



ADMINISTRATIVE RULES OF MONTANA



17.74.368 TRAINING COURSE AND REFRESHER COURSE CERTIFICATE AND RECORDKEEPING REQUIREMENTS

- (1) A person providing a training course for accreditation in an asbestos-related occupation shall provide a certificate to all persons who successfully complete the course and the examination. The certificate must be numbered and include:
 - (a) the asbestos-related occupation course completed;
 - (b) the course participant's name and address;
 - (c) the date of the examination;
 - (d) the signature of at least one course instructor;
 - (e) the inclusive dates of the course;
 - (f) the name, address, and telephone number of the training provider who issued the certificate;
 - (g) the name and address of the agency that approved the course;
 - (h) a statement that the person receiving the certificate has completed the training required for accreditation under this subchapter;
 - (i) a statement that the trainee, by name, has successfully passed the examination for the course;
 - (j) an accreditation expiration date of one year after the date upon which the person successfully completed the course and examination; and
 - (k) a notation indicating whether the course material was presented online or in-person.
- (2) A person providing a training course for accreditation or a refresher course for renewal of accreditation in an asbestos-related occupation shall retain:
 - (a) copies of all training course materials used, including student manuals, instructor notebooks, and handouts;
 - (b) copies of all documents relating to that training course or refresher course issued to that person by the department;
 - (c) records that identify the instructors;
 - (d) records of the examinations, including:
 - (i) the date of the examination;

- (ii) the name of the training course;
 - (iii) the name of the person who proctored the examination;
 - (iv) the name of each person taking the examination;
 - (v) each trainee's examination score; and
 - (vi) a copy of the examination; and
- (e) records of all persons who have been awarded certificates, including:
 - (i) their names and certificate numbers;
 - (ii) their certified asbestos-related occupations;
 - (iii) the dates of their training;
 - (iv) the expiration dates of accreditation; and
 - (v) the training location.
- (3) A training course provider shall maintain all records required under this rule for at least three years.
- (4) A training course provider shall provide EPA and the department with reasonable access to all training records upon request.

Authorizing statute(s): 75-2-503, MCA

Implementing statute(s): 75-2-511, MCA

History: NEW, 2006 MAR p. 1574, Eff. 6/23/06; AMD, 2024 MAR p. 723, Eff. 4/13/24.