

USER GUIDE FOR:

LEAD WORKER LICENSES



TEXAS
Health and Human
Services

Texas Department of State
Health Services

Contents

Introduction	1
Initial License Application	2
Apply for your License.....	3
Pay for your License	10
Reciprocal License Application.....	14
Resources	18

Last revised: 5/15/2024

Introduction

This User Guide is to assist you in applying for an initial Lead Worker license. It will guide you through the payment of the fee, the documents you will need, and how to apply online.

Definitions

RAS-VO – Regulatory Automated System.

VO – Versa Online

CC – credit card.

The requirements for a lead license are described in the Texas Environmental Lead Reduction Rules (TELRR). A summary of those requirements can also be found on the lead web page; <https://www.dshs.texas.gov/environmental-lead-program/summary-certification-requirements-according-to-the-texas-environmental-lead-reduction-rules>.

You can find more information about the Lead licenses on our website: <https://www.dshs.texas.gov/environmental-lead-program> .

Requirements

All applicants must take the certified training from a DSHS approved training provider before applying for an initial or renewal lead license.

Rules about Refunds and Credits

Initial certification application fees will be refunded only when the department does not process a completed application in the specified period, or an applicant is not able to meet the certification requirements. If fee amounts paid to the department are more than the correct fee amount, the excess payment will be reimbursed. Reimbursement of fees paid for a

certification application not meeting the requirements will be made, minus a \$25 administrative fee.

Additional Information

Please refer to the [Division for Consumer Protection Online Licensing - Eligibility by License Type webpage](#) for more information about license and application types supported by the [Division for Consumer Protection Online Licensing System](#).

Initial License Application

Getting Started

Required Document Checklist:

<input type="checkbox"/>	Training certificate from a Texas approved training provider
--------------------------	--

All applicants, except for those applying for a license by reciprocity, must take the certified training from a DSHS approved training provider before applying for a lead license.

A list of those approved training providers can be found by doing an online license search; <https://vo.ras.dshs.state.tx.us/datamart/login.do>. An online account is not necessary for a search.

Create your Online Licensing Services Account

Visit the [DSHS online licensing services](#) to create a user account.

Online Licensing Services | [Help & Support](#) | [Contact Us](#)

Check License Status or Search for a License

It is not necessary to register or login to view or search for a license or certification. Begin your [license search](#) here to verify that a license holder has a current license with the Department of State Health Services. You can search by name, license type, city or county.

Apply for a New License

To apply for an initial license, please see the [Online Licensing Eligibility](#) page to check if your license type is supported before you [register as a new user](#). If you have previously registered using this system, it is not necessary to create another user registration to apply for a new license.

Renew Your License

To renew an existing license, please verify that your license type is [eligible for online renewal](#). Once you have confirmed that your license may be renewed online, please login with your existing user ID and password, or [register as a new user](#).

Asbestos Notifications

It is not necessary to login to view asbestos notifications. [Search for a notification](#) by project location, date, name or notification number. If you wish to submit/amend an asbestos notification, you may [register as a new user](#) if you have not previously registered using this system.

Lead Notifications

It is not necessary to login to view lead notifications. [Search for a lead notification](#) by project location, date, name or notification number. If you wish to submit/amend a lead notification, you may [register as a new user](#) if you have not previously registered using this system.

Returning User

User ID:

Password:

[Forgot user ID?](#)
[Forgot password?](#)

New User

 Create a new online account as a first time user. Log in with the password emailed to you to access online services.
[Register as a new user](#)

New User

 Create a new online account as a first time user. Log in with the password emailed to you to access online services.
[Register as a new user](#)

Apply for your License

Provide all the required information with the asterisk symbol “*”

Enter required information with the asterisk symbol “*”, then click Next.

Verify the Preview Registration. If everything is correct, click Save.



Preview Registration

Press "Save" to save the registration.

Press "Edit" to modify your registration details.

Press "Cancel" to cancel this registration and return to the main menu.

First Name:	dshs
Second Name:	
Last Name:	Alu
Email:	dshsalu2023@gmail.com
Userid:	dshsalu2023@gmail.com
Secret Question:	What is your mother's maiden name?
Secret Answer:	saucedo
Third Party Payer:	Yes

[Save](#) [Edit](#) [Cancel](#)

Enter required information with the asterisk symbol "*", then click Next.



