



**Maryland**  
Department of  
the Environment

# Lead Rental Certification and Accreditation

## How to Register (Initialize) your Profile



Lead Rental Certification and Accreditation  
**Maryland.gov**



## What is the Lead Rental Certification and Accreditation (LRCA) Database?

- Maryland Department of the Environment's Lead Rental Certification and Accreditation (LRCA) is an online database created in 2021 to house data related to lead accreditations, certificates, and enforcement.
- Lead paint service providers can log into LRCA to apply for accreditation and issue lead inspection certificates.
- Lead training providers can enter classes and confirm attendance through LRCA.
- The general public can use LRCA's public certificate search to find lead certificates for individual properties.
- The LRCA database aims to improve and streamline process, increase effectiveness and efficiency, and to help the public gain access to certification information.



# Who Should Register



## → Accredited or Trained Individuals

- ◆ Inspector Technician
- ◆ Risk Assessor
- ◆ Project Designer
- ◆ Visual Inspector
- ◆ Abatement Worker
- ◆ Abatement Supervisor
- ◆ Maintenance & Repainting  
Supervisor
- ◆ Training Instructor

## → Individuals Seeking Training

- ◆ Training Providers shall link your training records with an individual's profile.

## → Rental Property Owners

- ◆ Individuals Paying the \$10 per unit processing fee for a lead-free or limited lead-free inspection certificate issued through LRCA



# Where To Register



Navigate to the following web page:

[mde-lrca.maryland.gov](http://mde-lrca.maryland.gov)



Click or Select LOGIN



# How to Register

## PREVENT DELAYS



### IMPORTANT

- Selecting the correct register process will ensure smooth initialization of your profile.
- For users who have prior training or accreditation - failing to select the correct register process will not link your profile to any of your existing training and accreditation information.
- Please **follow the directions** to prevent unnecessary delays.

## TWO OPTIONS TO REGISTER

Be sure to choose **ONE** of the options below that describes you to avoid delays in registering.

**First Time Users-** who **DO NOT** have a training card or accreditation number.

Register

**First Time Users-** who **DO** have a training card or accreditation number.

Register



# How to Register

## **\*IMPORTANT\* Option 1**

- Never Trained or Accredited?
- Property Owner - Only Paying the \$10 Opt-Out Fee?



**IMPORTANT**

## **TWO OPTIONS TO REGISTER**

**Be sure to choose ONE of the options below that describes you to avoid delays in registering.**

**First Time Users- who DO NOT have a training card or accreditation number.**

**Register**

**First Time Users- who DO have a training card or accreditation number.**

**Register**



# How to Register

## **\*IMPORTANT\* Option 2**

- Previously Attended Training?
- Previously or Currently MDE Accredited?
- Requires Training Card # received from Training Provider **OR** Accreditation # received from MDE



## **TWO OPTIONS TO REGISTER**

Be sure to choose **ONE** of the options below that describes you to avoid delays in registering.

First Time Users- who **DO NOT** have a training card or accreditation number.

Register

First Time Users- who **DO** have a training card or accreditation number.

Register



# How to Register



## Option 1 - No Prior Training or Accreditation

### Complete Personal Profile

Name, DOB, SSN (if provided), Gender and email address cannot be changed after creating the profile except MDE-Admin.

#### Personal Profile

##### First Name\*

##### Middle Name

##### Last Name\*

##### Suffix

Example:  
Jr.  
Sr.  
II  
III

##### SSN

Note: SSN is mandatory for applicants seeking accreditation.

##### Date of Birth (MM/DD/YYYY)\*

##### Gender



# How to Register



## Option 1 - No Prior Training or Accreditation

### Complete Contact Information

#### Contact Information

##### Primary Phone\*

##### Cell Phone

##### Email\*

##### Confirm Email\*



# How to Register



## Option 1 - No Prior Training or Accreditation

### Complete Residential Address

#### Residential Address

##### Street Address / PO Box\*

##### City\*

##### Zip Code\*

 - 

##### Apartment/Suite/Building#

##### State\*

##### County



# How to Register



## Option 1 - No Prior Training or Accreditation

### Complete Mailing Address

Check if same as the address above

#### Mailing Address

##### Street Address / PO Box\*

##### City\*

##### Zip Code\*

 - 

##### Apartment/Suite/Building#

##### State\*

##### County



# How to Register

## Option 2 - Prior Training or Accreditation

### Initialization of an Existing User

- Complete the following fields:
- ◆ First Name
  - ◆ Last Name
  - ◆ Date of Birth
  - ◆ Accreditation Number **OR** Training Card Number
  - ◆ Click **Search**

*Leave the “Suffix” and “Accreditation Category” fields blank when initializing an existing user.*

- LRCA Support Team



Initialization of an existing user

**Individual** | **Service Provider**

For an individual

<b>First Name *</b>	<b>Last Name *</b>	<b>Suffix</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Date of Birth (MM/DD/YYYY) *</b>	<b>Accreditation Number *</b>	<b>Accreditation Category</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Training Card Number *</b>	<b>OR</b>	
<input type="text"/>		

Notes: LRCA Application at least require an existing accreditation number or training card details to find a match.

