



The instructions will cover CDX updates for the New Training Provider Dashboard role.

Lead Training Provider Dashboard



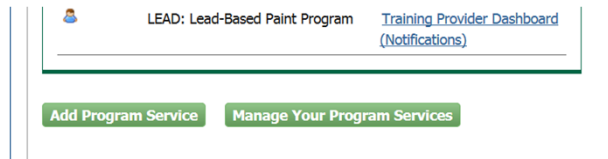
Services		Manage	
Status	Program Service Name	Role	
	CSPP: Submissions for Chemical Safety and Pesticide Programs	Accreditation Body (AB) Authorized Official	
	CSPP: Submissions for Chemical Safety and Pesticide Programs	Primary Authorized Official	
	CSPP: Submissions for Chemical Safety and Pesticide Programs	Primary Support	
	CSPP: Submissions for Chemical Safety and Pesticide Programs	Secondary Authorized Official	
	CSPP: Submissions for Chemical Safety and Pesticide Programs	Secondary Support	
	CSPP: Submissions for Chemical Safety and Pesticide Programs	Third-Party Certifier (TPC) Authorized Official	
	LEAD: Lead-Based Paint Program	Applicant Management	
	LEAD: Lead-Based Paint Program	Lead-Based Paint Firm Applications	
	LEAD: Lead-Based Paint Program	Application for Individual Certification	
	LEAD: Lead-Based Paint Program	Lead Miscellaneous Payments	
	LEAD: Lead-Based Paint Program	Application for Training Provider Accreditation	
	LEAD: Lead-Based Paint Program	Training Provider Dashboard (Notifications)	

[Add Program Service](#) [Manage Your Program Services](#)

Alerts
LEAD: Lead Trainers: The new Training Provider Dashboard will soon be available offering enhanced features! This will replace the current Training Notifications role in CDX. Please click here for more information . September 29 2016
CDX Service Availability
See the status for all program services
News and Updates
No news/updates.

The handoff from CDX using "Training Notifications" has changed. Once the user is logged into CDX, they will be able to locate the NEW "Training Provider Dashboard (Notifications)" link under "Services" in place of the former "Training Notifications" link.

Lead Training Provider Dashboard



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Handoff from CDX using the NEW "Training Provider Dashboard (Notifications)" link located under the role column on the "MyCDX" Homepage. This link is already available to those who previously had the "Training Notifications" link.

Lead Training Provider Dashboard



The image shows a screenshot of a web application with a modal dialog box titled "Application Profile Settings". The dialog box is white with a thin border and is centered on the screen. It contains the following fields and options:

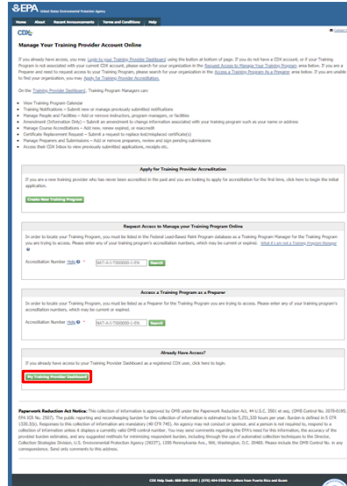
- Organization Name:** A dropdown menu with "Lafayette- Test" selected.
- Program Client ID:** A text input field containing "TRAINING PROVIDER DASHBOARD: FL-A-I-T147114-2".
- Program:** A text input field containing "LEAD".
- Buttons:** Two green buttons labeled "Proceed" and "Cancel" are positioned at the bottom of the dialog.

The background of the dashboard is dark grey and shows a list of "Lead-Based Pa..." items on the left and a "Manage Your Program Services" button at the bottom.

4

If a user has multiple Organization Names or Accreditation Numbers associated with their CDX account, they will be prompted to select which account Training Provider they are working for before proceeding to the dashboard.

Lead Training Provider Dashboard



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

Users can also access their Training Provider Dashboard by navigating to the Training Provider Public Site, located at <https://cdx.epa.gov/XCDX/LeadTpCertification/Public>. Users click “My Training Provider Dashboard” to login.

Lead Training Provider Dashboard



Log in to CDX ✕

User ID *
This field is required.

Password *
This field is required.

[Log In](#)

[Forgot your Password?](#) | [Forgot your User ID?](#) | [Help](#)
Accessing an account that is not yours is a Federal offense.

6

The CDX Login screen will display after the user clicks “My Training Provider Dashboard.” The user should enter their CDX login information here.

Lead Training Provider Dashboard



Please select which Training Program to manage ✕

Organization Name *

Select... ▾

Program ID *

▾

[Access Dashboard](#)

7

If a user has multiple Organization Names or Accreditation Numbers associated with their CDX account, they will be prompted to select which account Training Provider they are working for before proceeding to the dashboard.

Training Notifications



The screenshot shows the EPA CDX Lead Training Provider Dashboard. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The user is logged in as BELLEAUO and is identified as a Training Provider Test for 12601 FAIRLAKES, FAIRFAX, VA 22033, with a phone number (777) 777-7777. The dashboard features several functional tiles:

- To Do List:** Shows no future required actions at this time.
- Quick Actions:** Includes links for New Pre-Training Notification, New Post-Training Notification, and CDX Index.
- Training Notifications (highlighted):** Allows users to submit new training notifications or manage previously submitted ones.
- Manage People and Facilities:** Used for adding or removing instructors, program managers, or facilities.
- Manage Preparers and Submissions:** Used for adding or removing preparers and reviewing pending submissions.
- Manage Course Accreditations:** Used for adding new accreditations, renewing expired ones, or recrediting existing ones.
- Certificate Replacement Request:** Used for submitting requests to replace lost or misplaced certificates.
- Amendment - Information Only:** Used for submitting amendments to change information associated with the training program.

8

Users desiring to submit a training notification will click the "Training Notifications" tile.

Training Notifications



Training Notifications Home

Contact Us
Logged in as ZLUCCARDI (Log out)

[New Pre-Training Notification](#) [New e-learning Post-Training Notification](#) [Search](#)

Listed below are your most recently submitted notifications. You may add a new notification or update an existing notification. If the notification you are attempting to modify is not found in the below listing use the search button to find earlier notifications.

Show 10 entries

Form Id	Accreditation Number	Status	Training Dates	Address	City, State	Instructor	Actions
T363693	LBP-I-I-T147114-1-EN	Cancelled	8/16/2030 - 8/18/2030	100 street	City ,AK	right here This is the man	
T363694	LBP-I-I-T147114-1-EN	Cancelled	8/17/2016 - 8/19/2016	100 street	City ,AK	right here This is the man	
T363703	LBP-I-I-T147114-1-EN	Post-Notification Submitted	8/17/2016 - 8/19/2016	100 street	City ,AK	Test Test	Update Post-Training Notification
T363728	LBP-I-I-T147114-1-EN	Pre-Notification Submitted	8/10/2016 - 8/12/2016	100 street	City ,AK	right here This is the man	Create Post-Training Notification Update Pre-Notification Cancel Notification

Once the user accesses the "Training Notifications Home" page, the functionality is the same as it was before the deployment of the new Training Provider Dashboard. If user is new to Training Notification, please see the Lead User Guide on Training Provider Notification for more information.

Manage People and Facilities



The screenshot shows the EPA CDX Lead Training Provider Dashboard. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The user is logged in as BRILLEAUC. The dashboard is titled "Lead Training Provider Dashboard" and includes a "To Do List" (empty), "Quick Actions" (New Pre-Training Notification, New Post-Training Notification, CDX Inbox), "Training Notifications", "Manage People and Facilities" (highlighted with a red border), "Manage Preparers and Submissions", "Manage Course Accreditations", "Certificate Replacement Request", and "Amendment - Information Only".

10

Users wishing to submit an amendment to add or remove a Training Program Manager, Principal Course Instructor, or Training Facility can navigate to the "Manage People and Facilities" page from the dashboard by clicking the "Manage People and Facilities" tile.

Manage People and Facilities



Completion Checklist

- People and Places
- Review

Manage People and Facilities

Listed below are your current approved Training Program Managers, Principal Course Instructors, and Training Facilities. You can remove any personnel or facility by clicking "Remove" to the right of the respective name. You can also add new personnel or facilities by clicking the "Add New" button. Once all of your edits are complete, be sure any new information is saved and click "Continue" below to continue.

Training Program Managers

Expand All | Collapse All

> James Smith	Remove
> George Washington	Remove

[Add New Training Program Manager](#)

Principal Course Instructors

Expand All | Collapse All

> Melissa Johnson	Remove
> Melissa Jones	Remove
> Paige Urbano	Remove

[Add New Principal Course Instructor](#) [Help](#)

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

[Add New Training Facility](#)

[Continue](#) [Cancel](#)

Once on the "Manage People and Facilities" page users can add a new Training Program Manager by clicking the "Add New Training Program Manager" button or remove a Training Program Manager by clicking the "Remove" link next to the respective Manager. The user can perform similar actions for Principal Course Instructors and Training Facilities. Users can also choose whether they want to provide training at non-permanent facilities. In order to provide training at non-permanent facilities, users need to provide proper documentation, if they are not already accredited to do so.

Manage People and Facilities



Training Program Manager (New)

First Name *	<input type="text"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text"/>
Job Title *	<input type="text"/>
Teaching Workers or Adults Requirement	
Category *	<input type="text" value="Experience"/>
Documentation Type(s) *	<input type="checkbox"/> Resume <input type="checkbox"/> Letter of Reference <input type="checkbox"/> Documentation of Work Experience
Construction Industry Requirements	
Category *	<input type="text" value="Experience"/>
Documentation Type(s) *	<input type="checkbox"/> Resume <input type="checkbox"/> Letter of Reference <input type="checkbox"/> Documentation of Work Experience
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

12

Clicking the "Add New Training Program Manager" button will expand a new section with empty fields. "Documentation Type(s)" checkboxes will change with respect to which "Category" is chosen from the drop-down menu. At least one "Documentation Type(s)" must be checked per "Category." Checking a box will allow the user to upload the associated documentation. Uploaded documentation displays to the right of the respective checkbox. Users can view and/or remove uploaded documentation.

