

Division of Safety and Health  
 Safety Training Program  
 Harriman State Office Campus  
 Building 12, Room 154  
 Albany, NY 12226

## Mold Initial Course Curriculums

Applicants for a mold license are required to obtain appropriate training from a Department of Labor (DOL) approved training provider prior to being licensed to perform mold assessment, remediation or abatement services.

The initial mold course curriculums and required number of hours vary among the three course types: Mold Assessor, Mold Remediation Contractor, and Mold Abatement Worker.

Training providers interested in providing initial mold courses must develop the courses in accordance with the curriculums included in this document and obtain approval from the Department of Labor prior to providing any training.

To obtain approval to provide initial mold courses, training providers must submit an application package and non-refundable \$500 fee per course to the Department of Labor.

The Application for Approval or Revision of a Mold Training Course, SH 121 and other mold training forms can be found on the Department's website: <https://labor.ny.gov/formsdocs/wp/shformsandpublications.shtm>.

Applicants should refer to the Mold Training Course Guidance form (SH 122) and the Mold Training Course Manuals and Curricula Guidance and Attestation form (SH 124) for guidance on developing and implementing a mold course.

### Types of Mold Courses and Licenses

Mold Course Type	Minimum Required Course Hours	Associated Mold License Types	Licensee Activities
Mold Assessor	32	<ul style="list-style-type: none"> <li>Mold Assessment Contractor (company)</li> <li>Mold Assessor (individual)</li> </ul>	<ul style="list-style-type: none"> <li>A company license allows a business to engage in mold assessment on a project. (Only one Mold Assessment Contractor License per company will be issued.)</li> <li>The applicant of the company license will also receive an individual mold assessor license.</li> <li>Licensed individuals may perform mold assessment, post-remediation assessment, and write mold remediation plans.</li> </ul>
Mold Remediation Contractor	24	<ul style="list-style-type: none"> <li>Mold Remediation Contractor (company)</li> <li>Mold Remediation Contractor (individual)</li> <li>Abatement Worker Supervisor (individual)</li> </ul>	<ul style="list-style-type: none"> <li>A company license allows a business to engage in mold remediation on a project. (Only one Mold Remediation Contractor License per company will be issued.)</li> <li>The applicant of the company license will also receive an individual mold remediation contractor license.</li> <li>Licensed individuals may perform mold remediation, write mold remediation work plans, and supervise mold projects.</li> </ul>
Mold Abatement Worker	16	<ul style="list-style-type: none"> <li>Abatement Worker (individual)</li> </ul>	<ul style="list-style-type: none"> <li>Licensed individuals may perform mold abatement.</li> </ul>

## **Course Information**

1. The topics listed in the course curriculums must be included in each respective course and the minimum number of required course hours must be attained.
2. The required hands-on exercises must permit attendees to have actual, in-person experience performing tasks associated with mold assessment, remediation and/or abatement.
3. Online courses are not accepted since in-person, hands-on exercises are required as part of the curriculums.
4. An example mold remediation plan must be provided with the application package for the Mold Assessor course and must be utilized in the class. Similarly, an example mold remediation work plan must be included in the Mold Remediation Contractor course and must be utilized in the class.
5. If a course will be instructed in a language other than English, an English translation of all submittals must be provided. This includes, but is not limited to, class notes, transparencies, manuals and examinations.
6. Combined courses, which contain multiple mold course types, are permitted upon approval by the Department of Labor. The application fee is based on the number of course types included in the combined course. Training providers must take care not to exceed the capacity of the training facility with combined courses. Separate sign-in sheets and rosters must be maintained for each course type within the combined course. Separate completion certificates must be issued for each course type completed by the attendee. Attendees must complete an exam for each course type to receive each completion certificate.
7. Only approved instructors with mold-related experience and/or education may provide instruction in a course approved by the Department of Labor. The resumes of proposed instructors must include information on their mold-related experience and/or education.
8. The Department of Labor does not limit the number of attendees admitted for a class. However, the training provider must be mindful of the factors that could affect the attendee's comfort and ability to observe the class properly. The training provider must also be able to supervise the attendees and respond to questions efficiently. The occupancy limit for the chosen venue must not be exceeded.
9. The Department of Labor does not set limits for the attendee-instructor ratio. Classes should be organized so that each attendee has the ability to properly observe the class and perform hands-on exercises. The training provider should also set aside an adequate amount of time for class discussions and questions. While not a requirement, the Department recommends a ratio of 25 attendees for each instructor for classroom and 8 attendees for each instructor for the hands-on exercises.

## **Course Notification Requirements**

Approved training providers shall provide notification to the Department of Labor on the Mold Training Course Notification form (SH 123) at least one week in advance of any mold course to be conducted. Cancellation of a course must be communicated to the Department as soon as possible prior to the scheduled class date.

