

Renovation, Repair and Painting (RRP) Program

Application to Register Out-of-State and EPA Individual Renovator Certificates

COMPLETE THIS APPLICATION TO REGISTER EPA OR OUT-OF-STATE
RENOVATOR CERTIFICATES BEFORE WORKING IN WASHINGTON STATE.

**IF YOU TOOK THE RRP CLASS IN WASHINGTON STATE WITH A
WASHINGTON-ACCREDITED TRAINER DO NOT FILL OUT THIS APPLICATION.**

**Washington state certificates must cite WAC 365-230 on all Renovator and Firm certificates. If your
renovator certificate does not reference WAC 365-230 you will need to complete this application.**

PRIVACY STATEMENT

Personally identifiable information (PII) is information that can distinguish or trace someone's identity. Personal information includes such things as your name, address, date of birth, last four of the social security number, and phone number. We only collect PII when you provide it to us by:

- Filling out an application
- Completing a RRP or LBPA class and providing it to the training provider who sends it to us.
- Sending us an email
- Mentioning it over the phone

The PII we collect is required by law in order to process the individual or firm certification. We will store this information for our records. The firm's name, address, phone number and certification information is used to populate lists of certified firms posted on our website. Information provided to the Department of Commerce may be subject to public records requests pursuant to Ch. 42.56 RCW.



Application Instructions to Register Out-of-State and EPA Individual Renovator Certificates

STEP 1: Complete the application, leaving no blank spaces. The individual must complete, sign and date this application. Missing information will cause your application to be delayed or denied.

STEP 2: Attach a copy of your current renovator certificate issued by EPA or other EPA-authorized state.

STEP 3: You must work for a company that is RRP firm certified by Commerce. If your employer/company is not yet certified, complete the [RRP firm application](#) and mailed it with the individual application.

STEP 4: Processing fee. The processing fee is \$25 per application. If there is more than one application, submit one check or money order, payable to "Department of Commerce" for the total amount of the application fees. The processing fees are non-refundable and receipt of payment does not guarantee approval of the application.

STEP 5: Mail your application packet to the Department of Commerce. Avoid using specialty mail services or courier services as it delays the receipt of your application. We cannot accept applications in person.

The mailing address is:

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

Once your application is approved for certification, a Washington renovator registration certificate will be emailed to the applicant's email address provided on the application. **A copy of the Washington registration certificate needs to stay with the current renovator certificate (with the photo on it) in order to be valid in Washington.**

Any questions regarding the status of your application should be directed to Dano Summers (dano.summers@commerce.wa.gov).

Washington state requires both individual and firm RRP certifications before offering or contracting work on pre-1978 residential dwellings (single-family or multi-family units) or child-occupied facilities (daycares, preschools, elementary schools). You cannot offer work on just one of these certificates.

Companies/individuals only working off the individual RRP certificate they receive from the class or not registering an out-of-state renovator certificate are out of compliance with WAC [365-230-330](#). You must be a Washington certified renovator and your company or employer must be a Washington certified RRP firm, even if there are no other employees.

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

Important: Use this form to register your Renovator or Dust Sampling Technician certificate issued by EPA, EPA-authorized state or tribe RRP program. Out-of-state individual RRP certificates are not valid in Washington without registration.

If the individual's Renovator certificate has WAC 365-230 on it DO NOT use this application. The certificate has been registered.

All fields must be completed. Incomplete applications will not be accepted. Please type or print clearly.

1. Applicant Information

Full Name (as it appears on your driver's license or state ID card):

First name _____ Middle Name _____ Last Name _____

Name as it appears on your Renovator certificate: _____

Previous Names used for Renovator certification: _____

Date of Birth: _____ Email: _____

Personal Telephone: _____ Work (desk or cell) Phone: _____

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

2. Business/Employer Information

Legal business name as it appears on WA State business license: _____

UBI Number: _____ (example: 600 123 456) Business Telephone: _____

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 certificate numbers for Washington State begin with R.

If No, you must submit an [RRP Firm Application](#) and mail it in with your RRP Registration application.

3. Individual Certification

I have a current certification issued by _____ (list EPA or EPA-authorized state).
 Copy of my current card (front and back) and/or certificate (with your picture on the certificate) is attached.

4. Processing Fee

Submit one check or money order, payable to "Department of Commerce" for the **total amount** of the application fee(s). **The processing fee is \$25 per application.** The processing fee is **non-refundable**. Payment receipt does not guarantee approval of the application. Mailing address is on page 2.

5. 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 [When completed, print this form and sign here.](#) _____ Date _____