

**WAC 365-230-090 Training program recordkeeping requirements.**

(1) Accredited training programs shall maintain, and make available to the department if requested, the following records:

(a) All documents specified in the Requirements for the accreditation of training programs (WAC 365-230-040) as set forth in these rules that demonstrate the qualifications for training manager and principal instructors.

(b) Current curriculum, course materials and documents reflecting any changes made to these materials.

(c) The course test blueprint.

(d) Information regarding how the hands-on assessment is conducted including, but not limited to, who conducts the assessment, how skills are graded, what facilities are used, and the pass/fail rate.

(e) The quality control plan as described in the Requirements for the accreditation of training programs (WAC 365-230-040) as set forth in these rules.

(f) Results of student's hands-on skills assessments and course tests, and a copy of each student's course completion certificate.

(g) Any other material submitted as part of the program's application for accreditation.

(h) For renovator refresher and dust sampling technician refresher courses, a copy of each trainee's prior course completion certificate showing that each trainee was eligible to take the refresher course.

(i) For course modules delivered in an electronic format, a record of each student's log-ins, launches, progress and completion, and a copy of the electronic learning completion certificate for each student.

(2) The training provider must retain these records at the address specified on the training provider's accreditation application (or as modified as the result of notification of change of address) shall be retained a minimum of three years and six months.

(a) Records pertaining to renovator or dust sampling technician courses offered before April 22, 2010, must be retained until July 1, 2015.

(b) Records pertaining to renovator or dust sampling technician courses offered on or after April 22, 2010, must be retained for a minimum of five years.

(3) A training provider shall notify the department in writing within thirty days of changing the address specified on its training program accreditation, or transferring the records from that address.

(4) Accreditation is transferable in the case of acquisition of the accredited training provider by another entity. The new entity must notify the department within thirty days of the change of ownership and any other changes to information included in the original application.

(5) A training program must amend its accreditation within ninety days of the date a change occurs to information included in the program's most recent application. If the training program fails to amend its accreditation within ninety days of the date the change occurs, the program may not provide renovator, dust sampling technician, or lead-based paint activities training until its accreditation is amended.

(6) To amend an accreditation, a training program must submit a completed "Accreditation Application for Training Providers," signed by an authorized agent of the training provider, noting on the form

that it is submitted as an amendment and indicating the information that has changed.

(7) If the amendment includes a new training program manager, any new or additional principal instructor(s), or any permanent training locations, the training provider is not permitted to provide training under the new training manager or offer courses taught by any new principal instructor(s), or at the new training location(s) until the department either approves the amendment or thirty days have elapsed, whichever occurs earlier. Except:

(a) If the amendment includes a new training program manager or a new or additional principal instructor that was identified in a training provider accreditation application that the department has already approved under this section, the training provider may begin to provide training under the new training manager or offer courses taught by the new principal instructor on an interim basis as soon as the provider submits the amendment to the department. The training provider may continue to provide training under the new training or offer courses taught by the new principal instructor if the department approves the amendment or if the department does not disapprove the amendment within thirty days.

(b) If the amendment includes a new permanent training location, the training provider may begin to provide training at the new permanent location on an interim basis as soon as the provider submits the amendment to the department. The training provider may continue to provide training at the new permanent training location if the department approves the amendment or if the department does not disapprove the amendment within thirty days.

[Statutory Authority: RCW 70.103.030. WSR 14-03-104, § 365-230-090, filed 1/20/14, effective 2/20/14. Statutory Authority: Chapter 70.103 RCW. WSR 07-07-044, § 365-230-090, filed 3/13/07, effective 4/13/07. Statutory Authority: RCW 70.103.0030(2) [70.103.030(2)], 70.103.020, 70.103.030, 70.103.040, 70.103.050, 70.103.060, 70.103.070, 70.103.080, 70.103.090. WSR 04-10-037, § 365-230-090, filed 4/29/04, effective 5/30/04.]