

## Apply for Contractor Accreditation

Accreditation Application Type	Accreditation Category
Contractor Accreditation Application	Inspection Contractor
Contractor Accreditation Application	Residential, Commercial and Public Building Contractor
Contractor Accreditation Application	Structural Steel Contractor



### APPLY FOR ACCREDITATION

All persons performing lead paint abatement and inspection activities must be accredited by LPPP.

Select

Click here

### APPLY FOR ACCREDITATION PROGRAM

All persons performing lead paint abatement and inspection activities must be trained by a Maryland Department of the Environment (the Department) accredited/licensed training provider and apply for and receive accreditation/licensing from the Department to perform these lead paint activities. The only categories that are not required to apply for and receive accreditation from the State are Abatement Workers, Structural Steel Workers, and Project Designers.

Back

Dropdown to select if this application is for a renewal or for an initial accreditation.

SSN/TIN is required for applying for any Accreditation. Please update the information in Profile page if not provided.

Are you going to apply for renewal?:

Select

Go

### Set-1: Steps

- Click 'Select' button in 'APPLY FOR ACCREDITATION' tile from the dashboard.
  - All Users will have access to this tile.
  - Applicant needs to check if SSN is added to the profile as it is required for any individual accreditation applications. Not needed for Contractor Accreditation applications
- User will navigate to a page to choose whether this application is for an Initial accreditation or a renewal. Select accordingly and click 'Go'.
  - Validation error will be displayed if clicked without a selection.

#### Required

Please make a selection.

OK

## Contractor Accreditation Appl., cntd.,

Accreditation Application Type: Contractor Accreditation Application

Accreditation Category: Select Category

Is Renewal?

Please enter the name of employer/service provider for whom you want to create an accreditation application & select. If you are unable to find your employer/contractor/provider then reach out to their contact person to add you as their employee. We cannot proceed until they add you to their employee list.

Select Category  
Inspection Contractor  
Residential, Commercial and Public Building Contractor  
Structural Steel Contractor

### Set-2: Steps

- Select Contractor accreditation application type.
- Page refreshes to dynamically update the list of accreditation category.
- Select the category.
- 'Is Renewal' checkbox will be displayed checked or un-checked based on the selection from previous page.

Is Renewal?  Is Renewal?

- Enter minimum three consecutive letters from the contractor/employer name.
  - Application will look for the employer(s) of this Authorized User and not in the full data set.
  - If the application is unable to auto-list then most probably this applicant is not added to their employee list. Refer 'Manager Employee' to see how an authorized user can manage employees of an organization/contractor.
- Application will auto-list the full name of the contractor if identified. Select the employer for whom this license is being applied for.
- Click 'Proceed to create accreditation application'.

Enter minimum 3 consecutive alphabets from the contractor's or the employer's name.

Please enter the name of employer/service provider for whom you want to create an accreditation application & select. If you are unable to find your employer/contractor/provider then reach out to their contact person to add you as their employee. We cannot proceed until they add you to their employee list.

Tpr

TPvdr2 B TProvider2Lnm

Proceed to create accreditation application

Employer will be auto-listed to select if identified

## Contractor Accreditation Application Form

**Instructions**

Fees are non-refundable. Incorporated & Limited Liability Companies shall be registered and in "Good Standing" with the Maryland Department of Assessments & Taxation (SDAT) to be approved. Trade names are to be registered with SDAT. Name Changes require a new application and fee. All applications, including renewals, must be filled out completely. Incomplete, inaccurate, illegible applications may be delayed during processing. **Allow up 90 days for processing from the date your application with applicable fee was received. The Program may email you regarding incomplete applications or if this is an approval of a new Inspection Contractor. DO NOT Email SSN or TAX IDs.** Contractor accreditations are valid for up to two years.