Initial Onboarding - Linking to Existing Licenses

Please click on the "[Contact Us](#)" link to contact the applicable agency to complete your onboarding process

If you do not hold an existing DSHS/HHSC license, choose **NEXT** to continue. If you hold a license for a facility/business/organization, please skip this screen and click Main Menu to continue. If you hold a license for an individual, please provide your individual license information to support linking your online account to existing license records.

Press "Next" to submit

Individual Licensess information

* Last Name:

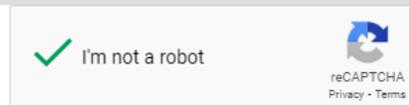
* SSN: Full digits of SSN

* SSN (confirm): Full digits of SSN

* Date Of Birth: (mm/dd/yyyy)

Security Measures (This helps to prevent automated registrations.)

* Type the characters from the picture below (without spaces):



Next

Click Next to be sent to the Quick Start Menu.

Select the Lead Program and Initial Lead Worker license type from the drop-down menu and click Select.



Quick Start Menu

To start choose an option and you will return to this Quick Start menu after you have finished. If no licenses display under the options, and you are licensed, select 'Add Licenses to Registration' to add your license(s) to your registration.

Go to Asbestos/Demo Notification menu below to submit, search or pay for a Notification invoice.

License Information

No License Information Availab

Start a New Application or Take An Exam

What are you applying for?

Select

View Application Status

Select

The following screen will appear:

TEXAS
Health and Human Services | Texas Department of State Health Services

[Contact your licensing board or program](#) | [Internet Policy](#)
Logged in as **Alu, dshs**

[Main Menu](#) | [Update Profile](#) | [Logoff](#) | [Contact Us](#)

Introduction

Initial Lead Abatement Worker - Introduction

Welcome to the Environmental Lead Program's online application for initial licensure. Follow the instructions on each screen to complete your application. Your information will not be saved until you complete the application and submit your information and fees.

Press "Next" to continue.
Press "Cancel" to cancel this application and return to the main menu.

PRIVACY NOTIFICATION: With few exceptions, you have the right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. See <http://www.dshs.state.tx.us> for more information on Privacy Notification. (Reference: Government Code, Section 522.021, 522.023, 559.003, and 559.004)

[Next](#) [Cancel](#)

[DSHS Certifications, Licenses and Permits](#) | [Disclaimer](#)

Click Next.

TEXAS
Health and Human Services | Texas Department of State Health Services

[Contact your licensing board or program](#) | [Internet Policy](#)
Logged in as **Alu, dshs**

[Main Menu](#) | [Update Profile](#) | [Logoff](#) | [Contact Us](#)

Function Suitability

Initial Lead Abatement Worker - Function Suitability

Answer the questions below to ensure that you have selected the correct online transaction.
Answer the questions and press "Next".
Press "Previous" to return to the previous section.
Press "Cancel" to cancel this application and return to the main menu.

Question	Answer
Are you attempting to renew an existing license/registration/permit?	<input type="radio"/> Yes <input type="radio"/> No

[Previous](#) [Next](#) [Cancel](#)

[DSHS Certifications, Licenses and Permits](#) | [Disclaimer](#)

Answer all questions as correctly as you can and remember to include an email address. This will help you get the information you need.

Quick Tip! Where possible, use capital letters.

- Introduction
- Function Suitability
- Name and Personal Details
- Contact Information**
- Select Attributes
- Application Summary

Initial Lead Abatement Worker - Contact Information

Press "Previous" to return to previous page.
Press "Next" to go to next page.
Press "Cancel" to Cancel application and go back to Quick Start Menu.
If Return to Summary Button is available. Press "Return to Summary" to return to the summary.
If Delete Button is available. Press "Delete" to delete the address.
If Copy Button is available. Press "Copy" to copy a previously entered address.
Press "Zip Lookup" after entering the zip code to populate the U.S. city, state and county.
Select an address type and press "Add" to add a new address.

Main Address

Copy From:

Street Number:

* Address:

* Zip Code:

* City:

* State:

* County:

Country:

Phone Number: (999-999-9999)

Extension:

E-mail:

Mailing Address

Mailing Address

Copy From:

Street Number:

* Address:

* Zip Code:

* City:

* State:

* County:

Country:

Phone Number: (999-999-9999)

Extension:

E-mail:

Title:

* First Name:

Second Name:

* Last Name:

Or

* Organization Name:

Add Another Contact

Contact Type:

Fill in the required information indicated by a red asterisk symbol “*”. Click Next to continue.

