



Lead User Guide: Create New Training Program



Updated: 01/04/2019

Welcome to the online tutorial for the Lead program's Training Provider Accreditation application. This tutorial will walk you through the process of completing a New Training Program application.

New Training Program



CDX

Manage Your Training Provider Account Online

If you already have access, you may [login to your Training Provider Dashboard](#) using the button at bottom of page. If you do not have a CDX account, or if your Training Program is not associated with your current CDX account, please search for your organization in the [Request Access to Manage Your Training Program](#) area below. If you are a Preparer and need to request access to your Training Program, please search for your organization in the [Access a Training Program As a Preparer](#) area below. If you are unable to find your organization, you may [Apply for Training Provider Accreditation](#).

On the [Training Provider Dashboard](#), Training Program Managers can:

- View Training Program Calendar
- Training Notifications – Submit new or manage previously submitted notifications
- Manage People and Facilities – Add or remove instructors, program managers, or facilities
- Amendment (Information Only) – Submit an amendment to change information associated with your training program such as your name or address
- Manage Course Accreditations – Add new, renew expired, or reaccredit
- Certificate Replacement Request – Submit a request to replace lost/misplaced certificate(s)
- Manage Preparers and Submissions – Add or remove preparers, review and sign pending submissions
- Access their CDX Inbox to view previously submitted applications, receipts etc.

Apply for Training Provider Accreditation

If you are a new training provider who has never been accredited in the past and you are looking to apply for accreditation for the first time, click here to begin the initial application.

[Create New Training Program](#)

Request Access to Manage your Training Program Online

In order to locate your Training Program, you must be listed in the Federal Lead-Based Paint Program database as a Training Program Manager for the Training Program you are trying to access. Please enter any of your training program's accreditation numbers, which may be current or expired. [What if I am not a Training Program Manager?](#)

Accreditation Number

Access a Training Program as a Preparer

In order to locate your Training Program, you must be listed as a Preparer for the Training Program you are trying to access. Please enter any of your training program's accreditation numbers, which may be current or expired.

Accreditation Number

<https://cdx.epa.gov/XCDX/LeadTpCertification/Public>

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Users can create a new Training Provider Dashboard by navigating to the Training Provider Public Site, located at <https://cdx.epa.gov/XCDX/LeadTpCertification/Public>. Users click “Create New Training Program” to create a new Dashboard.

New Training Program



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You will be directed to the CDX Log In/Registration page. If you have previously used the Central Data Exchange for reporting, enter your CDX username and password and click the “Log In to CDX” button. If you have forgotten your username or password, click the appropriate link and follow the steps provided to recover your information. If you are new to CDX, click the “Register” button to create a new account.

New User Registration - User Information



The screenshot shows the 'Registration Application - User Information' page on the EPA CDX website. The page is part of a multi-step process, with a 'Completion Checklist' on the left showing 'User Info' as the current step. The main content area is titled 'User Information' and contains the following fields and instructions:

- Title ***: A dropdown menu with 'Select...' as the current selection.
- Full Name ***: Two input fields for 'First Name' and 'Last Name'.
- Email ***: A text input field with the instruction: 'Please provide an email address to which you have access, as you will be required to validate it during the process.'
- Re-enter Email ***: A text input field.
- Contact Phone ***: A text input field.
- Account Information**: A section with the instruction: 'You may use your email address or another unique identifier.' It contains:
 - User ID ***: A text input field.
 - Password ***: A text input field.
 - Re-type Password ***: A text input field.
 - Security Question 1 ***: A dropdown menu with 'Select...' as the current selection.
 - Security Answer 1 ***: A text input field.
 - Security Question 2 ***: A dropdown menu with 'Select...' as the current selection.
 - Security Answer 2 ***: A text input field.
 - Security Question 3 ***: A dropdown menu with 'Select...' as the current selection.
 - Security Answer 3 ***: A text input field.

The page number '4' is visible at the bottom center of the screenshot.

