

PURPOSE

Establish certification professional application processing requirements when submitted to the certification program within the Department of Health and Human Services, Division of Environmental Community Services, Lead Certification and Compliance Assurance Section.

DEFINITIONS**Active Certification**

A certification that is current and not lapsed or expired.

Complete Address

An address that states the full street number, street name, unit number, city, state and zip code, or a post office box number with city, state and zip code.

Complete Application

An application that has all required fields filled in (full name, address, contact information, SSN or SSN affidavit, complete start/end dates for experience where required, etc.), discipline selected and signed by applicant.

Denied Application

Rejection of an individual's application due to a missing or incomplete requirement.

Expired Certification

Applicant did not meet the requirements or did not apply for their third-year certification renewal on or before March 31. Lead abatement work cannot be conducted with an expired certification status.

Lapsed Certification

An applicant did not meet the requirements for annual certification renewal within their three-year certification period. Lead abatement work cannot be conducted with a lapsed certification status.

Reciprocity

Certify out of state residents who received lead abatement certification from EPA or an EPA authorized state that meets Michigan's training requirements.

Scholarship

Payment made by the department to cover training course and other potential waiver of fees as scholarship policy details.

Suspended/Revoked Certification

Enforcement has determined that the certified individual failed to follow requirements as outlined in the Lead Abatement Act and/or Lead Hazard Control rules. Lead abatement work cannot be conducted with a suspended or revoked certification status.

Training Certificate

Certificate issued by an accredited lead abatement training provider (through the EPA or an EPA authorized program) and required for applying and maintaining certification.

POLICY***Application Accessibility***

Applications will be made available on www.michigan.gov/mileadsafe, by mail upon request, and at certification exam sites.

Application Edits

Application alterations must follow departmental and division review processes.

Application Processing

Certification staff will process completed applications within 30 calendar days (for scholarship applications refer to scholarship application process). Applications missing documentation, illegible or missing information will delay or prevent processing.

Disciplines

Professional applications include [lead abatement worker](#), [supervisor](#), [inspector](#), [risk assessor](#), [project designer](#) and [EBL environmental investigator](#).

Certification Eligibility

Applicants must meet requirements outlined in the [Lead Abatement Act](#) and the [Lead Hazard Control Rules](#) for the discipline applied for prior to examination. Applicants must be age 18 at time of certification in compliance with the Michigan Youth Employment Standards Act MCL 409.103.

To apply for initial certification, an applicant must submit a completed initial professional application with detailed work experience, valid training certificate, payment for fees and pass the State exam.

To apply for annual renewal of a certification, applicant must submit a completed renewal application and payment by March 31. Applicants cannot perform lead abatement activities until certification is active. Every three-years, renewal applications must also include a valid refresher training certificate and applicants must pass the State exam.

Applicants whose certification has lapsed will be required to remit payment for missed certification fees, provided it falls within the applicants three year training certification timeframe.

If applicants fail to recertify within the three-year certification timeframe, they must retake the initial course in the discipline being sought, submit a completed initial application, fees and pass the State exam.

Initial Application Discounted Fees

Initial applications for certification are required to pay certification fees as annotated in the chart below. Fees will be charged in accordance with the month the exam was taken as illustrated.

Exam Date	Worker	Supervisor	Inspector	Risk Assessor	Inspector/Risk Assessor	EBL Investigator	Project Designer
Apr – Jun	\$125	\$150	\$250	\$250	\$475	No fees	\$175
Jul – Sept	\$120	\$140	\$215	\$215	\$400	No fees	\$140
Oct – Dec	\$115	\$125	\$175	\$175	\$325	No fees	\$100
Jan – Mar	\$110	\$115	\$140	\$140	\$250	No fees	\$65

Renewal Dates

All yearly licenses and three-year training certifications are eligible for renewal six months prior to the renewal due date. For example, renewals due by March 31, 2026, can begin certification renewal on October 1, 2025 to allow additional time to complete training if applicable. Individuals who take trainings before the October 1 date may take the renewal exam starting October 1 provided their course completion certificate is valid.

Individuals who take the exam to renew before October 1 will have their three-year renewal date determined by the year they took their exam. For example, if an individual renews and takes the exam on September 25, 2025, their next annual renewal will be due March 31, 2027 (as they are currently paid through 2026), and their three-year renewal would be March 31, 2028. If they had taken the exam in October, their three-year renew date would have been March 31, 2029.

Training Certificates

Training certificates are valid for 6 months from the course completion date (Mich Admin Code, R 325.99202(5)(f)). Initial applicants must take an initial course and complete the exam within 6 months. If initial applicants do not complete the exam within 6 months, they must retake the initial course. Those seeking recertification may take either a refresher or initial course to maintain certification. If an individual's license is expired, they must take an initial course in the appropriate discipline to become recertified.

Applicants aligning certification dates for multiple disciplines must have valid training certificates, payment and successful exam completion for each discipline. Exam completion for each discipline must be in the same certification year to align certification dates.

Professionals seeking additional disciplines to an active certification, require a valid course certificate, exam, initial application for discipline added and payment. The applicant can choose to align the new expiration date with current training expiration cycle or have a new training certification renewal date issued. For example, a lead supervisor certified in 2023 with a certification training expiration in 2026 is adding lead inspector certification in 2024. The applicant can continue the new discipline on the 2026 training certification expiration cycle or have the lead supervisor training certification expire in 2026 and the inspector training certification expire in 2027.

Social Security Number

Applicant must submit a full Social Security Number to become certified as required by State and Federal laws. Applicants who leave a Social Security Number off their applications must reach out to LCCA to provide the complete Social Security Number. Applicants without a Social Security Number are required to provide a notarized affidavit stating a Social Security Number was not issued to the applicant. LCCA will not collect an Individual Taxpayer Identification Number (ITIN) in place of the Social Security Number.

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](#). Staff may not process any online payments or accept credit card or banking information from an applicant.

All payments sent by mail must be mailed (in the form of check or money order) to MDHHS – Cashier Unit, 235 S Grand Ave, Ste 801 Lansing, MI 48933.

Reciprocity

Out of state applicants can become certified in Michigan. Applicant must submit a lead professional application packet, meet Michigan experience requirements, submit copy of current training course

certificate, payment and complete the Michigan reciprocity exam. The applicant's training course certificate must meet training requirements outlined in Act 333.5468 and Rules 325.99301 – 325.99304.

Reciprocity may only be awarded once to each individual. Once awarded, individuals must take refresher course(s) for their 3-year certification renewal and pass the full Michigan examination for the appropriate discipline applied for.

Certification Issued

A certification card will be provided to approved applicants and have annotated certified professional's name, professional certification number (P#), certified discipline(s), dates for annual renewal and 3-year certification expiration.

Application Denied

Applications denied for failure to comply with requirements set forth in the Lead Abatement Act, Lead Hazard Control Rules or this policy will be issued a denial letter. The denial letter will include the reasoning for denial, details to meet certification requirements and due process options.

Applicants that fail to apply for recertification, as required in the Act, will have their license status updated to lapsed. No denial letter is required.

Suspensions/Revocations

Certification license suspensions and revocations are a function completed by the enforcement team. The enforcement team will provide the certification team with notification of suspension or revocation. Suspension or revocation must be upheld and non-contested prior to certification annotating a new license status in MiCARD of suspended or revoked.

LEGAL / REFERENCES

- Lead Abatement Act, 1978 PA, as amended.
- MCL 333.5451 et seq.
- Mich Admin Code, R 325.99101 – R 325.99409.

CONTACT

For more information concerning this policy, contact the MDHHS Lead Certification and Compliance Assurance Section at 517-335-9390.