



To: Ohio Radon License Applicants and Current License Radon Licensees

From: The Bureau of Environmental Health and Radiation Protection

The Ohio Revised Code 3723 is the Ohio law which authorized the Ohio Department of Health to promulgate the rules in Ohio Administrative Code 3701-69 governing commercial radon activities in Ohio. The information contained within this license application packet is designed to assist a new applicant obtain or a current licensee renew a radon license.

If at any time during the process you have questions please contact a radon licensing staff member at (614) 752-4425 or Radon@odh.ohio.gov.

The Basic Steps to Become Licensed as a Radon Professional in Ohio

1. Take an ODH Approved Training Course;
2. Pass an ODH Approved Certification Exam;
3. Determine what testing device you are going to use and contact the manufacturer (continuous monitors) and/or the ODH approved radon laboratory (passive devices) for a current copy of the Quality Assurance Plan for the device.
4. Fill out an ODH License Application. Mail it with the required documentation specified on the application and your fee payment to:

**Ohio Department of Health
Revenue Processing
P.O. Box 15278
Columbus, OH 43215**

ODH Radon Licensing Website:

<http://www.odh.ohio.gov/odhprograms/rp/radlic/radlicg/radonlic1.aspx>

Please send any additional correspondences, other than applications and fees, to:

Ohio Department of Health,
Bureau of Environmental Health and Radiation Protection
Radon Licensing Program
246 North High Street - 7th Floor 35 Bldg.
Columbus, OH 43215

FREQUENTLY ASKED QUESTIONS CONCERNING RADON LICENSING IN OHIO

1. **Who governs radon licensure in Ohio?**

The Ohio Department of Health (ODH) under chapter 3723 of the Ohio Revised Code (ORC) and chapter 3701-69 of the Ohio Administrative Code (OAC).

2. **Who must apply for certification and/or licensure?**

Any individual, business entity or public entity that engages or intends to engage in commercial radon activities must apply for licensure. These include persons performing radon testing and mitigation, contractors or companies that provide mitigation services, laboratories that analyze active and passive radon devices and radon training course providers.

3. **Is certification by the National Radon Proficiency Program (NRPP) or National Radiation Safety Board (NRSB) equivalent to ODH licensure?**

No it is not. Separate certification by NRPP and/or NRSB is not a requirement for obtaining an ODH license nor is it a substitute for an ODH license. To provide radon-related services in Ohio, you must be specifically licensed by ODH to do so.

4. **What type of training is necessary to be licensed for radon in Ohio?**

You must complete an ODH approved radon training course for radon measurement and pass an ODH approved radon measurement exam to become a licensed radon tester. To become a licensed radon mitigation specialist, you must complete an ODH approved radon measurement training course and an ODH approved radon mitigation training course. You must also pass both the ODH approved radon measurement exam and the ODH approved radon mitigation exam.

5. **How do I apply?**

Complete the enclosed license application. This licensing packet includes all the necessary information concerning the training requirements and all the paperwork needed to apply for licensure. If you have questions while completing the application, Radon Licensing program staff can be reached at (614) 752-4425.

6. **What do I need to include in my application?**

For a radon tester or mitigation specialist license, there are several basic elements that must be submitted in order to process your application.

- A completed, signed and dated application form.
- A copy of your training certificate(s) from the appropriate ODH approved course(s).
- A copy of your test score(s) from the ODH approved exam(s).
- A signed copy of your quality assurance (QA) plan for radon testing.
- A radiological safety plan (RSP). *Refer to the Radiological Safety Plan Guidance Sheet for information on developing a radiological safety plan.*
- A check or money order for the fee amount listed on the application
 - Radon Tester - \$400
 - Radon Mitigation Specialist - \$600

For a radon mitigation contractor license, the following items must be submitted in order to process your application.

