

# GOVERNMENT OF THE DISTRICT OF COLUMBIA

## OCCUPATIONAL AND PROFESSIONAL LICENSING ADMINISTRATION

### BOARD OF INDUSTRIAL TRADES – ASBESTOS WORKERS AND ASBESTOS WORKER SUPERVISORS



### APPLICATION INSTRUCTIONS AND FORMS FOR ASBESTOS WORKERS AND ASBESTOS WORKER SUPERVISOR IN THE DISTRICT OF COLUMBIA

Your interest in becoming licensed in the Industrial Trade Board in the District of Columbia is welcome. We look forward to providing expedient and professional service. However, the quality of our service is dependent on the completeness of your application. Please read the instructions carefully. All fees are earned when paid, and cannot be transferred or refunded except as specified in these instructions.

This package contains the forms to apply for a license as an Asbestos Worker or an Asbestos Supervisor in the District of Columbia. Follow the instructions provided below for the license type you are interested in and complete all sections. If you require more space for work experience or need to provide explanations for screening questions, attach typed responses to the form.

#### THE APPLICATION PROCESS

Upon submission of the required application documents, the DC Board of Industrial Trades – Steam and Other Operating Engineers will review your application. Upon final approval of your application, you will be issued a license to practice in the District of Columbia Asbestos Worker or Asbestos Worker Supervisor.

If you submit an application that is incomplete or otherwise deficient, Pearson VUE's processing staff will notify you of the deficiencies. If the Board has any additional questions or concerns, they will contact you directly.

#### WHERE TO FILE

All license applications, supporting documents for licensure, examination scheduling form and licensing fees should be sent to the following address:

**Pearson VUE  
Department DC - ST  
8401 Corporate Drive  
Metro-Plex I, Suite 250  
Landover, MD 20785**

If you have any questions, call Pearson VUE's **toll-free** Customer Service line at 1-877-543-5217 between 8:00 a.m. and 5:00 p.m. EST Monday through Friday. Please read these instructions carefully to facilitate prompt processing of your application. Illegible applications and applications submitted without required notarization or with incorrect fees will be returned in their entirety, including fees. Please print or type all information except signatures.

#### Pending License Applications

Pending license application will become invalid after 90 days if the application has not been completed due to failure to submit required materials. Should the applicant wish to pursue licensure after that time, she/he must submit and pay the required fee once again.

## **GENERAL REQUIREMENTS FOR ALL APPLICANTS FOR LICENSURE**

All applicants applying for licensure in the District of Columbia shall meet the following requirements:

1. Applicant must be at least 18 years of age; and
2. Applicant must not have been convicted of a crime or moral turpitude which bears directly on the applicant's fitness to be licensed; and
3. Applicant must submit a complete and notarized application, including required supporting documents and TOTAL fees; and
4. Two passport-type photos (identical) plain background, front view fade-proof, 2x2 or 1.5x1.5 inches in size, along with your application form. Applicant's name must be printed on the back. Home snapshots or computer pictures are not acceptable. Applicant will need to submit a photo copy of your social security card along with a legible copy of an official photo ID, such as your valid driver license, as proof of identity. Questionable matches may require further verification prior to licensure.
5. Notarized employment verification on company letterhead, containing the following information:
  - a. Dates of employment
  - b. Description of duties performed in detail
6. Certificate of Moral Character must be completed by three individuals (who are not related to the applicant) attesting to the applicant's character.
7. Copy of a driver license or non-drivers identification licensure is required.
8. Copy of Physical Examination certificate issued through OSHA and EPA guidelines.

## **ADDITIONAL REQUIREMENTS FOR ASBESTOS WORKER APPLICANTS**

All asbestos workers must review the following District and Federal Regulation pertaining to asbestos licensing and control:

District of Columbia Asbestos Licensing and Control Act of 1990 (DC Law 8-116)  
DC Code § 8-111.01 – 111.14

District of Columbia Municipal Regulation (DCMR):  
20 DCMR 800 (Control of Asbestos)

National Emissions Standards for Hazardous Air Pollutants (NESHAP):  
40 CFR 62.140 – 61.157 (40 CFR, Chapter 1, Subpart C, Part 61, Subpart M)

Toxic Substances Control Act (TSCA):  
Asbestos Worker Protection: 40 CFR 763.120 – 763.123 (40 CFR, Chapter 1,  
Subchapter R, Part 763, Subpart G)

Asbestos Hazard Emergency Response Act (AHERA): 40 CFR 763.80 – 763.99 + Appendixes A  
– E (40 CFR, Chapter 1, Subchapter R, Part 763, Subpart E)

