

# Renovation, Repair and Painting (RRP) Program

## Application for Registration of Renovator Certification

THIS APPLICATION IS ONLY REQUIRED IF YOU ARE CURRENTLY CERTIFIED AS A RENOVATOR OR DUST SAMPLING TECHNICIAN BY EPA OR ANOTHER EPA-AUTHORIZED STATE ***OTHER THAN*** WASHINGTON STATE.

Revised 2-2021

## Application Instructions

### Renovation, Repair and Painting (RRP) Program

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Contractors, including those in specialty trades, performing renovation, repair, and painting projects in Washington State on pre-1978 residential dwellings, child-care facilities, and schools must obtain certification in the Renovation, Repair and Painting (RRP) Program regardless if lead paint is present.

The construction firm must have a certified renovator on staff who follows specific work practices to prevent lead contamination if lead-based paint is present.

Property managers and Landlords who perform repair and maintenance activities in pre-1978 rental housing, or space rented by child-care facilities, must have a certified renovator on staff as well as a firm certification. Property managers and Landlords may hire an RRP certified firm that employs a certified renovator in lieu of becoming RRP certified.

#### Who should use this application?

- Individuals who took Renovator or Dust Sampling Technician training outside the state of Washington through a training provider who is not accredited in Washington State.
- Individuals who took an online refresher course from a training provider who is not accredited in Washington State to provide training in that discipline through an online course.
- Individuals who hold a Renovator or Dust Sampling Technician certification issued by another state, tribe, or EPA.

Washington State certificates must cite Washington Administrative Code (WAC) 365-230 on all Renovator, Dust Sampling Technician, and Firm certificates. If you do not have WAC 365-230 on your Renovator or Dust Sampling Technician certificate, you will need to complete this application.

Applications will be processed in the order received. Incomplete applications may be denied. Once your application is approved for certification, a Washington State renovator certificate will be emailed to the applicant at the email address provided on the application. Any questions regarding the status of your application should be directed to [dano.summers@commerce.wa.gov](mailto:dano.summers@commerce.wa.gov).

#### Follow the steps on the next page for completing the application.

All information is necessary to process your application. Incomplete applications will not be accepted. Submit a separate application for each specialty, Renovator or Dust Sampling Technician.

## Application Instructions Continued

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### STEP 1

- Complete the Renovation, Repair, and Painting (RRP) Application for Registration of Individual Certification LEAVING NO BLANK SPACES.
- Each field on the application must be completed or marked 'N/A' for not applicable.
- Indicate in Section 1 whether you are registering a Renovator or Dust Sampling Technician certification. You must use a separate application for each discipline.
- In Section 2:
  - Print your name as it appears on your driver's license or state identification card.
  - Print your name as it appears on the certificate issued by the training provider.
  - Print any previous names used by you on any Renovator, Dust Sampling Technician, or firm certifications.
  - Provide your date of birth.
  - Provide a current email used by you. Your Washington State certificate will be emailed to this address.
  - Provide your personal telephone number and work telephone number.
  - Provide your home address.
- In Section 3:
  - Print the Name of the Business or Employer.
  - Indicate whether the firm is certified in Washington State. If Yes, provide the certificate number which will start with the letter 'R.' If No, the firm must complete an Application for Firm Certification. Both the individual renovator and the firm must be certified in Washington State to perform work on RRP projects.
  - Provide the Unified Business Identifier (UBI Number issued by the State of Washington as a unique identifier for your business typically starting with a 5 or 6 and is nine digits long, i.e. xxx xxx xxx.) Landlords typically do not have a UBI number and should put 'none' on this line.
- In Section 4:
  - Provide the name of the governing state, tribe or agency (EPA) who issued your Renovator or Dust Sampling Technician certification.
- Submit a check or money order, payable to Commerce, for the non-refundable processing fee of \$25.00.
- Attach a copy of your current Renovator or Dust Sampling Technician certificate to the application.

### STEP 2

Review WAC 365-230 and become familiar with the requirements as they apply to firms and individuals. Copies of the WAC are available on our website, [www.commerce.wa.gov/lead](http://www.commerce.wa.gov/lead).

### STEP 3

The Applicant must read the Certification on the bottom of the application form then sign and date the application. The application must have an original signature.

### STEP 4

Mail your application, the required \$25.00 non-refundable processing fee payable to Commerce, and a copy of your current Renovator or Dust Sampling Technician certificate to:

**Department of Commerce  
Lead-Based Paint Programs  
PO Box 48301  
Olympia WA 98504-8301.**

**\*\*READ ALL INSTRUCTIONS BEFORE COMPLETING APPLICATION\*\***

**Important:** Use this form only to apply for Washington State **registration** as a Renovator or Dust Sampling Technician when you hold a certification issued by another authorized state, tribe, or EPA program.

**All fields must be completed. Incomplete applications will not be accepted.**

**Please type or print clearly.**

### 1. Applicant Status

- Currently certified as a Renovator by another authorized state, tribe, or EPA program  
 Currently certified as a Dust Sampling Technician by another authorized state, tribe, or EPA program

### 2. Applicant Information

Full Name as it appears on your driver's license or state ID card: \_\_\_\_\_  
First name Middle Initial Last Name

Name as it appears on your Renovator or Dust Sampling Technician certificate: \_\_\_\_\_

Previous Names used for Renovator or Dust Sampling Technician certification: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Email: \_\_\_\_\_

Personal Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street or PO Box City County State Zip+4

### 3. Business/Employer Information

Official Business Name as it appears on WA State business license: \_\_\_\_\_

UBI Number: \_\_\_\_\_ (example: 600 123 456)

Is this business currently certified in the Washington State Renovation, Repair and Painting Program? Yes\_\_\_ No\_\_\_

If **Yes**, provide the firm certification number: **R** \_\_\_\_\_

RRP firm certification numbers for Washington State begin with the letter 'R.'

If **No**, you must submit an RRP Firm Application found on our website [www.commerce.wa.gov/lead](http://www.commerce.wa.gov/lead).

### 4. Individual Certification

I have a current certification issued by \_\_\_\_\_ (list state, tribe, or EPA).

Copy of my current card (front and back) and/or certificate (with your picture on the certificate) are attached.

### 5. Fees

I am submitting a **non-refundable** check or money order payable to Commerce in the amount of \$25.00.

Payment is for processing the application and not a guarantee that the application will be approved.

### 6. Certification and Signature

*I certify that I have read and will comply with Washington Administrative Code (WAC) 365-230; and I understand that failure to comply with those requirements may result in monetary penalties and/or suspension or revocation of my certification. I also certify that information given in this application is complete and accurate to the best of my knowledge.*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Mail your completed application form, fee, and certificate to:

**Commerce/Lead-Based Paint Program, PO Box 48301, Olympia, WA 98504-8301**