You must fill out the User Information page to create your CDX account as the first part of the application process. Enter the appropriate information in the fields in this section; please use your full legal name in the Full Name fields as this will be used for electronic identity proofing later in the process. For more information on the identity proofing process, click the 'Identity proofing' link. Create a User ID and Password for CDX by entering a unique identifier in the User ID field; this may be your email address or another screen name. Do not use your social security number as your user ID. Be sure to remember the password you choose; you will need to enter it later in order to sign your application. Select three security questions and enter answers for each that you will remember but are hard to guess.

New User Registration - User Information



Identity Proofing Information

You are registering for a program that requires [Identity Proofing](#).

Date of Birth **Why?** *

If you have moved within the last 6 months, please provide your previous address for identity proofing purposes only; this will not change where any Lead-related correspondence will be sent.

Home Address *

Home Address 2

Home City *

Home State *

Home Zip *

Signature Verification Information

You are registering for a program that requires signature question verification. Please select five (5) signature questions and answers. The questions that you select should be questions that you can remember, but difficult for anyone else to guess.

Signature Question 1 *

Signature Answer 1 *

Signature Question 2 *

Signature Answer 2 *

Signature Question 3 *

Signature Answer 3 *

Signature Question 4 *

Signature Answer 4 *

Signature Question 5 *

Signature Answer 5 *

I am the registrant and sole user of this account. I agree that I will not share my account or access information with anyone per acceptance of the [Terms and Conditions](#).

Complete the Identity Proofing Information section then select five signature verification questions and enter answers for each that you will remember but are hard to guess. Before continuing, click the link to open and carefully read the Terms and Conditions of the CDX system. Select the check box to agree to the Terms and Conditions before clicking “Continue.”

Email Validation



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CDX

Completion Checklist

- User Info ✓
- Applicant Info
- Accreditation Info
- People and Places
- Review and Payment

Registration Application – Email Validation

A link was sent to the email address you provided (beau.billeaud@cgifederal.com). Please click the link in the email to continue your application.

Haven't received your validation code yet? You can resend it by clicking [here](#).

If you need to change your email address, you may return to the [User Information](#) page. Please note that if you change your email address, any previous email validation links sent to you will no longer work.

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CDX Help Desk: 888-810-1995 | (970) 494-0200 for callers from Puerto Rico and Guam

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Once you complete the account and user Information, an email will be sent to the email address you've provided. Please check for the email, and click the link to validate your email.

Email Validation



DEVIAI11KJULCE5EPEJGUAJ.HET

LI BRESUD, BEAU B (LMA FROB9)

10:39 AM

Lead Application Email Verification Request - Action Required! - Initial Application - T375176

Beau Billeaud,

You are receiving this email because you are completing the application form for Training Providers Applying for Accreditation for Lead-Based Paint Training. Please note, your submission is not yet complete. You have either just created an account with the EPA Central Data Exchange (CDX) or have entered a previously unused email address.

In order to complete your submission, you will need to confirm your account (beau.billeaud@cgifederal.com) by clicking the following link:

<https://dev.epacdx.net/XCDXLLeadTpCertification/Registration/EmailConfirmation?code=5ede3b26-e5e7-4ad5-ae15-b541e1624ee4&applicationId=375176>

If you click the link and it appears to be broken, please copy and paste it into a new browser window. This link expires on January 01, 2019. You may reuse this link anytime before then to return to your application and continue where you left off.

Please do not respond to this message. If you have questions concerning this request, you may contact us by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.

Sincerely,
CDX Help Desk

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This is an example of the email you will receive. Click the link provided to validate your email and continue with the training provider application.

Existing CDX User - User Information



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CDX Contact Us Logged in as BBILLEAUD (Log out)

Completion Checklist

- User Info
- Applicant Info
- Accreditation Info
- People and Places
- Review and Payment

Registration Application - User Information

Please review and complete the following information. Once all of your edits are complete, click "Continue" below to **continue**.

User Information

Full Name * Beau Billeaud

Please confirm your email address. If you change your email address, please provide an email address to which you have access, as you will be required to validate it during the process.