## **Verification of Attendee Identity and Department of Motor Vehicles Identification Numbers (DMV ID)**

Training providers must verify the identity of each attendee using his/her Department of Motor Vehicles (DMV) driver license or non-driver identification (ID) upon course registration and initial course sign-in. Attendees should show their driver license or non-driver identification (ID) to instructors when signing in. If an attendee does not have either document, his/her identity should be verified using another form of photo identification. Training providers must inform attendees that Department of Motor Vehicles identifications (IDs) are required to obtain a mold license. The Department of Motor Vehicles identification (ID) number is the link between the training record and the licensing application. It also protects against fraud and reduces errors on submitted rosters/certificates. Course completion certificates should not be issued to attendees until they provide their Department of Motor Vehicles identification (ID) to the training provider.

## **Course Identification Numbers**

The Department of Labor has assigned a one-digit reference number to each type of mold training course as listed below. The course completion certificates and attendee identification rosters must contain this number as part of the attendee identification numbers.

- 1 = Assessor Initial
- 3 = Remediation Contractor Initial
- 5 = Abatement Worker Initial
- 9 = Mold Refresher

### **Attendee Identification Numbers, Course Completion Certificates, and Rosters**

Training providers are required to assign each attendee of a mold training course a unique thirteen (13) digit attendee identification number. The attendee identification number is composed of specific elements that must be combined in the following order: Course Identification Number, Course Completion Date, Mold Training Provider Number (MTP #), Attendee Number. The attendee identification number is required to be used on course completion certificates and on the attendee identification roster described below.

Training providers are required to issue a course completion certificate to attendees who successfully complete a mold training course. The Department of Labor has developed a course completion certificate template for training providers, which is available upon request via electronic mail to: [labor.sm.sh.esu@labor.ny.gov](mailto:labor.sm.sh.esu@labor.ny.gov). All course completion certificates must contain the components described in the template document. Training providers must submit a sample of their customized completion certificate via electronic mail to: [labor.sm.sh.esu@labor.ny.gov](mailto:labor.sm.sh.esu@labor.ny.gov), as an attachment in an Adobe Acrobat (.pdf) format to the Department of Labor prior to holding their first course.

Training providers must submit an attendee identification roster in an Excel spreadsheet format via electronic mail to the Department of Labor. Email it in an Excel spreadsheet format to: [labor.sm.sh.esu@labor.ny.gov](mailto:labor.sm.sh.esu@labor.ny.gov), within one week from the completion of the training course. It is important that the rosters are emailed within that timeframe to avoid delays in the processing of attendee mold license applications.

The following information must be included in the spreadsheet: Attendee Last Name; Attendee First Name; Department of Motor Vehicles Identification; Course Identification Number; Course Completion Date; Mold Training Provider Number (MTP #); Attendee Number; Complete Attendee Identification Number.

Department of Labor has developed a roster template for training providers to use, which is available upon request via electronic mail to: [labor.sm.sh.esu@labor.ny.gov](mailto:labor.sm.sh.esu@labor.ny.gov). Instructions are included in the roster template file under the 'Instructions' tab. They and must be strictly followed. Spreadsheets that are completed improperly will be returned to the training provider for correction.

Please note: attendees who have successfully completed the course but do not have their Department of Motor Vehicles identification (ID), should be included on the mold training attendee identification roster; however, the Department of Motor Vehicles identification (ID) field should be left blank. The training provider must submit an updated roster to the Department of Labor once the attendee provides his/her Department of Motor Vehicles identification (ID) and then the completion certificate can be issued.

### **Mold Licensee Requirements**

Training providers should be familiar with mold licensing requirements in order to accurately convey this information to attendees. Completion of a Department of Labor approved mold training course does not result in an automatic New York State mold license. The course completion certificate is not accepted as a temporary mold license. Applicants are not officially licensed, and are not allowed to perform mold project work, until they receive their hard cards from the Department of Labor.

To obtain a mold license, applicants must submit the following to the Department of Labor:

- A completed application package
- A copy of the completion certificate from the training course
- A non-refundable application fee.

The application forms can be found at: <https://labor.ny.gov/formsdocs/wp/shformsandpublications.shtm>.

For questions regarding mold licenses, contact the Department's License and Certificate Unit at (518) 457-2735.

### **Mold Initial Course Curriculums**

The topics listed in the course curriculums must be included in each respective course and the minimum number of required course hours must be attained.

## Mold Assessor Course Curriculum

The topics listed in the course curriculum must be included in the course.  
The minimum number of required course hours must be attained.

