



Division of Safety and Health
 Safety Training Program
 Harriman State Office Campus
 Building 12, Room 154
 Albany, NY 12240

Mold Refresher Course Curriculum Information

New York State mold licenses are valid for a period of two years from the date of issuance.

To renew a license, all mold licensees must complete a four-hour Department of Labor (DOL) approved refresher course.

The refresher course curriculum and required number of hours is the same for all mold license types: Assessor, Remediation Contractor, Abatement Worker Supervisor, and Abatement Worker.

Training providers who are interested in providing the four-hour mold refresher course must develop the course in accordance with the curriculum below and obtain approval from the Department of Labor.

Only Department of Labor approved initial mold course training providers are eligible to provide mold refresher courses.

To obtain approval to provide mold refresher courses, training providers must submit an application package and non-refundable \$500 fee to the Department of Labor. The Application for Approval or Revision of a Mold Training Course, SH 121, form can be found on the Department of Labor’s website: <https://labor.ny.gov/formsdocs/wp/shformsandpublications.shtm>

Mold Refresher Course Curriculum

Required Topics	Hours
Introduction, Review Health Effects of Mold	0.25
New York State Labor Law Article 32, New York State Department of Labor Mold Guidance Documents and Factsheets	1.00
Review and updates on the 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	0.50
Developments in State-of-the-Art Work Practices, Technologies, and Safety Procedures related to mold remediation	1.00
Case Studies & Group Discussion Forum highlighting mold remediation considerations, concepts, and lessons learned	1.00
Break	0.25
Total hours:	4.00

Refresher Course Information

- The topics listed in the course curriculum must be included in the refresher course and the minimum number of required course hours must be attained.
- The refresher course shall be conducted as a separate and distinct course from the initial mold training courses and shall not be combined with any other training.
- An examination and hands-on exercises are not required; however, students are expected to participate and contribute to the group discussion forum.

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 Department of Labor as soon as possible prior to the scheduled 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 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. The Department of Motor Vehicles identification (DMV 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 (DMV ID) to the training provider.

Course Identification Numbers

Department of Labor has assigned a one-digit reference number to each type of mold training course. The course identification number for the mold refresher course is the number nine (9).

Attendee Identification Numbers, Course Completion Certificates, and Rosters

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 composed of specific elements that must be combined in the following order:

- Course Identification Number
- Course Completion Date
- Mold Training Provider Identification Number (MTP #)
- Attendee Number

The course identification number for the mold refresher course is the number nine (9). The attendee identification number is required to be used on course completion certificates and on the attendee identification roster. Training providers must submit an attendee identification roster in an Excel spreadsheet format via electronic mail to the Department (labor.sm.sh.esu@labor.ny.gov) within one week from the completion of the training course.

Mold Licensee Renewal Requirements

Training providers should be familiar with mold licensing requirements in order to accurately convey this information to attendees. Mold licensees who do not renew their license prior to its expiration date cannot perform work on a mold project until their license is renewed. To renew a mold license, applicants must submit the following to the Department of Labor:

- A completed application package
- A copy of the certificate of completion from the refresher 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.