**Search**



# How to Register

## Option 2 - Prior Training or Accreditation

### Complete Personal Profile

- Details known to MDE from prior training or accreditation are pre-populated.
- Continue to complete your personal profile.

Name, DOB, SSN (if provided), Gender and email address cannot be changed after creating the profile except MDE-Admin.

#### Personal Profile

First Name\*

Middle Name

Last Name\*

Suffix

SSN

Date of Birth (MM/DD/YYYY)\*

Note: SSN is mandatory for applicants seeking accreditation.

Gender



## Initialization of New User or Existing User

Review your information prior to clicking

Save Profile



Name, DOB, SSN (if provided), Gender and email address cannot be changed after creating your profile. Can only be changed by MDE Admin.

- Following are required to create your profile:
  - ◆ First Name & Last Name
  - ◆ Date of Birth
  - ◆ Primary Phone
  - ◆ Email Address
  - ◆ Residential & Mailing Address
- Ensuring all your information is correct prior to clicking “Save Profile” will ensure an accurate user profile.



# How to Register

## Initialization of New User or Existing User

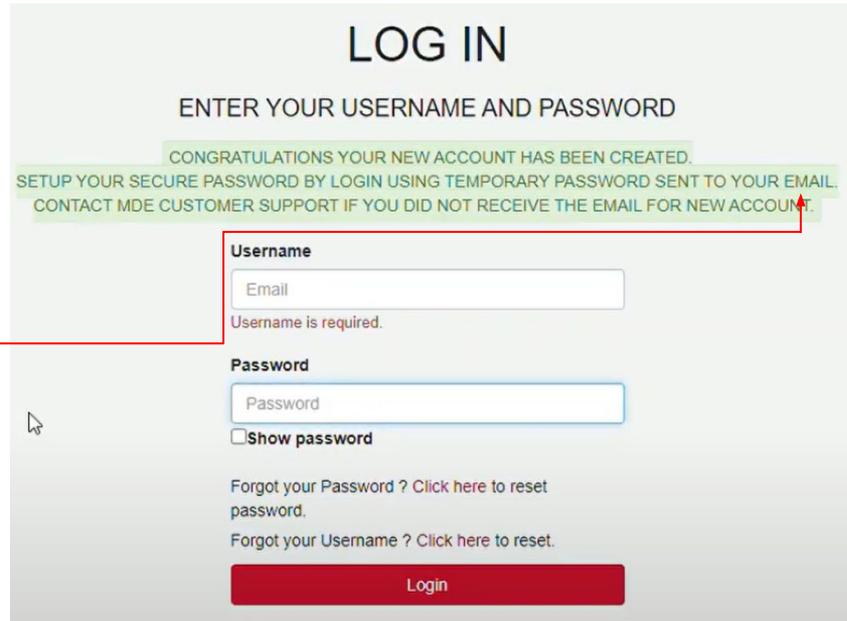
### Setup Secure Password

- After clicking “Save Profile” you will be navigated back to the LOGIN Screen.
- Check email\* for Temporary Password.

*Subject: LRCA: New Account*

*\*If this message does not appear in your inbox please check your spam or junk folders.*

*- LRCA Support Team*



**LOG IN**

ENTER YOUR USERNAME AND PASSWORD

CONGRATULATIONS YOUR NEW ACCOUNT HAS BEEN CREATED.  
SETUP YOUR SECURE PASSWORD BY LOGIN USING TEMPORARY PASSWORD SENT TO YOUR EMAIL.  
CONTACT MDE CUSTOMER SUPPORT IF YOU DID NOT RECEIVE THE EMAIL FOR NEW ACCOUNT.

**Username**  
Email

Username is required.

**Password**  
Password

Show password

Forgot your Password ? [Click here](#) to reset password.

Forgot your Username ? [Click here](#) to reset.

