



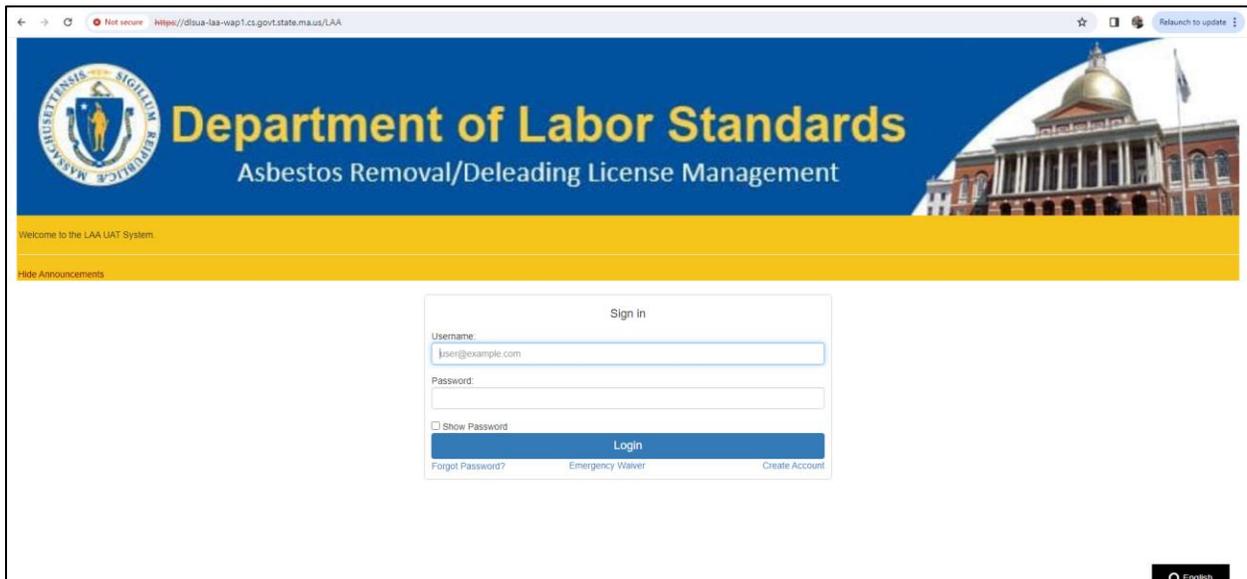
Welcome to the Department of Labor Standards' instructions for using the Lead and Asbestos Application (LAA) for Pre-Course Notifications and Course Conclusions.

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

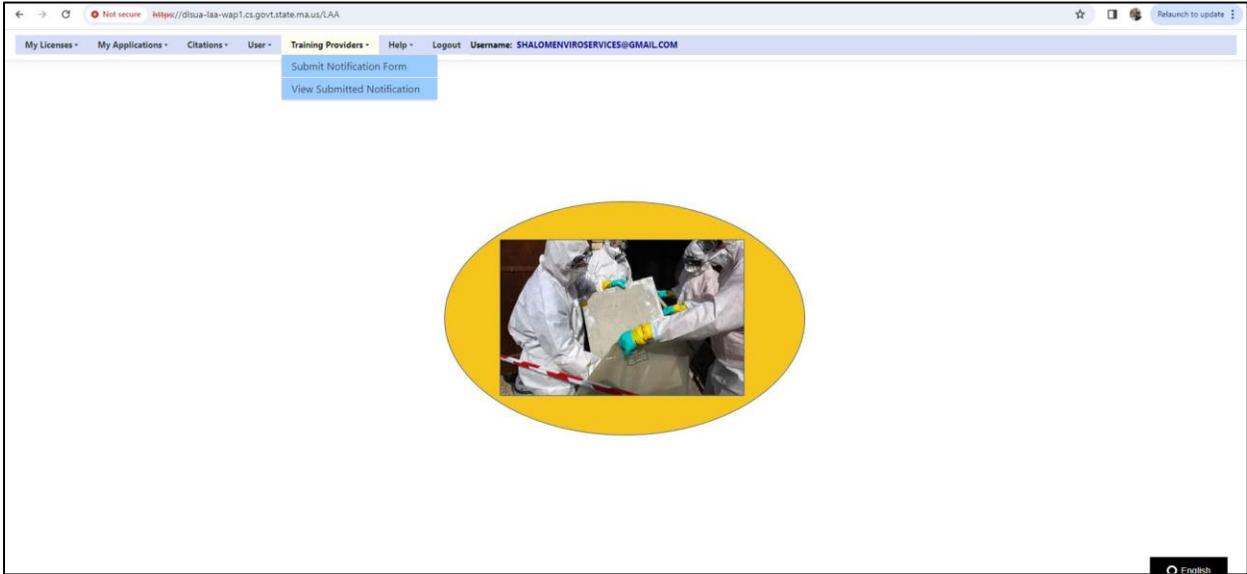
COURSE NOTIFICATIONS

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".



