

PURPOSE

To establish lead professional in-person and online certification exam requirements for applicants overseen by the certification program within the Lead Certification and Compliance Assurance Section (LCCA).

POLICY**Exam Participants**

Each applicant must meet certification requirements for certification exam discipline requested. All required documentation and payment must be submitted prior to taking the exam.

Exam Materials

Certification program will revise examination materials as necessary to incorporate lead-based paint statute changes, revisions, and to improve accessibility or readability.

Exam materials are considered confidential and are not to be distributed prior to the exam period.

Exam Dates and Location

The certification program maintains discretion for selecting exam dates and locations. Exams will be held Monday through Friday, unless extreme circumstances exist.

Exam Room Capacity

- Up to 50 individuals per onsite location dependent on location seating capacity.
- Up to 20 individuals per online exam.

Online Exam Requirements

- Tablets, iPads and cell phones are not permitted as test taking devices. In situations where an applicant's testing device (laptops, PCs, etc.) malfunctions, the certification team may authorize non permitted devices. In such cases all exam requirements still need to be met. Cell phones are permitted to call the proctor with questions during the exam.
- Applicants will be provided a tutorial video and a 5-6 question online assessment to confirm online testing capability. The

online assessment will utilize the same platform as the current online certification exam. Applicants may opt out of taking an online exam by cancelling or rescheduling for an in-person exam. Applicants unable to complete the tutorial video and online assessment must take an in-person exam.

- Applicants must have their webcam on for the duration of the exam and remain in view for proctoring. If the webcam turns off or the applicant is out of view, the exam may be stopped and the attempt may count toward the total number of exam attempts.
- Applicants will be muted for the duration of the exam.

Exam Registration Requirements

Applicants must:

- Pre-Register for the online and in-person exams.
- Submit a completed certification application, including detailed work experience and signature.
- Submit a copy of course training certificate(s).
- Submit or be willing to have their photograph taken for certification card. A new photo must be provided every 3 years at recertification.
- Picture must be full face, with no dark sunglasses and should be taken with a solid background.
- Submit payment.

Exam Denial

Applicants who do not meet application or certification requirements could be denied an exam and will be provided a denial letter as described in certification application policy.

Reciprocity Exam

Initial reciprocity exam for certification is a Michigan statute and rule specific exam. A reciprocity exam requires taking a Michigan specific proctored 10 question exam. Reciprocity may only be given once. Those seeking to recertify must also take the discipline specific exam.

Length of Exam

Below details time allotments for each lead professional exam.

Exam Discipline	Number of Questions	Time Allotted
Worker	60	2 hours
Supervisor	110	2 hours
Inspector	110	2 hours
Risk Assessor	110	2 hours
Inspector/Risk Assessor	150	2 hours
ELB Investigator	50	2 hours
Michigan Specific (Reciprocity) Exam	10	2 hours

Passing Score/Attempts

A passing score for exams is 70 percent. An applicant is allowed three attempts to pass the exam. All exam scores with decimals of .5 or higher will be rounded up to the next whole number.

Score Sheet

Each applicant must complete the score sheet with name, discipline, date, examination booklet code and trainer provider number. Certification analyst will supply the trainer number and verbal instructions for completing the score sheet prior to exam start.

Exam Attempts

Applicants are provided three attempts to receive a passing score on an exam. Additional exam attempts may require rescheduling for a different date.

Applicants taking the in-person exam who do not receive a passing score may be provided their scoring sheet and test booklet to review failed exam prior to retaking the exam.

Applicants taking the online exam who do not receive a passing score may be provided an opportunity to review incorrect responses immediately following the failed exam.

Failed Exam Review

All failed exam reviews are based on time availability and approval from the certification program. Applicants determined to be cheating will not be afforded the opportunity to review the failed exam attempt. After the third failed attempt the applicant must retake the initial training.

Proctoring

All exams will be proctored by State of Michigan staff or affiliates.

Payment

Forms of acceptable payment are check, money order, cash and online payment via credit card or e-check through the MiCARD Lead Professional Portal.

Late Arrival

30 minutes past exam start time is considered a late arrival. LCCA maintains discretion to allow a late applicant to test based on whether it disrupts other applicants or to extend past the allotted time required to take the exam. Online applicants are encouraged to log in 15 minutes prior to exam start to address any technical issues.

Exam Cancellation

For online or in-person exams, an applicant must contact the certification program to cancel their exam appointment within 3 business days of the exam start date. For example, an exam beginning on Friday must be cancelled by end of day Tuesday.

Exam No Show

An "exam no show" is an applicant who has scheduled an exam date but neither attends nor cancels. A no show applicant will be unable to attend an exam for 3 weeks but will be placed on a waitlist. Rescheduled exam date will be subject to availability as determined by the certification program. Applicants are responsible for contacting the certification program to reschedule their exam.

Reasonable Accommodations

Certification program requires 10 business days' notice in writing prior to exam start date for translator services and cannot guarantee availability of in-person translation services. Translation

devices provided by the certification program or previously approved devices provided by the applicant may be utilized.

Requests to have the exam read aloud to the applicant must be made one week prior to the exam and be subject to exam location availability. If request is made at exam site, applicant will be provided a reader pen and headphones based upon availability. Reader pen or other translation tools can be utilized by receiving a statement from the applicant that use is needed.

Exam Etiquette

All questions should be directed to the proctor. After completing the exam, the applicant will be requested to leave the testing area to prevent distractions to other applicants.

Applicants and visitors are expected to act reasonably. Any applicant with conduct that is unwarranted and is interpreted to be demeaning, offensive, disruptive or violent will be asked to leave. If escalation occurs, police assistance will be requested.

If an applicant is asked to leave for demeaning, offensive, disruptive or violent behavior, rescheduling the applicant will require employer representation at exam or attendance to an in-person exam in Lansing will be scheduled.

Exam Visitors

No unapproved personnel or visitors can enter the exam room once the exam is started. For online exams, applicants are encouraged to be in a room with no distractions.

Cheating

LCCA has zero-tolerance for cheating. If an applicant is seen by the proctor cheating (ex. talking to others, looking at other applicants' exam sheet, utilizing a phone/course materials or taking pictures of the exam booklet) the applicant will be asked to leave the exam.

Applicant(s) determined to be cheating will receive a failing grade for that exam. Applicant will be responsible for rescheduling the exam. If exam failure is the third attempt, applicant will be required to retake the initial training for discipline applied for.

CONTACT

For additional information concerning this policy, contact the MDHHS Lead Certification and Compliance Assurance Section at 517-335-9390 or by email LCCAinfo@michigan.gov.