

# Requirements for Becoming a Project Designer

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

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

### What is a Project Designer?

A project designer is a certified individual who after reviewing inspections and all possible methods of abatement, designs a plan to permanently eliminate lead-based paint hazards in a residential dwelling or child-occupied facility. The project designer designs the blueprint for the project and oversees all abatement activities.

### How do I apply to become a Project Designer?

Within one year of successfully completing a KDHE or EPA accredited training course, submit a completed *Lead Occupation Initial/Renewal* form, along with a copy of your KDHE or EPA accredited project designer training course diploma, and any required refresher completion diplomas for the project designer occupation. You must also include all evidence documenting your education and experience that would fulfill the requirements of a project designer, and a debit/credit card or check/money order payment made payable to KDHE for the nonrefundable \$150 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 project designer? \*

Initial fee.....	\$150
Recertification fee.....	\$75
Certification by Reciprocity fee.....	\$150

**\*all fees are nonrefundable**

### What qualifications are required to become a project designer?

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

- A bachelor's degree in engineering, architecture, or a related profession, and one year of experience in building construction and one year of experience as a certified lead professional
- One year of experience as a certified lead hazard risk assessor, certified by the secretary, EPA, or an EPA-approved state, and at least two years of experience in building construction and design
- At least four years of experience as a lead abatement supervisor and four years of experience in building construction and design.

#### Training qualifications-

Each applicant for a certificate as a project designer shall complete a KDHE or EPA accredited project designer and a KDHE or EPA accredited lead abatement supervisor training course and pass both course examinations, each with a score of 80% or more.

### What are approved documents recognized by KDHE as evidence of meeting the education, 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. A copy of the project designer certificate or identification badge as evidence of having been a certified project designer.

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

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

The certified individual applying for renewal shall complete the four-hour KDHE or EPA accredited refresher course for project designers. 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 the nonrefundable recertification fee of \$75 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. When applying, you must follow all the procedures outlined for an individual applying for certification as a project designer. (See "How do I apply to become a Project Designer?" above.) Include a copy of the EPA approved state licensure/ certification certificate(s) for a project designer occupation in other states, proper documentation of meeting education and or experience requirements, and a debit/credit card or check/money order payment for the nonrefundable application fee of \$150.

### **Does a Project Designer have to pass a third-party exam before receiving certification?**

There is no third-party exam for project designers. Successful completion of a KDHE or EPA accredited training program is sufficient for certification of a project designer.

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

The applicant shall be informed by KDHE in writing if the application is approved, incomplete, or denied. An incomplete application notice will be accompanied by a list of necessary items and/or information required to complete the application. The applicant will have 30 days to correct omissions or the application will be denied. 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 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 submit a complete application

### **Contact Information:**

Telephone: 1-866-865-3233

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

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