Email * beau.billeaud@cgifederal.com

Re-enter Email *

Contact Phone *

I am the registrant and sole user of this account. I agree that I will not share my account or access information with anyone per acceptance of the [Terms and Conditions](#).

Continue

CDX Help Desk: 888-890-1395 | (787) 494-5500 for callers from Puerto Rico and Guam

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If you are an existing CDX user and already have a CDX account, you will use the already registered login option instead of registering for a new account. You will be redirected to this page upon logging in where you will need to verify your email address and provide a contact phone number. Before continuing, click the link to open and carefully read the Terms and Conditions of the CDX system. Select the check box to agree to the Terms and Conditions before clicking "Continue."

Applicant Information



CDX Contact Us
Logout - W. BELLEAF (log out)

Completion Checklist

- User Info ✓
- Applicant Info**
- Accreditation Info
- People and Places
- Review and Payment

Registration Application – Applicant Information

Listed below are your current Training Provider details. Once all of your edits are complete, click "Continue" below to continue.

Training Provider Details

Website Listing Evaluation and Abatement
Preferences * Renovation
 Do Not List

Organization Information

Select an organization currently associated with your account
 Associate a new organization with your account

Organization Selection *

Mailing Address is the same as Organization Address

Mailing Address

Address *
Address 2
City *
State *
Zip *

Violation Information

Violations? [Help](#) No Yes

Fee Waiver Request

Fee Waiver Requested? [Help](#) No Yes

You will then be redirected to the Training Provider Details page to complete your organization information, address any violations and request a fee waiver if necessary.

Accreditation Information



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CDX Contact Us
Logged in as BBILLEAUD (Log out)

Completion Checklist

- User Info ✓
- Applicant Info ✓
- Accreditation Info
- People and Places
- Review and Payment

Registration Application – Accreditation Information

Please **add** the courses you wish to be accredited in by clicking the "Add New Course" button. Once all of your edits are complete, be sure any new information is saved and click "Continue" below to **continue**.

New Requested Course Accreditations

Add New Course

[Continue](#) [Save Progress](#) [Previous](#)

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Click "Add New Course."

Accreditation Information



Registration Application - Accreditation Information

Please **add** the courses you wish to be accredited in by clicking the "Add New Course" button. Once all of your edits are complete, be sure any new information is saved and click "Continue" below to **continue**.

New Requested Course Accreditations

New Course

Discipline *

Certification Level *

Language *

E-learning? * No Yes

Course Materials [Help](#) * EPA Recommended Training Materials
 Authorized State Course/Program
 Other LBP Training

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Complete the accreditation information and click "Save". Users can apply for additional accreditation by clicking "Add New Course." Users may add as many courses as necessary before continuing with the application.

People and Places



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Per EPA regulations, the person completing the application for accreditation must be listed as a Training Program Manager. The application will not be accepted and your accreditation will not be issued otherwise. The name listed on the CDX user's account will be pre-populated as the first Training Program Manager. Users can add additional Training Program Managers but the individual applying for the CDX account must be listed as a Training Program Manager to continue. On the People and Places page, users can add additional Training Program Managers by clicking the "Add New Training Program Manager" button. At this point, a user can also add Principal Course Instructors and Training Facilities. In the Training Facilities section, users can also elect to provide proper documentation if they plan to have training at non-permanent facilities.

People and Places



Principal Course Instructor (New)

First Name *

Middle Name

Last Name *

Teaching Workers or Adults Requirement
Category *

Construction Industry Requirements
Category *

Training Requirements

Completion of Accredited Lead-specific Training Requirement

Trainer Name *

Training Program Name *

Discipline *

Address *

Address 2

City *

State *

Zip *

Phone *

Training Completion Date *

Training Certificate Number *

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Clicking the "Add New Principal Course Instructor" button will expand the Principal Course Instructors section and the Training Requirements sub-section. A user can add/save multiple Training Requirements per Principal Course Instructor.

