



D&S Diversified Technologies LLP

Headmaster LLP

Ohio Lead Abatement License Candidate Handbook

EFFECTIVE: December 1, 2020

Version 1

Ohio Lead License Candidate Handbook

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Contact Information

Questions regarding testing process and test scheduling:		(877) 851-2355
Questions regarding eligibility/approval to test:		(614) 466-1450
<i>D&S Diversified Technologies, LLP</i> PO Box 418 Findlay, OH 45839 Email: hdmastereast@hdmaster.com Web Site: www.hdmaster.com	<i>Monday through Friday</i> 8:00AM – 8:00PM	Phone #: (877) 851-2355 Fax #: (406) 442-3357 <small>(scheduling and payment forms)</small> Fax #: (419) 422-8328 <small>(reschedule, refund, no show, ADA and other documentation)</small>
<i>Environmental Compliance Program - Lead Bureau of Environmental Health & Radiation Protection</i> <i>Ohio Department of Health</i> 35 E. Chestnut Street Columbus, OH 43215 Email: lead@odh.ohio.gov Web Site: https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/lead-licensure-and-accreditation-program	<i>Monday through Friday</i> 8:00 AM – 5:00 PM	Phone #: (614) 466-1450 Fax #: (614) 466-2479

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Introduction

The Ohio Department of Health has approved D&S Diversified Technologies, LLP (D&SDT) to provide tests and scoring services for the Ohio lead license testing. For questions not answered in this handbook, please contact D&SDT at toll free (877)851-2355 or go to D&SDT’s [Ohio Lead webpage](#). The information in this handbook will provide you with information to schedule your exam and what to expect on test date.

Ohio Lead License Testing Requirement

Your application to obtain an initial Ohio lead license or to renew a current Ohio lead license must be, or has been, approved by the Ohio Department of Health (ODH) to test. If you have not received your approval to test, please contact ODH at (614)466-1450.

Additional resources from the ODH website:

<https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/lead-licensure-and-acreditation-program/resources>

<https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/lead-licensure-and-acreditation-program/resources/lead-licensure-faq>

Initial Lead License

If you applied for an initial license and were not recognized as a reciprocity candidate, you must schedule a test appointment and pass the Ohio lead license examination in your requested discipline. *You must have approval from ODH to schedule an exam date. If you have not received your approval to test, please contact ODH at (614)466-1450.*

Initial Lead License with Reciprocity or Renewing a Current Lead License

If you applied for an initial Ohio lead license with reciprocity, or you are renewing a current lead license, you only need to have your license identification photo taken at a D&S Diversified Technologies (D&SDT) test site by a certified test examiner.

The Ohio Lead Abatement License Exam

Payment Information

Lead Discipline	Price
Lead Abatement Worker	\$70
Lead Abatement Contractor	\$70
Lead Risk Assessor	\$70
Lead Inspector	\$70
Lead Clearance Technician	\$70

Renewal/Reciprocity Requested

There is no fee for Renewals/Reciprocities.

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Schedule an Exam

Once you have received the Ohio Department of Health approval to test, you may schedule yourself an exam date. If you have not received your approval letter, please contact ODH at (614)466-1450.

You will need to complete a Scheduling and Payment [Form 1402OL](#), indicating your test date choices along with your payment (money order, cashier's check, facility check, Visa, MasterCard or debit card). No personal checks or cash are accepted.

Submit your Scheduling and Payment Form 1402OL by emailing, hdmaster@hdmaster.com, mailing P.O. Box 6609, Helena, MT 59604, or faxing, (406) 442-3357, a \$5.00 fax fee applies, to D&SDT.

Complete your Scheduling and Payment Form 1402OL by including first and second date choices for your testing. Please keep in mind we need lead time to prepare tests. Therefore, we cannot schedule you for a test date if we do not receive your form at least seven business days prior to your requested test date. Saturdays, Sundays and Holidays are not counted as business days.

