



Welcome to the Department of Labor Standards' instructions for using the Lead and Asbestos Application (LAA) for Pre-Course Notifications and Course Conclusions.

This document is a guide to using the LAA system for Course Notifications, Updates, Cancellations, and Course Conclusions for Training Providers.

COURSE NOTIFICATIONS

1. Log in with your existing LAA Business Account Credentials:

If you do not have a log in, then you will need to go to <https://laa.dls.eol.mass.gov/LAA> and create a **"PUBLIC BUSINESS ACCOUNT"**.

A screenshot of a web browser showing the login page for the Department of Labor Standards' Asbestos Removal/Deleading License Management system. The browser's address bar shows the URL "https://dlsua-laa-wap1.cs.govt.state.ma.us/LAA". The page has a blue header with the state seal and the text "Department of Labor Standards" and "Asbestos Removal/Deleading License Management". Below the header is a yellow bar with the text "Welcome to the LAA UAT System." and a "Hide Announcements" link. The main content area is white and contains a "Sign in" form. The form has fields for "Username:" (with the example "jsoer@example.com") and "Password:". There is a "Show Password" checkbox and a blue "Login" button. At the bottom of the form are links for "Forgot Password?", "Emergency Waiver", and "Create Account". In the bottom right corner of the page, there is a language selector showing "English".

- After you log in, you will see a screen with several drop-down menus. As a training provider, select “TRAINING PROVIDERS” from the drop down menu, then select “SUBMIT NOTIFICATION”:



- Fill out the course notification form as done previously. All fields with a red asterisk are required. Notifications cannot be submitted less than 10 days before a training session.
- If you are a training provider who performs both asbestos and lead training courses, you must select the type of course you are providing (Asbestos or Lead) and the course name (i.e., Asbestos Worker Initial).
- Note, all course options will appear in the dropdown. This does not mean you are approved to provide all types of training.
ONLY CONDUCT AND SUBMIT NOTIFICATIONS FOR COURSES YOU ARE APPROVED TO PROVIDE.

A screenshot of the 'Training Course Notification Form' for Asbestos & Lead Training Providers. The form is titled 'Training Course Notification Form BY ASBESTOS & LEAD TRAINING PROVIDERS' and includes a note about the form being submitted no less than 10 days prior to the beginning of the course. The form is divided into two main sections: 'Training Provider Information' and 'Training Course Information'. The 'Training Provider Information' section includes fields for 'Provider Name' (SHALOM ENVIRONMENTAL SERVICES), 'Contact' (Jose Vazquez), 'Phone' (9786083377), 'FAX' (999-999-9999), and 'Email Address' (chao.lin@mass.gov). The 'Training Course Information' section includes a 'Type of Training' dropdown (Asbestos), a 'Course Name' dropdown (Worker Initial), and a 'Training Method' dropdown (In-Person). Below these are fields for 'Training Street Address' (Street address), 'City' (City), 'Building' (Building #), 'Training Start Date' (01/19/2024), 'Training End Date' (01/19/2024), and 'Training Class Time' (08:00 AM). A 'Submit' button is located at the bottom left of the form. The URL in the browser address bar is 'https://disua-laa-wap1.cs.gov.state.ma.us/LAA/Training/TrainingClassNotificationForm'.

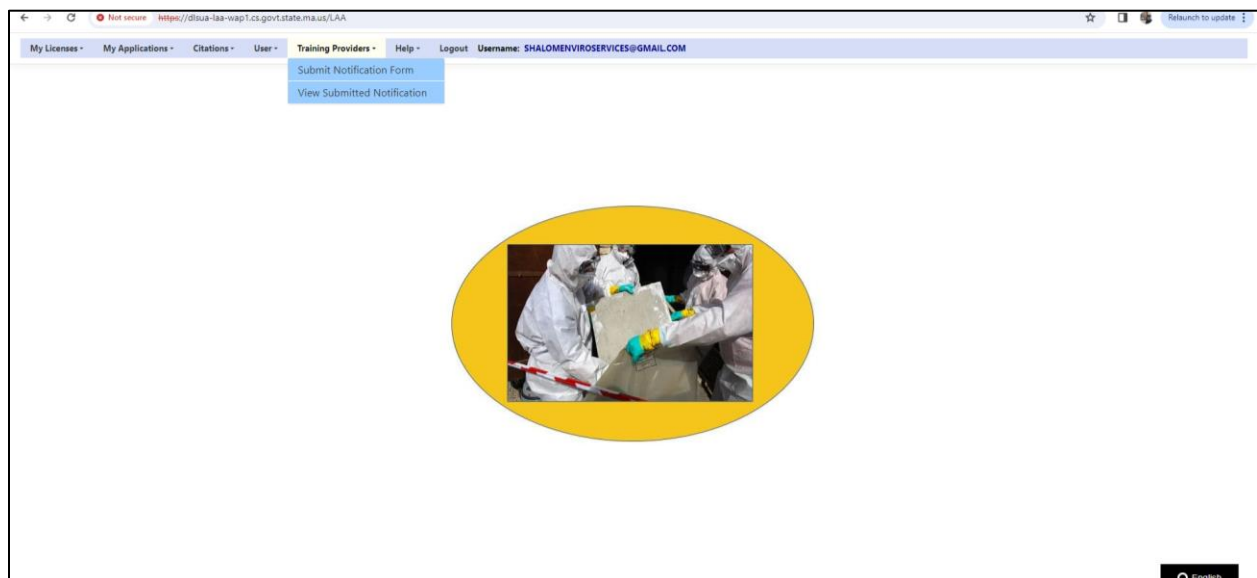
- When done, click “Submit”

