



**Maryland**  
Department of  
the Environment

# Lead Rental Certification and Accreditation

## Submit Accreditation Application for Contractor- Initial or Renewal



Lead Rental Certification and Accreditation  
[Maryland.gov](http://Maryland.gov)



# Background



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**Accreditation means recognition by the Department that a contractor, supervisor, inspector, or risk assessor is in compliance with the applicable requirements. Regulations pertaining to accreditation requirements are found in Code of Maryland Regulation (COMAR) 26.16.01**



# Background (continued)



**An application is required to be submitted for review by the Lead Poisoning Prevention Program for approval of accreditation. It is required to be submitted on Lead Rental Certification and Accreditation (LRCA) Database. See the following prerequisites before applying for a Lead Paint Contractor accreditation:**

- There are three categories of lead paint contractors;**
  - Residential, Public, and Commercial Building**
  - Structural Steel**
  - Inspection**
  
- Must employ only qualified individuals to provide lead paint services**



# Where to Apply



Navigate to the following web page: [Mde-Irca.maryland.gov](https://mde-irca.maryland.gov)

## LOG IN

ENTER YOUR USERNAME AND PASSWORD

**Username**

**Password**

Show password

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

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

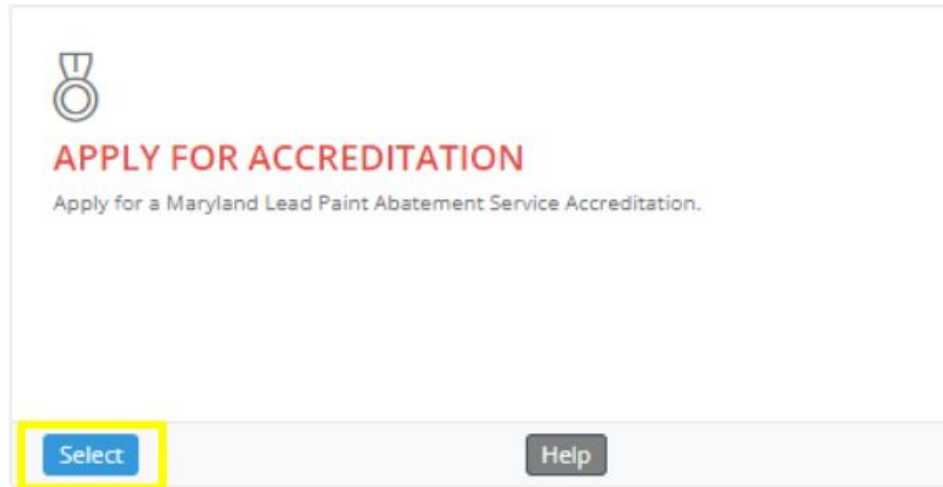
[Login](#)

**Input username and password before clicking “Login”**



# How to Apply

## ☐ SELECT THE “APPLY FOR ACCREDITATION” TILE





# How to Apply



- ❑ **DROPDOWN TO SELECT EITHER**
  - ❑ **“NO” IF THE ACCREDITATION IS NEW FOR YOU**
  - ❑ **“YES” IF YOU HAVE HELD THE ACCREDITATION WITHIN 10 YEARS**

Have you held a Maryland lead paint accreditation in the same category within the last 10 years? :

Select ▼

Select

Yes

No

Applications are currently being processed within 30 days of the date submitted. Watch for message from the LRCA Database, smtp-relay-user.mde@maryland.gov.



# How to Apply



## ❑ SELECT THE “GO” BUTTON

Have you held a Maryland lead paint accreditation in the same category within the last 10 years? :

No

Applications are currently being processed within 30 days of the date submitted. Watch for message notification(s) from the LRCA Database, smtp-relay-user.mde@maryland.gov.



# How to Apply

## DROPDOWN TO SELECT THE CONTRACTOR ACCREDITATION APPLICATION

Accreditation Application Type:

Contractor Accreditation Application

Select Application Type

Contractor Accreditation Application

Training Provider Accreditation Application

Course Accreditation Application for Training Provider

Visual Inspector, Inspector Technician and Risk Assessor Accreditation Application

Accreditation Category:

Select Category

Is Renewal?

with accreditation application & select.