People and Places



Training Requirements

Completion of Accredited Lead-specific Training Requirement

Trainer Name *	<input type="text"/>
Training Program Name *	<input type="text"/>
Discipline *	<input type="text" value="Select..."/>
Address *	<input type="text"/>
Address 2	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text"/>
Zip *	<input type="text"/>
Phone *	<input type="text"/>
Training Completion Date *	<input type="text"/>
Training Certificate Number *	<input type="text"/>

Save Cancel

Save Cancel

When adding a Training Requirement for a Principal Course Instructor, users will be able to select from multiple disciplines.

People and Places



Jefferson Thomas (New)

First Name *

Middle Name

Last Name *

Teaching Workers or Adults Requirement

Category *

Documentation Type(s) * Resume [shiba-inu-1.jpg](#)

Letter of Reference

Documentation of Work Experience

Construction Industry Requirements

Category *

Documentation Type(s) * Resume [shiba-inu-1.jpg](#)

Letter of Reference

Documentation of Work Experience

Training Requirements

> Completion of Accredited Lead-specific Training Requirement: Test - Supervisor	Edit	Remove
--	------	--------

[Add New Training Requirement](#)

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Clicking "Save" within Training Requirements will collapse the completed Training Requirements section. The user can then edit, remove, or add another new training requirement for that Principal Course Instructor.

People and Places



Principal Course Instructors		
<input type="checkbox"/> Expand All <input type="checkbox"/> Collapse All		
> Melissa Johnson		Remove
> Melissa Jones		Remove
> Paige Urbano		Remove
> Jefferson Thomas (New)	Edit	Remove
Add New Principal Course Instructor Help		

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Clicking "Save" within the Principal Course Instructor section will save the Training Requirements and all other information added for that Principal Course Instructor. Saving the Principal Course Instructor will collapse the section and display as shown above. Users will have the ability to edit the newly added Principal Course Instructor up until the form is submitted.

People and Places



Training Facilities

Do you plan to provide training at non-permanent facilities? [Help](#) No Yes

[Expand All](#) | [Collapse All](#)

> Primary Facility - 765 9th Ave., Miami, Florida 35000	Remove
> Hands-On Training Facility - 104 2nd Street, Bayview, New York 10151	Remove

Training Facility (New)

Facility Type *

Address *

Address 2

City *

State *

Zip *

Documentation [Help](#) [+ Select Document...](#)

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Clicking the "Add New Training Facility" button will expand the Training Facilities section.

People and Places

A screenshot of a web form titled "Training Facility (New)". The form has a light green header bar. Below the header, there are several input fields: "Facility Type" with a dropdown menu, "Address", "Address 2", "City", "State", and "Zip". The "Facility Type" dropdown menu is open, showing a list of options: "Select...", "Primary Facility", "Off-Site Facility", "Assessment Activity Facility", "Course Test Facility", "Hands-On Training Facility", "Lecture Facility", and "Other Facility". At the bottom of the form, there is a "Documentation Help" link, a "+ Select Document..." button, and "Save" and "Cancel" buttons.

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Users have the ability to choose from multiple Facility Types.

People and Places



Training Facilities

Do you plan to provide training at non-permanent facilities? [Help](#) ⓘ * No Yes

Expand All | Collapse All

> Primary Facility – 765 9th Ave., Miami, Florida 35000	Remove	
> Hands-On Training Facility – 104 2nd Street, Bayview, New York 10151	Remove	
> Assessment Activity Facility – 321 Test ST, Test, Virginia 54321 (New)	Edit	Remove

[Add New Training Facility](#)

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Saving the Training Facility will collapse the section and display as shown above. Users will have the ability to edit the newly added Training Facility up until the form is submitted. To change submitted Training Facilities information, users will need to submit an amendment removing the old Training Facility and adding the new Facility.

Training Facilities

Do you plan to provide training at non-permanent facilities? [Help](#) ⓘ * No Yes [+ Select Document...](#)

Clicking "Yes" for the "Do you plan to provide training at non-permanent facilities" will allow the user to submit for accreditation to provide training at non-permanent facilities. The user will be required to upload supporting documentation. Providing information regarding non-permanent training facilities does not require adding additional Training Facilities.

