



New York State Department of Labor
Division of Safety and Health
License and Certification Unit
Harriman State Office Campus, Building 12 Room 161A
Albany NY 12240
(518) 457-2735

Instructions for Asbestos Certificate Applications

Note: You may perform only the tasks specified for the type of asbestos certificate(s) you hold.

Qualifying for a Certificate

New York State approved Training Course

If you have successfully completed a training course approved by the New York State Department of Health (DOH), the school will provide you with a *Certificate of Asbestos Safety Training* (DOH-2832) marked Department of Labor.

This Certificate is the **only** proof the Department of Labor will accept from the applicants who attend a Department of Health approved training course.

Completion of Department of Health equivalency course

If you have successfully completed an out-of-state course or have completed a course that has not been approved yet by the Department of Health, you must obtain a determination of equivalency from the New York State Department of Health. The *Equivalency Application* can be obtained at the DOH website at www.health.ny.gov/forms/doh-4353.pdf. Make the request for a determination of equivalency as soon as possible to allow time for the Health Department to process your request.

Send the *Equivalency Application* to:

New York State Department of Health
Asbestos Safety Training Program
Corning Tower, room 1325
Empire State Plaza
Albany NY 12237

If you have any questions about the training courses, you may contact the Department of Health at (518) 402-7940.

Application Materials

Application

Sign the application in ink under the Applicant Verification Statement. Send the original application. Keep a copy for your records.

You may use the same application to apply for one or more categories of the asbestos certificate.

Return the current certificate when applying for a renewal. Keep a photocopy of it until the new certificate is issued.

If you are applying for a new class of certificate in addition to any you currently hold, you must complete a new application.

Send the new application to the New York State Department of Labor with:

- 1) The required fee
- 2) *Appendix to a License application* (GO 1)
- 3) Proof of training

Once you are approved for the additional class, you will be sent a new certificate showing each certificate category for which you have qualified. You may use a photocopy of your current certificate until the new certificate is issued.

Photographs

The New York State Department of Motor Vehicles (DMV) produces our photo ID certificates. If your new or renewal license or certificate requires a photo, your Driver License or nondriver ID photo is used. If you do not have a NYS photo license, you may have your photo taken at any nearby NYS DMV office. Check with the DMV for acceptable proofs of identity before going to the DMV for photos. Their web-site is at www.nysdmv.com.

More information on the other side

Child Support Obligations

You must include a completed *Appendix to a License Application* (GO 1) regarding child support with your application.

Fees

If you are applying for more than one type of certificate, you may submit one check to cover the total fee due. **We only accept a check or money order made payable to the Commissioner of Labor.**

The code assigned and the schedule of fees for each asbestos certificate follows:

Code	Certificate	Fee Due
A	Asbestos Handler	\$ 50.00
B	Restricted Handler - Allied Trades	\$ 50.00
C	Air Sampling Technician	\$ 75.00
D	Inspector	\$100.00
E	Management Planner	\$150.00
F	Operations and Maintenance	\$ 50.00
G	Supervisor	\$ 75.00
H	Project Monitor	\$150.00
I	Project Designer	\$150.00

Training Documentation

We only accept The Department of Labor copy of the *Certificate of Asbestos Safety Training* (DOH-2832) as proof of training.

The initial or annual refresher training used to obtain or renew your asbestos certificate must have been taken **no more than one year** from the date your

- 1) Application is submitted
- 2) Training Certificate expires
- 3) NYS DOL Asbestos Handling Certificate (hard card) expires - For refresher courses

Refresher Training

Refresher training must be taken every year, regardless of the expiration date on your NYS Department of Labor handler certificate (hard card).

If you wait more than two years to take a refresher course, you will be required to take an initial course.

Mailing Address

All material listed above should be sent to:

New York State Department of Labor
Division of Safety and Health
License and Certification Unit
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Please write down the date you mail your application.

If you do not receive a response within one month, call the License and Certification Unit at (518) 457-2735.