

NOTIFICATION OF TRAINING CLASSES



DELAWARE HEALTH AND SOCIAL SERVICES
 Division of Public Health
 Healthy Homes and Lead Poisoning Prevention

YOU MUST SUBMIT A SEPARATE FORM FOR EACH COURSE

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|---|--|------------------------------|--|
| NOTIFICATION TYPE: | | DATE OF NOTIFICATION: | |
| (Enter an X in the appropriate box) | | (MM/DD/YY) | |
| ORIGINAL/NEW CLASS | | | |
| CANCELLED CLASS | | | |
| UPDATED CLASS DATES | | | |
| LOCATION CHANGE | | | |
| CERTIFIED TRAINING PROVIDER | | | |
| NAME: | | | |
| ADDRESS: | | | |
| TELEPHONE NUMBER: | | | |
| CERTIFICATION NUMBER: | | | |
| TRAINING MANAGER'S NAME: | | | |
| TRAINING MANAGER'S SIGNATURE: | | | |
| PRINCIPAL INSTRUCTOR'S NAME: | | | |
| COURSE NAME/DISCIPLINE: | | | |
| COURSE TYPE (INITIAL/REFRESHER): | | | |
| COURSE LANGUAGE: | | | |
| COURSE DATES: | | | |
| COURSE TIMES: | | | |
| TRAINING LOCATION | | | |
| ADDRESS: | | | |
| TELEPHONE NUMBER: | | | |

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| Requirements for Submission of Course Notifications | | | | | | | | | | | |
| <p>The training manager must notify the Healthy Homes and Lead Poisoning Prevention Program, Delaware Division of Public Health, of all Renovator and Dust Wipe Technician courses offered.</p> | | | | | | | | | | | |
| <p>We must receive the original notification at least seven (7) business days prior to the start date of any courses.</p> | | | | | | | | | | | |
| <p>The training manager must submit an updated notification when courses will begin on a date other than the start date specified in the original notification, as follows:</p> | | | | | | | | | | | |
| <ul style="list-style-type: none"> o For courses beginning prior to the original start date, <u>at least seven (7) business days before the new start date.</u> o For courses beginning after the original start date, <u>at least two (2) business days before the start date.</u> o The training manager must submit <i>any change in location</i> of courses <u>at least seven (7) business days prior to the start date.</u> o The training manager must submit any <i>course cancellations, or any other change</i> <u>at least two (2) business days prior to the start date.</u> | | | | | | | | | | | |
| <p>Notification must be submitted in writing or electronically. All written notifications must be delivered by U.S. Postal Service, fax, commercial delivery service, or hand delivery (persons submitting notification by U.S. Postal Service are reminded that they should allow three (3) additional business days for delivery in order to ensure that the Secretary receives the notification by the required date).</p> | | | | | | | | | | | |
| <p>Courses must not begin on a date, or at a location other than that specified in the original notification unless an updated notification is submitted, in which case the course must begin on the new start date and/or location specified in the updated notification.</p> | | | | | | | | | | | |