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**General Application Information**

**Full Legal Name of Contractor/Training Provider**

(If not a company or using a trade name, use your full individual name)

**SDAT#**

(If company or trade name)

**Telephone #**

**Email Address**

(Correspondence may be sent to this address)

**Tax ID**

(FEIN or SSN)

**HB935 No Liability**

Street Address

**Street Address / PO Box\***

**Apartment/Suite/Building#**

**City\***

**State\***

**Zip Code\***



**County**

Mailing Address

**Street Address / PO Box\***

**Apartment/Suite/Building#**

**City\***

**State\***

**Zip Code\***



**County**

### Set-3: Steps

- Instructions about the fee, and processing information is displayed in '**Instructions**' section.
- '**General Application Information**' section display information regarding the contractor (applicant's) applying the accreditation.
  - Applicant's is auto-populated from the business profile created for the organization/contractor. Refer 'Manager Business Profile' to know how business profile is created by an authorized user.
  - If any information is incorrect or need to be updated, then the authorized user must be informed regarding the changes.
  - Please do not proceed if any information in this section is incorrect.
- '**Application Type**' will display whether this application is for a renewal or for an initial accreditation. For renewals, existing accreditation number & expiry date will be auto-populated.
- '**Application Category and Fee**' will display application fee, and the list of current employees and their title, accreditation information. Applicant can remove them by clicking icon

**Application Type**

Have you held an accreditation with the same name and category in the past with the state of Maryland?

Initial Accreditation Application.

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**Accreditation Category and Fee**

**Inspection Contractor** \$250

Add employees who are accredited or are applying to be accredited as a Visual Inspector, Inspector Technician, and/or Risk Assessor.

FirstName	LastName	Title	Accredited For	Accreditation#	Action
TPrvdr2	TProvider2Lnm			0	
Trainee1	Trainee1Lnm	Test	Risk Assessor (RA)	0	

**Application Type**

Have you held an accreditation with the same name and category in the past with the state of Maryland?

**Accreditation #**

**Expiration Date**

Renewal Accreditation Application where existing Accreditation number and the expiry date will be auto-populated from the existing records.

## Contractor Accreditation Application Form cntd.,

This section is common for all 3 categories

Public Listings

Select one to be made available to the public through mailings & the website. Select One

If this section is not marked, your Contractor name will not be posted.

Which Addresses above should be listed on public listings Select One

Authorized Representative name

Website Url (Not mandatory)

What region will you serve? Check all applicable.

Central MD/Baltimore  Eastern Shore  Southern Maryland  Western Maryland

D.C. Suburbs

For Residential, Commercial, & Public Buildings Contractors ONLY - What type of service(s) will you offer? Check all applicable

Carpentry  Painting  Weatherization  Risk Assessment

Drywall  Paint Removal  Window Replacement  Hazard Abatement

Home Improvement  Post Abatement Cleaning  Visual Inspection  Other

This section appears only for Residential, Commercial and Public Building Contractor application

Public Listings

Select one to be made available to the public through mailings & the website. Select One

Which Addresses above should be listed on public listings Select One

What region will you serve? Check all applicable.

Central MD/Baltimore  Eastern Shore  Southern Maryland  Western Maryland

D.C. Suburbs

### Set-4: Steps

- 'Public Listings' section provides options to choose if the contracting company is open to be listed publicly and which physical address (Residential or Mailing as provided in the business profile), which website (if exists) to be listed.
- Applicant can also select the regions they like this listing to be in.
- Residential, Commercial and Public Building Category will have an additional options displayed in this section. Contractor can check the type of service(s) offered. This is not displayed or applicable for Inspector & Structural Steel categories.

## Contractor Accreditation Application Form cntd.,

### Documents

Please upload any supporting documents (if required)

**Document Type**  
Select a type

**SelectFile**  
Choose File No file chosen

**Upload**

**Comment**

### Set-5: Steps

- Applicant can upload supporting files/documents in the '**Documents**' section.
  - Comments or notes can be added about the document attached.
- Authorized Representative of Contractor (Applicant), and title is provided in '**Applicant Statement and Signature**' section.

### Applicant Statement and Signature

This Notice is provided pursuant to 4-501 of the General Provisions Article of the Maryland Code. The personal information requested on this form is intended to be used in processing your application. Failure to provide the information requested may result in your application not being processed. You have the right to inspect, amend, or correct this form. The Maryland Department of the Environment ("Department") is a public agency and subject to the Maryland Public Information Act (Md. Code Ann., General Provisions 4-101, et seq). This form may be made available on the internet via the Department's website and is subject to inspection or copying, in whole or in part, by the public and other governmental agencies, if not protected by federal or State law.