# How to Apply

- ❑ **DROPDOWN TO SELECT THE CONTRACTOR CATEGORY**
  - ❑ **ENTER EMPLOYER/SERVICE PROVIDER NAME EXACTLY HOW IT APPEARS IN LRCA, THEN SELECT WHEN IT POPULATES**

Accreditation Application Type:

Contractor Accreditation Application

Accreditation Category:

Select Category

Select Category

Inspection Contractor

Residential, Commercial and Public Building Contractor

Structural Steel Contractor

Is Renewal?

Please enter the name of employer/service provider for whom



# How to Apply

- ❑ **SELECT THE “PROCEED TO CREATE ACCREDITATION APPLICATION” BUTTON**

Proceed to create accreditation application



# How to Apply



Lead Rental Certification and Accreditation  
Maryland.gov

## READ THE INSTRUCTIONS

### 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. Applicants will receive messages regarding incomplete applications directly through the LRCA website 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.*

Link to information regarding reciprocity for the 3rd Party exam: [Click Here](#)

**\*Fees are non-refundable**



# How to Apply



- CHECK IF THE INFORMATION IS CORRECT UNDER THESE CATEGORIES:**
  - GENERAL APPLICATION INFORMATION**
  - APPLICATION TYPE**
  - ACCREDITATION CATEGORY AND FEE**
  - DOCUMENTS**
  - APPLICANT STATEMENT AND SIGNATURE**



# How to Apply

## UPLOAD ANY SUPPORTING DOCUMENTS

### THIS IS NOT REQUIRED

Documents

Please upload any supporting documents (if required)

Document Type

Select a type

SelectFile

Choose File No file chosen

Upload

Comment



# How to Apply

- ☐ READ THE APPLICANT STATEMENT AND SIGNATURE SECTION
  - ☐ IF IT APPLIES CHECK THE “STATE OR LOCAL GOVERNMENT”
  - ☐ CHECK THE “I AGREE TO THE STATEMENT ABOVE”
  - ☐ CHECK THE “SELF-EMPLOYED CONTRACTOR” (CONTRACTOR DOES NOT EMPLOY OR HIRE OTHERS)

**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

(Authorized Representative of Contractor)

Agree to the statement above.

Today’s Date: 09/29/2023 01:48 PM



# How to Apply



Lead Rental Certification and Accreditation  
Maryland.gov

- ❑ IF YOU ARE DONE WITH THE APPLICATION SELECT THE “CONTINUE TO SUBMIT” BUTTON
- ❑ IF YOU WOULD LIKE TO SAVE AND COME BACK TO THE APPLICATION SELECT THE “SAVE DRAFT” BUTTON

### 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.

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Check below if it applies to the applicant.

- Self Employed Contractor (Contractor does not employ or hire others)
- State or Local Government.

I am the Authorized Representative, for this application.

Authorized Representative of Contractor

Title

Representative Name

Title

(Authorized Representative of Contractor)

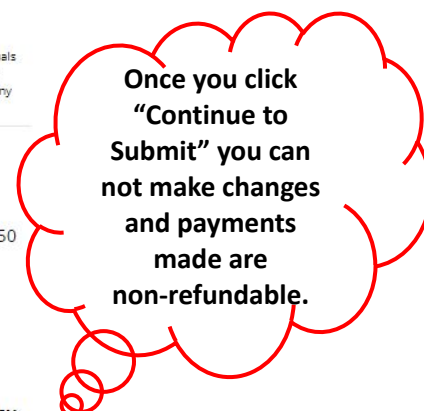
I Agree to the statement above.