Manage People and Facilities



Training Program Managers

Expand All | Collapse All

> James Smith	Remove	
> George Washington	Remove	
> Jefferson Thomas (New)	Edit	Remove

[Add New Training Program Manager](#)

13

Saving the "Training Program Manager" will collapse the section and display as shown. Users will have the ability to "Edit" the newly added "Training Program Manager" until the form is submitted. "Training Program Manager" information already submitted and processed will not be available for edit. To make changes to an existing "Training Program Manager," users will need to remove that "Training Program Manager" and submit a new amendment with new information.

Manage People and Facilities



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 *

14

Save Cancel

Clicking the "Add New Principal Course Instructor" button will expand the "Principal Course Instructors" section and the "Training Requirements" sub-section with empty fields. Selecting "Categories," checking "Documentation Type(s)," and uploading documentation works the same as "Training Program Manager." A user can add/save multiple "Training Requirements" per "Principal Course Instructor."

Manage People and Facilities



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"/>

15

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

Manage People and Facilities



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
--	------	--------

16

Clicking "Save" within "Training Requirements" will collapse the "Completion of Accredited Lead-specific Training Requirement" section. The user can then edit, remove, or add another new training requirement for the "Principal Course Instructor."

Manage People and Facilities



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		

17

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. Users will have the ability to edit the newly added "Principal Course Instructor" until the form is submitted. "Principal Course Instructor" information already submitted and processed will not be available for edit. To make changes to an existing "Principal Course Instructor" users will need to remove that "Principal Course Instructor" and submit a new amendment with new information.

Manage People and Facilities



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](#) *

18

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

Manage People and Facilities



~ Training Facility (New)

Facility Type *	Select... Select... Primary Facility Off-Site Facility Assessment Activity Facility Course Test Facility Hands-On Training Facility Lecture Facility Other Facility
Address *	
Address 2	
City *	
State *	
Zip *	
Documentation Help ⓘ *	+ Select Document...

Save Cancel

19

Users have the ability to choose from multiple "Facility Types."

Manage People and Facilities



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](#)

20

Saving the "Training Facility" will collapse the section and display as shown. Users will have the ability to edit the newly added "Training Facility" until the form is submitted. Training Facility information already submitted and processed will not be available for edit. To change existing "Training Facilities" information, users will need to remove that Training Facility and submit a new amendment with new information.

Manage People and Facilities



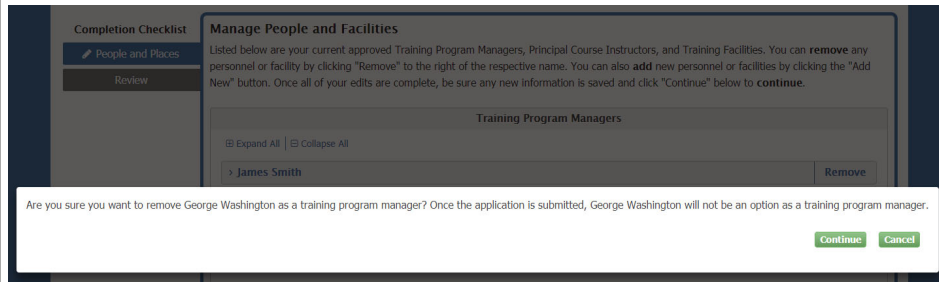
Training Facilities

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

21

Clicking "Yes" for the "Do you plan to provide training at non-permanent facilities" button 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 "Training Facilities." Once "Non-permanent Training Facility" information is processed it cannot be unselected in future amendments.

Manage People and Facilities



22

Clicking "Remove" next to a current "Training Program Manager," "Principal Course Instructor," or "Training Facility" will remove that person or location following submission. Users are prompted to confirm the removal before continuing.

Manage People and Facilities



Completion Checklist

- People and Places
- Review

Manage People and Facilities

Listed below are your current approved Training Program Managers, Principal Course Instructors, and Training Facilities. You can remove any personnel or facility by clicking "Remove" to the right of the respective name. You can also add new personnel or facilities by clicking the "Add New" button. Once all of your edits are complete, be sure any new information is saved and click "Continue" below to continue.

Training Program Managers

Expand All | Collapse All

James Smith	Remove
George Washington	Undo
Jefferson Thomas (New)	Edit Remove

Add New Training Program Manager

Principal Course Instructors

Expand All | Collapse All

Melissa Johnson	Remove
Melissa Jones	Remove
Paige Urbano	Undo
Jefferson Thomas (New)	Edit Remove

Add New Principal Course Instructor [Help](#)

Training Facilities

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

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

23 [Continue](#) [Cancel](#)

Clicking "Remove" next to a current "Training Program Manager," "Principal Course Instructor," or "Training Facility" will remove that person or location following submission. Removed names will be display in a red field with a line through it. Users have the ability to "Undo" any removals before submitting the form by clicking the respective "Undo" button.

Manage People and Facilities



Completion Checklist

- People and Places
- Review

Manage People and Facilities

Listed below are your current approved Training Program Managers, Principal Course Instructors, and Training Facilities. You can **remove** any personnel or facility by clicking "Remove" to the right of the respective name. You can also **add** new personnel or facilities by clicking the "Add New" button. Once all of your edits are complete, be sure any new information is saved and click "Continue" below to **continue**.

Training Program Managers

Expand All | Collapse All

James Smith	Remove
George Washington	Undo
Jefferson Thomas (New)	Edit Remove

[Add New Training Program Manager](#)

Principal Course Instructors

Expand All | Collapse All

Melissa Johnson	Remove
Melissa Jones	Remove
Paige Urbano	Undo
Jefferson Thomas (New)	Edit Remove

[Add New Principal Course Instructor](#) [Help](#)

Training Facilities

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

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](#)

24 [Continue](#) [Cancel](#)

Users must save all new additions prior to continuing to the "Manage People and Facilities - Review Page." Saved sections are collapsed.

Manage People and Facilities – Review Page



The screenshot displays the 'Manage People and Facilities - Review Page' with four main sections:

- Training Program Manager:** Details for 'Training Program Manager' including fields for ID, Name, Address, and various requirements.
- Jobless Training Offer:** Details for 'Jobless Training Offer' including fields for ID, Name, Address, and various requirements.
- Principal Career Instructor:** Details for 'Principal Career Instructor' including fields for ID, Name, Address, and various requirements.
- Training Facility:** Details for 'Training Facility' including fields for ID, Name, Address, and various requirements.

25

The review page will contain all additions/removals made on the edit page. Information that has not been added or removed will not appear on the review page.



Signature

Please read and agree to the following item before signing your submission.

I hereby attest and affirm the [Certification Statement](#) required by this submission.

[Sign](#) [Previous](#) [Cancel](#)

26

The "Signature" section at the bottom of the review page will allow users to click "Sign" and move forward with submitting the changes. Users can click "Previous" to move back to the edit page, or click "Cancel" to navigate back to the "Lead Training Provider Dashboard" without submitting any changes. All changes will be lost unless the application is signed and submitted. Users must check the box to affirm the "Certification Statement" before signing.

Manage People and Facilities – Review Page



- The information included on this application, including any attachments, is true and accurate to the best of my belief and knowledge.
- The Training Program described in this application, including any attachments, is true and accurate to the best of my belief and knowledge.
- The Training Provider will maintain my accreditation(s) according to 40 CFR § 745.225 and conduct lead-based paint training only in those disciplines and geographical areas in which I have received accreditation.
- I acknowledge that any accreditation issued pursuant to this application, including any attachments, will be subject to revocation if issuance was based on incorrect or inadequate information that materially affected the decision to issue the accreditation.

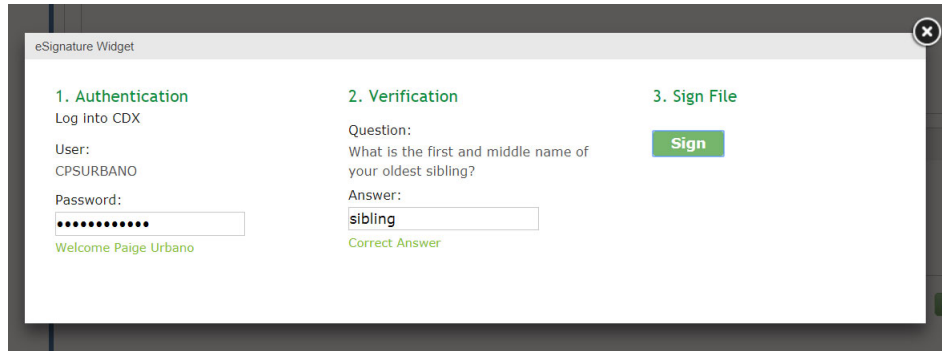
27

Clicking the "Certification Statement" link on the page will display the Certification Statement for the user to read.

I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

to aff

Checking the signature checkbox and clicking "Sign" will display the attestation clause for the user to certify the new changes. "Accept" displays the "eSignature Widget" for the user to electronically agree to and sign the form. "Decline" will direct the user back to the review page.



The screenshot shows an "eSignature Widget" window with three columns of steps:

- 1. Authentication**
Log into CDX
User:
CPSURBANO
Password:
[password field]
Welcome Paige Urbano
- 2. Verification**
Question:
What is the first and middle name of your oldest sibling?
Answer:
sibling
Correct Answer
- 3. Sign File**
[Sign button]

To complete signing and submitting the changes, the user will have to: Provide the correct CDX password for the account, answer the "Verification" security question correctly, and click "Sign" within the "eSignature Widget."

Application Submission Confirmation



EPA United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ Help

CDX [Contact Us](#)
Logged in as CPSURBANO (Log out)

Application Number: T372027
Date: December 28, 2017

Your application has been sent to the EPA. If you are removing a Principal Course Instructor, Training Program Manager, or Facility, your information may take 6 hours to update. If you are adding a Principal Course Instructor, Training Program Manager, or Facility your application will be reviewed and will take 30 days to go into effect unless approved earlier.