As per Environment Article 1-203 and Family Law Article 10-119.3 of Maryland before any license or permit may be issued or renewed, the issuing authority shall verify through the Office of the Comptroller and the Maryland Child Support Enforcement Administration that the applicant has no outstanding taxes, unemployment insurance contributions or child support.

I hereby request that the above contractor be accredited as a Lead Paint Abatement Services Contractor in the State of Maryland. I certify that, for the purpose of performing lead paint services, the aforementioned will only employ, hire or contract with individuals or companies that are qualified under Code of Maryland Regulations (COMAR) 26.16.01. I certify that my company and its employees shall perform work practices according to COMAR 26.16.01 and/or 26.02.07. If seeking accreditation as a Lead Paint Inspection Contractor, I certify that any and all unused inspection certificates will be returned to the Department within five(5) days should the Inspection Contractor cease to perform lead paint inspection services. I certify that work performed and certificates issued by my company and its employees will satisfy the requirements of Environment Article 6-8 and COMAR 26.16.01 through 26.16.05.

Check below if it applies to the applicant.

Self Employed Contractor (Contractor does not employ or hire others)

State or Local Government.

**TOTAL FEE = \$250**

**I am the Authorized Representative, for this application.**

**Authorized Representative of Contractor**  
Representative Name

**Title**  
Title

(Authorized Representative of Contractor)

I Agree to the statement above.

**Today's Date 10/17/2021 05:52 PM**

**Save Application Continue**

**I am the Authorized Representative, for this application.**

**Authorized Representative of Contractor**  
Brett K

**Title**  
HR

(Authorized Representative of Contractor)

I Agree to the statement above.

**Save Application Continue**

### Set-6: Steps

- Fee applied to process the application can be waived if applicant chooses 'Self employed contractor' or 'State or Local Government employee' option.

Check below if it applies to the applicant.

Self Employed Contractor (Contractor does not employ or hire others)

State or Local Government.

**TOTAL FEE = \$0**

- Click 'Save Application' & re-confirm in the pop-up. User will be navigated to 'My Applications' page where all accreditation applications related to the User are displayed.

**Are you sure?**

You want to save this application!

No! Yes, please!

**Saved**

Saved Successfully.

OK

## Contractor Accreditation Application Form cntd.,

### Set-7: Steps

- Upon saving the application, user will land on 'My Applications' page where all accreditation applications submitted by the user will be listed.
  - Each application will have its own status.
  - Applications that are not submitted will be in 'Draft' status with icon  to update or review before completing payment to submit the application.
  - Submitted applications can be viewed by clicking on the icon .
- Applicant can view the status updates and messages from MDE by clicking on the green icon.

#### List of applications

Search:

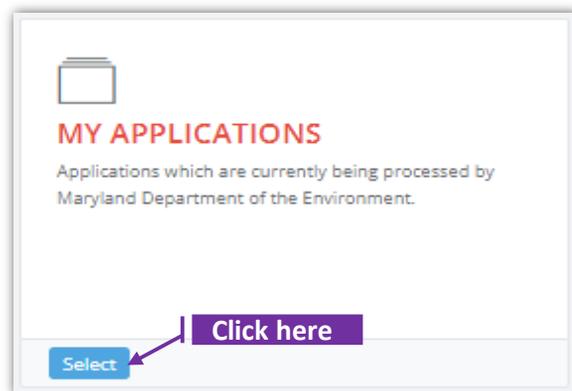
Accreditation Category	Employer/Contractor Name	Fee Waiver Claimed	Waiver Type	Created Date	Status	Status Date	View/Edit
Inspector Technician(IT)	TPrvdr2 B TProvider2Lnm	No		02/10/2021	Draft	02/10/2021	
Structural Steel Supervisor(S1)	TPrvdr2 B TProvider2Lnm	No		02/12/2021	Ready to Approve	02/12/2021	
Visual Inspector(VI)	TPrvdr2 B TProvider2Lnm	No		02/12/2021	Approved	02/02/2021	

Showing 1 to 3 of 3 entries

Previous 1 Next

### Note:

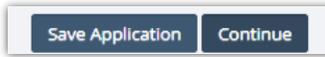
- Click 'Select' button in 'MY APPLICATIONS' tile from the dashboard to view the application status or messages from MDE while processing.



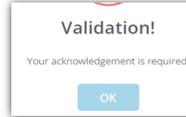
## Contractor Accreditation Application Form cntd.,

### Set-8: Steps

- Click on  to update or view the application information.
- Click on 'Continue' to review the application.



