

Department of Labor
Division of Safety & Health

W. Averell Harriman State Office Campus
Building 12, Room 154, Albany, NY 12240
www.labor.ny.gov
518-457-1536

December 2, 2015

Scott Gressin
Professional Building Inspectors, Inc.
1057 Mora Place
Woodmere NY 11733

Re: Application # MTP-019 for Approval of Mold Assessor, Mold Remediation Contractor, and Mold Abatement Worker Initial Training Courses

Dear Mr. Gressin,

We have completed the review of your above referenced application, courses and supporting documents. Based upon our review, we hereby issue an approval, as of December 2, 2015 for the **Mold Assessor, Mold Remediation Contractor, and Mold Abatement Worker** initial training courses. Your Mold Training Provider ID is **MTP-019**.

Instructor approval is based upon information contained in your submittal. Based on our records, the following instructors have been approved to teach the following course(s):

1. Scott Gressin in the field of Mold Assessor, Mold Remediation Contractor and Mold Abatement Worker.
2. Paul Gressin in the field of Mold Assessor, Mold Remediation Contractor and Mold Abatement Worker.
3. Barry Lockom in the field of Mold Assessor, Mold Remediation Contractor and Mold Abatement Worker.
4. Charles Erlanger in the field of Mold Assessor, Mold Remediation Contractor and Mold Abatement Worker.

This application approval is contingent upon your company complying with each training provider obligation discussed below, including, but not limited to, informing the Department of any revisions to the approved course and/or any changes to the list of the approved instructors. The Department reserves the right to audit the class and the training records as it deems necessary. Similarly, instructor approval may be rescinded if the Department finds deficiencies in the instructor's teaching performance. Approved training providers are responsible for reviewing instructor qualifications and monitoring the performance of instructors.

Training Provider Obligations

Training providers are required to submit documentation to the Department prior to holding courses, and after courses have been completed. These requirements are outlined below.

1. Training providers must provide notification to the Department at least one week in advance of any training course that is to be conducted. A copy of the Department's **Mold Training Course Notification Form** is enclosed for this purpose. This form may also be obtained online at the Department's website at <https://labor.ny.gov/formsdocs/wp/shformsandpublications.shtm>. Cancellation or changes to a course must be communicated to the Department via the contact information below prior to the first day on which the course is to be held.
2. To document attendance, training providers must use the enclosed **Mold Training Course Attendance Record** to document attendee attendance for each day of any mold training course. If a student misses any portion of the course, documentation must be included in the provided space within the Mold Training Course Attendance Record to verify make-up of that portion of the course. A copy of the Mold Training Course Attendance Record must be maintained by the training provider for a period of three years from the date of the training course.
3. For tracking purposes, training providers are required to assign each attendee of a mold training course a unique 13-digit attendee identification number. The attendee identification number is created using the following information:
 - Course ID;
 - Course Completion Date;
 - Training Provider ID; and
 - Attendee #.

This unique 13-digit identification number is required to be used on issued Course Certificates of Completion, described below, as well as on the Attendee Identification Roster spreadsheet that is described below. Instructions for creating the unique attendee identification number are enclosed for your review.

4. Training providers must submit an **Attendee Identification Roster** in an Excel spreadsheet format via email to the Department (labor.sm.sh.esu@labor.ny.gov) within one week from the completion of the training course. The following information must be included in the spreadsheet:
 - Attendee Last Name;
 - Attendee First Name;
 - DMV ID;
 - Course ID;
 - Course Completion Date;
 - Training Provider ID;
 - Attendee #; and
 - Complete Unique Attendee Identification Number.

The Department has developed a template for training providers to use, which will be provided separately via email. Instructions are included in the Excel file under the "Instructions" Worksheet Tab in the lower left corner. These instructions must be strictly followed. Spreadsheets that are completed improperly will be returned to the training

provider for correction. Repeated failures to properly document attendance may result in revocation of Department approval of a Training Provider.

5. Training providers are required to issue a unique course **Certificate of Completion** to each attendee who successfully completes a mold training course. The Department requires that the certificate of completion contain the following components:
 - Training provider name, address, phone number and logo;
 - Training provider ID (MTP-XXX);
 - Attendee Name and NYS Department of Motor Vehicle identification number;
 - Course Completion Date;
 - Course Name (Mold Assessor/Remediation Contractor/Abatement Worker) & Type (Initial or Refresher);
 - Number of approved contact hours;
 - Course location (city, state);
 - Training Director Printed Name and Signature; and
 - Attendee Identification Number.

The Department has developed a certificate of completion template for training providers. All certificates of completion must contain the components described in the template document. The template will be provided separately via email. Training providers must submit a sample of their customized certificate of completion via email as an attachment in an Adobe Acrobat (.pdf) format to the Department prior to holding their first course.

Forms and Templates Documentation

As discussed above, copies of the required documentation and corresponding instructions sheets are enclosed herein for your convenience. Please note, however, that the electronic versions of the Certificate of Completion Template and the Attendee Identification Roster Template will be provided to your company via email at the address provided on your application.

Training Provider Contact Information

Please be advised that your company's name, phone number and webpage link will be made available under the Department's approved training provider list on the Department's website. This information is provided for members of the public who wish to pursue training courses throughout New York State. Please remember to provide any updated contact information so the Department can keep the website accurate.

Mold Licenses

The Department is now accepting applications for Mold Assessor, Remediation Contractor, and Abatement Worker licenses. Licensee application forms can be obtained from the Department of Labor's website: <https://labor.ny.gov/formsdocs/wp/shformsandpublications.shtm>. The web page is organized alphabetically. Applicants should scroll down to the "Mold Training and Licensing Program" table to locate the forms.

If you have any questions or need any additional information regarding this course approval please call me at (518) 457-1536 or email at christine.vooris@labor.ny.gov. For your reference, the Department's Mold Program website address is:
<http://labor.ny.gov/workerprotection/safetyhealth/mold/mold-program.shtm>

Sincerely,



Christine Vooris, P.E.
Senior Safety and Health Engineer

Enclosures

1. Mold Training Course Notification Form (SH 123)
2. Mold Training Course Attendance Record
3. Instructions for Creating Attendee Identification Numbers

CC:

Eileen Franko, DrPH
ava@professionalbuildinginspector.com