- 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.

Training Course Notification 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 Provider Information
 This form must be submitted no less than 10 days prior to the beginning of the course. Please complete all sections before submitting.

Provider Name: SHALOM ENVIRONMENTAL SERVICES

Contact: Jose Vazquez Phone: 9786083377 FAX: 999-999-9999 Email Address: chao.lin@mass.gov

Training Course Information

Type of Training: * Asbestos Course Name: * Worker Initial Training Method: * In-Person

Training Street Address: * Street address City: * City Building: Building #

Training Start Date: * 01/19/2024 Training End Date: * 01/19/2024 Training Class Time: * 08:00 AM

Submit

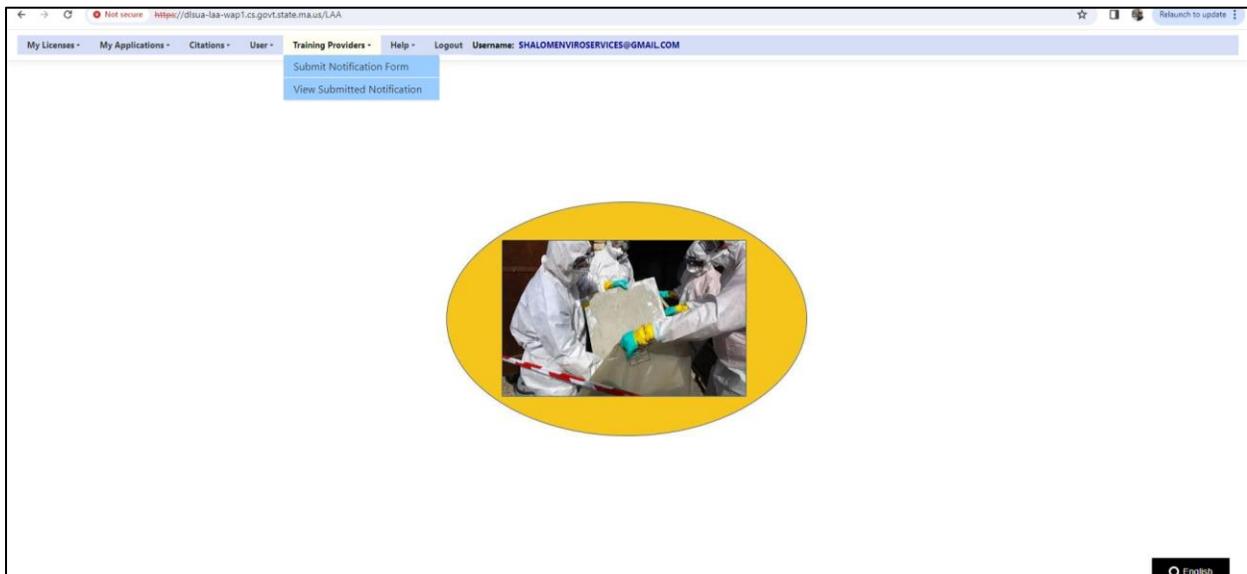
- When done, click "Submit"