Login



# How to Register



## Initialization of New User or Existing User

### Setup Secure Password (Continued)



*Suggestion - Copy your password then use the paste function when setting up your secure password.*

*- LRCA Support Team*

#### LRCA: New Account

.mde@maryland.gov

Tue 5/10/2022 9:19 AM

To:

Dear

Congratulations your new account has been created on LRCA.

Login:

Temporary Password: 7831991710

This is a single-use password. You will be asked to change it after you login with this temporary password.

If you have any questions please contact us at LRCA.MDE@maryland.gov or call us at 1-410-537-3825

Thank you,  
LRCA Support Team



# How to Register

## Initialization of New User or Existing User

### Setup Secure Password (Continued)

- Enter temporary password from email
- Create your new password meeting minimum requirements
- Re-enter your new password
- Click “Reset Password”

### RESET PASSWORD

CREATE A NEW PASSWORD USING YOUR TEMPORARY PASSWORD BELOW.

**Temporary Password**

  
**New Password**

1. Minimum (8)characters length.
2. Minimum (1)Uppercase character.
3. Minimum (1)Lowercase character.
4. Minimum (1)Number.
5. Minimum (1)Special character (!@#\$\$%^&\*).

**Re-Enter New Password**



# How to Register



## Initialization of New User or Existing User

### Step 6: Setup Secure Password (Continued)

Congratulations!

- After clicking “Reset Password” you will return to this screen displaying the “Congratulations” message.
- Proceed with LOGIN by entering your username (email) and password that you just created.

**LOG IN**

ENTER YOUR USERNAME AND PASSWORD

CONGRATULATIONS YOUR PASSWORD IS UPDATED. PLEASE LOGIN USING THE NEW PASSWORD.  
CONTACT MDE CUSTOMER SUPPORT IF YOU DID NOT RECEIVE THE EMAIL FOR NEW ACCOUNT

**Username**

Email

Username is required.

**Password**

.....

Show password

Forgot your Password ? [Click here](#) to reset password.

Forgot your Username ? [Click here](#) to reset.

Login



# How to Register



## Initialization of New User or Existing User

### OTP Device Registration

- OTP Device Registration is a required security precaution.
- Required each time a login from a new device or from a device which is not a trusted device.
- Check email\* for OTP - One Time Password.

*Subject: LRCA: One Time Password*

*\*If this message does not appear in your inbox please check your spam or junk folders.*

*- LRCA Support Team*

**UNREGISTERED DEVICE?**

CHECK YOUR EMAIL FOR OTP

OTP - One Time Password

I trust this device. Please don't ask me for an OTP again.

Login

NOTE: Please, make sure that cookies are enabled in your browser.



# How to Register



## Initialization of New User or Existing User

### OTP Device Registration (Continued)



*Copy your token (password) then use the paste function when entering the OTP One Time Password*

*- LRCA Support Team*

#### LRCA: One Time Password

.mde@maryland.gov

Tue 5/10/2022 2:01 PM

To:

Dear

Below is the one time password to register your device with our system.

OTP Token: 837249

To login click on the link [mde-lrca.maryland.gov/login](https://mde-lrca.maryland.gov/login)

If you have any questions please contact us at LRCA.MDE@maryland.gov or call us at 1-410-537-3825.

Thank you,  
LRCA Support Team

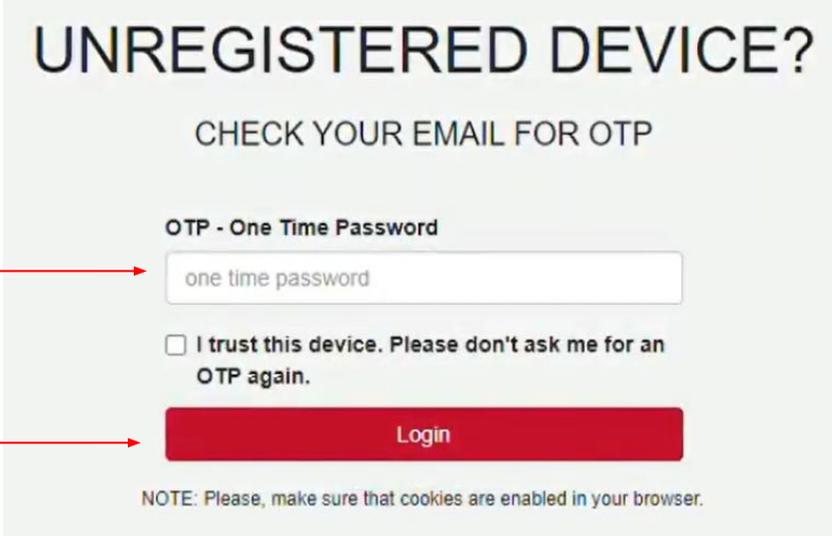


# How to Register

## Initialization of New User or Existing User

### OTP Device Registration (Continued)

- Enter OTP Token (password) from email
- Trust Device (Optional)
- Click Login



**UNREGISTERED DEVICE?**

CHECK YOUR EMAIL FOR OTP

OTP - One Time Password

I trust this device. Please don't ask me for an OTP again.

