

# WE ARE YOUR DOL



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

## Mold Training Course Guidance

This guidance explains what information training providers must include when developing or revising mold training course outlines and/or agendas for approval by the New York State Department of Labor.

**Label:** Clearly label the following information on all course outlines and/or agendas:

- Your training provider name
- Course and discipline
- Creation or revision date

### General Recommendations:

- Make sure course materials are free of typographical and spelling errors.
- Use uniform capitalization, font, alignment, abbreviation and punctuation throughout. Be consistent.
- Arrange course outlines and/or agendas logically.
- If your application is for more than one training course, separate the course outlines, materials, and exams for each course type.

**Minimum Contact Hours:** You must specify on all course outlines and/or agendas classroom lecture hours and hands-on training hours.

**Time Designations:** You may use designated time slots/allotments (e.g., 1 hour) for topics as opposed to specific clock times (e.g., 8:00 A.M.). This can be desirable since course start/stop times may vary. Provide the actual course start/stop times on the New York State Department of Labor Mold Training Course Notification Form, SH 123. Use the SH 123 form when submitting the required notification for a specific course to the Department of Labor. The SH 123 form is available at:  
<https://labor.ny.gov/formsdocs/wp/shformsandpublications.shtm>.

**Interactive and/or Participatory Teaching Methods:** You must indicate interactive and/or participatory sessions in the course outlines and/or agendas. Include which topic areas they are for.

Examples of interactive and/or participatory teaching methods include, but are not limited to:

- hands-on workshops
- group work assignments
- homework and review sessions
- small group problem-solving
- discussions
- demonstration and practice
- skits and role-playing sessions
- question and answer period
- walkthroughs
- problem-posing
- risk mapping
- games
- field visits

**Examinations:** Allow students sufficient time to complete the examination.

Recommended time to administer an exam:

- |                                  |  |            |
|----------------------------------|--|------------|
| • Abatement Worker Course:       | minimum of 25 Questions (multiple choice), | 45 minutes |
| • Remediation Contractor Course: | minimum of 50 Questions (multiple choice), | 60 minutes |
| • Assessor Course:               | minimum of 50 Questions (multiple choice), | 60 minutes |

Students should not have access to course materials or notes during the examination. No examination is required for the mold refresher course.

**Lunch and Breaks:** Each training day give your students attending day long training sessions:

- A one (1) hour meal break in the middle of the training day
- A 15-minute break in the middle of the first 4-hour session and a 15-minute break in the middle of the second 4-hour session

Give students attending a 4-hour training session a 15-minute break in the middle of the session.