1. To view all your course notifications in the LAA system, select the “TRAINING PROVIDERS” tab then select “VIEW SUBMITTED NOTIFICATIONS”



UPDATING COURSE NOTIFICATIONS

1. Log in with your existing LAA Business Account Credentials
2. Click on “TRAINING PROVIDERS” Tab



3. Click “VIEW SUBMITTED NOTIFICATIONS”
4. Find the course you want to update, select the Blue Radio button next to the course name that reads, “UPDATE” (See screenshot below)

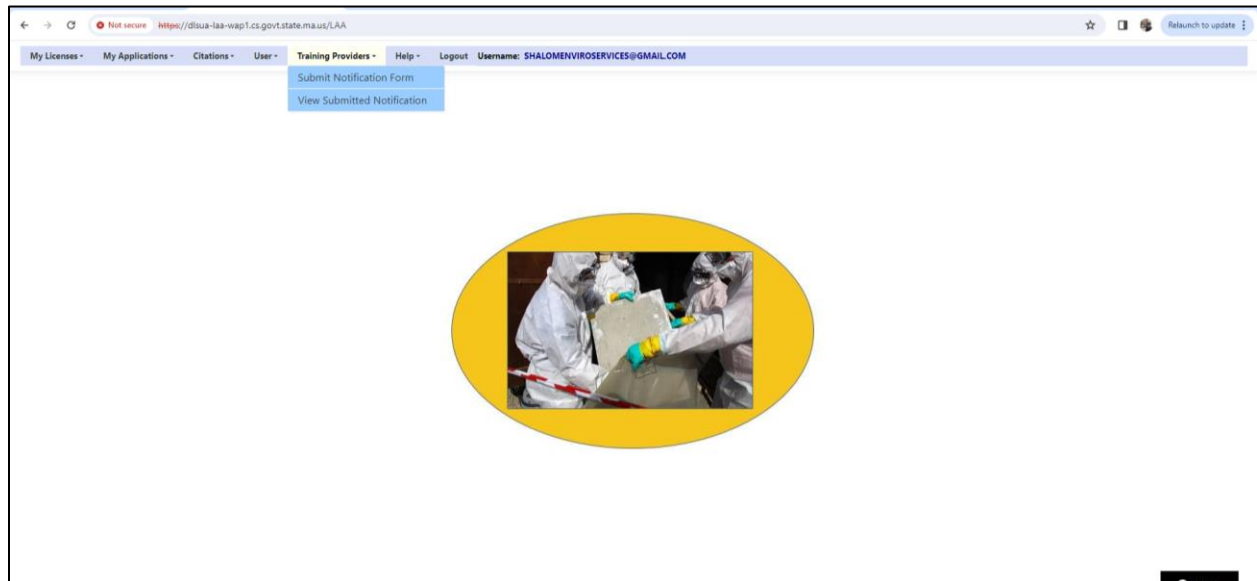
Submitted Training Courses						
Submit New training Course						
Course Name	Training Address	City	Start Date	End Date	Method	
Management Planner Refresher	123 5th Ave	Boston	12/31/2023	1/1/2024	Mixed	Refresh
Associated Project Worker	1678 Master Dr	Quincy	12/31/2023	12/31/2023	In-Person	Refresh
Worker Initial	23 Oak Ave	Foxborough	12/31/2023	12/31/2023	In-Person	Update Cancel Conclude
Management Planner Initial	19 Staniford St	Boston	12/31/2023	12/31/2023	Virtual	Update Cancel Conclude
Management Planner Refresher	1678 Master Dr	Boston	12/31/2023	12/31/2023	Mixed	Update Cancel Conclude
Project Designer Initial	29 Great Road	Boston	12/31/2023	12/31/2023	Mixed	Update Cancel Conclude
Worker Refresher	321 K Street	Arlington	12/31/2023	12/31/2023	In-Person	Update Cancel Conclude
Associated Project Worker	CHAO TEST	TEST	12/31/2023	12/31/2023	In-Person	Refresh

