

Frequently Asked Questions

HUD's Lead-Based Paint Training

Types of Enrollment and Priority Status

There are three types of enrollment – Priority, First-Come-First-Served, and Executive, as defined in the brochure. To enroll using Priority status, you need a Priority Designated ID Number. Priority Designation ID numbers were assigned to each jurisdiction in a Priority Designation Form that was sent to the Chief Executive in each jurisdiction in October 1999.

- What do we have to do to get a Priority Designation ID number?

Contact the Chief Executive in your jurisdiction and ask if the numbers assigned to your jurisdiction are still available. If you do not know who the Chief Executive is, click on the Chief Executive link below to find the name and address to which the Priority Designation Form was mailed.

- Who received the Priority Designation Form?

The Priority Designation Form was mailed in late October to the Chief Executive of your jurisdiction. (The Chief Executive is generally the mayor or highest-ranking county official.) Click on the Chief Executive link below to locate your jurisdiction and view the name and address the form was sent.

- How is the Priority Designation Form used?

Chief Executives should select the people from their area to receive priority status for registration, enter their names on the form, and return the form to the Lead-Based Paint Training Coordinator. The form contains Priority Designation ID Numbers that must be used to register for "Priority Enrollment." The completed Priority Designation Form is to be returned to the Lead-Based Paint Training Coordinator by fax or mail to: HUD Lead-Based Paint Training c/o ICF Consulting at 9300 Lee Highway, Fairfax, VA or (703) 934-3260. Those people named on the Priority Designation Form must complete Registration forms to register for the training.

- I don't have enough "allotted" seats for my staff to attend. What can I do?

Local and state jurisdictions may register for the Lead-Based Paint Training through the First-Come-First-Served registration process. Simply complete a registration form, checking the First-Come-First-Served box to register. If there are still open seats, participants from the First-Come-First Served list will be enrolled in the class four weeks before the delivery date. You will receive a confirmation letter if you have been admitted to the class through the First-Come-First-Served process. If you do not receive a confirmation letter, assume that space was not available.

- Can my jurisdiction have additional priority seats?

To ensure that every jurisdiction has an opportunity to have a representative attend a training session before the rule takes effect, all available spaces were allocated to the jurisdictions. Additional priority seats will not be allocated. If you have additional staff members that should attend the training, they should register for the course through the First-Come-First-Served Enrollment. Participants on the First-Come-First-Served list will be admitted to the class if space permits four weeks before the class.

- What is the Chief Executive Enrollment?

The Chief Executive enrollment is a chance for Chief Executives and Community Development Directors to attend the morning of the first day of the training. They will receive an overview of the regulation and the impact it has on CPD programs. They will receive a special manual that highlights these changes as well as an action plan on how to get started so their community will meet the conditions by September 15, 2000.

- What if the Chief Executive or Community Development Director wants to attend all three days of training?

They will have to submit a registration form and check off either priority enrollment or First-Come-First-Served enrollment. If they are registering for priority enrollment, a Priority Designation ID Number must be entered on the form.

Registration Procedures

- How do I know if my registration form has been received?

You will receive an acknowledgment postcard confirming that your registration has been received. If you have not received this postcard within 10 days of registering, please check your status (by clicking on "registration status" below). If you cannot locate your name, contact the Lead-Based Paint Training Coordinator by fax at (703) 934-3260 or by e-mail, by clicking the Questions to the Training Coordinator link below.

- How do I know if I've been enrolled in the class?

If you are enrolled in the class you will receive a confirmation letter from the Lead-Based Paint Training Coordinator. Do not make travel arrangements until you have received a confirmation letter.

You may also check your status on the website. Click on "registration status" below.

- How many people are before me on the waiting list? What chance do I have of getting in?

Click on "registration status" below to check on the enrollment status of your registration. Keep in mind that participants from the Priority Waiting list will be admitted to the class before participants from the First-Come-First-Served list.

- I received an Acknowledgment postcard that stated I was entered on the First-Come-First-Served waiting list even though I checked Priority Enrollment when I filled out my registration form.

This probably occurred because you did not include a valid Priority Designation ID Number. All registration forms received without the Priority Designation ID Number are automatically processed as a First-Come-First-Served registration.

- It is past the hotel cut off date? Can I still get a room at the hotel?

Contact the hotel directly to find out if space is available. Some hotels may honor the special Lead-Based Paint conference rate past the date if space is available.

- There are no more rooms left at the hotel the training is held.

A limited number of hotel rooms were reserved for the training. If all of the rooms have been reserved, you may wish to contact your local travel agent to locate another hotel room.

- The staff member that received a confirmation letter can not attend the training. Can I send a substitute to replace them?

Yes, simply have the substitute bring the original confirmation letter to the training to be admitted to the class.

Course Content

- Can I get another copy of the brochure and registration form?

Click on the Brochure link below to view and print a copy of the brochure.

- Is there an agenda for the class?

Click on the agenda link below to review the agenda for the class.

- What staff should attend this training?

- Housing Program Directors
- Housing Program Staff
- Rehabilitation Specialists
- Inspection Staff
- Environmental Staff

- Will I receive a certificate and know how to do lead testing after attending this class?

This is not a technical training course about methods for performing lead-based paint hazard evaluation and control work. Professionals seeking such training should contact their state environmental agency or the EPA Regional Lead Coordinator in their area.

- What is special about the State deliveries?

State deliveries will give special emphasis to issues that are specific to States, including working with State recipients. Although staff of State programs may register for any session, it is suggested that they attend a "State session."

- Can I attend a State delivery even though I'm from a local jurisdiction?

Yes. Local agencies are welcome to attend State sessions.

Course Logistics

- How much does the class cost?

This course is FREE. However, expenses for travel and accommodations are the responsibility of the participant.

- Will lunch be included in the training?

No, food and snacks will not be served at the training sessions. Water is usually provided at the tables.

- What is the maximum and minimum class sizes?

There must be 25 participants registered at least 3 weeks before the class in order for the class to be held. The maximum size of the class is 70 participants.

- Is there parking available?

Contact the hotel directly to find out if parking is available at the training site.

More questions???

If you were not able to find an answer to your question, please click on the Questions to the Training Coordinator link below to submit your inquiry.