Review and Payment



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CDX Logout Logout + Refresh Logout

Completion Checklist

- User Info ✓
- Applicant Info ✓
- Accreditation Info ✓
- People and Places ✓
- Review and Payment**

Registration Application - Review and Payment

Please verify the following information before proceeding. If edits are required, use the navigation menu to the left or the "Edit" button corresponding to the appropriate section below.

User Information Edit

Full Name * Beau Bileaud
Email * beau.bileaud@cgfederal.com
Re-enter Email * beau.bileaud@cgfederal.com
Contact Phone * (444) 444-4444

Training Provider Details

Website Listing Preferences * Do Not List

Organization Information

Note: This is how your training provider name will appear on your certificate.

Organization Name CGI FEDERAL
Address 12601 FAIRLAKES CIRCLE
Address 2
City FAIRFAX
State Virginia
Zip 22033

Mailing Address is the same as Organization Address

Violation Information

Violations? * No

Fee Waiver Request

Fee Waiver Requested? * No

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On the Review and Payment page, verify that the information displayed in read-only format is correct and complete. If any changes are required, click the "Edit" button next to the appropriate section on the page.

Review and Payment

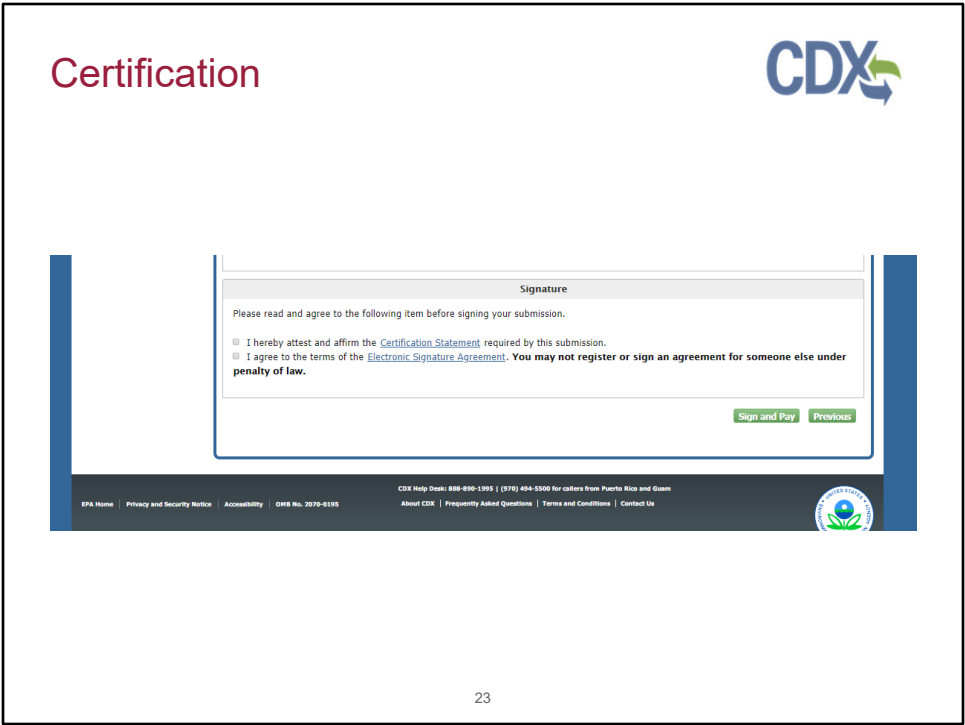


The screenshot displays a web form titled "Review and Payment". At the top right is the CDX logo. Below the title bar, there are navigation links for CGI, Versform, EPA Network, TSCA, BASR, and a "Sign In | ArcGIS for Desktop" link. The main content is divided into two sections:

- Identity Proofing Information:** This section contains a heading "In order to submit your application, please complete and verify the following information for identity proofing purposes." It includes fields for "Social Security Number (Last 4) [0000]", "Date of Birth [MM/DD]", and a note: "Please confirm the validity of your home address information. If you have moved within the last 6 months, please provide your previous address for identity proofing purposes only. (This will not change where any lead-related correspondence will be sent.)" Below this are fields for "Home Address", "Home Address 2", "Home City", "Home State" (a dropdown menu), and "Home Zip".
- Payment:** This section has a heading "Payment" and a sub-heading "The amount owed for your Training Provider Certification is listed below:". It shows "New Course Accreditation Fees: \$870" and "Total Cost: \$870". There are three radio button options: "Pay Via Credit/Debit Card" (selected), "Pay Via Bank Account (ACH)", and "Submit Using Payment Code". Below this is a "Credit/Debit Card Transaction" section with fields for "Account Holder Name" (with a red asterisk and "This field is required."), "Payment Amount" (displayed as \$870), "Billing Address" (displayed as FAKE), "Billing Address 2", "City" (displayed as BAD), and "State" (a dropdown menu displaying Delaware).

At the bottom center of the screenshot, the number "22" is visible.

At the bottom of the Review and Payment screen, complete the Identity Proofing Information section. Enter the last four digits of your SSN and your date of birth, and confirm the validity of your home address. In the payment section, the total cost of your application is displayed in the Payment section. You may select to pay this amount either by credit or debit card, with a bank account ACH transfer, or with a payment code. Select the appropriate method by clicking the radio button next to your selection.



The last section on the Review and Payment page is the Certification section. Before submitting, click the link to open and carefully read the Certification Statement. Clicking the link to the Electronic Signature Agreement will display the full text of the document. Select the check boxes to affirm your acceptance of the terms before clicking the “Sign and Pay” button.

eSignature Widget

A screenshot of the eSignature Widget interface is shown within a window titled "eSignature Widget". The interface is divided into three columns representing different steps:

- 1. Authentication:** Includes the text "Log into CDX", "User: CPSURBANO", "Password:" followed by a masked password field, and a confirmation message "Welcome Paige Urbano".
- 2. Verification:** Includes the text "Question: What is the first and middle name of your oldest sibling?", "Answer:" followed by a text input field containing the word "sibling", and a confirmation message "Correct Answer".
- 3. Sign File:** Contains a green button labeled "Sign".

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To complete your submission, you will have to provide the correct CDX password for the account, answer a verification security question and click "Sign" within the eSignature Widget.

Application Submission Confirmation



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CDX [Contact Us](#)

Application Number: T375187
Date: December 28, 2018

Your application has been sent to the EPA for review. This may take several weeks. Once the review is complete and your application has been approved you will receive an approval package, including your certificate, by email from lead.paint@epa.gov. It is best that you add this address to your email's 'safe' list as it may be classified as spam by some email programs.

This Training Provider has not been issued an accreditation yet. Please come back after your accreditation(s) have been approved to manage your Training Program and Accreditations.

Lead Training Provider Dashboard

To Do List ([More Info](#)) [Expand To Do List](#) | [View Calendar](#)

- There are no future required actions at this time.

Quick Actions

- CDX Inbox

Training Notifications
Submit new training notifications or manage

Manage People and Facilities
Add or remove instructors, program managers, or

Manage Preparers and Submissions
Add or remove preparers, review and sign pending

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Once your application is complete and has been signed, you have completed the process. On this page, you will see your application number and the date that your application was signed. Your application will now be reviewed by EPA. Once the review is complete, you will receive a confirmation email from EPA with details.

Application Submission Confirmation Email



Lead Training Provider Application Signed - Initial Application (DEV)

To: Matthew.Lorence@epa.gov

LeadTrainingProviderCertificationApp_T3751873.html
4 KB

Matt Lorence,

Your application for Training Providers Applying for Accreditation for Lead-Based Paint Training has been signed and submitted to the EPA. To view the details of your application, please [click here](#). A follow-up notification will be emailed from lead_paint@epa.gov when your submission has been reviewed and processed. You may wish to add this sender to your 'safe' list as it may be classified as spam by some email programs. Your receipt for this application is attached to this email.

Application Number: T375187

Please do not respond to this message. If you have questions concerning this request, you may contact us by email at helpdesk@spacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.

Sincerely,
CDX Help Desk

If your application is complete and signed, you will receive an email such as the above to confirm.