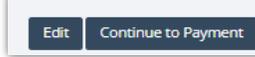
- Application will throw validation errors if any required field is missing to continue. E.g., if User forgot to check the agreement and clicked to continue, then the application will throw following validation error -



- Click 'Continue' once all the mandatory fields are populated. Re-confirm from the pop-up to continue.



- Application review page is displayed.
  - In this mode, applicant cannot edit any information. User needs to click 'Edit' or back button to update information.



- Click 'Continue to Payment'.
- Payment information is displayed.
- Click 'Pay Now' to process payment. Select payment method & click 'Make a Payment'. Provide account information/card details to continue & confirm.

### PAYMENT

Now you are ready to pay fee. Please review before proceeding the payment.

Application Details:

Applicant Full Name	Brett Klipz
Accreditation Category	Inspector Technician
Fee / Amount(\$)	125.00

Pay Now
Cancel

Maryland Department of Environment  
Lead Rental Certification and Accreditation Payments

#### Select Payment Method

Please Choose the Method of Payment

Pay by Credit or Debit Card
 





Pay by Personal Check
 


Pay by Corporate Check
 


Make a Payment
Exit

Maryland Department of Environment  
1800 Washington Boulevard, Baltimore, MD 21288

Maryland Department of Environment  
Lead Rental Certification and Accreditation Payments

#### Payment Information

Cardholder's Name\* ⊕

Test Card

Card Number\* ⊕

4111111111111111 





Expiration Date\* ⊕

02 2023

Address Line 1\* ⊕ Address Line 2 ⊕

512 Henne Dr

Country\* ⊕ ZIP Code\* ⊕

United States 21117

#### Bill/Invoice Information

Amount ⊕

\$ | 125.00

Bill/Invoice Details

Continue
Change Payment Method
Exit

Maryland Department of Environment  
Lead Rental Certification and Accreditation Payments

#### Payment Confirmation

#### Payment Information

Cardholder's Name: Test Card

Card Type: VISA

Card Number: \*\*\*\*\*1111

Expiration Date: 2/2023

Address Line 1: 512 Henne Dr

Country: United States

City: OWINGS MILLS

State: Maryland

ZIP Code: 21117

Email Address: test@gmail.com

#### Bill/Invoice Information

Amount: \$125.00

Confirm
Modify
Change Payment Method
Exit

## Contractor Accreditation Application Form cntd.,

PAYMENT SUCCESSFULL

Thanks for payment and see the below payment details.

LRCA Reference ID:	0042904331
Received:	10/17/2021 6:03:40 PM
Amount:	\$125.00
Transaction Type:	Authorization and Capture
Payment Transaction ID:	2722465
Card Information:	Visa Test Card 41*****1111
Billing Address:	512 Henne Dr , OWINGS MILLS, MD, United States - 21117

My Application
Click here

### Set-9: Steps

- 'Payment Successful' page is displayed with transaction details.
- Click on 'My Application' to view the application status
- Application status will be changed from 'Draft' to 'Submitted'.
- Click on the green icon to view the submitted application. This screen can be used to view any messages from MDE while processing the application.

List of applications

Search:

Accreditation Category	Employer/Contractor Name	Fee Waiver Claimed	Waiver Type	Created Date	Status	Status Date	View/Edit
Inspector Technician(IT)	TPrvdr2 B TProvider2Lnm	No		02/10/2021	Submitted	10/17/2021	<span style="color: green; font-size: 20px;">👁</span>

### Set-10: Steps

- 'Payment Successful' page is displayed with transaction details.
- Click on 'My Application' to view the application status
- Application status will be changed from 'Draft' to 'Submitted'.
- Click on the green icon to view the submitted application.
- Click on 'Processing' blue box to view any messages from MDE while processing the application ro tp upload any additional documents upon request.

I Agree to the statement above. Today's Date 10/17/2021 05:58 PM

Back to top
Click here

Processing

Message
Attachment

MESSAGES

Click here to view messages from or send messages to the applicantion processor.

Type your message here... Send

Processing

Message
Attachment

ATTACHMENTS

Click here to view or download existing attachments or to add any new documents upon request.

Course outline 

Upload

Choose File | No file chosen