30

Once the application is signed and successfully submitted, confirmation of the submission will display on the "Lead Training Provider Dashboard" in a green field with the application number and the date of the submission.

Application Submission



Thu 12/28/2017 11:36 AM

devlannotice@epacdx.net

Lead Training Provider Application Signed - People/Facilities Amendment (DEV)

To  Urbano, Christe Paige (CGI Federal)

Paige Urbano,

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](#).

Application Number: T372027

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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A confirmation email containing the same information will also be sent to the email account associated with the user's CDX account.

Amendment – Information Only



EPA United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ Help

CDX

Lead Training Provider Dashboard

Contact Us
Logged in as BILLLEAH@D (Logout)

Training Provider Test
12601 FAIRLAKES, FAIRFAX, VA 22033
(773) 777-7777

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

- There are no future required actions at this time.

Quick Actions

- [New Pre-Training Notification](#)
- [New Post-Training Notification](#)
- [CDX Inbox](#)

Training Notifications
Submit new training notifications or manage previously submitted notifications for your training program.

Manage People and Facilities
Add or remove instructors, program managers, or facilities for your training program.

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

Manage Course Accreditations
Add new course accreditations, renew expired course accreditations, or reaccredit existing course accreditations.

Certificate Replacement Request
Submit a request to replace lost/misplaced certificate(s).

Amendment – Information Only
Submit an amendment to change information associated with your training program such as your name or address.

32

Users will be able to navigate to the "Amendment – Information Only" page from the dashboard by clicking the "Amendment – Information Only" tile.

Amendment – Information Only



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

Training Provider Details

User Information

Full Name *
Contact Phone *

Training Program Information

Training Program Name *
Contact Email * Lead CDX Other [Help](#)

Website Listing Preferences * Evaluation and Abatement
 Renovation
 Do Not List

Business Address

Address *
Address 2
City *
State *
Zip *
Business Phone *

Mailing Address is the same as Business Address

Mailing Address

Address *
Address 2
City *
State *
Zip *

33

After selecting "Amendment – Information Only" tab from the dashboard, users are directed to the "Information Update Only" page where they can: Update the "Training Program Name" and "Website Listing Preferences", as well as their contact information and Business Address.

Amendment – Information Only – Review Page



Information Update Only – Review Page

Please review your information below and verify that it is correct before submitting. If any information needs to be changed you can do so by clicking the "Previous" button below. Please attest and affirm the certification statement below by checking the box below. You can then sign and submit your application by clicking the "Sign" button then entering the information required.

Training Provider Details

User Information

Full Name *	Paige Urbano
Contact Phone *	(703) 333-3333

Training Program Information

Training Program Name *	Absolute Training
Contact Email *	christepaige.urbano@icpfederal.com
Website Listing Preferences *	<input type="checkbox"/> Do Not List

Business Address

Address *	765 9th Ave.
Address 2	
City *	Miami
State *	Alabama
Zip *	35000
Business Phone *	(703) 227-5577

Mailing Address

Address *	PO Box 7900
Address 2	
City *	Miami
State *	Alabama
Zip *	35000

34 [Edit](#)

Clicking the "Continue" button will direct the user to the "Information Update Only – Review Page." This page provides the user the opportunity to review their "Training Provider Details" and make corrections if necessary.



Signature

Please read and agree to the following item before signing your submission.

I hereby attest and affirm the [Certification Statement](#) required by this submission.

[Sign](#) [Previous](#) [Cancel](#)

35

The "Signature" section at the bottom of the review page will allow users to click "Sign" and move forward with submitting the changes, click "Previous" and move back to the edit page, and click "Cancel" to navigate back to the "Lead Training Provider Dashboard" without submitting any changes. All changes will be lost unless the application is signed and submitted. Users must check the box to affirm the "Certification Statement" before signing.

Amendment – Information Only – Review Page



- The information included on this application, including any attachments, is true and accurate to the best of my belief and knowledge.
- The Training Program described in this application, including any attachments, is true and accurate to the best of my belief and knowledge.
- The Training Provider will maintain my accreditation(s) according to 40 CFR § 745.225 and conduct lead-based paint training only in those disciplines and geographical areas in which I have received accreditation.
- I acknowledge that any accreditation issued pursuant to this application, including any attachments, will be subject to revocation if issuance was based on incorrect or inadequate information that materially affected the decision to issue the accreditation.

Clicking the "Certification Statement" link on the page will display the Certification Statement for the user to read.

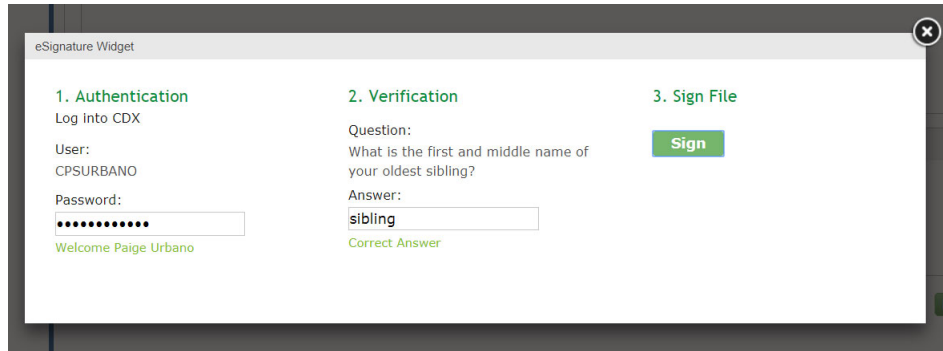
55000

I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

to
af

Accept Decline

Checking the signature checkbox and clicking "Sign" will display the attestation clause for the user to certify the new changes. "Accept" displays the "eSignature Widget" for the user to electronically agree to and sign the form. "Decline" will direct the user back to the review page.



The screenshot shows a window titled "eSignature Widget" with a close button in the top right corner. The window is divided into three columns:

- 1. Authentication**: "Log into CDX", "User: CPSURBANO", "Password: [masked]", and "Welcome Paige Urbano".
- 2. Verification**: "Question: What is the first and middle name of your oldest sibling?", "Answer: sibling", and "Correct Answer".
- 3. Sign File**: A green "Sign" button.

To complete signing and submitting the changes, the user will have to: Provide the correct CDX password for the account, answer the "Verification" security question correctly, and click "Sign" within the "eSignature Widget."

Application Submission Confirmation



A screenshot of the EPA website's 'Lead Training Provider Dashboard'. The page features a blue header with the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below the header, the CDX logo is visible on the left, and user information 'Contact Us' and 'Logged in as CPSURBANO (Log out)' is on the right. A prominent green notification box contains the following text: 'Application Number: T372035', 'Date: December 28, 2017', and 'Your application has been sent to the EPA. Your information may take 6 hours to update.' A small 'x' icon is located in the top right corner of the green box. The page number '39' is centered at the bottom of the screenshot area.

Once the application is signed and successfully submitted, confirmation of the submission will display on the "Lead Training Provider Dashboard" in a green field with the application number and the date of the submission.

Application Submission



Thu 12/28/2017 11:48 AM

devlannotice@epacdx.net

Lead Training Provider Application Signed - Info Only Amendment (DEV)

To: Urbano, Christe Paige (CGI Federal)

Paige Urbano,

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](#).

Application Number: T372035

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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A confirmation email containing the same information will also be sent to the email account associated with the user's CDX account.

Manage Course Accreditations



The screenshot shows the EPA CDX Lead Training Provider Dashboard. The page title is "Lead Training Provider Dashboard". The user is logged in as "BELLERAUD" and is associated with "Training Provider Test" at "12601 FAIRLAKES, FAIRFAX, VA 22033 (777) 777-7777".

The dashboard features several tiles:

- To Do List:** Shows "There are no future required actions at this time." with links for "Expand To Do List" and "View Calendar".
- Quick Actions:** Includes links for "New Pre-Training Notification", "New Post-Training Notification", and "CDX Index".
- Training Notifications:** "Submit new training notifications or manage previously submitted notifications for your training program."
- Manage People and Facilities:** "Add or remove instructors, program managers, or facilities for your training program."
- Manage Preparers and Submissions:** "Add or remove preparers, review and sign pending submissions."
- Manage Course Accreditations (highlighted):** "Add new course accreditations, renew expired course accreditations, or reaccredit existing course accreditations."
- Certificate Replacement Request:** "Submit a request to replace lost/misplaced certificate(s)."
- Amendment - Information Only:** "Submit an amendment to change information associated with your training program such as your name or address."

41

Reaccreditation of current courses, renewal of expired courses, and adding new courses is done within the "Manage Course Accreditations" tile.

Manage Course Accreditations- Applicant Information



Manage Course Accreditations - 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

User Information

Full Name *
Contact Phone *

Training Program Information

Training Program Name *
Contact Email * Lead CDX Other [Help](#)

Website Listing Preferences * Evaluation and Abatement
 Renovation
 Do Not List

Business Address

Address *
Address 2
City *
State *
Zip *
Business Phone *

Mailing Address is the same as Business Address

Mailing Address

Address *
Address 2
City *
State *
Zip *

Violation Information

Violations? [Help](#) * No Yes

Fee Waiver Request

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

[Continue](#) [Cancel](#)

42

Users will also have an opportunity to update any existing information associated with their certification during this process. It is important to note that the user's email confirmation will be sent to the email address selected from the "Contact Email" on the "Applicant Information" screen. Users can click Continue to move to next "Accreditation Info" , however they have to fill the Contact Phone again.

Manage Course Accreditations- Accreditation Information



CDX

Contact Us
Logged in as JOEMARTI (Log out)

- Completion Checklist
- Applicant Info
- Accreditation Info
- People and Places
- Signature and Payment

Manage Course Accreditations – Accreditation Information

Listed below are your current course accreditations. You can **reaccredit** any of your existing accreditations by clicking "Reaccredit" to the right of the respective accreditation. You can **renew** any of your expired accreditations by clicking the "Renew" button. You can also **add** new course accreditations 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**.