- A completed, signed and dated application form.
- Proof of registration with the Secretary of the State of Ohio as a business entity. To contact the Secretary of State, call (614) 466-2655 or (877) 767-6446 (SOS-OHIO) or visit <http://www.sos.state.oh.us/sos>.
- A check or money order for \$800, unless applying for a license at no cost because you qualify as a sole proprietor as allowed by OAC 3701-69-05(E).

For instructions on gaining approval of radon training courses or radon measurement laboratories, contact the Radon Licensing Program at (614) 752-4425.

7. **How long does it take to process my application?**

It generally takes no more than two weeks for radon licensing staff to approve an application once it has been received by our program. When approved, you will be notified and your license will be sent to you via the email address you provided on your application. If during our review, we find your application lacks the required information for approval, you will be notified by email with instructions on what we need.

8. **What liabilities do I hold after obtaining licensure with ODH?**

Licensed or approved individuals and/or commercial entities must operate in accordance with the terms and conditions of their license, the applicable rules in Chapter 3701-69 of the OAC and the generally accepted business practices and procedures established by federal and state law. Subject to Chapter 119 of the ORC, the director of health may deny, suspend or revoke any approval or license. The State of Ohio may commence civil action against any person who knowingly violates any provision of Chapter 3723 of the ORC or the rules in Chapter 3701-69 of the OAC.

9. **Will ODH forward an application package to renew my approval or licensure?**

No. It is your responsibility to know your license expiration date and submit a timely renewal application. ODH will send an email no later than 30 days before the expiration date of your current license to remind you to submit your renewal application, if you haven't already done so.

10. **Where can I get a copy of the radon rules in Chapters 3701-69 of the OAC, and/or radon license applications, Ohio licensee lists, documents, papers or other publications about radon or additional general radon information?**

Access to these documents can be found on the ODH Radon Licensing website at: <http://www.odh.ohio.gov/odhprograms/rp/radlic/radlicg/radonlic1.aspx> or by calling the ODH Radon Licensing Program at (614) 752-4425 or by email to: Radon@odh.ohio.gov, or by letter to:

**Ohio Department of Health
Bureau of Environmental Health and Radiation Protection
Radon Licensing Program
246 North High Street – 7th Floor, 35 Bldg.
Columbus, Ohio 43215**

United States Environmental Protection Agency (U.S. EPA) radon documents can be obtained through the Government Printing Office at (202) 512-1800 or the U.S. EPA website: <http://www.epa.gov/radon/index.html>

11. **Who can I contact for more information?**

Contact the ODH Radon Licensing program at (614) 752-4425 or by email to: Radon@odh.ohio.gov

*****PLEASE BE AWARE IT IS YOUR RESPONSIBILITY TO KNOW THE RULES (OAC) REGARDING YOUR LICENSE AND WHAT YOU ARE REQUIRED TO DO WHEN PROVIDING YOUR RADON SERVICES IN OHIO. THE RULES CAN BE FOUND AT:

<http://www.odh.ohio.gov/odhprograms/rp/radlic/radlicg/radonrules.aspx>

OHIO DEPARTMENT OF HEALTH - APPROVED RADON COURSES

The following are Ohio Department of Health approved training courses and meet the educational requirements for licensure as a radon tester and/or a radon mitigation specialist in the State of Ohio.

- All initial training courses are held in a classroom within the state of Ohio.
- Please contact the course provider for dates and locations of their classes.

RADON MEASUREMENT COURSES

COURSE NAME	PROVIDER
Radon Measurement Course Approval # TR 1	#1 Radon Tester/Celia Rajkovich 122 W. 5th Avenue Derry, PA 15627 724-774-4535 http://celiar.home.comcast.net
Radon Measurement Operator's Course Approval # TR 2	Radalink, Inc. 5599 Peachtree Road Atlanta, GA 30341 800-295-4655 www.Radalink.com
Radon Measurement Technicians' Training Approval # TR 3	Midwest Universities Radon Consortium (MURC) 1994 Buford Avenue 352 Classroom Office Building St. Paul, MN 55108 1-800-843-8636 Fax: (612) 624-6225 http://www.cce.umn.edu/Radon-Courses-for-professionals/index.html
Residential Radon Measurement Course Approval # TR 10	Spruce Environmental Technologies, Inc. 3 Saber Way Ward Hill, Mass 01835 800-355-0901 http://www.spruce.com/radon-training.php
Radon Measurement & Testing Course Approval # TR 11	HomeSpection Training Institute 4699 Whipple Ave., N.W. Canton, Ohio 44718 1-877-658-6143 http://www.homespectionusa.com