Indicate your military status as shown in the picture below and click Next.

TEXAS
Health and Human Services | Texas Department of State Health Services

Contact your licensing board or program | Internet Policy
Logged in as **Alu, dshs**

Main Menu | Update Profile | Logoff | Contact Us

Initial Lead Abatement Worker - Select Attributes

Listed below are the license attributes you may add or delete. For more information about Military Status, visit <http://www.dshs.texas.gov/elj/military.aspx>

Please select/de-select the desired attribute and press "Next" to continue.
Press "Previous" to return to the previous section.
Press "Cancel" to cancel this application and return to the main menu.
If Return to Summary Button is available. Press "Return to Summary" to return to the summary.

Attribute Type:	Military Status		
	Exists On License	Request To Add	
Attributes:	<input type="checkbox"/>	<input type="checkbox"/>	Military Service Member
	<input type="checkbox"/>	<input type="checkbox"/>	Military Spouse
	<input type="checkbox"/>	<input type="checkbox"/>	Military Spouse holds a current license issued by another jurisdiction
	<input type="checkbox"/>	<input type="checkbox"/>	Military Veteran

[Previous](#) [Next](#) [Cancel](#)

[DSHS Certifications, Licenses and Permits | Disclaimer](#)

Below is an example of the Application Summary. This should show all the information that you entered when creating your online account. Review it

and then click Submit for the next step.

Contact Information	
Select Attributes	
Application Summary	
Application	License Type: Lead Abatement Worker Application Date: 04/27/2023
Personal Details	Full Name: dshs Alu Edit Professional Qualifier: Social Security Number: ***** Birthdate: 11/11/1911
General Addresses	Main Address: 1 MAIN MELROSE, New York OUT OF STATE/UNKNOWN 12121 US Edit Phone Number: 111-111-1111 E-mail: sis1234@gmail.com Mailing Address: 1 MAIN MELROSE, New York OUT OF STATE/UNKNOWN 12121 US Phone Number: 111-111-1111 E-mail: sis1234@gmail.com Name: ME ME
	Previous Submit Cancel

[DSHS Certifications, Licenses and Permits](#) | [Disclaimer](#)

You'll be asked to confirm a statement like the one shown below. Click Yes and then Submit.

	TEXAS Health and Human Services	Texas Department of State Health Services	Contact your licensing board or program Internet Policy Logged in as Alu, dshs
Main Menu Update Profile Logoff Contact Us			
Introduction	Initial Lead Abatement Worker - Attestation		
Function Suitability	Press "Previous" to return to the previous section.		
Name and Personal Details	Press "Next" to continue.		
Contact Information	Press "Cancel" to cancel this application and return to the main menu.		
Select Attributes	The following documents must be sent to DSHS. Send electronic or hard copies of these items with a copy of the online receipt. Electronic documents should be submitted to lead.reg@dshs.state.tx.us .		
Application Summary	1. Copy of training certificate from a Department-accredited training provider for the 8-hour Lead Abatement Worker refresher training course. Course must have been completed within 180 days of the license expiration date.		
	I certify that I have read and understand the applicable rules and agree to comply with them. I understand that it is a violation of DSHS rules and the Texas Penal Code §37.10 to submit any false or fraudulent information or documents in order to obtain a license. I also understand that disclosure of my social security number is mandatory under Family Code Chapter 231.302.(c)(1), and will be used for identification and reporting purposes required by law. All information I have provided on this application is true, correct, and complete to the best of my knowledge.		
	<input checked="" type="radio"/> Yes <input type="radio"/> No		
	Previous Submit Cancel		

[DSHS Certifications, Licenses and Permits](#) | [Disclaimer](#)

Pay for your License

You will now see three options:

- Pay Now
- Pay Later
- View PDF Summary Report

Pay Now will take you to the screen Online Application Payment. You can now pick the payment method and click Next to continue.