TOTAL FEE = \$250

Today's Date: 11/08/2023 03:41 PM

Save Draft

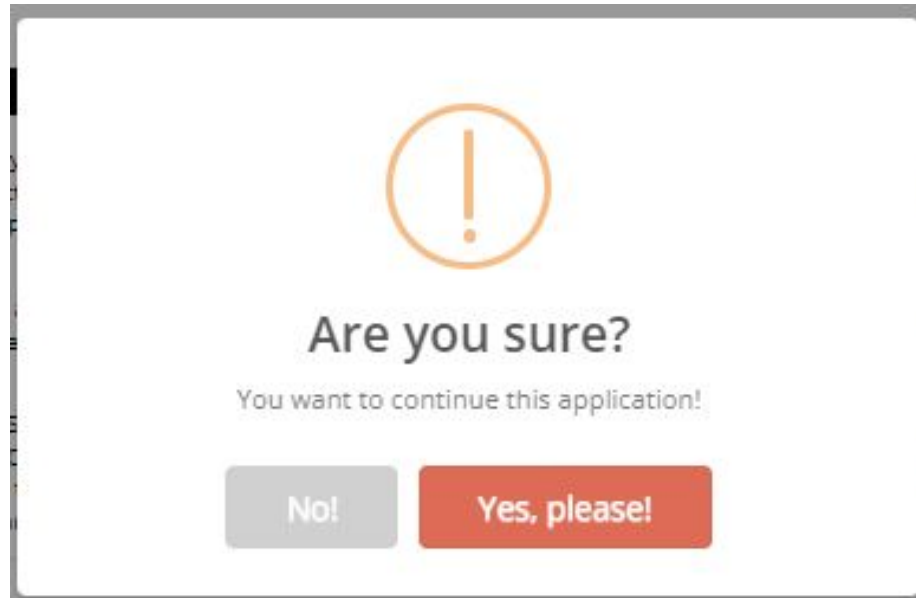
Continue to Submit





# How to Apply

- ❑ **THE WARNING “ARE YOU SURE?” WILL POP UP**
  - ❑ **SELECT THE “YES, PLEASE!”**







# How to Apply



- THE SCREEN WILL RELOAD AND THE ACCREDITATION APPLICATION REVIEW WILL APPEAR**
- READ THROUGH THE INFORMATION ONE MORE TIME IN THE CATEGORIES:**
  - GENERAL APPLICATION INFORMATION**
  - APPLICATION TYPE**
  - ACCREDITATION CATEGORY AND FEE**
  - APPLICANT'S TRAINING INFORMATION**
  - EMPLOYER INFORMATION**
  - DOCUMENTS**
  - APPLICANT STATEMENT AND SIGNATURE**



# How to Apply

- ☐ **IF EVERYTHING IS CORRECT SELECT “CONTINUE TO PAYMENT”**
- ☐ **IF THERE IS AN ISSUE WITH THE INFORMATION IN THE APPLICATION SELECT “EDIT”**

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

I am the Authorized Representative, for this application.

Authorized Representative of Contractor

CRYSTAL ELLIS

(Authorized Representative of Contractor)

Title

CONTRACTOR

I Agree to the statement above.