Occupational Safety and Health Administration (OSHA):  
29 CFR 1926.1101 (29 CFR, Subtitle B, Chapter XVII, Part 1926, Subpart Z)

In addition, one of the last sections titled, SUMMARY OF APPLICATION REQUIREMENTS, cites the asbestos licensing code in the old DC Code (the 1991 edition). However, the rules are codified in the new Code (2001 edition) and therefore, the new Code should be cited as follows:  
DC Official Code § 47-2853.51 – 2853.53

**ADDITIONAL REQUIREMENTS FOR ASBESTOS WORKER SUPERVISORS**

Applicants must provide a certificate of having completed a course of instructions as Asbestos Worker Supervisor on asbestos abatement accredited by EPA (Environmental Protection Agency) under the Asbestos Hazard and Emergency Response Act, or at least as stringent as the requirements of 40 CFR Part 763.

**COMPLETING THE LICENSE APPLICATION**

**Section 1. Requested License Type / Fees**

a. The methods for becoming licensed in the District of Columbia are outlined below. The one letter code/abbreviation for each origin is also indicated. Write the correct origin code/method on the **“Method (Origin) of Application”** line in Section 1 of your new license application.

- E – Examination      Successful completion of the course of instructions on asbestos abatement on first attempt.
- N – Endorsement      Evidence of current valid license or school certification.

b. Write the abbreviation for the license type for which you are applying on the “Prefix” line provided on the application. Write the corresponding license description on the “License Description” line. Select from the license types in the table below.

License Prefix	License Descriptions	Possible License Origins (Methods)	Exam Fee	Application Fee	License Fee	Total Fee
AW	Asbestos Worker	E-Examination	N/A	\$65	\$110	\$175
AW	Asbestos Worker	N-Endorsement	N/A	\$65	\$110	\$175
AWS	Asbestos Worker Supervisor	E-Examination	N/A	\$65	\$110	\$175
AWS	Asbestos Worker Supervisor	N-Endorsement	N/A	\$65	\$110	\$175

c. You may pay the application, license and examination fees (see table above) with a single check or money order. It is recommended that you pay by check, so that you have ready proof of payment. Checks or money orders should be made payable to **Pearson VUE** and must be submitted with your application packet. Do **NOT** send cash. Please print your name on your check, if it is not pre-printed.

The application portion of the fee is **NOT** refundable. The license fee portion of the payment is refundable in the event of final denial of a license or a request from an applicant to close the application request. In the latter event, you will have to file all documents again, should you subsequently decide to apply for licensure. It will take approximately six (6) weeks after denial or withdrawal for you to receive your refund. For your information, the exam, application and license fee portions of each application method are listed above.

d. Should you need to obtain additional copies of your license to comply with laws and regulations pertaining to displaying your license at each office where you conduct business, you may order a duplicate license for a \$30 fee. Mark the “duplicate licenses” boxes and indicate the number of duplicates needed (maximum of five) on the line provided. Indicate the total amount due for duplicates on the line to the right.

The **Total Due** amount is the fee that must be paid for your DC license to be processed. Your new license fee includes one new license print showing the new effective date and expiration date. A charge of \$65.00 will be imposed for dishonored checks (Public Law 89-208).

**DC Asbestos Worker and Asbestos Worker Supervisor licenses expire on July 31st of odd-numbered years.** Your initial license will be valid for the balance of the current renewal cycle. You will be mailed a renewal notice (to your address of record) approximately three (3) months before the expiration of your license. Upon completion of the renewal form and payment of the renewal fee, your license will be renewed for a two-year period. You are required by regulation to report all changes of your business or residence address to Pearson VUE on behalf of the Board within five (5) days of the change. Pearson VUE will update the address change in your database record. Requests for address change should be made via a letter. Send the letter to Pearson VUE at the address noted on page 1. Without an updated address, you may not receive your renewal notice.

**Section 2. Applicant Name / Demographic Information**

Enter your full legal name exactly as it should appear on your license. Due to an amendment to the D.C. laws (DC Law 13-269 – “Child Support and Welfare Reform Compliance Amendment Act of 2000,” effective March 31, 2001), the Department of Consumer and Regulatory Affairs is now required to collect and maintain Social Security Numbers in licensee files. All applicants must be at least 18 years of age.

**Section 3. Previous Names**

List any other names you have used in the past on the lines provided. If your name has changed at any point since you first attended a college, university, professional, or trade school, you must provide a copy of a legal name change document for EACH time that it has changed. Acceptable documents include a marriage certificate, divorce decree, or court order.