TEXAS
Health and Human Services

Texas Department of State
Health Services

[Contact your licensing board or program](#) | [Internet Policy](#)
Logged in as **Alu, dshs**

[Main Menu](#) | [Update Profile](#) | [Logoff](#) | [Contact Us](#)

Online Application Payment
Select the applications you wish to pay for and press "Next" to continue

Press "Main Menu" to return to the main menu

Application Number	Description	License Number	License Type	Applicant Name	Fee
2028	Initial Lead Firm		Lead Firm	ALU	\$1030.00 <input type="checkbox"/>
3582	Initial Lead Abatement Worker		Lead Abatement Worker	Alu, dshs	\$103.00 <input type="checkbox"/>

Payment Method

Credit Card
 ACH

[Next](#) [Main Menu](#)

[DSHS Certifications, Licenses and Permits](#) | [Disclaimer](#)

Pay Application Fee

Next to the license application you wish to pay for check the box corresponding box. Choose the preferred payment method and click Next to complete payment.

Payment options include:

- Credit Card
- ACH



TEXAS
Health and Human
Services | Texas Department of State
Health Services

[Contact your licensing board or program](#) | [Internet Policy](#)
Logged in as **Alu, dshs**

[Main Menu](#) | [Update Profile](#) | [Logoff](#) | [Contact Us](#)

Confirm Payment Details

If more than one payment method is listed, first select payment method and then press "Next" to pay for these applications.
Press "Cancel" if you do not wish to continue with the payment.

Application Number	Description	License Number	License Type	Applicant Name	Fee
3582	Initial Lead Abatement Worker		Lead Abatement Worker		\$103.00
Total					\$103.00

Payment Method: Credit Card

[DSHS Certifications, Licenses and Permits](#) | [Disclaimer](#)

If you choose Pay Later, you will need to log back on to your account to complete payment. After logging in, you will begin again on the Quick Start Menu. Under Additional Activities, Make Payment (1) and you will click on Select to direct you to the Online Application Payment screen.

Online Application Payment screen and click on the program, in our case Lead Program. Select the payment method, then click Next to continue.



TEXAS
Health and Human
Services | Texas Department of State
Health Services

[Contact your licensing board or program](#) | [Internet Policy](#)
Logged in as **Alu, dshs**

[Main Menu](#) | [Update Profile](#) | [Logoff](#) | [Contact Us](#)

Online Application Payment

Select the applications you wish to pay for and press "Next" to continue

Press "Main Menu" to return to the main menu

Application Number	Description	License Number	License Type	Applicant Name	Fee
2028	Initial Lead Firm		Lead Firm	ALU	\$1030.00 <input checked="" type="checkbox"/>
3582	Initial Lead Abatement Worker		Lead Abatement Worker	Alu, dshs	\$103.00 <input checked="" type="checkbox"/>

Payment Method Credit Card
 ACH

[DSHS Certifications, Licenses and Permits](#) | [Disclaimer](#)

You will view confirmation of the payment details, then click Next.

The screenshot shows the Texas Department of State Health Services website. The header includes the state seal and the text "TEXAS Health and Human Services" and "Texas Department of State Health Services". Navigation links include "Contact your licensing board or program | Internet Policy", "Logged in as Alu, dshs", "Main Menu | Update Profile | Logoff | Contact Us".

Confirm Payment Details
If more than one payment method is listed, first select payment method and then press "Next" to pay for these applications.
Press "Cancel" if you do not wish to continue with the payment.

Application Number	Description	License Number	License Type	Applicant Name	Fee
2028	Initial Lead Firm		Lead Firm		\$1030.00
Total					\$1030.00

Payment Method: Credit Card

[Next](#) [Cancel](#)

On the next screen enter your credit/debit card information for payment, then click Next.

Complete all required fields [*]

Country *
United States

First Name *
Last Name *

Address *
Address 2

City *
State *
Select State

ZIP/Postal Code *

Phone Number *

Email *

After you have made the payment, you will receive an online payment receipt. This will be sent to the email that you provided when you created the online account.

Next Steps

Applicants will receive their approved licenses by mail. Approved licenses will be sent to the mailing address on their application. If an application is incomplete the applicant will be sent a list of what is missing by email, if provided, or mail.

Reciprocal License Application

Getting Started

Required Document Checklist:

<input type="checkbox"/>	Copy of current out of state license
<input type="checkbox"/>	Credit card
<input type="checkbox"/>	Document 3

Training certificates are not substitutes for licenses.

Reciprocal licenses are not renewable since they are dependent on current licensure in another state.

Apply for License Reciprocity to Texas

Applicants must be currently licensed in another state.

Applicants seeking reciprocal certification shall sign a statement that the applicant has read and understands the Texas Environmental Lead Reduction Rules and agrees to follow the standards for conducting lead-based paint activities. This can be done online.