Current Course Accreditations

Expand All Collapse All

Abatement Worker : Initial : FL-A-I-T147114-2-EN-E : Expiration Date: 12/31/2019	Reaccredit
Renovator : Initial : NAT-RV-I-T147114-3-EN : Expiration Date: 1/1/2020	Reaccredit
Dust Sampler : Initial : NAT-DST-I-T147114-2-EN-E : Expiration Date: 1/28/2020	Reaccredit
Renovator : Initial : NAT-RV-I-T147114-3-EN-E : Expiration Date: 2/9/2020	Reaccredit
Project Designer : Refresher : LBP-P-R-T147114-1-EN : Expiration Date: 2/11/2021	Reaccredit
Inspector : Initial : LBP-I-I-T147114-2-EN : Expiration Date: 2/11/2021	Reaccredit
Abatement Worker : Initial : AZ-A-I-T147114-3-EN : Expiration Date: 11/20/2023	Reaccredit
Renovator : Refresher : NAT-RV-R-T147114-3-EN-E : Expiration Date: 1/6/2024	Reaccredit

Expired Course Accreditations

Expand All Collapse All

Inspector : Refresher : NAT-I-R-T147114-1-SP-E : Expired: 12/2/2016	Renew
Inspector : Initial : AK-I-I-T147114-1-EN-E : Expired: 1/1/2017	Renew

New Requested Course Accreditations

Add New Course

43

Continue Previous Cancel

On the "Accreditation Information" screen, users are able to reaccredit an existing course accreditation, renew an expired accreditation or request a new course accreditation. Users are required to perform at least one of these actions in order to be able to continue with the application process.

Manage Course Accreditations- Current Course Accreditations



Current Course Accreditations	
Expand All Collapse All	
> Inspector : Initial : LBP-I-I-T147114-2-EN : Expiration Date: 2/11/2021	Reaccredit
> Project Designer : Refresher : LBP-P-R-T147114-1-EN : Expiration Date: 2/11/2021	Reaccredit
> Abatement Worker : Initial : AZ-A-I-T147114-3-EN : Expiration Date: 11/20/2023	Reaccredit
> Abatement Worker : Initial : FL-A-I-T147114-2-EN-E : Expiration Date: 12/31/2019	Reaccredit
> Renovator : Initial : NAT-RV-I-T147114-3-EN : Expiration Date: 1/1/2020	Reaccredit
> Renovator : Initial : NAT-RV-I-T147114-3-EN-E : Expiration Date: 2/9/2020	Reaccredit
> Renovator : Refresher : NAT-RV-R-T147114-3-EN-E : Expiration Date: 1/6/2024	Reaccredit
> Dust Sampler : Initial : NAT-DST-I-T147114-2-EN-E : Expiration Date: 1/28/2020	Undo

Equipment / Material Changes? [Help](#) * No Yes [Desert.jpg](#)

44

Users will be able to reaccredit an existing, non-expired course accreditation in the “Current Course Accreditations” section. If any changes have been made regarding facility, equipment, or course materials since the last application approval, they will need to upload documentation describing those changes; particularly changes that may adversely affect a student's ability to learn.

Manage Course Accreditations- Expired Course Accreditations



Expired Course Accreditations

Expand All | Collapse All

Inspector : Initial : AK-I-I-T147114-1-EN-E : Expired: 1/1/2017 Renew

Inspector : Refresher : NAT-I-R-T147114-1-SP-E : Expired: 12/2/2016

Accreditation Number * NAT-I-R-T147114-1-SP-E

Discipline * Inspector

Certification Level * Refresher

Language * Spanish

E-learning? *

- Yes

Issuance Date * 1/20/2016

Expiration Date * 12/2/2016

Course Materials [Help](#) * EPA Recommended Training Materials [Desert.jpg](#)

Authorized State Course/Program

Other LBP Training

Save Cancel

45

If the user has any expired courses, they will appear in the “Expired Course Accreditations” sections. Renewing an expired notification costs the same as applying for new course accreditation for the same course. Renewing an expired accreditation requires that the user upload respective course materials. The user will not be allowed to renew an expired course if they have a current course of the same type.

Manage Course Accreditations- New Course Accreditations



New Requested Course Accreditations

New Course

Discipline * Abatement Worker ▾

Certification Level * Initial ▾

Language * English ▾

E-learning? * No Yes

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

46

Users will be able to add new courses in the “New Requested Course Accreditation” section. If the user has an existing certification they will have the ability to add new course accreditations. Adding a new course will require the upload of course materials, similar to renewing expired courses. If the user already has a similar course in current or expired accreditations the user will not be able to duplicate that course when requesting a new accreditation.

Manage Course Accreditations- Accreditation Information



Current Course Accreditations		
Expand All Collapse All		
> Inspector : Initial : LBP-I-T147114-2-EN : Expiration Date: 2/11/2021		Reaccredit
> Project Designer : Refresher : LBP-P-R-T147114-1-EN : Expiration Date: 2/11/2021		Reaccredit
> Abatement Worker : Initial : AZ-A-I-T147114-3-EN : Expiration Date: 11/20/2023		Reaccredit
> Abatement Worker : Initial : FL-A-I-T147114-2-EN-E : Expiration Date: 12/31/2019		Reaccredit
> Renovator : Initial : NAT-RV-I-T147114-3-EN : Expiration Date: 1/1/2020		Reaccredit
> Renovator : Initial : NAT-RV-I-T147114-3-EN-E : Expiration Date: 2/9/2020		Reaccredit
> Renovator : Refresher : NAT-RV-R-T147114-3-EN-E : Expiration Date: 1/6/2024		Undo
> Dust Sampler : Initial : NAT-DST-I-T147114-2-EN-E : Expiration Date: 1/28/2020		Reaccredit
Equipment / Material Changes? Help <input type="radio"/> No <input checked="" type="radio"/> Yes Desert.jpg		

Expired Course Accreditations		
Expand All Collapse All		
> Inspector : Initial : AK-I-T147114-1-EN-E : Expired: 1/1/2017		Renew
> Inspector : Refresher : NAT-I-R-T147114-1-SP-E : Expired: 12/2/2016		Edit Undo

New Requested Course Accreditations		
Expand All Collapse All		
> Abatement Worker : Initial : Spanish : Not E-learning	Edit	Remove
Add New Course		

[Continue](#) [Previous](#) [Cancel](#)

47

Users can submit all three accreditation application types. If they want to undo submission of one or more of the applications they can simply click the "Undo" button to the right of the respective accreditation. The user is required to submit at least one of the application types.

Manage Course Accreditations- People and Places

Manage Course Accreditations – People and Places

Listed below are your current approved Training Program Managers, Principal Course Instructors, and Training Facilities. You can remove any personnel or facility by clicking "Remove" to the right of the respective name. You can also add new personnel or facilities by clicking the "Add New" button. Once all of your edits are complete, be sure any new information is saved and click "Continue" below to continue.

Training Program Managers

Expand All | Collapse All

> James Smith	Remove
---------------	--------

[Add New Training Program Manager](#)

Principal Course Instructors

Expand All | Collapse All

> Melissa Johnson	Remove
> Melissa Jones	Remove

[Add New Principal Course Instructor](#) [Help](#)

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

[Add New Training Facility](#)

[Continue](#) [Previous](#) [Cancel](#)

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The "People and Places" screen will act the same as the "Manage People and Facilities" amendments application. However, here users will not be required to make any changes to "People and Places" unless they have not provided at least one Training Program Manager, Principal Course Instructor, or Training Facility. Users are required to have at least one of each in order to proceed. Selecting "Yes" and providing proper documentation for non-permanent training facilities is also acceptable to meet the minimum for Training Facilities.

Manage Course Accreditations- Signature and Payment



Current Course Accreditations

Renovator : Refresher : NAT-RV-R-T147114-3-EN-E : Expiration Date: 1/7/2024 (Reaccreditation)

Accreditation Number * NAT-RV-R-T147114-3-EN-E
Discipline * Renovator
Certification Level * Refresher
Language * English
E-learning? * Yes
Issuance Date * 1/16/2016
Expiration Date * 1/7/2024

Equipment / Material Changes? * No

Expired Course Accreditations

Inspector : Refresher : NAT-I-R-T147114-1-SP-E : Expired: 12/3/2016 (Renewal)

Accreditation Number * NAT-I-R-T147114-1-SP-E
Discipline * Inspector
Certification Level * Refresher
Language * Spanish
E-learning? * Yes
Issuance Date * 1/21/2016
Expiration Date * 12/3/2016
Course Materials * EPA Recommended Training Materials [Perquins.org](#)

New Requested Course Accreditations

Abatement Worker : Initial : Spanish : Not E-learning (New Course)

Discipline * Abatement Worker
Certification Level * Initial
Language * Spanish
E-learning? * No
Course Materials * EPA Recommended Training Materials [Lighthouse.org](#)

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The user can review all of their edits on the Review and Payment Page.

Manage Course Accreditations- Signature and Payment



Payment

The amount owed for your Training Provider Certification is listed below:

New Course Accreditation Fees: \$870
Total Cost: \$870

Pay Via Credit/Debit Card
 Pay Via Bank Account (ACH)
 Submit Using Payment Code

Credit/Debit Card Transaction

Account Holder Name *	<input type="text" value="Paige Urbano"/>
Payment Amount	\$870
Billing Address *	<input type="text" value="765 9th Ave."/>
Billing Address 2	<input type="text"/>
City *	<input type="text" value="Miami"/>
State *	<input type="text" value="Alabama"/>
Zip *	<input type="text" value="35000"/>
Card Number *	<input type="text"/>
Security Code *	<input type="text"/> <small>i</small>
Expiration Date *	<input type="text" value="MM"/> / <input type="text" value="YYYY"/>

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Users are assessed fees for changes or additions of accreditations for the entire application. New and expired-renewal accreditations are assessed NEW course accreditation fees per the fee schedule. Course reaccreditations of current, non-expired courses are assessed reaccreditation fees per the fee schedule. Users can make payment using credit/debit card, bank account(ACH) or payment code provided by their company.