Login

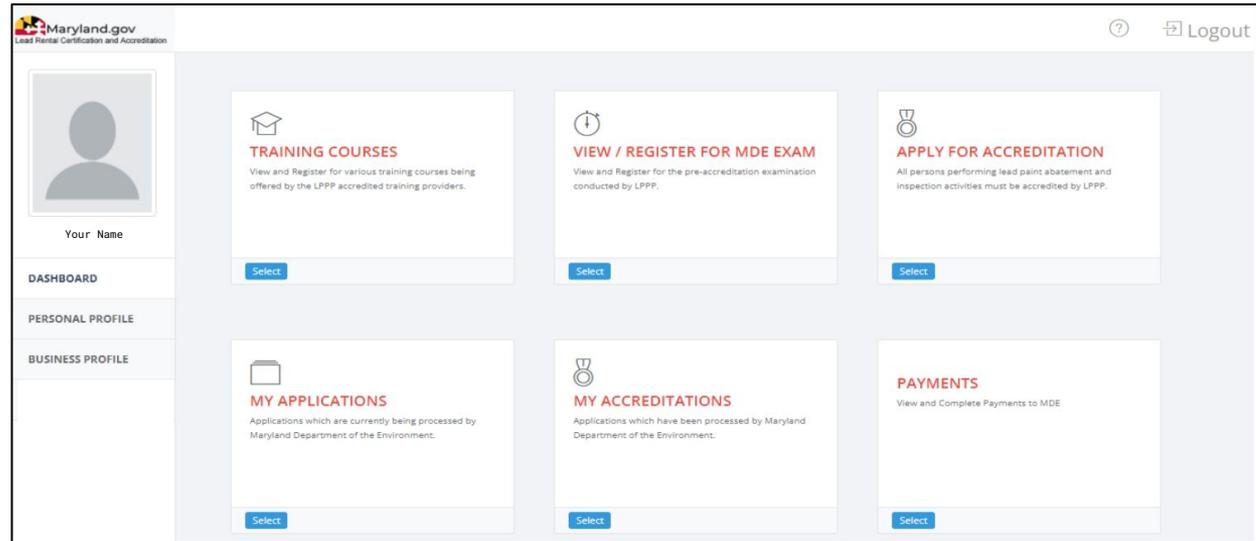
NOTE: Please, make sure that cookies are enabled in your browser.



# How to Register

## Initialization of New User or Existing User

User is logged into their LRCA Account.



The screenshot shows the user dashboard for the Maryland.gov LRCA system. The page title is "Maryland.gov Lead Rental Certification and Accreditation" with a "Logout" link in the top right. On the left is a navigation menu with "DASHBOARD", "PERSONAL PROFILE", and "BUSINESS PROFILE". The main content area contains six cards:

- TRAINING COURSES**: View and Register for various training courses being offered by the LPPP accredited training providers. Includes a "Select" button.
- VIEW / REGISTER FOR MDE EXAM**: View and Register for the pre-accreditation examination conducted by LPPP. Includes a "Select" button.
- APPLY FOR ACCREDITATION**: All persons performing lead paint abatement and inspection activities must be accredited by LPPP. Includes a "Select" button.
- MY APPLICATIONS**: Applications which are currently being processed by Maryland Department of the Environment. Includes a "Select" button.
- MY ACCREDITATIONS**: Applications which have been processed by Maryland Department of the Environment. Includes a "Select" button.
- PAYMENTS**: View and Complete Payments to MDE. Includes a "Select" button.



**Maryland**  
Department of  
the Environment

## Questions?



[mde.maryland.gov/programs/land/LeadPoisoningPrevention/Pages/LRCA](https://mde.maryland.gov/programs/land/LeadPoisoningPrevention/Pages/LRCA)



[lrca.mde@maryland.gov](mailto:lrca.mde@maryland.gov)



**(410) 537-3825**

**OR 1 (800) 633-6101, Ext. 3825**



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