RADON MITIGATION COURSES

COURSE NAME	PROVIDER
Radon Technology for Mitigators Approval # TR 4	Midwest Universities Radon Consortium (MURC) 1994 Buford Avenue 352 Classroom Office Building St. Paul, MN 55108 1-800-843-8636 Fax: (612) 624-6225 http://www.cce.umn.edu/Radon-Courses-for-professionals/index.html

ODH APPROVED EXAMS

You must contact your ODH Approved course provider for arrangements to take the ODH approved exam that is required to obtain an ODH radon license. There are two (2) ODH approved radon exam.

Radon Measurement Exams:

The National Radiation Safety Board (NRSB) Certification Exam for Radon Measurement Specialist

OR

The National Radon Proficiency Program (NRPP) radon measurement exam

Radon Mitigation Exams:

The NRSB Certification Exam for Radon Remediation Specialist

OR

The NRPP radon mitigation specialist exam

Typically, your ODH approved training provider will arrange for the exam to be administered at the end of their course.

There is an additional fee to take the national exam which is separate from the fees for the course. Your course provider can provide you with the cost of the exam.

Below is contact information for NRPP and NRSB if you need to contact them about the exam.

National Radon Safety Board

Phone: (866) 329-3474

<http://www.nrsb.org>

American Association of Radon Scientist and Technologists - National Radon Proficiency Program

Phone: (800) 269-4174

<http://nrpp.info>

**OHIO DEPARTMENT OF
HEALTH APPROVED RADON
LABORATORIES**

You must include the ODH Approval # (RL#) of the lab listed below that you are using on your application form in the section requesting information on devices and their analysis.

<p>ODH Approval # RL4 Radon Testing Corp. of America (RTCA) 2 Hayes Street Elmsford, New York 10523 (914) 345-3380</p>	<p>CR: On Guard Continuous Radon Monitor AC: RTCA 3" passive diffusion canister AC: RTCA 4" superpass diffusion barrier canister</p>
<p>ODH Approval # RL9 Landauer, Inc. 2 Science Road Glenwood IL 60425-1586 (708) 755-7000</p>	<p>AT: Radtrak Alpha Track Detector AT: Radtrak2 Alpha Track Detector AT: Rapidos Alpha Track Detector</p>
<p>ODH Approval # RL10 Air Check, Inc. 1936 Butler Bridge Road Fletcher NC 28732 (828) 684-0893</p>	<p>AC: Air Chek Foil Bag Test Kit AC: Pro Chek Foil Bag Test Kit</p>
<p>ODH Approval # RL17 Radiation Safety Services, Inc. 6312 West Oakton Street Morton Grove, IL 60053 (847) 965-1999</p>	<p>AT: Alpha Track</p>
<p>ODH Approval # RL21 Radalink, Inc. 5599 Peachtree Road Atlanta, Georgia 30341 (404) 457-1944</p>	<p>CR: Radalink Telemonitor</p>
<p>ODH Approval # RL29 Alpha Energy Labs 2501 Mayes Road Suite 100 Carrollton, Texas 75006 (800) 324-5928</p>	<p>AC: Activated Charcoal</p>
<p>ODH Approval # RL31 Radon Survey Systems, Inc. 10357 Liberty Road Twinsburg, Ohio 44087 (800) 883-4760</p>	<p>AC: F & J RA40VC 4" open face canister</p>