Manage Course Accreditations- Signature and Payment



Previously Submitted Payment Information

eSignature Widget

1. Authentication Log into CDX User: CPSURBANO Password: [password field] Welcome Paige Urbano	2. Verification Question: What street was your high school located on? Answer: [answer field] Correct Answer	3. Sign File [Sign button]
---	--	--------------------------------------

51

Users will sign and finish paying for their application by entering their CDX password and clicking "Submit."

Manage Course Accreditations- Submission Confirmation



Application Number: T372039
Date: December 28, 2017

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.

After successfully signing and paying for their application, users will be sent back to the "Lead Training Provider Dashboard" home page where their newly generated application number will be displayed along with the date the application for accreditation was submitted. A subsequent email confirmation with receipt will be sent to the user's chosen "Contact Email" address from the "Applicant Information" screen.

Certificate Replacement Request



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Users will have the ability to request replacements for any lost or misplaced certificates using the "Certificate Replacement Request" tile.

Replacement Request - Applicant Information



Replacement Request - 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

User Information

Full Name *
Contact Phone *

Training Program Information

Training Program Name *
Contact Email * Lead * CDX Other
Website Listing Preferences * Evaluation and Abatement
 Renovation
 Do Not List

Business Address

Address *
Address 2 *
City *
State *
Zip *
Business Phone *

Mailing Address is the same as Business Address

Mailing Address

Address *
Address 2 *
City *
State *
Zip *

54

Prior to completing the request for certificate replacement, users have the option to change or update any information on the replacement certificate using the "Applicant Information" screen.

Replacement Request - Replacement Information



CDX

Contact Us
Logged in as JOSMARTI (Log out)

Completion Checklist

- Applicant Info
- Replacement Info**
- Signature and Payment

Replacement Request - Replacement Information

Listed below are your current course accreditations. You can request to replace the certificate for any of your accreditations by clicking "Replace" to the right of the respective accreditation. Once you have chosen all the certificates you need replaced, click "Continue" below to continue.

Certificate Replacement Requests

Expand All | Collapse All

Expand All	Collapse All	Abatement Work	020	Replace

Please choose at least one of your course accreditations to replace.

OK

Continue Previous Cancel

55

Expired course accreditations are not eligible for replacement. Users must select at least one current, non-expired course accreditation certificate to replace before continuing with the application.

Replacement Request - Review



Certificate Replacement Requests

Abatement Worker : Initial : LBP-A-I-T148076-1-EN : Expiration Date: 11/23/2020 (Replace)

Accreditation Number *	LBP-A-I-T148076-1-EN
Discipline *	Abatement Worker
Certification Level *	Initial
Language *	English
E-learning? *	<input type="radio"/> No
Issuance Date *	11/9/2016
Expiration Date *	11/23/2020

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All certificate replacement requests and any other changes made during form submission will be reviewable from the “Signature and Payment” screen.

Replacement Request - Signature and Payment



Payment

The amount owed for your Training Provider Certification is listed below:

Certificate Replacement Fees: \$15

Pay Via Credit/Debit Card
 Pay Via Bank Account (ACH)
 Submit Using Payment Code

Credit/Debit Card Transaction

Account Holder Name *	<input type="text" value="Paige Urbano"/>
Payment Amount	\$15
Billing Address *	<input type="text" value="765 9th Ave."/>
Billing Address 2	<input type="text"/>
City *	<input type="text" value="Miami"/>
State *	<input type="text" value="Alabama"/>
Zip *	<input type="text" value="35000"/>
Card Number *	<input type="text"/>
Security Code *	<input type="text"/> i
Expiration Date *	<input type="text" value="MM"/> / <input type="text" value="YYYY"/>

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Users will be charged \$15.00 per certificate replacement request. There are no added charges for changing information during form submission as any changes are treated as amendments to the certificate.

Replacement Request - Signature and Payment



eSignature Widget

1. Authentication Log into CDX User: CPSURBANO Password: Welcome Paige Urbano	2. Verification Question: What is your favorite vacation destination? Answer: destination Correct Answer	3. Sign File <input type="button" value="Sign"/>
--	--	--

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Users will sign and finish paying for their application by entering their CDX password and clicking "Submit."

Replacement Request- Submission Confirmation



The screenshot displays the EPA CDX website interface. At the top, the EPA logo and "United States Environmental Protection Agency" are visible. Below this is a navigation menu with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The CDX logo is also present. In the top right corner, there is a "Contact Us" link and a user login status: "Logged in as CPSURBANO (Logout)". A prominent green message box contains the following text: "Application Number: T372041", "Date: December 28, 2017", and "Your certificate replacement request has been sent to the EPA for review. Once the request is processed, you will receive a copy of 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." A small 'x' icon is located in the top right corner of the message box. The number "59" is centered at the bottom of the screenshot area.

After successfully signing and paying for their application, users will be sent back to the "Lead Training Provider Dashboard" home page where their newly generated application number will be displayed along with the date the application for replacement was submitted. A subsequent email confirmation with receipt will be sent to the user's chosen "Contact Email" address from the "Applicant Information" screen.

CDX Inbox



The screenshot shows the EPA Lead Training Provider Dashboard. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The user is logged in as BILLEYAUC. The dashboard is titled "Lead Training Provider Dashboard" and includes a "Training Provider Test" section with contact information for 12601 FAIRLAKES, FAIRFAX, VA 22033 (777) 777-7777. The main content area is divided into several sections: "To Do List" (no actions at this time), "Quick Actions" (with "New Pre-Training Notification", "New Post-Training Notification", and "CDX Inbox" listed, where "CDX Inbox" is highlighted with a red box), "Training Notifications", "Manage People and Facilities", "Manage Preparers and Submissions", "Manage Course Accreditations", "Certificate Replacement Request", and "Amendment - Information Only".

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Users will now have access to their CDX Inbox directly from the "Lead Training Provider Dashboard."

CDX Inbox



Home About Recent Announcements Terms and Conditions FAQ Help

CDX Central Data Exchange

Contact Us
Logged in as JOSMARTI (Log out)

MyCDX **Inbox** My Profile HelpDesk Role Sponsorship Submission History

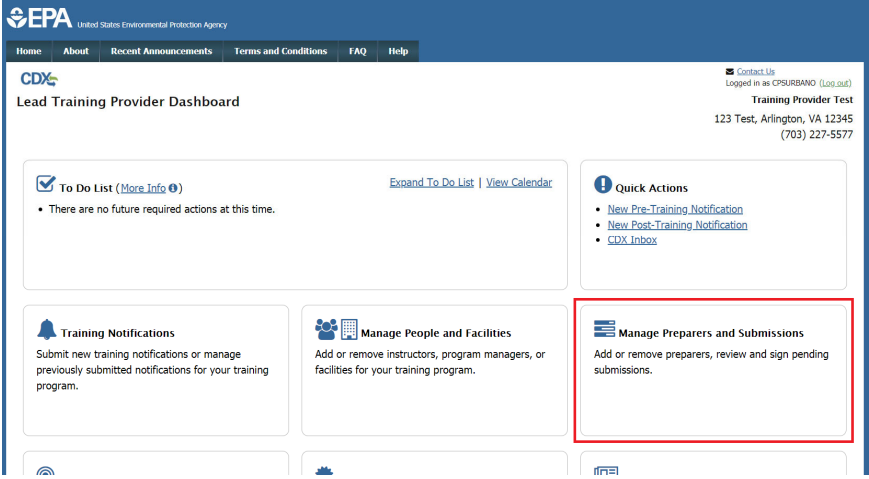
6 items found; displaying 1 to 6. Page 1 of 1

<input type="checkbox"/>	From	Subject	Received
<input type="checkbox"/>	CDX Administrator	Lead Training Provider Application Attached	1/30/2017 12:44:35 PM
<input type="checkbox"/>	CDX Administrator	Lead Training Provider Application Signed - Certificate Replacement Request	1/30/2017 12:44:33 PM
<input type="checkbox"/>	CDX Administrator	Lead Training Provider Application Attached	1/30/2017 10:29:35 AM
<input type="checkbox"/>	CDX Administrator	Lead Training Provider Application Signed - Reaccreditation Application	1/30/2017 10:29:33 AM
<input type="checkbox"/>	CDX Administrator	Lead Training Provider Application Attached	1/27/2017 12:45:59 PM
<input type="checkbox"/>	CDX Administrator	Lead Training Provider Application Signed - Info Only Amendment	1/27/2017 12:45:57 PM

Delete Download Selected Attachments Mark As Read

Here users will be able to view any of their inbox messages just as they had navigated to their inbox from the “MyCDX” home screen.

Adding a Preparer to an existing Training Program



EPA United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ Help

CDX

Lead Training Provider Dashboard

Contact Us
Logged in as OPSURBANO (Log out)
Training Provider Test
123 Test, Arlington, VA 12345
(703) 227-5577

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

- There are no future required actions at this time.

Quick Actions

- [New Pre-Training Notification](#)
- [New Post-Training Notification](#)
- [CDX Inbox](#)

Training Notifications
Submit new training notifications or manage previously submitted notifications for your training program.

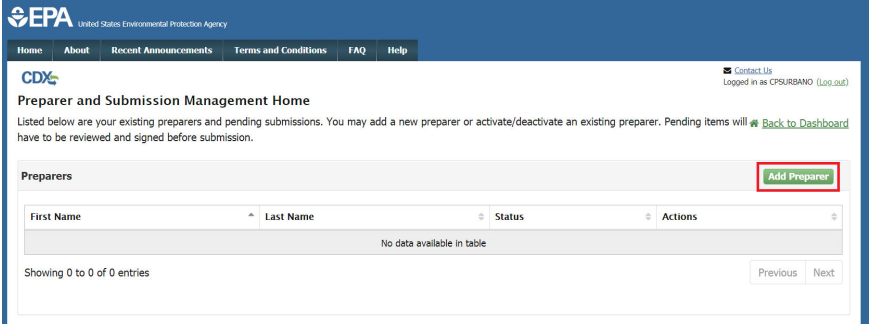
Manage People and Facilities
Add or remove instructors, program managers, or facilities for your training program.

