Lead User Guide:
Create New Training Program

CDX

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.

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

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

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

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."

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

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/XCDX/LeadTpCertification/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

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

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

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

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**.

Completion Checklist
- User Info ✔
- Applicant Info ✔
- Accreditation Info
- People and Places
- Review and Payment

New Requested Course Accreditations

Add New Course

Continue   Save Progress   Previous

Click "Add New Course."

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

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

CDX

∨ Principal Course Instructor (New)

First Name *   [   ]
Middle Name   [   ]
Last Name *   [   ]

Teaching Workers or Adults Requirement
Category *   [Select... ▼]

Construction Industry Requirements
Category *   [Select... ▼]

Training Requirements

∨ Completion of Accredited Lead–specific Training Requirement

Trainer Name *   [   ]
Training Program Name *   [   ]
Discipline *   [Select...   ▼]
Address *   [   ]
Address 2   [   ]
City *   [   ]
State *   [Select...   ▼]
Zip *   [   ]
Phone *   [   ]
Training Completion Date *   [   ]
Training Certificate Number *   [   ]

[Save] [Cancel]

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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.

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

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

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

CDX

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 *   Select...   ▼

Address *

Address 2

City *

State *   Select...   ▼

Zip *

Documentation Help ❓ *   ➕ Select Document...

Save   Cancel

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

Users have the ability to choose from multiple Facility Types.

People and Places

CDX

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		

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.

People and Places

CDX

Training Facilities
Do you plan to provide training at non-permanent facilities? Help ❓ * ◯ No ☑ Yes [+ Select Document...]

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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

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.
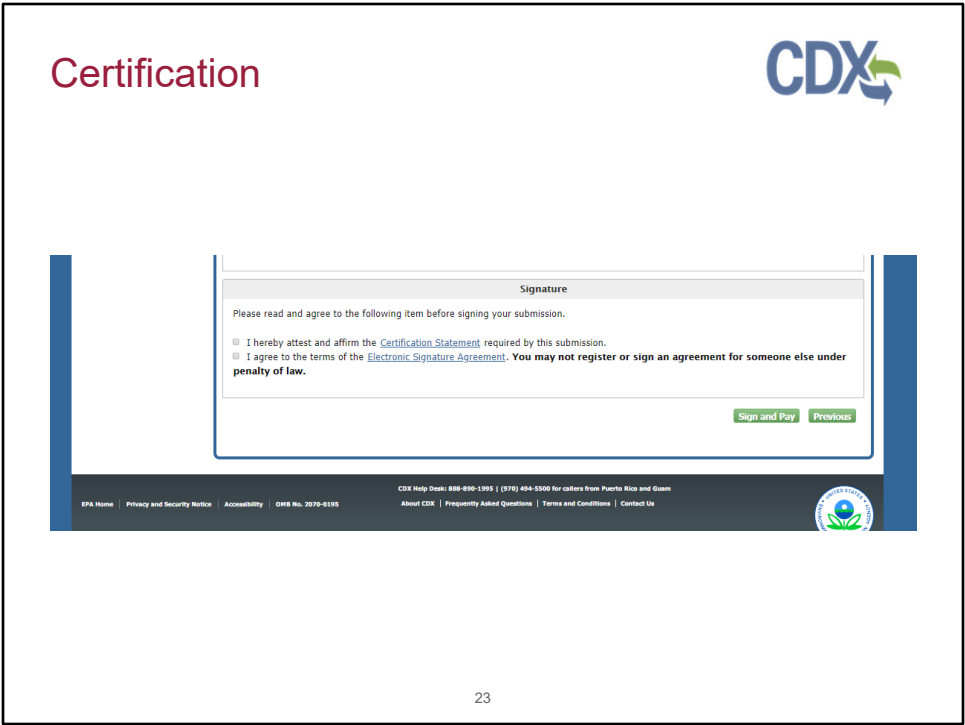
Review and Payment

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.

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

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

CDX

Lead Training Provider Application Signed - Initial Application (DEV)

To   Matthew.lorefice@cgi.com

LeadTrainingProviderCertificationReceipt_T375187.html
4 KB

Matt Lorefice,

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