



### Asbestos Online Refresher Course Approval Application

DO NOT WRITE IN THIS BOX-FOR DEPARTMENT USE ONLY

Received. Date:	Init.	Review. Date:	Init.
Post-Mark Date:	Init.	Approve Date:	Init.

**PLEASE COMPLETE THE FOLLOWING** (please print legibly):

Current License # \_\_\_\_\_

Tax Payer's ID# \_\_\_\_\_

Legal Business Name \_\_\_\_\_

DBA Name (if applicable) \_\_\_\_\_

License Mailing Address \_\_\_\_\_

Business Physical Address \_\_\_\_\_

Name of Training Manager \_\_\_\_\_

Training Manager Email \_\_\_\_\_

Business email address \_\_\_\_\_

Business URL \_\_\_\_\_

Student Access URL \_\_\_\_\_

DSHS Access URL \_\_\_\_\_

DSHS Login \_\_\_\_\_

Training Manager Phone # \_\_\_\_\_ DSHS staff Login User Name \_\_\_\_\_

Business Phone # \_\_\_\_\_ DSHS staff Login Password \_\_\_\_\_

**CERTIFICATION:** I certify I am authorized by the company to make this application. I am also authorized to sign on its behalf. I read and understand the rules and agree on behalf of the applicant to comply with them. I understand it is a violation of DSHS rules and the Texas Penal Code §37.10 to submit any false or fraudulent information or documents in order to obtain a license. All information I have provided on this application is true, correct, and complete to the best of my knowledge.

\_\_\_\_\_  
Signature of Owner or Training Manager

\_\_\_\_\_  
Date

PRIVACY NOTIFICATION

With few exceptions, you have the right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. See <http://www.dshs.state.tx.us/> for more information on Privacy Notification. (Reference: Governor Code, Section 552.021, 552.023, 559.003 and 559.004)

**Indicate below the online refresher course(s) seeking approval to teach:**

- |  |  |
|--|--|
| <input type="checkbox"/> Worker (English)      | <input type="checkbox"/> Management Planner        |
| <input type="checkbox"/> Worker (Spanish)      | <input type="checkbox"/> Project Designer          |
| <input type="checkbox"/> Contractor/Supervisor | <input type="checkbox"/> Air Monitoring Technician |
| <input type="checkbox"/> Inspector             |  |

**In accordance with §295.65 of the Texas Asbestos Health Protection Rules:**

**Submit the following:**

- Copies of all online refresher course materials (student manuals, instructor notebooks, handouts, and other course related materials for each online refresher course seeking approval to teach
- A course agenda with allotted time for each topic (Federal & Texas regulations, State-of-the-art developments and review of the key aspects of the initial training course) and the length of training in half days or days
- The names of approved course instructors and copies of current accreditation for each online refresher course they are seeking approval to teach
- A sample online refresher course certificate to be issued to students who successfully complete the online refresher course that contains all the requirements in §295.65 (f) and specifies that the course is a live online refresher course
- A technical support plan that describes potential technical issues that may occur and how the issues will be immediately handled

**Provide documentation of a system in place that:**

- Authenticates the identity of the student taking the training and their eligibility to enroll in the course to deter fraud and falsification of student identity.  
If no documentation exists, state what method you are using to authenticate and/ or what software you are using to authenticate the student identities below:  
  
\_\_\_\_\_

- Uses encryption technology to protect sensitive user information; write the name of the encryption technology/and or software you are using below:  
  
\_\_\_\_\_

## Certification

I, \_\_\_\_\_, The training manager of \_\_\_\_\_ will ensure that the below listed items are performed during each online training course we provide:

- Ensure that the student will be focusing on the training material throughout the entire training period, such as a strong interactive component to ensure continued student focus through discussion between the student and approved instructor or guest speaker, or interactive video clips or both
  - Monitor and record a student's actual time spent online, including applicable breaks
  - Allow the student to ask questions of an approved instructor or guest speaker and allow the instructor or guest speaker to provide a response to the student's question during the online refresher course
  - Provide technical support to the student during the online refresher course to address any technical issue as soon as possible but no later than the end of the course day. If a student is inadvertently logged out of an online session due to a technical issue, the student must be given credit for the portion of the course completed and be required to make-up the portion of the course missed.
- Reduce the opportunity for document fraud by providing a distinct online refresher course certificate that contains all the requirements in §295.65 (f) and specifies that the course is a live online refresher course
- Provide DSHS unrestricted access to an online refresher courses for auditing purposes and at no charge at any time the course is being given
  - Comply with advertising, course notification and recordkeeping requirements as listed in §295.65 (d)(3)(B)

\_\_\_\_\_  
Signature of Training Manager

\_\_\_\_\_  
Date

Submit your application to: [TrainingProviders@dshs.texas.gov](mailto:TrainingProviders@dshs.texas.gov)