

Division of Safety and Health
Safety Training Program
Harriman State Office Campus
Building 12, Room 154
Albany, NY 12240

New York State Department of Labor Mold Training Course Guidance

This guidance details what must be submitted when developing or revising New York State Department of Labor mold training course outlines/agendas.

The following information should be clearly labeled on all course outline/agendas:

- Training provider name
- Course/Discipline
- Creation or revision date

General Recommendations

Please make sure course outlines/agendas are free of typographical errors. Uniform capitalization, font, alignment, abbreviation and punctuation should be used throughout. Course outlines/agendas should be arranged logically. If an application is made for more than one training course, please separate out the course outlines, materials, and exams by course type.

Time Designations

Providers are encouraged to use designated time slots/allotments (e.g., 1 hour) for topics as opposed to specific clock times (e.g., 8:00 A.M.). This is desirable since course start/stop times may vary. The actual course start/stop times need to be provided on the *New York State Department of Labor Mold Training Course Notification Form*, SH 123 to the Commissioner when notifying for a specific course.

Lunch/Breaks

Students should be provided with a 1-hour meal break in the middle of the training day. One 15- minute break should occur in the middle of the first 4-hour session and one 15-minute break should occur in the middle of the second 4-hour session of each training day. Students attending a single 4-hour training session should be given one 15-minute break in the middle of the training session.

Minimum Contact Hours

Classroom Lecture and Hands-on contact hours must be specifically noted on all course outlines/agendas.

Interactive/Participatory Teaching Methods

Course outlines/agendas should note the interactive/participatory sessions including which topic areas they are addressing. Examples of interactive/participatory teaching methods include, but are not limited to, hands-on workshops, demonstration and practice, small group problem-solving, games, discussions, risk mapping, field visits, walkthroughs, problem-posing, group work assignments, homework and review sessions, question and answer period, skits, and role-playing sessions.

Examinations

The recommended amount of time that should be used to administer an exam is as follows:

- Abatement Worker Course – minimum of 25 Questions (multiple choice) - 45 minutes
- Remediation Contractor Course – minimum of 50 Questions (multiple choice) - 60 minutes
- Assessor Course – minimum of 50 Questions (multiple choice) - 60 minutes

Students should be allowed a sufficient amount of time to complete the examination.
Students should not have access to course materials or notes during the examination.