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

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Preparers must be added by the Training Program Manager through the “Manage Preparers and Submissions” tile on the Training Provider dashboard.

Adding a Preparer to an existing Training Program



EPA United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ Help

CDX Contract ID: CPSURBANO (Log out)

Preparer and Submission Management Home

Listed below are your existing preparers and pending submissions. You may add a new preparer or activate/deactivate an existing preparer. Pending items will [Back to Dashboard](#) have to be reviewed and signed before submission.

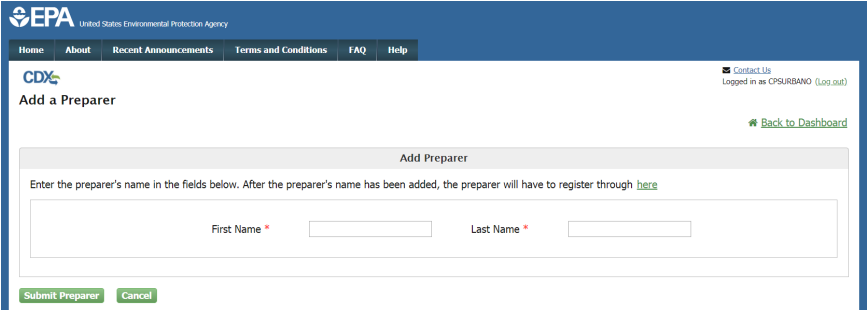
Preparers [Add Preparer](#)

First Name	Last Name	Status	Actions
No data available in table			

Showing 0 to 0 of 0 entries [Previous](#) [Next](#)

Users will have to click “Add Preparer” in order to add a preparer.

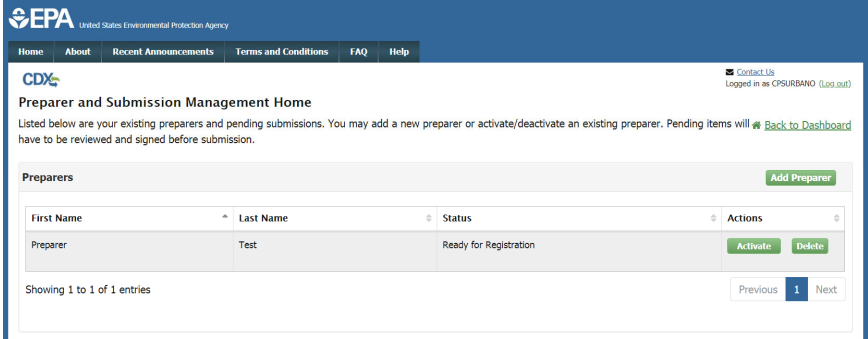
Adding a Preparer to an existing Training Program



The screenshot shows the EPA CDX 'Add a Preparer' page. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The EPA logo and 'United States Environmental Protection Agency' are on the left, and 'Contact Us' and 'Logged in as CPSURBANO (Log out)' are on the right. Below the navigation bar, the page title is 'Add a Preparer' with a 'Back to Dashboard' link. The main content area is titled 'Add Preparer' and contains the instruction: 'Enter the preparer's name in the fields below. After the preparer's name has been added, the preparer will have to register through [here](#)'. There are two input fields: 'First Name *' and 'Last Name *'. At the bottom of the form are 'Submit Preparer' and 'Cancel' buttons.

Enter the preparer's name in the fields on the "Add a Preparer" page.

Adding a Preparer to an existing Training Program



The screenshot displays the EPA CDX Preparer and Submission Management Home page. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main content area is titled "Preparer and Submission Management Home" and includes a brief instruction: "Listed below are your existing preparers and pending submissions. You may add a new preparer or activate/deactivate an existing preparer. Pending items will [Back to Dashboard](#) have to be reviewed and signed before submission." Below this is a table titled "Preparers" with an "Add Preparer" button. The table has columns for First Name, Last Name, Status, and Actions. A single entry is shown with First Name "Preparer", Last Name "Test", and Status "Ready for Registration". The Actions column contains "Activate" and "Delete" buttons. At the bottom of the table, it says "Showing 1 to 1 of 1 entries" and includes "Previous", "1", and "Next" navigation buttons.

When a preparer is added their name will show up in the Preparers table. After a preparer's name is added to the Preparers table, the preparer is able to register for a CDX account through the Training Provider public site. Please reference the Training Provider Preparer Role User Guide for step-by-step guidance to setup a Preparer's CDX account.

Reviewing Preparer submissions



The screenshot displays the EPA CDX Lead Training Provider Dashboard. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The user is logged in as CPSURBANO. A red notification banner states: "Tiles are disabled while there is a pending application in the pending submission list. Please sign or delete the pending submission to restore normal functionality." The dashboard features six main tiles: Training Notifications, Manage People and Facilities, Manage Preparers and Submissions (showing 28 Pending Submission(s)), Manage Course Accreditations, Certificate Replacement Request, and Amendment - Information Only.

The Training Program Manager’s dashboard is also limited when the preparer submits a people and facilities amendment, course accreditation application, certificate replacement request, or info only amendment. The manager will need to sign these pending submissions by accessing them through the “Manage Preparers and Submissions” tile.

Reviewing Preparer submissions



CDX Contact Us
Logged in as CPSURBANO (Logout)

Preparer and Submission Management Home

Listed below are your existing preparers and pending submissions. You may add a new preparer or activate/deactivate an existing preparer. Pending items will [Back to Dashboard](#) have to be reviewed and signed before submission.

Preparers [Add Preparer](#)

First Name	Last Name	Status	Actions
Preparer	Test	Activated	Deactivate Delete

Showing 1 to 1 of 1 entries Previous 1 Next

Pending Submissions

Preparer Name	Preparer User ID	Creation Date	Application Type	Status
Ms. Preparer Test	CPSURBANO267	5/1/2018	Training Notifications Pre	Review Delete
Ms. Preparer Test	CPSURBANO267	5/1/2018	Certificate Replacement Request	Review Delete

Showing 1 to 2 of 2 entries Previous 1 Next

67

All pending submissions are listed in the “Pending Submissions” table on the “Preparer and Submission Management Home” page. The training program manager can click “Review” to review and sign a submission or “Delete” to delete a submission. Pending submissions on this table are not sent to EPA until reviewed and signed by the training program manager.

Reviewing Preparer submissions



Review Pre-Training Notification

Pre-Training Notification Information

Accreditation Number: *
Abatement Worker: Initial / All / English / LSP-A-5133348-5-EN

Training Facility Information

Training Facility * 523 Test, Arlington, Virginia, 22345
Location Name
Location Phone Number * (703) 227-9277
Location Phone Number Ext

Instructor Information

Training Instructor * Page Urbani

Training Dates

Date	Start Time	End Time	Actions
5/24/18	9:00 AM	5:00 PM	
5/25/18	9:00 AM	5:00 PM	

Training Program

To change any of the below information you will have to submit an Informational Amendment application.

Training Provider Test
523 Test
Arlington, VA, 22345
(703) 227-9277

I hereby attest and affirm that the information included on this notification form is true and accurate to the best of my belief and knowledge. I acknowledge that any approval authorized pursuant to this notification will be subject to reevaluation if issuance was based on incorrect or inadequate information that materially affected the decision to issue the approval.

[Sign Notification](#) [Edit](#) [Cancel Submission](#)

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Clicking “Review” on a notification submission brings the program manager to the “Review Pre-Training Notification” page. Here the manager can review information submitted by the preparer and sign notifications to submit to EPA.

Reviewing Preparer submissions



The screenshot displays the EPA CDX web interface. At the top, the EPA logo and "United States Environmental Protection Agency" are visible. A navigation menu includes "Home", "About", "Recent Announcements", "Terms and Conditions", "FAQ", and "Help". The CDX logo is also present. A green success message states "Form T373385 Successfully Created". Below this, the "View Pre-Training Notification" section includes "Notifications Home" and "Print" buttons, and a "Back to Dashboard" link. The "Pre-Training Notification Information" section shows "Accreditation Number: *" and a dropdown menu with the value "Abatement Worker : Initial : All : English : LBP-A-I-T151349-1-EN".

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The Training Program Manager will see this message to confirm that the notification has been successfully submitted.

Reviewing Preparer submissions



The screenshot displays the EPA Preparer dashboard interface. On the left, a sidebar menu is visible with options like 'Home', 'My Submissions', and 'My Profile'. The main content area shows a submission review page with various fields for 'Preparer Information', 'Submission Information', and 'Payment Information'. A 'Payment' modal window is overlaid on the right side of the screen. This modal contains the following information:

- Payment**
- The amount owed for your Training Provider Certification is listed below:
- Certificate Replacement Fees: \$15**
- Payment options:
 - Pay Via Credit/Debit Card
 - Pay Via Bank Account (ACH)
 - Submit Using Payment Code
- Credit/Debit Card Transaction** form:
 - Account Holder Name: Preparer Test
 - Payment Amount: \$15
 - Billing Address: 123 Test
 - Billing Address 2: [Empty]
 - City: Arlington
 - State: Virginia
 - Zip: 12345
 - Card Number: [Empty]
 - Security Code: [Empty]
 - Expiration Date: MM / YYYY

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Submissions that require payment information will open to the “Review and Payment” page. Here the manager can review information submitted by the preparer, add payment information, sign, and submit to EPA. Preparers do not have the ability to add payment information on the preparer dashboard, so payment information must always be added by the Training Program Manager during review.

Reviewing Preparer submissions



Contact Us
Logged in as CPSURBANO (Log out)

Application Number: T373384
Date: May 01, 2018

Your certificate replacement request has been sent to the EPA for review. Once the request is processed, you will receive a copy of 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.

Lead Training Provider Dashboard

Training Provider Test
123 Test, Arlington, VA 12345
(703) 227-5577

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

- 06/11/2018 - [Notification T373385 - Post-Training Notification Due](#)

Quick Actions

- [New Pre-Training Notification](#)
- [New Post-Training Notification](#)
- [CDX Inbox](#)

Training Notifications

Submit new training notifications or manage previously submitted notifications for your training program.