Please note: Forms with missing information, payment or signatures will be returned to the candidate.

If you fax your D&SDT Scheduling and Payment Form 1402OL, a credit card payment is required and a \$5 Priority Fax Service Fee applies. You may submit your Scheduling and Payment Form 1402OL up to five business days from the test event, however, if we are able to schedule you to test within five business days of your requested test date a \$15 Express Service Fee and/or a \$39.50 Overnight Express Shipping Fee per candidate may apply. We do not accept personal checks or cash for testing fees. We accept Money Orders, Cashier's Checks, Facility Checks, MasterCard, Visa or debit cards.

If you have any questions regarding your test scheduling, call D&SDT at (877)851-2355, Monday through Friday 8:00AM to 8:00PM Eastern Standard time.

Once your application is processed and you have been scheduled by D&SDT, we will notify you via email of your test date and time. If you do not receive an exam date confirmation email from D&SDT within 5 business days of sending us your scheduling request and payment, email D&SDT at hdmastereast@hdmaster.com or call us immediately, or if during non-business hours, leave us a message on the answering machine at (877)851-2355.

D&SDT does not send postal mail test confirmation letters to candidates.

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Exam Check-In

You need to arrive at your confirmed test site between 20 to 30 minutes before your exam is scheduled to start. (*For example:* if your test start time is 8:00AM – you need to be at the test site for check-in no later than 7:30 to 7:40AM.) If you arrive late, you will not be allowed to test.

ODH Approval to Test

Reminder: You must have ODH approval to take the lead license exam. If you do not have approval, please contact ODH at (614)466-1450.

Identification

You must bring a:

US GOVERNMENT ISSUED, PHOTO-BEARING, SIGNED, NON-EXPIRED FORM OF IDENTIFICATION

Only original IDs are accepted. No photocopies, faxes or images are allowed.

Examples of the forms of US government issued, signed, photo ID's that are acceptable are:

- Driver's License
 - *You may use your letter issued from the Department of Motor Vehicles (DMV) that you receive when you apply for or renew your driver's license.*
- State issued Identification Card
- Signed US Passport (Foreign Passports and Passport Cards *are not* acceptable)
- Military Identification Card (that meets all identification requirements)
- Work Authorization Card (that meets all identification requirements)
- Concealed Hand Gun Carry Permit

Please note: *A driver's license or state-issued ID card that has a hole punched in it is NOT VALID and will not be accepted as an acceptable form of ID. You will not be admitted for testing and you will be considered a NO SHOW. You will forfeit your testing fees and have to pay for another exam date.*

The **FIRST** and **LAST** names listed on the photo ID presented to the Test Examiner during sign-in at your test event **MUST EXACTLY MATCH** the FIRST and LAST names that were provided by the Ohio Department of Health. You may call D&SDT at (877)851-2355 to confirm that your name of record matches your US government issued ID.

It is recommended that you print out, read and bring your test confirmation notice with you on your test day, although it is not required for test admission.

Please note: You will not be admitted for testing if you are not approved by ODH to test, do not bring proper ID, your ID is invalid (*see note above) or if your FIRST and LAST printed names on your US government issued, non-expired photo ID do not match your information provided by the Ohio Department of Health. You will be considered a NO SHOW. You will forfeit your testing fees and have to pay for another exam date.

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Testing Policies

The following policies are observed at each test site:

- Plan to be at the test site up to three (3) hours.
- If you arrive late for your confirmed exam (you need to be at the test site to check in at least 20 to 30 minutes before your scheduled start time – if your test start time is 8:00AM, you need to be at the test site by 7:40AM at the latest), you will not be admitted to the exam and any exam fees paid *will NOT be refunded*.
- If you do not bring valid and appropriate US government issued, non-expired photo ID, you will not be admitted to the exam and any exam fees paid *will NOT be refunded*.
- If the FIRST and LAST names on your photo ID do not match your information provided by the Ohio Department of Health, you will not be admitted to the exam and any exam fees paid *will NOT be refunded* unless you provide a copy of the supporting documentation of name change (divorce decree, marriage license, etc.) to the Test Examiner at check-in to be attached to your test.
- If you are not approved to test by ODH, you will not be admitted to the exam and any exam fees paid *will NOT be refunded*.
- If you NO SHOW for your exam day, any test fees paid *will NOT be refunded*. You must re-pay your testing fees submit Form 1402OL (Scheduling and Payment Form) to schedule another exam date.
- Cell phones, watches of any kind, smart watches, fitness monitors, electronic recording devices, Bluetooth-connected devices and personal items (such as briefcases, large bags, study materials, extra books, or papers) are not permitted to be on or near you in either testing room. You will be informed by the testing team of the designated area to place your personal items and electronic devices in the designated area and you are to collect these items when you complete your test(s).
- All electronic devices must be **turned off**. Watches of any kind, smart watches and fitness monitors must be removed from your wrist.
- Anyone caught using any type of electronic recording device during testing will be removed from the testing room(s), have their test scored as a failure, forfeit all testing fees and will be reported to the Ohio Department of Health (ODH) and their training program. You may, however, use personal devices during your free time in the waiting area.
- You are encouraged to bring a jacket, snack, drink or study material to have while waiting to test.
- Foreign language translation dictionaries must be shown to the Test Examiner at check-in. No electronic dictionaries are allowed. No definitions or writing is allowed in the translation dictionary. If there is any writing or definitions, the translation dictionary will not be permitted to be used during testing.
- You may not remove any notes or other materials from the testing room.
- You are not permitted to eat, drink, and smoke (e-cigarettes or vape) during the exam.

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- You are not allowed to leave the testing room once the exam has begun **for any reason**. If you do leave during your test event, you will not be allowed back into the testing room to finish your exam.
- If you are discovered causing a disturbance of any kind, engaging in any kind of misconduct or try to take any notes or testing materials from the testing room, you will be dismissed from the exam, your test will be scored as a failure and you will be reported to your training program and the Ohio Department of Health.
- Test sites and Test Examiners are not responsible for candidate personal belongings at the test site.
- No visitors, guests, pets (including companion animals) or children are allowed. Service animals with an approved ADA accommodation in place are allowed.
- **Please review this Ohio Lead License Candidate Handbook before your test day for any updates to testing and/or policies.**

Inclement Weather and Unforeseen Circumstances Policy

If an exam date is cancelled due to weather or other unforeseen circumstances, D&SDT staff will make every effort to contact you using the contact information (email or phone call) we have on file in your record to reschedule you, for no charge, to a mutually agreed upon new test date. Therefore, you must keep your contact information up to date in case we need to contact you.

In the event of inclement weather, you will be expected to attend your schedule exam date unless:

- The county you reside in or the county of the testing site is placed on a Level 2 or Level 3 snow emergency.
 - **LEVEL 2 SNOW EMERGENCY:** Roadways are hazardous with blowing and drifting snow. Roads may also be very icy. Only those who feel it is necessary to drive should be out on the roads. Motorists should use extreme caution.
 - **LEVEL 3 SNOW EMERGENCY:** All roadways are closed to non-emergency personnel. No one should be driving during these conditions unless it is absolutely necessary to travel or a personal emergency exists. Those traveling on the roads may subject themselves to arrest.
- The test site closes.
- The Test Examiner cancels the test event.
- There is an accident due to weather on your route to the test site, in which case:
 - Documentation from the Department of Transportation Services or a Police report is required within 3 business days of your scheduled exam day to qualify for a free reschedule.

Note: If the above listed circumstances are not met, failure to attend your scheduled test date will result in a No-Show status and any exam fees paid will NOT be refunded.

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Security

If you refuse to follow directions, use abusive language or disrupt the examination environment, your test will be stopped and scored as a failure. You will be dismissed from the testing room and will forfeit any testing fees paid and a report of your behavior will be given to ODH. You will not be allowed to retest for a minimum period of six (6) months.

