

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

Mold Training Course Guidance

This guidance explains what information training providers must include when developing or revising mold training course outlines and/or agendas for approval by the New York State Department of Labor.

Label: Clearly label the following information on all course outlines and/or agendas:

- Your training provider name
- Course and discipline
- Creation or revision date

General Recommendations:

- Make sure course materials are free of typographical and spelling errors.
- Use uniform capitalization, font, alignment, abbreviation and punctuation throughout. Be consistent.
- Arrange course outlines and/or agendas logically.
- If your application is for more than one training course, separate the course outlines, materials, and exams for each course type.

Minimum Contact Hours: You must specify on all course outlines and/or agendas classroom lecture hours and hands-on training hours.

Time Designations: You may use designated time slots/allotments (e.g., 1 hour) for topics as opposed to specific clock times (e.g., 8:00 A.M.). This can be desirable since course start/stop times may vary. Provide the actual course start/stop times on the New York State Department of Labor Mold Training Course Notification Form, SH 123. Use the SH 123 form when submitting the required notification for a specific course to the Department of Labor. The SH 123 form is available at:
<https://labor.ny.gov/formsdocs/wp/shformsandpublications.shtm>.

Interactive and/or Participatory Teaching Methods: You must indicate interactive and/or participatory sessions in the course outlines and/or agendas. Include which topic areas they are for.

Examples of interactive and/or participatory teaching methods include, but are not limited to:

- hands-on workshops
- group work assignments
- homework and review sessions
- small group problem-solving
- discussions
- demonstration and practice
- skits and role-playing sessions
- question and answer period
- walkthroughs
- problem-posing
- risk mapping
- games
- field visits

Examinations: Allow students sufficient time to complete the examination.

Recommended time to administer an exam:

- | | | |
|----------------------------------|--|------------|
| • 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 not have access to course materials or notes during the examination. No examination is required for the mold refresher course.

Lunch and Breaks: Each training day give your students attending day long training sessions:

- A one (1) hour meal break in the middle of the training day
- A 15-minute break in the middle of the first 4-hour session and a 15-minute break in the middle of the second 4-hour session

Give students attending a 4-hour training session a 15-minute break in the middle of the session.