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

English

5. Make updates and click "Save":

Update Training Class

- 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

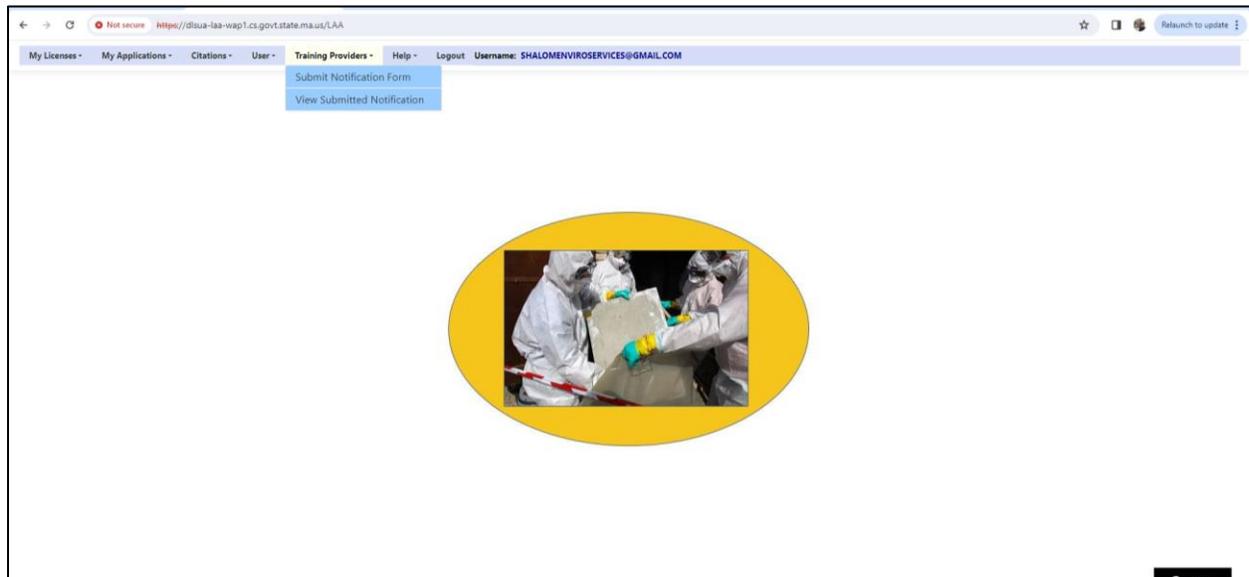
Training Method
In-Person

[Save](#)