Today's Date: 10/03/2023 12:10 PM

Back to top

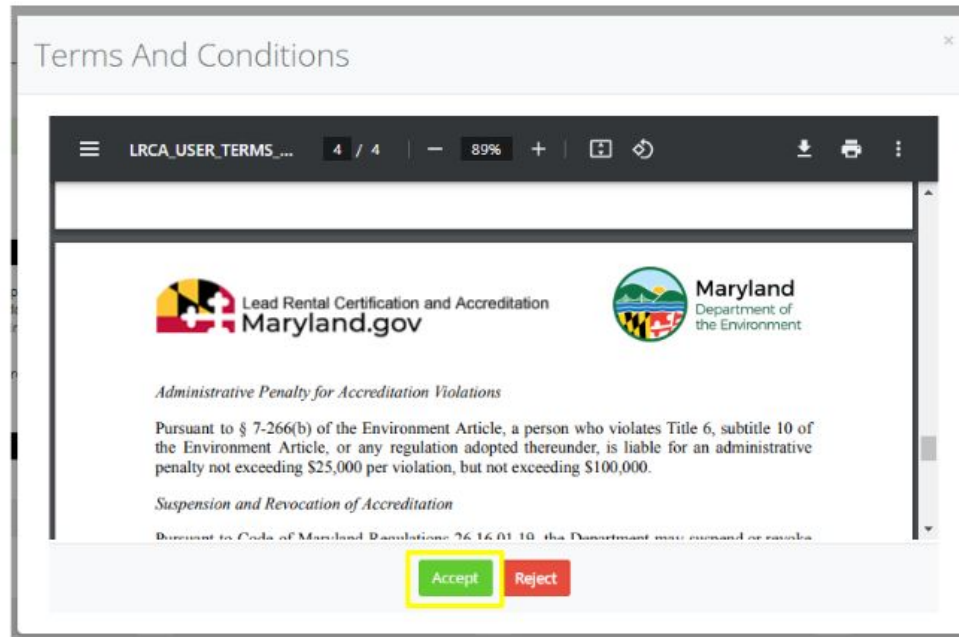
Edit

Submit



# How to Apply

## ☐ THE TERMS AND CONDITIONS WILL POP UP SELECT “ACCEPT”





## LEAD RENTAL CERTIFICATION AND ACCREDITATION (LRCA)

### TERMS AND CONDITIONS

The access and use of the Maryland Department of the Environment (MDE) Lead Rental Certification and Accreditation (LRCA) database for the electronic submittal of environmental information requires the creation of a User ID and Password that **I must maintain and keep confidential**. I have reviewed the following steps concerning the creation and maintenance of my LRCA User ID and Password.



**IMPORTANT**



## Certification Statements

Maryland Department of the Environment (MDE) Lead Rental Certification and Accreditation (LRCA) requires acknowledgements to certification statements when 1) applying for initial and renewal accreditation, 2) attesting to and affirming the certification statements for inspections of affected properties, and 3) attesting to and affirming adherence to work practice standards associated with lead abatement activities. All certification statements are subject to the electronic signature agreement. I agree not to register or sign an agreement or certification statement for someone else under penalty of law.



**IMPORTANT**



## Electronic Signature Agreement

All certification statements (e.g. applying for initial and renewal accreditation, attesting to and affirming the certification statements for inspections of affected properties, and attesting to and affirming adherence to work practice standards associated with lead abatement activities) are subject to the Lead Rental Certification and Accreditation (LRCA) Terms and Conditions. See section titled Certification Statements.

I, the Certifier, agree that all certification statements made while accessing the Lead Rental Certification and Accreditation (LRCA) system constitute my electronic signature following acceptance of this Agreement. The Certifier agrees that any such Signature affixed to or associated with any transmitted Document shall be sufficient to verify such party originated and possessed the requisite authority both to originate the transaction and to verify the accuracy of the content, in the format of the specified LRCA transmission protocol or otherwise, at the time of transmittal. The Certifier also expressly agrees that each report it submits by using its electronic signature constitutes their agreement with the associated certification statement.

**IMPORTANT**





# How to Apply

- ❑ THE SCREEN WILL LOAD THE PAYMENT POP UP WITH APPLICATION DETAILS ON IT
- ❑ SELECT THE “PAY NOW” BUTTON

**PAYMENT** ×

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

Application Details:

Applicant Full Name	Crystal Ellis
Accreditation Category	Inspection Contractor
Fee / Amount(\$)	250.00
Balance Fee / Amount(\$)	250.00

**Pay Now** **Cancel**




# How to Apply


## ❑ SELECT YOUR FORM OF PAYMENT


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](#)

## ❑ SELECT THE “MAKE A PAYMENT” BUTTON

[Make a Payment](#)

## ❑ COMPLETE THE PAYMENT PROCESS






# View Your Status



- ❑ THE SCREEN WILL RELOAD TO DISPLAY THE APPLICATION YOU JUST SUBMITTED
- ❑ THE USER IS REDIRECTED TO “MY APPLICATIONS PAGE”; DISPLAYING THE LIST OF SUBMITTED APPLICATIONS
- ❑ SELECT THE “GREEN EYE” BUTTON IF YOU WOULD LIKE TO VIEW YOUR APPLICATION