Create an Online account or use a previously created account. Go to the Quick Start Menu. Start a new application.

The screenshot shows the Texas Department of State Health Services website. The header includes the Texas Health and Human Services logo and the text "Texas Department of State Health Services". Navigation links include "Contact your licensing board or program | Internet Policy", "Logged in", "Update Profile | Logoff | Contact Us". The main content area is titled "Quick Start Menu" and contains instructions: "To start choose an option and you will return to this Quick Start menu after you have finished. If no licenses display under the options, and you are licensed, select 'Add Licenses to Registration' to add your license(s) to your registration. Go to Asbestos/Demo Notification menu below to submit, search or pay for a Notification invoice." There is a "License Information" box showing "No License Information Available". Below this, there are two options: "Start a New Application or Take An Exam" and "View Application Status". Under "Start a New Application or Take An Exam", there is a form with the question "What are you applying for?". The first dropdown menu is set to "Lead Program". The second dropdown menu is set to "Initial Lead Abatement Worker (by Reciprocity)". A "Select" button is next to the second dropdown.

Click Select and follow the instructions as above.

Complete the following:

TEXAS
Health and Human
Services

Texas Department of State
Health Services

Contact your licensing board or program | Internet Policy
Logged in as **Alu, dshs**

Main Menu | Update Profile | Logoff | Contact Us

Initial Lead Abatement Worker (by Reciprocity) - Information

Press "Previous" to return to previous page.
Press "Next" to go to next page.
Press "Cancel" to Cancel application and go back to Quick Start Menu.
If Return to Summary Button is available. Press "Return to Summary" to return to the summary.
If Save Button is available. Press "Save" to save the information and return to the summary.

Out-of-State Verification Information

* State of Cert.:

* Cert. Number:

* Effective Date: (mm/dd/yyyy)

Expiration Date: (mm/dd/yyyy)

* Agency Name:

* Program Name:

* Contact Number:

Notes:

Previous Next Cancel

[DSHS Certifications, Licenses and Permits](#) | [Disclaimer](#)

Click Next.

Verify Summary and click Submit.

Read Attestation. Click Yes or No. A summary of your application will appear.

TEXAS
Health and Human Services | Texas Department of State Health Services

Contact your licensing board or program | Internet Policy
Logged in [redacted]

Main Menu | Update Profile | Logoff | Contact Us

Fee and Summary Report
Your application data has been submitted. Click on "View PDF Summary Report" and print this report for your records.

You are required to pay the amount below for your application to be processed.
Press "Pay Now" to proceed to the fee payment page.
Press "Pay Later" to return to the main menu. Select "Pay for Online Applications" from the main menu when you are ready to pay.

Fees

Total Amount Due:	\$103.00
-------------------	----------

Deficiencies

1. Fee due

Fix Pay Now Pay Later View PDF Summary Report

Get ADOBE® READER®

You can pay now or later. Your application is incomplete without the payment.

Next Steps

Applicants will receive their approved licenses by mail. These will be sent to the mailing address on their application. If an application is incomplete the applicant will be sent a list of what is missing by email (if available) or mail.

Renewal Application

Renewal license applications can be completed by paper application or online.

Address Change

Address changes are currently completed by paper but will be available to change online in the future. You will be notified about this change before the change by email.

Please refer to the [Division for Consumer Protection Online Licensing - Eligibility by License Type webpage](#) for information about license and application types supported by the [Division for Consumer Protection Online Licensing System](#).

Resources

Texas Department of State Health Services (DSHS) Website

<https://www.dshs.texas.gov/>

This is the main website for the Texas Department of State Health Services. From this website, you can find different programs and services the state agency provides to the people of Texas.

DSHS Licensing Program Website Name

<https://www.dshs.texas.gov/environmental-lead-program> This is the main website for the Texas Department of State Health Services lead program.

Eligibility by License Type

<https://www.dshs.texas.gov/online-licensing-help-center-division-consumer-protection/eligibility-by-license-type-online-licensing-help-center>

This page contains information regarding license and application types supported by the Division for Consumer Protection Online Licensing System.

State Statute/Program Regulations

<https://www.dshs.texas.gov/environmental-lead-program/laws-rules-environmental-lead-program>

DSHS Consumer Protection Division
[*dshs.texas.gov/business-compliance*](https://dshs.texas.gov/business-compliance)