Anyone who removes or tries to remove test material or takes notes or information from the test site will be reported to ODH and is subject to prosecution to the full extent of the law. Your test will be scored as a test failure and you will forfeit any testing fees paid. You will not be allowed to retest for a minimum period of six (6) months. You may need to obtain permission from ODH in order to be eligible to test again.

If you give or receive help from anyone during testing (which also includes the use of any electronic recording devices such as cell phones, smart watches, or navigating to other browsers/sites during an electronic exam, etc.), your test will be stopped, you will be dismissed from the testing room and your test will be scored as a failure. You will forfeit any testing fees paid. You will be reported to ODH and you may need to obtain permission from ODH in order to be eligible to test again.

Reschedules

All candidates may reschedule one time during the testing cycle to a new mutually agreed upon test date for free up until **one (1) business day** preceding a scheduled test day, **excluding** Saturdays, Sundays and Holidays. Additional reschedules are subject to a \$35 fee that must be paid in full prior to a reschedule taking place.

- Example: If you are scheduled to take your exam on a Friday, you would need to reschedule by close of business the Wednesday before your scheduled exam. D&SDT is open 8:00PM to 8:00PM Monday through Friday Eastern Standard time.

Scheduled test date is on a:	Reschedule the previous:
Monday	The previous Thursday
Tuesday	The previous Friday
Wednesday	The previous Monday
Thursday	The previous Tuesday
Friday	The previous Wednesday
Saturday	The previous Thursday
Sunday	The previous Thursday

Please note: Reschedules will not be granted less than one (1) full business day prior to a scheduled test date.

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Refund of Testing Fees Paid

Requesting a refund of testing fees paid is different than rescheduling a test date. Requesting a refund means that you are not interested in taking the Ohio Lead Abatement License test at all.

Scheduled in a Test Event

- 1) If you are scheduled in a test event, a refund request of testing fees paid must be made by filling out and submitting the [Refund Request Fillable Form 1405](#) on D&SDT-Headmaster's main webpage at www.hdmaster.com at least **one (1) full business day** prior to your scheduled test event (excluding Saturdays, Sundays and Holidays). No phone calls will be accepted.
 - Example: If you are scheduled to take your exam on a Friday, you would need to request a refund by filling out and submitting the Refund Request Fillable Form on the D&SDT-Headmaster main webpage at www.hdmaster.com by close of business (D&SDT is open until 8:00PM Monday through Friday Eastern Standard time) the Wednesday before your scheduled exam.
- 2) Refund requests made in the required time frame qualify for a full refund of any testing fees paid minus a \$35 refund fee.
- 3) Refund requests must be made within thirty (30) days of payment of testing fees with D&SDT. Any requests for refunds made beyond the 30 days of payment of testing fees with D&SDT will not be issued.

Not Scheduled in a Test Event

- 1) Refund requests must be made within thirty (30) days of payment of testing fees with D&SDT. Any requests for refunds made beyond the 30 days of payment of testing fees with D&SDT will not be issued.
- 2) A refund request of testing fees paid must be made by filling out and submitting the [Refund Request Fillable Form 1405](#) on D&SDT-Headmaster's main webpage at www.hdmaster.com. No phone calls will be accepted.
- 3) Refund requests made in the required time frame qualify for a full refund of any testing fees paid minus a \$35 refund fee.

No Shows

If you are scheduled for your exam and do not show up without notifying D&SDT at least one (1) full business day prior to your scheduled testing event, **excluding** Saturdays, Sundays and Holidays, OR if you are turned away for lack of proper identification, proper attire, or any other reason to deem you ineligible to test, you will be considered a **NO SHOW**. You will forfeit all fees paid and must submit a new Scheduling and Payment Form 1402OL with the testing fee to schedule yourself into a new test event.