Submission Date	Application ID	Accreditation Application Type	Accreditation Category	Employer/Contractor Name	First Name	Middle Name	Last Name	Suffix	Fee Waiver Claimed	Waiver Type	Created Date	Status	Status Date	View/Edit
2023/10/03	25458	Contractor Accreditations	Inspection Contractor(IC)						Yes	Government Entity	2023/10/03	Submitted	2023/10/03	



# View Your Status



## COMMUNICATE WITH THE ACCREDITATION TEAM

### ACCREDITATION APPLICATION

[Back](#)

#### Instructions

Fees are non-refundable. All applications, including renewals, must be filed out completely. Incomplete, inaccurate, illegible applications may be delayed during processing. Items must match your State issued ID. Allow up 90 days for processing from the date your application with applicable fee was received. Applicants will receive messages regarding incomplete applications directly through the LRCA website. Do NOT email SSN or Tax IDs. See website for reciprocity and Third Party Exam information. Inspector and Risk Assessor accreditations are valid for up to two years.

Link to information regarding reciprocity for the 3rd Party exam: [Click Here](#)

#### General Application Information

<b>Last Name</b> Ellis <small>(as per your State ID)</small>	<b>Suffix</b> Suffix <small>(e.g. Sr., Jr.)</small>	<b>Legal First Name</b> Crystal <small>(as per your State ID)</small>	<b>Middle Name</b> Middle Name
<b>Date of Birth</b>	<b>Social Security Number</b> XXXXXXXXXXXX	<b>Telephone #</b>	<b>Email Address</b> <small>(Correspondence may be sent to this address)</small>

**Comptroller Liability**

#### Residence Address

<b>Street Address / PO Box*</b> 1800 Washington Blvd	<b>Apartment/Suite/Building#</b> Apartment/Suite/Building#
<b>City*</b> Baltimore	<b>State*</b> Maryland
<b>Zip Code*</b> 21230	<b>County</b> Select County

#### Mailing Address

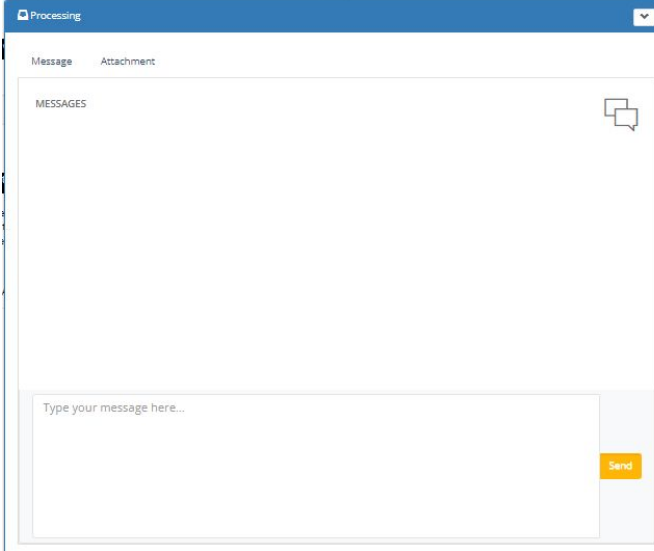
<b>Street Address / PO Box*</b> 1800 Washington Blvd	<b>Apartment/Suite/Building#</b> Apartment/Suite/Building#
<b>City*</b> Baltimore	<b>State*</b> Maryland
<b>Zip Code*</b>	<b>County</b>

Processing



# View Your Status

- ❑ **SEND AND VIEW THE MESSAGES BETWEEN YOU AND ACCREDITATION TEAM**
  - ❑ **ENTER YOUR MESSAGE**
  - ❑ **CLICK “SEND”**



The screenshot shows a web browser window titled "Processing" with a dropdown arrow. Below the title bar, there are two tabs: "Message" (selected) and "Attachment". The main content area is labeled "MESSAGES" and contains a large empty text input field. To the right of the input field is a speech bubble icon. At the bottom of the input field, there is a placeholder text "Type your message here...". To the right of the input field is a yellow "Send" 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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**Maryland.gov**