

# Requirements for Becoming a Risk Assessor

## Kansas Department of Health and Environment Lead Hazard Prevention Program

As Pursuant to Kansas Administrative Regulations effective September 13, 1999.

### What is a Risk Assessor?

A risk assessor is a certified individual who conducts on-site investigations to determine the existence, nature, severity, and location of lead-based paint hazards in a residential dwelling or child-occupied facility and the provision of a written report explaining the results of the investigation and options for reducing lead-based paint hazards.

### How do I apply to become a Risk Assessor?

Within one year of successfully completing a KDHE or EPA accredited lead inspector and risk assessor training program, submit a completed *Lead Occupation Initial/Renewal* form, along with a copy of your KDHE or EPA accredited lead inspector and risk assessor training course diplomas, and any required refresher completion diplomas for the risk assessor occupation. You must also include evidence documenting your training, education and experience that would fulfill the requirements of a risk assessor, and a debit/credit card or check/money order payment made payable to KDHE for the nonrefundable \$300 fee.

### Where can I get a *Lead Occupation Initial / Renewal* form?

Please contact us by one of the following methods:

Telephone: 1-866-865-3233

Fax: 785-559-4246

Email: [kdhe.lead@ks.gov](mailto:kdhe.lead@ks.gov)

You can also visit our website at [www.kshealthyhomes.org](http://www.kshealthyhomes.org)

### How much are the fees to become a risk assessor? \*

Initial fee.....	\$300
Recertification fee.....	\$150
Certification by Reciprocity fee.....	\$300
Third Party examination fee (required).....	\$50

**\*all fees are nonrefundable**

### What qualifications are required to become a risk assessor?

#### Education and Experience qualifications-(must meet at least one of the following)

- A Bachelor's degree and at least one year of experience in a related field, including housing repair and inspection, and lead, asbestos, and environmental remediation work
- An Associate's degree and two years of experience in a related field, including housing repair and inspection, and lead, asbestos, and environmental remediation work
- Certification as an industrial hygienist, professional engineer, or registered architect, or certification in a related engineering, health, or environmental field, including a safety professional and environmental scientist
- A high school diploma or certificate of high school equivalency (GED) and three years of experience in a field, including housing repair and inspection, and lead, asbestos, and environmental remediation work.

#### Training qualifications-

Each applicant for a certificate as a risk assessor shall complete a KDHE or EPA accredited risk assessor training course and a lead inspector training course, pass both course examinations and the third-party examination, each with a score of 80% or higher.

### What are approved documents recognized by KDHE as evidence of meeting the work experience, and training requirements?

**Evidence of education** - Official academic transcripts or diplomas

**Evidence of work experience** - Resumes, letters of reference, or documentation of work experience, which at a minimum shall include specific dates of employment, each employer's name, address, and telephone number, and specific job duties.

**Evidence of training** - Course completion diplomas issued by the KDHE or EPA accredited training provider.

### **What is the third-party exam?**

The third-party exam is a state exam to test your knowledge and ability to perform the duties of a risk assessor. You must complete a KDHE or EPA accredited lead inspector training course to take the third-party exam. A score of at least 80% is required to successfully pass the exam. Each applicant is given 180 days following the notice of an approved application to complete the exam. The third-party exam is an online exam in which you can take wherever you feel comfortable. An applicant is given three chances to pass the third-party exam within the 180-day period. A \$50 examination payment is required each time the applicant takes the exam.

### **What if I don't pass the Third-Party exam?**

If the applicant fails to obtain a passing score within the 180-day period, they can take the third-party exam a maximum of three times within 180 calendar days of the notice of an approved application. They will be required to re-submit the \$50 examination payment prior to each attempt. If the applicant fails to obtain a passing score within the 180-day period, the application may result in KDHE's denial of the individual's application for a certificate. The individual may reapply to KDHE, but only after retaking a KDHE or EPA accredited risk assessor training course.

### **How do I apply for recertification?**

The certified individual applying for renewal shall complete the eight-hour KDHE or EPA accredited refresher course for risk assessors and submit a completed application for renewal of certificate to KDHE at least 60 days before the certificate's expiration date as indicated on the certificate. A completed application includes the required supporting documentation and a nonrefundable recertification fee of \$150 which can be paid by debit/credit card or check/money order made payable to KDHE.

### **I am certified/licensed in another state; can I apply for certification by reciprocity?**

Yes, if the state you are certified/licensed in has a reciprocity agreement with KDHE. Check with your state agency or contact KDHE for updated state reciprocity agreements. You must follow all the procedures outlined for an individual applying for certification as a risk assessor. (See the section "How do I apply to become a Risk Assessor?" above) Include a copy of the EPA approved state licensure/ certification certificate(s) for a risk assessor occupation in other states, proper documentation of meeting experience requirements, and debit/credit card or check/money order payment for the nonrefundable application fee of \$300.

### **How will I know if I was approved or denied certification?**

The applicant shall be informed by KDHE in writing that the application is approved, incomplete, or denied. An incomplete application notice will be accompanied by a list of necessary items and/or required information to complete the application. The applicant will have 30 days to correct omissions or the application will be denied. An approved application notice will indicate the date your 180-day period begins to pass the third-party exam. When an application for certification is denied, the written notice of denial to the applicant shall specify the reasons for the denial. If an applicant is wrongfully denied by a determination to deny certification, the applicant may appeal KDHE's denial to the administrative hearing commission as provided by the Kansas administrative procedure act.

### **What happens after I pass the third-party exam?**

After the applicant passes the third-party examination, they will need to contact KDHE to advise them that they have successfully completed the exam. Once notified, a two-year KDHE risk assessor certificate and an approval letter will be mailed to the applicant.

### **What would cause my application to be denied?**

Certification may be denied by KDHE for any of the following reasons:

- Failure to meet minimum education or experience requirements
- Not having correct type or amount of training
- Providing false or misleading statements in the application
- Failure to achieve a passing score on the third-party exam after three attempts
- Failure to submit a complete application

### **Contact Information:**

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