Manage People and Facilities

Add or remove instructors, program managers, or facilities for your training program.

Manage Preparers and Submissions

Add or remove preparers, review and sign pending submissions.

The Training Program Manager will see this message to confirm that the application has been successfully submitted.

Deactivating Preparer's Dashboard



The screenshot displays the EPA CDX interface for Preparer and Submission Management. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The user is logged in as CPSURBANO. The main content area is titled "Preparer and Submission Management Home" and includes an "Add Preparer" button. Below this is a table of preparers:

First Name	Last Name	Status	Actions
Preparer	Test	Activated	Deactivate Delete

The "Deactivate" button is highlighted with a red box. Below the table, it indicates "Showing 1 to 1 of 1 entries" and provides navigation options: Previous, 1, Next.

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If for any reason the Training Program Manager needs to disable a preparer's dashboard, they can do this by clicking "Deactivate" next to the preparer's name on the "Preparer and Submission Management Home" page.

Deactivating Preparer's Dashboard



The screenshot shows the EPA CDX website interface. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, and Help. Below this is the CDX logo and a 'Contact Us' link. A prominent red error message banner reads: "No preparer role active for this User Role". Below the banner, the page title is "Manage Your Training Provider Account Online". The main content area contains instructions on how to access the Training Provider Dashboard and a list of available functions for Training Program Managers, such as viewing the calendar, managing notifications, and handling accreditation requests. At the bottom of the page, there is a section titled "Apply for Training Provider Accreditation" with a link for new providers.

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A preparer whose dashboard has been deactivated will be redirected to the public site and see this message when they try to access their dashboard. A preparer's dashboard may also be reactivated any time by clicking the "Reactivate" button next to their name on the "Preparer and Submission Management Home" page.

Expired Accreditations - Dashboard

The screenshot displays the CDX dashboard interface. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The user is logged in as BILLLEAID. A prominent red banner at the top of the dashboard area contains a warning icon and the text: "This Training Provider has no valid accreditations." Below the banner, the dashboard is titled "Lead Training Provider Dashboard" and includes the user's contact information: "Test Dev", "12345 Main, Lafayette, LA 70508", and "(444) 444-4444". The dashboard is organized into several functional tiles:

- To Do List (More Info):** Contains one item: "01/03/2019 : Accreditation LBP-A-1-T152058-1-EN : Expired".
- Quick Actions:** Contains one link: "CDX Inbox".
- Training Notifications:** Description: "Submit new training notifications or manage previously submitted notifications for your training program."
- Manage People and Facilities:** Description: "Add or remove instructors, program managers, or facilities for your training program."
- Manage Preparers and Submissions:** Description: "Add or remove preparers, review and sign pending submissions."
- Manage Course Accreditations:** Description: "Add new course accreditations, renew expired course accreditations, or reaccredit existing course accreditations."
- Certificate Replacement Request:** Description: "Submit a request to replace lost/misplaced certificate(s)."
- Amendment - Information Only:** Description: "Submit an amendment to change information associated with your training program such as your name or address."

If a user has no valid accreditations, they will only be allowed limited access to the dashboard. They will only have access to the Inbox, Notifications, Manage Preparers and Submissions, and Manage Course Accreditations tiles.

Expired Accreditations – Accreditation Information



Manage Course Accreditations – Accreditation Information

Listed below are your current course accreditations. You can **reaccredit** any of your existing accreditations by clicking "Reaccredit" to the right of the respective accreditation. You can **renew** any of your expired accreditations by clicking "Renew" to the right of the respective expired accreditation. You can also **add** new course accreditations 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**.

Expired Course Accreditations

Expand All | Collapse All

~ Supervisor : Initial : SC-S-I-T145471-1-EN : Expired: 12/01/2017 Renew

Accreditation Number *	SC-S-I-T145471-1-EN
Discipline *	Supervisor
Certification Level *	Initial
Language *	English
E-learning? *	<input type="radio"/> N <input type="radio"/> O
Issuance Date *	07/30/2014
Expiration Date *	12/01/2017

New Requested Course Accreditations

Add New Course

Continue Previous Cancel

75

If a user has no valid accreditations, they will only have the options to reaccredit expired courses or add new courses which will be charged the NEW accreditation fee.

Calendar and To Do List



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The "To Do List" displays the 5 most urgent actions that the training program needs to complete with respect to post-training notification due dates and renewing accreditation expiration dates. The "To Do List" displays actions from one week prior to six months from the current date. Post-Training Notifications are due 10 business days after Training. Renovator, Refresher, E-Learning notifications are due on the 10th of every month. Accreditation renewals are due the date of expiration.

To view actions beyond the range of the last week and six months from today, click "Expand To Do List."

To view these actions in a calendar format, click "View Calendar" and apply the desired filters.

Calendar and To Do List



CDX
Lead Training Provider Dashboard

Contact Us
Logged in as OPS@CDX (Log out)
TP Test
123 Test St, Test, VI 99999
(703) 227-5577

Event ID	Category	Type	Status	Reference ID	Date
Form T367843	Notification	Pre-Training	Post-Training Required	LBP-A-R-T148910-1-EN	06/06/2017
Form T367846	Notification	Pre-Training	Post-Training Required	LBP-I-I-T148910-1-EN	07/18/2017
Form T367887	Notification	Pre-Training	Post-Training Required	NAT-057-T148910-1-EN	11/20/2017
Form T367890	Notification	Pre-Training	Post-Training Required	LBP-P-I-T148910-1-EN	01/09/2018
Form T367891	Notification	Pre-Training			
Form T367892	Notification	Pre-Training			
Form T367893	Notification	Pre-Training			
Form T367907	Notification	Pre-Training			
Form T367908	Notification	Pre-Training			
Form T367909	Notification	Pre-Training			

Event ID	Category	Type	Status	Reference ID	Date
LBP-I-I-T148910-2-EN	Accreditation	Accreditation	Expires	Application T367899	03/22/2021
LBP-S-I-T148910-2-EN	Accreditation	Accreditation	Expires	Application T367899	03/22/2021
LBP-A-I-T148910-2-EN	Accreditation	Accreditation	Expires	Application T367899	03/22/2021
NAT-RV-I-T148910-1-EN	Accreditation	Accreditation	Expires	Application T367899	03/22/2021

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The expanded "To Do List" displays the due dates of the post-training notifications and expiration dates of accreditations similar to the To Do List on the Dashboard.

The contents of this list may be expanded to include other information. With all filters turned on, the user will see:

- Accreditation Expirations
- Accreditation Application Submissions
- Pre-Training Notification Submissions
- Post-Training Notification Submission
- Notification Due Dates
- Scheduled Training Dates
- Cancelled Training Dates

Calendar and To Do List



CDX

Lead Training Provider Dashboard

Contact Us
Logged in as CPSURBAN@ (Log out)
TP Test
123 Test St, Test, VI 99999
(703) 227-5577

July 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	1
2	3					
9	10					
16	17					
23	24					
30	31					

March 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Views:

- Year
- Month
- Day
- List

Filters:

- Accreditation
- Pending
- Issued
- Reminders
- Notification
- Pre-Training
- Post-Training
- Reminders
- Training
- Scheduled
- Cancelled

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By selecting a different radio button within "Views," the calendar displays the same information on the "To Do List" in calendar format. Like the "To Do List," the contents of the calendar can be expanded to include other information by applying the filters to the right of the calendar.

Calendar and To Do List



Lead Training Provider Dashboard

Contact Us
Logged in as CPSURBANO (log out)
TP Test
123 Test St, Test, VI 99999
(703) 227-5577

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The calendar can display "Views" by year, month, and day by selecting the appropriate radio button under "Views" to the right of the calendar.

Calendar and To Do List



The screenshot displays the CDX Lead Training Provider Dashboard. At the top left, the CDX logo is visible. The main header reads "Lead Training Provider Dashboard". On the right side, there is a user profile section for "TP Test" with contact information: "123 Test St, Test, VI 99999" and "(703) 227-5577". A "Contact Us" link and a "Logout" link are also present.

The central focus is a "To Do List" section with a "More Info" link. It contains two items:

- 06/06/2017 : Notification T367843 : Post-T
- 07/18/2017 : Notification T367846 : Post-T

A pop-up window titled "Notification T367843 : Post-Training Notification Due" is overlaid on the dashboard. The message inside the pop-up states: "Post-Training Notification required for accreditation LBP-A-R-T148910-1-EN by June 6, 2017." Below the message are four action buttons: "Submit Post-Training Notification", "Update Pre-Notification", "Cancel Pre-Notification", and "View Pre-Notification".

At the bottom center of the dashboard, the number "80" is displayed.

A user is able to submit a post-training notification by clicking the appropriate task on the "To Do List." Clicking "Submit Post-Training Notification" within the pop-up window will lead the user to the "Create New Post-Training Notification" page. The user can also update, cancel, or view their pre-training notification.

Calendar and To Do List



Notification T367843 : Post-Training Notification Submitted

Post-Training Notification was submitted for accreditation LBP-A-R-T148910-1-EN on April 17, 2017.

Update Post-Training Notification

View Post-Training Notification

Views: Year, Month, Day, List

Filters: Reset

- Accreditation
- Pending
- Issued
- Reminders
- Notification
- Pre-Training
- Post-Training
- Reminders
- Training
- Scheduled
- Cancelled

81

If the user submits a post-training notification, the reminder will be removed from both the calendar and the To Do List. The user can see their notification that was submitted on the calendar and can view or update the notification.

Calendar and To Do List



The screenshot shows a calendar for April 2017. A modal window is open over the date 18th, displaying the following text:

Training Cancelled for Notification T368775

Training cancelled for accreditation LBP-A-I-T148910-2-EN on April 20, 2017 from 9:00 AM to 5:00 PM.