<p>ODH Approval # RL33 RAdata, Inc. 27 Ironia Road Unit 2 Flanders, New Jersey 07836 (973) 927-7303</p>	<p>AC: Charcoal Canister 4” LS: Liquid Scintillation</p>
<p>ODH Approval # RL35 Pro Lab 1675 North Commerce Parkway Weston, FL 33326 (954) 384-4446</p>	<p>LS: Liquid Scintillation</p>
<p>ODH Approval # RL37 Accustar Labs Medway 11 Awl Street Medway, Massachusetts 02053 (508) 533-8831</p>	<p>AC: Charcoal Canister LS: Liquid Scintillation AT: REM alpha track</p>
<p>ODH Approval # RL39 EMSL Analytical, Inc. 107 Haddon Avenue Westmont, New Jersey 08108 (800) 220- 3675</p>	<p>LS: Liquid Scintillation</p>
<p>ODH Approval # RL41 AccuStar Labs - Lebanon PA 929 Mt. Zion Road Lebanon, PA 17046 (717) 274-8310</p>	<p>AC: 3” Activated Charcoal</p>
<p>ODH Approval # RL42 TRC Environmental Corporation. 21 Griffin Road North Windsor, CT 06095 (860) 298- 9692</p>	<p>AC: F & J RA40V 4" open face canister</p>

The Ohio Department of Health

Radiological Safety Plan Guide

Guidance sheet for developing a safety plan for radon measurement

The following are the requirements for a radiological safety plan. These requirements can be used for the Mitigation Specialist/Contractor portions of their measurement program as well as the Radon Tester. All of these elements must be included in your safety plan. For a Mitigation Specialist and/or Mitigation Contractor you must additionally address other safety aspects regarding mitigation installation, such as the requirements of OSHA.

- Element 1. A commitment to track occupational exposure. A statement such as:
“I will implement a radiological safety plan whereby I will track and document exposure information to ensure that occupational exposures do not exceed 30 pCi/L, 0.33 WL based on continuous work place exposure for 40 hours per week, 52 weeks per year or 4.0 WLM per year.”
- Element 2. A statement with regard to ALARA. Such as; “I will follow the ALARA principle while considering exposure investigational levels for myself and company employees.” ALARA stands for “As Low As Reasonably Achievable.” This philosophy underlies all aspects of the various tasks which make up a radiological safety program. The principle of ALARA means that you are ensuring that the occupational exposure to you and your workers is as low as reasonably achievable. In general, investigational levels are a one tenth value.
- Element 3. A statement that describes the maximum occupational exposure level along with what actions would be taken should you meet or exceed that level. When you set a maximum exposure level of 4 WLM per year as a maximum dose for you and your workers, and you adopt the ALARA principle, your investigational level begins at ten (10) percent of the maximum level set or that level which you set that you believe is reasonably achievable below the maximum established limits. Therefore, for this example ten (10) percent of 4.0 WLM is 0.4 WLM. That would be the level at which you would begin to question and investigate how much exposure everyone is getting from the various jobs they have been on and what to do to alter the techniques you are currently using to lower exposures. To limit exposures, time spent in the field should be reduced. Such as, always talking to your client in the upper levels of the home or outside in nice weather, as opposed to discussing the protocols of Radon testing in the basement. Investigations to determine assurance that everyone is within the maximum level should be conducted regularly.
- Element 4. An outline of the method you will use to determine maximum exposure levels. This should include, but not be limited to:
- **The formula for determining working level months (WLM)**
 - **The devices you will use for detection**
 - **How often you will calculate exposures**
 - **Whose exposure levels are you tracking**
 - **How long are you going to keep your records, etc.**

***** On the back side of this form is an example of the formula you will need to utilize for converting WL into WLM.

If you have any questions regarding this information please contact our office at (614) 752-4425.