Topic	Required hands-on exercises	Minimum Required Hours
Introduction, Sources, Conditions and Prevention of Mold Growth	No	1
Potential Health Effects	No	0.5
Technical and Legal Considerations, New York State Labor Law Article 32, New York State Department of Labor Mold Guidance Documents and Factsheets	No	1
Environmental Protection Agency (EPA), Occupational Safety and Health Administration (OSHA), and New York City Department of Health Mold Guidance Documents and Institute of Inspection, Cleaning and Restoration Certification (IICRC) Standard S520	No	1
Workplace Hazards, Safety Plans, Asbestos, Confined Spaces, Lock out/Tag out	Yes	2
Requirements for Worker Protection, Personal Protective Equipment, Respirators, Respiratory Program, Medical Surveillance	No	0.5
Building Construction, Building Sciences, Moisture Control, Water Intrusion Events	No	1
Prevention of Indoor Air Quality Problems, Improving Maintenance, Housekeeping	No	1.5
Basics of Heating, Ventilation, and Air Conditioning (HVAC) Systems, Inspection and Assessment of Heating, Ventilation, and Air Conditioning (HVAC)	No	0.5
Survey Protocol	No	0.5
Interviewing Occupants, Questionnaire Development, Interpreting Questionnaire Results	No	0.5
Performance of Visual Inspections for Mold	Yes	2
Measurement Equipment, Moisture Meters, Humidity Meters, Particle Counters, Data-logging, Inspection Equipment	Yes	1
Biological Sampling Strategies and Methods, Sampling Locations and Techniques	Yes	0.5
Sampling Methods, Bulk, Surface, Tape, Air Samples, Chain of Custody Form	Yes	1
Interpreting Data and Sampling Results	No	0.5
Documentation, Reports, Field Notes	No	1
Overview of How Mold Remediation Projects are Conducted, Containment, Air Filtration, and Protecting the Public and Occupants from Mold and Chemical Exposure	No	2
Work Practices for Removing, Cleaning and Treating Mold	No	1
State-of-the-Art Work Practices and New Technologies	No	1
Establishing Clearance Procedures and Criteria for the Mold Project, Post-Remediation Assessment Procedures, Project Clearance	No	1.5
Review Example Mold Remediation Plan. Writing Strategies for Mold Remediation Plans. Awareness of the Requirements for the Remediation Contractor's Mold Remediation Work Plan. Contract Specifications, Job Cost Estimates, Liability and Insurance Costs.	Yes	2
Case Studies	No	1
Breaks 8 x 15 minutes each	No	2
Lunches 4 x 1 hour each	No	4
Review	No	0.5
Exam - minimum of 50 questions	No	1
<b>Total =</b>		<b>32</b>

## Remediation Contractor Course Curriculum

The topics listed in the course curriculum must be included in the course.  
The minimum number of required course hours must be attained.

Topic	Required Hands-on Exercises	Minimum Required Hours
Introduction, Sources, Conditions, Prevention of Mold Growth	No	1
Potential Health Effects	No	0.5
Technical and Legal Considerations, New York State Labor Law Article 32, New York State Department of Labor Mold Guidance Documents and Factsheets	No	1
Environmental Protection Agency (EPA), Occupational Safety and Health Administration (OSHA) and New York City Department of Health Mold Guidance Documents and Institute of Inspection, Cleaning and Restoration Certification (IICRC) Standard S520	No	1
Workplace Hazards, Safety Plans, Asbestos, Confined Spaces, Lock out/Tag out	Yes	2
Requirements for Worker Protection, Personal Protective Equipment, Respirators, Respiratory Program, Medical Surveillance	No	1
Building Construction, Building Sciences, Moisture Control, Water Intrusion Events	No	1
Basics of Heating, Ventilation, and Air Conditioning (HVAC) Systems, Inspection and Assessment of Heating, Ventilation, and Air Conditioning (HVAC)	No	0.5
Overview of How Mold Remediation Projects are Conducted, Containment, Air Filtration	Yes	2
Engineering Controls	No	1
Protecting Public and Occupants from Mold Exposure	No	0.5
Work Practices for Removing, Cleaning and Treating Mold	Yes	1.5
State-of-the-Art Work Practices and New Technologies	No	0.5
Documentation, Reports, Field Notes	No	1
Awareness of the Mold Remediation Plan's Clearance Procedures and Criteria for the Mold Project, Awareness of the Mold Assessor's Post-Remediation Assessment Procedures, Project Clearance	No	0.5
Contract Specifications, Job Cost Estimates, Liability and Insurance Costs	No	1
Awareness of the Requirements for the Mold Assessor's Mold Remediation Plan. Review Example Mold Remediation Work Plan. Writing Strategies for Mold Remediation Work Plans.	Yes	2
Breaks 6 x 15 minutes each	No	1.5
Lunches 3 x 1 hour each	No	3
Review	No	0.5
Exam - minimum of 50 questions	No	1
<b>Total =</b>		<b>24</b>

## Mold Abatement Worker Course Curriculum

The topics listed in the course curriculum must be included in the course.  
The minimum number of required course hours must be attained.

Topic	Required Hands-on Exercises	Minimum Required Hours
Introduction, Technical and Legal Considerations, New York State Labor Law Article 32, New York State Department of Labor Mold Guidance Documents and Factsheets	No	1
Indoor Air Pollution and Sick Building	No	1
Potential Health Effects	No	0.5
Workplace Hazards, Personal Protective Equipment, Respirators, Asbestos, Confined Spaces, Lock out/Tag out	Yes	1.5
Hazard Communication	No	1
Overview of How Mold Remediation Projects are Conducted, Containment, Air Filtration	Yes	2.5
Work Practices for Removing, Cleaning and Treating Mold, and State-of the-Art Technologies	Yes	2.5
Hands-on Work Area Prep	Yes	2
Breaks 4 x 15 minutes each	No	1
Lunches 2 x 1 hour each	No	2
Review	No	0.5
Exam - minimum of 25 questions	No	0.5
<b>Total =</b>		<b>16</b>