These fees partially offset D&SDT cost incurred for services requested and resulting work that is performed. If a reschedule or refund request is not received before the one (1) full business day

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preceding a scheduled test event, excluding Saturdays, Sundays and Holidays (see examples under Reschedules and Refunds of Testing Fees Paid), a NO SHOW status will exist and you will forfeit your testing fees and must repay the full testing fee to secure a new test event.

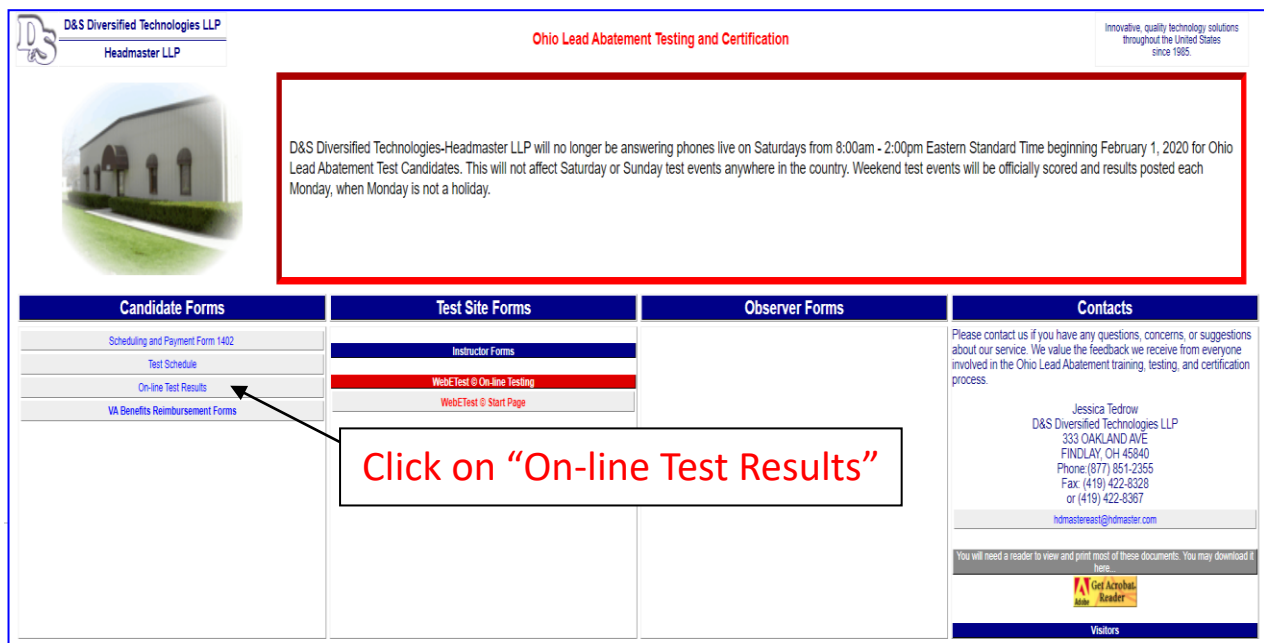
No Show Exceptions

Exceptions to the No Show status exist; if you are a No Show for any test component for any of the following reasons, a free reschedule will be authorized to the remitter of record providing **the required documentation is received within the appropriate time frames outlined below:**

- **Car breakdown:** D&SDT must be contacted within one business day via phone call, fax or email and a tow bill, mechanic bill or other appropriate documentation must be submitted within **three (3) business days** of the exam date. If we do not receive proof within the 3-business day time frame you will have to pay as though you were a No Show.
- **Medical emergency:** D&SDT must be contacted within one business day via phone call, fax or email and a doctor's note must be submitted within **three (3) business days** of the missed exam date. If we do not receive proof within the 3-business day time frame you will have to pay as though you were a No Show.
- **Death in the family:** D&SDT must be contacted within one business day via phone call, fax or email and an obituary for **immediate family only** submitted within **seven (7) business days** from a missed exam date. If we do not receive proof within the 7-business day time frame you will have to pay as though you were a No Show. (Immediate family is parents, grand and great-grand parents, siblings, children, spouse or significant other.)