Formula for determining WLM

Working Levels multiplied by the duration of exposure (in hours) and divided by 170 equals WLM

For Example: 1.0 WL for 6 hours
0.60 WL for 2 hours
0.02 WL for 8 hours

Calculation:	1.0 WL X 6 equals 6.0	6.0 divided by 170 = 0.035 WLM
	0.06 WL X 2 equals 0.12	0.12 divided by 170 = 0.0007 WLM
	0.02 WL X 8 equals 0.16	0.16 divided by 170 = 0.0009 WLM
	Total	.0366 WLM

Here is a review of the formulas you will need for converting pCi/l to WL.

$$R_n = \frac{WL \times 100}{ER} \quad (\text{An ER of 0.5 is commonly assumed as an average.})$$

$$WL = \frac{R_n \times ER}{100}$$

Just for your information.....

$$ER = \frac{WL \times 100}{\text{pCi/l}} \quad \text{or} \quad \frac{\text{Radon Decay Products} \times 100}{\text{Radon}}$$

Ohio Department of Health
Radon Tester/Radon Mitigation Specialist License Application
 Ohio Administrative Code Chapter 3701-69

- Read the instructions carefully and answer all questions as completely as possible.
- Applications with incorrect or missing information will be returned to you for correction which will delay the application approval process.
- Attach check or money order, made payable to **Treasurer, State of Ohio**, in the amount indicated below.
- Mail (**do not fax**) to: **Ohio Department of Health, Revenue Processing, PO Box 15278, Columbus, OH 43215.**

<input type="checkbox"/> Radon Tester \$400.00 or <input type="checkbox"/> Radon Mitigation Specialist \$600.00				<input type="checkbox"/> New		<input type="checkbox"/> Renewal			
Full Name (Last)			Full Name (First)			Full Name (MI)		Social Security Number	
Home Address					Home Phone #		License # if renewal		
City			State	Zip		E-mail Address			
Business/Company Name									
Company Address					City		State	Zip	
Business Phone #		Business Fax #			Business/Company Website				
If you are a United States armed forces service member or veteran, or the spouse or surviving spouse of a service member or veteran and would like to receive priority expedited certification processing, check <input type="checkbox"/> Yes. If Yes, mark the appropriate box below and submit acceptable proof of service member or veteran status as required by Ohio Administrative Code rules 3701-69-03 and 3701-69-04. <input type="checkbox"/> Service Member <input type="checkbox"/> Veteran <input type="checkbox"/> Spouse									

- Attach a copy of your training certificate showing completion of each course. If a renewal, attach proof of completion of continuing education hours.
- Attach documentation to indicate that you have passed an examination prescribed by the Ohio Department of Health.
- Attach quality assurance and quality control procedures to be utilized in radon testing and/or mitigation.
- Attach radiological safety plan. This should include both administrative and operational aspects of the safety program and a listing of safety-related equipment to be provided to workers.
- Attach an explanation of the method used to calibrate radon measurement instruments.
- Attach a copy of the most recent calibration certificate for each of your radon measurement instrument(s).
- Has the applicant or an affiliated, associated, related person ever been a party to any radon testing projects which were terminated prior to completion?
 Yes No If Yes, submit detailed explanation.
- Has the applicant or an affiliated, associated, related person ever been a party to any penalties, citations, or administrative orders or actions pertaining to radon mitigation or radon testing?
 Yes No If Yes, submit detailed explanation.
- Has the applicant or an affiliated, associated, related person ever been a party to any lawsuits pertaining to radon mitigation or radon testing?
 Yes No If Yes, submit detailed explanation.

List the instrumentation to be used for radon and/or radon progeny measurement. Attach additional sheets if necessary.

Type	Manufacturer	Model #	Serial #	Cal. Frequency	Calibration Provider

If you use a passive radon monitor (e.g. charcoal canister or alpha track) but do not analyze them, list the name and Ohio approval number of the laboratory providing analysis. Attach additional sheets if necessary.

Laboratory Name	Laboratory Address	ODH Approval (RL#)

Provision of your social security number (SSN) is mandated by Ohio Revised Code section 3123.50 and Ohio Administrative Code Chapter 3701-69. Your SSN may be used for purposes including, but not limited to, identification of obligators under child support orders and verification of identity.

