

Dear Asbestos and Lead Training Providers:

The Massachusetts Department of Labor Standards (DLS) has worked to streamline the Training Provider notification procedures required by the DLS Asbestos regulations at M.G.L. c. 149, s. 6-6F, [453 CMR 6.00](#) and the DLS Deleading and Lead-safe Renovation Regulations at M.G.L. c. 111, s. 197, [454 CMR 22.00](#). Effective immediately, DLS will only accept notifications of training courses and course completion information via an online notification system, which will be a more efficient notification process for our regulated public. The electronic notification forms are located in the bottom right of DLS's home page in the "Online Services" section at www.mass.gov/dols, and again in the "Quick Links" section of our Lead and Asbestos Program pages. Users must fill in all required (red starred) fields completely.

Course Notification Form

1. Click on the drop down arrow to open the drop down list, select your company name from the drop down list..
2. Enter your 4 digit security code issued by DLS.
3. Enter the contact person for your company, phone and email address.
4. Select the type of course being offered (Asbestos or Lead).
5. Click on the Type of Training drop down arrow to select the type of course being offered, select the proper course.
6. Enter the Training Street Address, City, Building (if applicable), start and end date, and starting time of training.
7. To enter other courses of the same TYPE (Asbestos or Lead), move to the next line and fill in the appropriate information. This form will only allow you to enter either Asbestos or Lead training courses, not both. A new notification form will have to be opened to enter a different type of training.
8. If the form won't submit, scroll up and look for any fields highlighted with a red message, enter the proper information and click on the submit button again.

Course Completion Form

1. Click on the drop down arrow to open the drop down list, select your company name from the drop down list..
2. Enter your 4 digit security code issued by DLS.
3. Enter the contact person for your company, phone and email address.
4. If the training location is not at the location of the main office, check the box and enter the address of the alternate training location.
5. Select the type of course being offered (Asbestos or Lead).
6. Click on the Type of Training drop down arrow to select the type of course being offered, select the proper course.
7. Enter the start and end dates of the training course completed.
8. Enter Student information, name, student address, certificate number, exam score.
9. Required for Lead courses ONLY, click on "Browse" under the "Attach File" to locate and attach your digital image of the person or a scanned copy of the training certificate that includes the person's image (not required for Asbestos training courses).
10. When finished, click "Submit". If the form won't submit, scroll up and look for any fields highlighted with a red message, enter the proper information and click on the submit button again.

You will receive a confirmation of your submission immediately after clicking on the "Submit" button, and also via the email address you provided on the form. If you have any questions, please contact DLS at 617-626-6960.