5. Make updates and click “Save”:

<div> ← → Not secure https://disua-laa-wap1.cs.govt.state.ma.us/LAA/Training/UpdateTrainingClass/28 ★ 🔍 Relaunch to update </div>	
<h2>Update Training Class</h2> <ul style="list-style-type: none"> After the notification form submitted to DLS, you may update the training date(s) Start date can NOT be updated EARLIER than the date in the original submitted form 	
Course Name	Worker Initial
Training Address	23 Oak Ave
City	Foxborough
Building	
Training Start Date	12/31/2023
Training End Date	12/31/2023
Time	08:00 AM
Training Method	In-Person
<div>Save</div>	

COURSE CANCELLATION

1. Log in with your existing LAA Business Account Credentials
2. Click on “TRAINING PROVIDERS” Tab



3. Click “VIEW SUBMITTED NOTIFICATIONS”
4. Find the course you want to cancel, select the Blue Radio button next to the course name that reads, “Cancel” (See screenshot below)

The screenshot shows the 'Submitted Training Courses' page. The table lists the following courses:

Course Name	Training Address	City	Start Date	End Date	Method	
Management Planner Refresher	123 5th Ave	Boston	12/31/2023	1/1/2024	Mixed	Update
Associated Project Worker	1678 Master Dr	Quincy	12/31/2023	12/31/2023	In-Person	Update
Worker Initial	23 Oak Ave	Foxborough	12/31/2023	12/31/2023	In-Person	Update Cancel Conclude
Management Planner Initial	19 Staniford St	Boston	12/31/2023	12/31/2023	Virtual	Update Cancel Conclude
Management Planner Refresher	1678 Master Dr	Boston	12/31/2023	12/31/2023	Mixed	Update Cancel Conclude
Project Designer Initial	29 Great Road	Boston	12/31/2023	12/31/2023	Mixed	Update Cancel Conclude
Worker Refresher	321 K Street	Arlington	12/31/2023	12/31/2023	In-Person	Update Cancel Conclude
Associated Project Worker	CHAO TEST	TEST	12/31/2023	12/31/2023	In-	Update

5. Enter reason for cancellation (required) and click, “Submit”
6. Once cancelled the class will disappear from your list of training courses. You will not be able to undo a cancellation. You will have to resubmit all the information.

Getting Started | Lead Reg | Outlook | <https://dsua-laa-wap1.cs.govt.state.ma.us/LAA/Training/CancelTrainingClass39>

My Licenses • My Applications • Citations • User • Training Providers • Help • Logout Username:

Cancel Training Class

Must provide reasons for cancelling the submitted Course

Course Name: Worker Initial Training Address: 1 Main St City: Andover

Training Start Date: 01/06/2024 Training End Date: 01/06/2024 Time: 08:00:00

Cancel Reason

[Submit](#)

[Back to submitted training classes](#)

Privacy Policy | Activate Windows: Go to Settings to activate Windows | [English](#)

COURSE CONCLUSION:

1. Repeat Steps 1 through 3 from “UPDATING COURSE NOTIFICATIONS”
2. Select blue radio button which reads: “CONCLUDE”
3. Note: for course conclusions, the student’s name, address, test score, and certificate number must be entered, and the training certificate uploaded.

← → ↻ Not secure <https://dsua-laa-wap1.cs.govt.state.ma.us/LAA/Training/TrainingClassConclusionForm30> ☆ ⓘ Relaunch to update

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Training Course Conclusion Form

BY ASBESTOS & LEAD TRAINING PROVIDERS

(In accordance with the provisions of M.G.L. c. 149, § 6-6F and 454 CMR 28.00, and M.G.L. c. 111, § 189A-199B and 454 CMR 22.07(5)(g))

Training Course and Student Information

Training Course Name: Management Planner Refresher Training Method: Mixed

Training Start Date: 12/31/2023 Training End Date: 12/31/2023

Student Information - all fields are required *

First Name	Last Name	Address	Exam Score	Certificate Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Choose File No file chosen
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Choose File No file chosen

[Add More Student](#) [Submit](#)

[English](#)

4. When done, click “Submit”