By signing below, I solemnly swear that the answers I have given on this application and all other information submitted, including training certificate(s) and all appropriate attachments, whether provided in print, in writing or by other means, are accurate, complete and true to the best of my knowledge.

Knowingly making a false statement or knowingly swearing or affirming the truth of a false statement previously made in order to gain approval is a criminal offense. See Ohio Revised Code section 2921.13.

Applicant Signature

Date

Keep a copy of your application for your files!

Please send all future correspondence to:
 Ohio Department of Health – Radon Licensing
 246 North High Street, 7th Floor, 35 Building, Columbus, Ohio 43215

Ohio Department of Health

Radon Mitigation Contractor License Application

Read the instructions carefully and answer all questions as completely as possible. Applications with incorrect or missing information will be returned to you for correction which will delay the application approval process.

Mail (**do not FAX**) the completed application and any supporting documentation to:

Ohio Department of Health, Revenue Processing, P.O. Box 15278, Columbus, Ohio 43215

Make check or money order payable to: **Treasurer, State of Ohio**, in the amount indicated below.

Sole proprietor—No charge All others—\$800.00

Only check the sole proprietor box if you meet the requirements defined in rule 3701-69-05(E). If you are submitting this application as a sole proprietor, you must also submit a radon mitigation specialist application or proof of current radon mitigation specialist licensure.

Completion of this form is required by rule 3701-69-05 of the Ohio Administrative Code

Check One <input type="checkbox"/> New <input type="checkbox"/> Renewal		Check One <input type="checkbox"/> Sole proprietor <input type="checkbox"/> Other		Federal tax ID #	
Business/Company name			Business/Company website		License # if renewal
Company address			City	State	Zip
Name(s) of chief executive officer partners, or sole proprietor			Business phone		Business Fax
Business contact person				Contact person last 4 digits of SS#	
Contact person address				Contact person phone	
City		State	Zip	Email address	

- ✓ Attach proof that business name is registered with the Ohio Secretary of State.
- ✓ Attach a list of names of all licensed (include license #) and unlicensed employees directly involved in radon mitigation system installation.
- ✓ Attach names and credentials of persons conducting worker training.
- ✓ Attach quality assurance and quality control procedures to be utilized in radon testing and radon mitigation.
- ✓ Attach radiological safety plan. This should include both administrative and operational aspects of the safety program and a listing of safety-related equipment to be provided to workers.
- ✓ Attach an explanation of the method used to calibrate radon measurement instruments.
- ✓ Attach a copy of the most recent calibration certificate for each of your radon measurement instrument(s)

- ✓ Has the applicant or an affiliated, associated, related person ever been a party to any radon mitigation or testing projects which were terminated prior to completion?
 Yes No If yes, submit detailed explanation.
- ✓ Has the applicant or an affiliated, associated, related person ever been a party to any penalties, citations, or administrative orders or actions pertaining to radon mitigation or radon testing?
 Yes No If yes, submit detailed explanation.
- ✓ Has the applicant or an affiliated, associated, related person ever been a party to any lawsuits pertaining to radon mitigation or radon testing?
 Yes No If yes, copies of initial pleadings and final orders shall be attached to the application.

List instrumentation to be used for radon and/or radon progeny measurement. Attach additional sheets if necessary.

Type	Manufacturer	Model #	Serial #	Cal. frequency	Calibration provider

If you use a passive radon monitor (e.g. charcoal canister or alpha track) but do not analyze them, list the name and Ohio approval number the laboratory providing analysis. Attach additional sheets if necessary.

Laboratory name	Laboratory address	ODH approval (RL#)

This application will not be accepted if signature is omitted

I certify that all information contained herein this application, including any supplements attached hereto, is true and correct.

Signature of applicant	Date
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Keep a copy of your application for your files! Please send all future correspondence to:
Ohio Department of Health, BRP—Radon Licensing
246 North High Street, 7th floor 35 building, Columbus, Ohio 43215