requirements of He-P 1600 within 30 days after being notified of and given an opportunity to supply missing information.

3rd CONFIRM that you have included the CORRECT APPLICATION FEE for the DESIRED DISCIPLINE(S).

- ONE CHECK for ONE APPLICANT – **DO NOT ISSUE ONE CHECK for MULTIPLE APPLICANTS!**
- APPLICATION FEES ARE **NON-REFUNDABLE** and **NON-TRANSFERABLE.**

4TH CONFIRM that you have indicated which ADDRESS the LICENSE / CERTIFICATE SHOULD BE MAILED TO.

**New Hampshire Department of Health and Human Services
Division of Public Health Services**

5th & FINAL DO NOT HESITATE to call or email with questions:

Michael G. Doherty

Environmentalist II / Licensing / Compliance

Division of Public Health Services

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