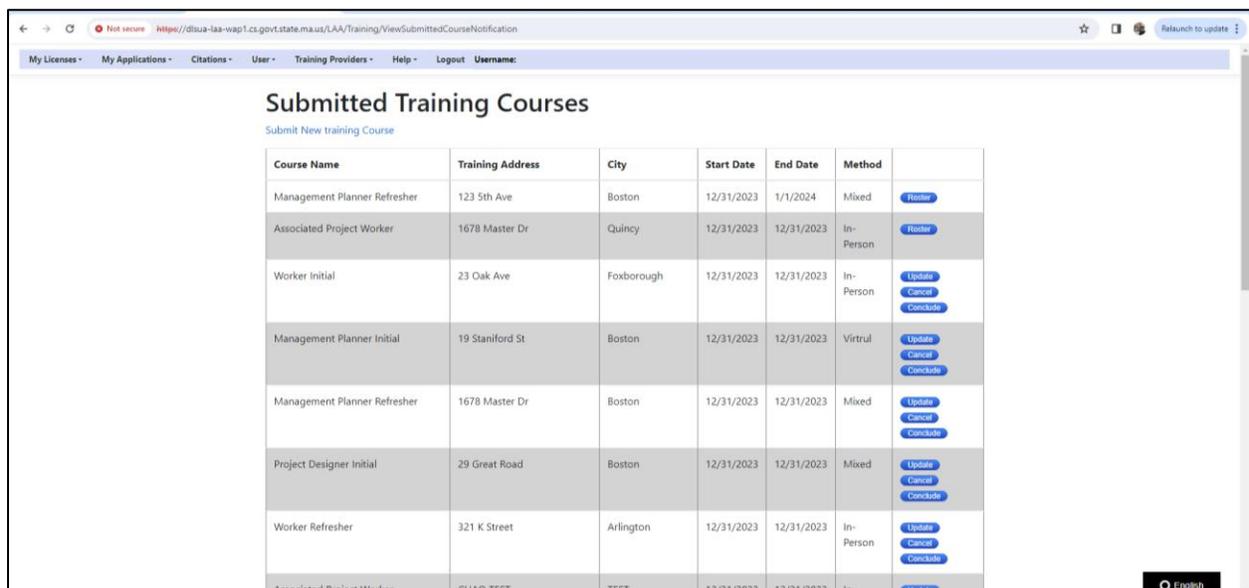
English

COURSE CANCELLATION

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

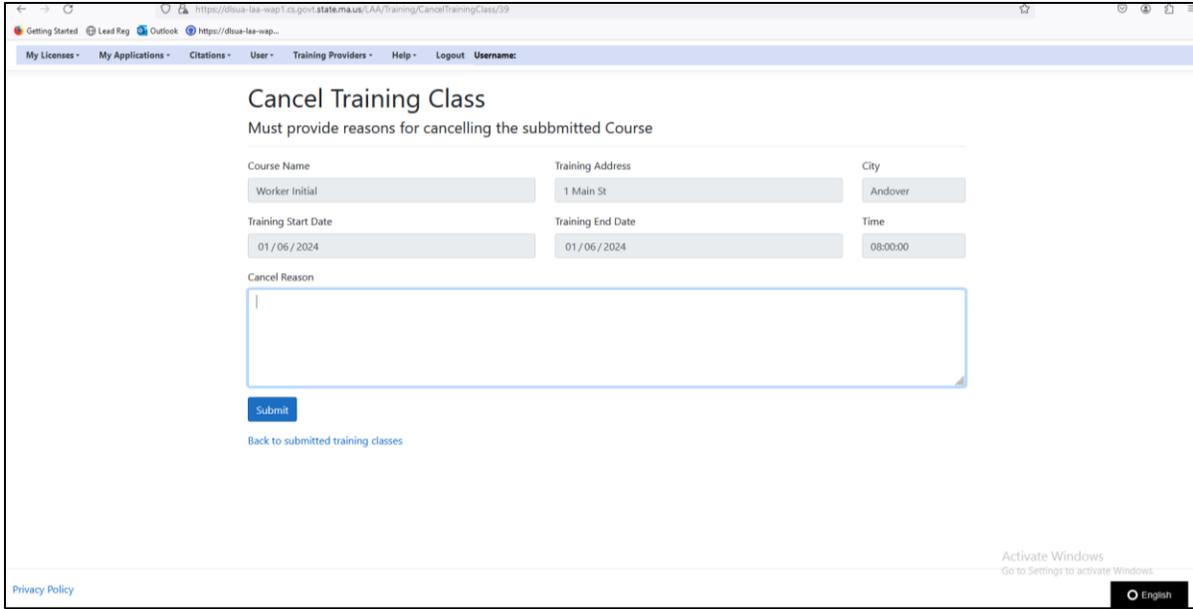


3. Click “VIEW SUBMITTED NOTIFICATIONS”
4. Find the course you want to cancel, select the Blue Radio button next to the course name that reads, “Cancel” (See screenshot below)



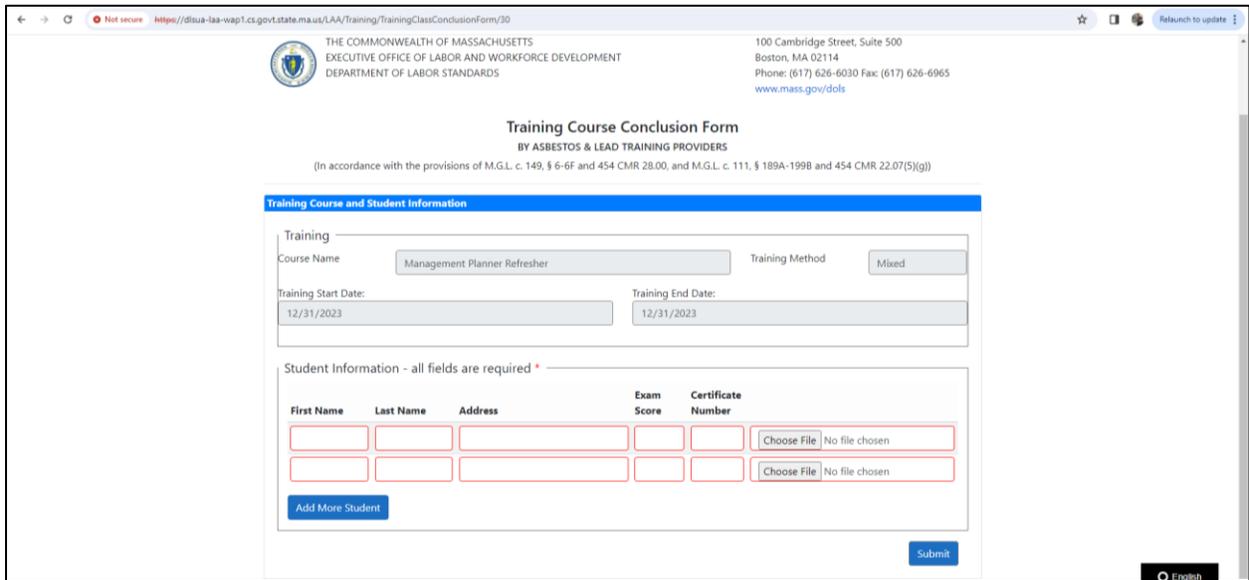
Course Name	Training Address	City	Start Date	End Date	Method	
Management Planner Refresher	123 5th Ave	Boston	12/31/2023	1/1/2024	Mixed	Radio
Associated Project Worker	1678 Master Dr	Quincy	12/31/2023	12/31/2023	In-Person	Radio
Worker Initial	23 Oak Ave	Foxborough	12/31/2023	12/31/2023	In-Person	Update 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.



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.



4. When done, click “Submit”