**Sections 4A. & B. Home Address / Business Address**

Include both your home and business addresses in the sections provided. P.O. Box addresses are not acceptable. You are required by regulation to report all changes of your business or residence address to Pearson VUE on behalf of the Board within five (5) days of the change. Failure of a license holder to receive a renewal notice does not relieve the holder of the responsibility of renewing the license. Should you fail to advise Pearson VUE of your current addresses, you may not receive your renewal notice.

**Section 4C. Preferred Mailing Address**

Place an “X” in the appropriate box to indicate your preferred mailing address. This will be the address to which all future licensing documents will be mailed. Regardless of the preferred mailing address you may designate, the address that will appear on your license is your home address.

**Section 5A. Professional/Trade Schools Attended**

List all schools that you have attended (including professional and trade schools) in reverse chronological order, beginning with the most recent at the top.

**Section 5B. Work Experience**

List all work experience since graduation from college, university, professional and trade schools, in reverse chronological order, beginning with the most recent. Use the prefixes in the matrix on page five (5) of these instructions to describe the “Type of Position” If positions listed in Section 5B are not sufficient.

**Section 5C. Professional Licenses in Other States / Jurisdictions**

List the type of license and the name of the state where you hold that license.

**Section 6. Screening Questions**

If you answer NO to question A or “Yes” to questions B through I, please provide a complete explanation on a separate sheet of paper. If more space is required to fully answer questions, attach additional sheets with typed responses. No licensee shall allow his or her license to be used by another person under any circumstances. False or misleading statements or misuse of license will be cause for disciplinary action and could be cause for criminal prosecution pursuant to DC laws.

**Section 7. Licensee Affidavit**

The application must be signed by the applicant and notarized. However, the notary does not have to be a District of Columbia notary.

**Section 8. Sponsor’s Affidavit**

This section is not applicable for Asbestos Worker and Asbestos Worker Supervisor licensing.

## Section 9. Supporting Documents Required

The required supporting documents are listed in this section. Place an “X” in the “YES” box for each item you have included with your application package or requested to be sent under separate cover to Pearson VUE on behalf of the Board of Industrial Trades – Asbestos Worker and Asbestos Worker Supervisor.

Place an “X” in the “NO” box for each item that does not apply for the license type for which you are applying. Keep a photocopy of all supporting documents for your records.

### SUMMARY OF APPLICATION REQUIREMENTS

Below is a chart showing the application submission requirements for all application methods. The laws governing Asbestos Worker and Supervisor licensure are noted in Non-Health Related Occupation and Professions Licensure Act of **1998**. The regulations governing Asbestos Worker and Asbestos Worker Supervisor licensure are included in *DC Code 1981 Edition, 1999 Supplement, Volume 10 (1997 Replacement), Subsection 47 –Section-2853.51*. Any conflict between these instructions and the law and regulations is inadvertent. The law and the regulations take precedence in the event of any inadvertent conflict. Please contact the Occupational and Professional Licensing Administration/Board of Industrial Trades, (202) 442-4320, if you have any questions regarding the interpretation of these laws as they pertain to your particular situation.

### ADDITIONAL APPLICATION FORMS

If you need additional copies of this application package you may visit Pearson VUE’s website at [www.pearsonvue.com](http://www.pearsonvue.com) or call Pearson VUE’s customer service at 877-543-5217. The form numbers that make up this package are:

6809 – 43	New License Instructions
6809 – 44	New License Application
6809 – 45	Certificate of Moral Character
6709 – 75	Municipal Regulations Chapter 4

### SUMMARY OF APPLICATION REQUIREMENTS

#### DC ASBESTOS WORKER AND ASBESTOS WORKER SUPERVISOR LICENSES

License Type	Application Method	Notarized License Application Form	Two 2" x 2" Photos	Copy Of Govt. Issued Photo I.D.	Copy of Current Asbestos License	Copy of Social Security Card	Certificate of Moral Character Form	Notarized Employment Verification	Copy of Physical Examination Certificate	AW Certification or Federal EPA Certification	Name Change Document <sup>1</sup>	Check or Money Order <sup>2</sup>
AW	Examination	X	X	X	O	X	X	X	X	X	X/O	\$175
AW	Endorsement	X	X	X	X	X	X	X	X	X	X/O	\$175
AWS	Examination	X	X	X	O	X	X	X	X	X	X/O	\$175
AWS	Endorsement	X	X	X	X	X	X	X	X	X	X/O	\$175

**X = Required**

**O = Not required**

<sup>1</sup> Required if applicant's name has changed since attending a college, university professional or trade school.

<sup>2</sup> Check or money order MUST be made payable to **Pearson VUE**.