Test Results


After you have completed your Lead Abatement License exam, your test results will be officially scored and double checked by D&SDT scoring teams. Official test results will be emailed to the email in your record. Test results will also be available online by signing in to your WebETest® record after 6:00PM (EST) the business day after your test event using your Social Security number or Test ID, test date and birthdate. **(See instructions and screen shots to access your Test Results below.)**



Ohio Lead Abatement Testing and Certification

Innovative, quality technology solutions throughout the United States since 1985.

D&S Diversified Technologies-Headmaster LLP will no longer be answering phones live on Saturdays from 8:00am - 2:00pm Eastern Standard Time beginning February 1, 2020 for Ohio Lead Abatement Test Candidates. This will not affect Saturday or Sunday test events anywhere in the country. Weekend test events will be officially scored and results posted each Monday, when Monday is not a holiday.

Candidate Forms	Test Site Forms	Observer Forms	Contacts
<ul style="list-style-type: none"> Scheduling and Payment Form 1402 Test Schedule <li style="border: 1px solid red; background-color: #f0f0f0;">On-line Test Results VA Benefits Reimbursement Forms 	<ul style="list-style-type: none"> Instructor Forms <li style="border: 1px solid red; background-color: #f0f0f0;">WebETest® On-line Testing WebETest® Start Page 	Empty	<p>Please contact us if you have any questions, concerns, or suggestions about our service. We value the feedback we receive from everyone involved in the Ohio Lead Abatement training, testing, and certification process.</p> <p style="text-align: center;"> Jessica Tedrow D&S Diversified Technologies LLP 333 OAKLAND AVE FINDLAY, OH 45840 Phone: (877) 851-2355 Fax: (419) 422-8328 or (419) 422-8367 hdmasterest@hdmaster.com </p> <p style="font-size: small;">You will need a reader to view and print most of these documents. You may download it here.</p> <p style="text-align: center;"></p> <p style="text-align: center; font-size: x-small;">Visitors</p>

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Directions

To receive your online score report you must complete the fields as indicated below using the **required formats**. If you are certain that you have completed the fields correctly, and you do not receive a score report, it is likely that your tests have not been scored. Electronic tests require 1 day for official scoring, while paper tests require 1 to 4 days depending on mail service. If you do not receive a score report, please return at a later date and submit your request.

▪ Enter your SS# or Test ID

▪ Enter your test date

▪ Enter your birth date

▪ Click on “Submit Score Report Request”

Required Login Fields

Please enter your **social security # or test ID**

Please enter the **test date** (mm/dd/yyyy)

Please enter your **birthdate** (mm/dd/yyyy)

Submit Score Report Request

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Lead License Issuing

After scoring has been completed, your information will be sent to the Ohio Department of Health for license issuing. Licenses are valid for two years from date of issuance.

Test Attempts

You have **unlimited attempts** to pass the lead license exam within one (1) year from your date of training completion. If you do not complete testing within one year from completion of training, you must complete a new ODH approved training program in order to become eligible to further attempt Ohio Lead License examinations.

Retaking the Lead License Exam

In the event that you fail the lead license examination, when you want to apply for a retest, you will need to repay before you can schedule a new exam date.

- You will need to complete a Scheduling and Payment [Form 1402OL](#), indicating your test date choices along with your payment (money order, cashier’s check, facility check, Visa, MasterCard or debit card). No personal checks or cash are accepted.
- Submit your Scheduling and Payment Form 1402OL by emailing, hdmaster@hdmaster.com, mailing P.O. Box 6609, Helena, MT 59604, or faxing, (406) 442-3357, a \$5.00 fax fee applies, to D&SDT.
- If you need assistance scheduling your re-test, please call D&SDT at (877)851-2355. We are able to assist you in scheduling a test or re-test date as long as your fees have been paid first.

Please note: Forms with missing information, payment or signatures will be returned to the candidate.