View Cancelled Pre-Notification

The calendar interface includes a sidebar with the following sections:

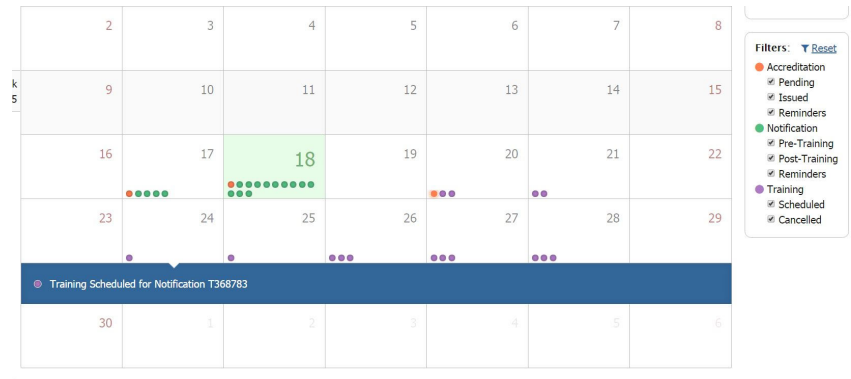
- Views:** Year, Month, Day, List
- Filters:** Reset
- Accreditation:** Pending, Issued, Reminders
- Notification:** Pre-Training, Post-Training, Reminders
- Training:** Scheduled, Cancelled

At the bottom of the calendar, there is a list of events for the month:

- Accreditation LBP-S-I-T148910-2-EN : Expires
- Training Cancelled for Notification T368775
- Training Scheduled for Notification T368779
- Training Scheduled for Notification T368783

If the user submits a cancellation notification, the reminder will be removed from both the calendar and the To Do List. The user can see their notification that was submitted on the calendar and can view the cancellation notification.

Calendar and To Do List



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If the user submits an update notification that changes the training date, the training and post-training notification reminder will be moved to the appropriate date on the calendar.

Calendar and To Do List



The screenshot shows the CDX Lead Training Provider Dashboard. At the top left is the CDX logo. In the top right, it says "TP Test" and "123 Test St, Test, VI 99999 (703) 227-5577". The main content area is divided into two columns. The left column is titled "To Do List (More Info)" and contains a list of tasks: "05/10/2017 : E-learning Post-Training Notifi", "06/06/2017 : Notification T367843 : Post-T", and "07/18/2017 : Notification T367846 : Post-Training Notification Due". The right column is titled "Quick Actions" and contains a link for "New E-learning Post-Training Notification". A pop-up window is overlaid on the "To Do List" with the title "E-learning Post-Training Notification Due (If Applicable)". The pop-up text reads: "If you have conducted any E-learning classes not requiring hands-on training for the previous month, you must submit a Post-Training Notification by May 10, 2017." Below the text is a green button labeled "Submit Post-Training Notification".

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A user is also able to submit an e-learning post-training notification by clicking the appropriate task on the "To Do List." Clicking "Submit Post-Training Notification" within the pop-up window will lead the user to the "Create New Post-Training Notification" page.

An e-learning post-training notification may also be submitted by clicking "New E-learning Post-Training Notification" under "Quick Actions."

Calendar and To Do List



The screenshot displays the CDX Lead Training Provider Dashboard. At the top left, the CDX logo and the text "Lead Training Provider Dashboard" are visible. On the right, there is a user profile section for "TP Test" with contact information: "123 Test St, Test, VI 99999 (703) 227-5577". A "Contact Us" link and a "Logged in as OPSURBAN10 (Log out)" notification are also present.

The main content area features a "To Do List (More Info)" section with a checkmark icon. It contains a list of tasks:

- 04/20/2017 : Accreditation LBP-S-I-T148910-2-EN - Expires
- 05/10/2017 : E-learning Post-Training Notification Due (If Applicable)
- 06/06/2017 : Notification T367843 : Post-Training Notification Due
- 07/18/2017 : Notification T367846 : Post-Training Notification Due

A pop-up window titled "Accreditation LBP-S-I-T148910-2-EN : Expires" is overlaid on the dashboard. It contains the text "Accreditation LBP-S-I-T148910-2-EN expires on April 20, 2017." and a prominent green "Renew LBP-S-I-T148910-2-EN" button.

To the right of the "To Do List" is a "Quick Actions" section with three links: "New Pre-Training Notification", "New Post-Training Notification", and "New E-learning Post-Training Notification".

At the bottom center of the dashboard area, the number "85" is displayed.

An accreditation that is nearing expiration will be listed as a task within the "To Do List" if there are not more urgent issues within the list. The "To Do List" tile only displays information from 6 months into the future. Clicking on the expiring accreditation will allow the user to start the process of renewing the expiring accreditation. Clicking the "Renew" button within the pop-up will lead the user to the "Manage Course Accreditations" page.

Calendar and To Do List



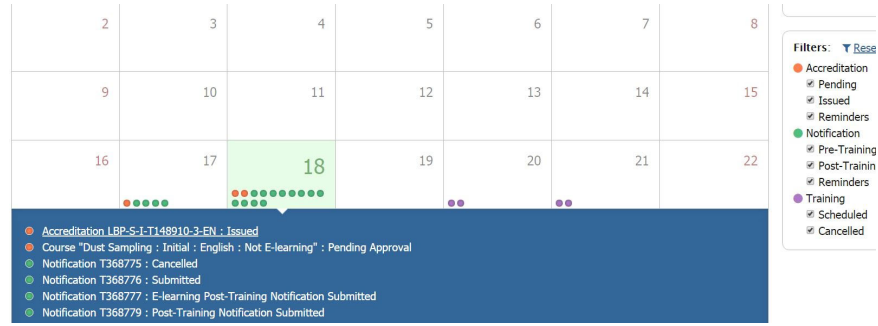
The screenshot displays a calendar grid with dates from 2 to 22. A notification box is open over the date 18, containing the following text: "Course 'Supervisor : Initial : English : Not E-learning' : Pending Approval" and "Course 'Supervisor : Initial : English : Not E-learning' was submitted with application T368791 on April 18, 2017. It is currently pending approval." Below the calendar, a list of items is shown, including the pending approval course and various notifications with their statuses (Cancelled, Submitted, Updated).

- Course "Supervisor : Initial : English : Not E-learning" : Pending Approval
- Course "Dust Sampling : Initial : English : Not E-learning" : Pending Approval
- Notification T368775 : Cancelled
- Notification T368776 : Submitted
- Notification T368777 : E-learning Post-Training Notification Submitted
- Notification T368779 : Post-Training Notification Submitted
- Notification T368779 : Submitted
- Notification T368780 : Cancelled
- Notification T368783 : Updated
- Notification T368784 : Submitted
- Notification T368785 : E-learning Post-Training Notification Submitted
- Notification T368786 : E-learning Post-Training Notification Submitted
- Notification T368787 : E-learning Post-Training Notification Submitted
- Notification T368788 : E-learning Post-Training Notification Submitted

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Once the user submits their reaccreditation application, the expiration reminder will be removed from the calendar. A submission will be added to the calendar stating that the application is pending approval.

Calendar and To Do List



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After the application is approved, the calendar will show when the new accreditation is issued and when it will expire.

Calendar and To Do List



The screenshot shows the EPA CDX Lead Training Provider Dashboard. At the top, there is a navigation bar with links for Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The user is logged in as 'MILLER, JUDITH' and is viewing the 'Training Provider Test' page. The dashboard is divided into several sections:

- To Do List (More Info):** A section with a checkmark icon and a link to 'Expand To Do List | View Calendar'. It contains one item: 'There are no future required actions at this time.'
- Quick Actions:** A section with an exclamation mark icon and three links: 'New Pre-Training Notification', 'New Post-Training Notification', and 'CDX Inbox'.
- Training Notifications:** A section with a bell icon and a red border. It contains the text: 'Submit new training notifications or manage previously submitted notifications for your training program.'
- Manage People and Facilities:** A section with a group of people icon. It contains the text: 'Add or remove instructors, program managers, or facilities for your training program.'
- Manage Preparers and Submissions:** A section with a document icon. It contains the text: 'Add or remove preparers, review and sign pending submissions.'
- Manage Course Accreditations:** A section with a gear icon. It contains the text: 'Add new course accreditations, renew expired course accreditations, or reactivate existing course accreditations.'
- Certificate Replacement Request:** A section with a gear icon. It contains the text: 'Submit a request to replace lost/misplaced certificate(s).'
- Amendment - Information Only:** A section with a document icon. It contains the text: 'Submit an amendment to change information associated with your training program such as your name or address.'

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Users will still have the ability to perform all the same actions within the "To Do List" and "Calendar" by clicking into the respective tiles on the Training Provider Dashboard. There is no functionality that is required to be performed through the "To Do List." It is simply to enhance the user's experience. The "To Do List" and "Calendar" DO NOT substitute the user's own records. Each training provider is required to keep their own records.

Training Provider Application



EPA Your State Professional Resource Agency

Home About Record Accommodations Terms and Conditions Help

CDX

Manage Your Training Provider Account Online

If you already have access, you may [go 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 has not associated with your current CDX account, please search for your organization in the [Global Access to Training Lead Training Database](#) web below. If you are a Preparer and need to request access to your Training Program, please search for your organization in the [Global Access to Training Lead Training Database](#) web below. If you are unable to find your organization, see the [FAQs for CDX/Lead Training Accreditation](#).

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

- View Training Program Catalog
- Training Submissions - Submit new or manage previously submitted applications
- Manage People and Facilities - Add or remove individuals, program managers, or facilities
- Replacements (Replacements Only) - Submit an amendment to change information associated with your training program such as your name or address
- Manage Course Accreditation - Add new, renew, extend, or terminate
- Certificate Replacement Request - Submit a request to replace a certificate (certificates)
- Manage Programs and Submissions - Add or remove programs, 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.

[Click Here to Apply for Accreditation](#)

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 is 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

Already Have Access?

If you already have access to your Training Provider Dashboard as a registered CDX user, click here to login.

[My Training Provider Dashboard](#)

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The "Application for Training Provider Accreditation" has moved to the Training Provider Public Site. On this page, users can create a new training program, request access to an existing training program, request access to a Training Program as a Preparer or log in to directly access their dashboard. Reaccreditations, Replacements, and Amendments are now handled from the Training Provider Dashboard.

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