



D&S Diversified Technologies LLP

Headmaster LLP

OHIO LEAD ABATEMENT WORKER CANDIDATE HANDBOOK

September 2025
VERSION 2.0

EFFECTIVE SEPTEMBER 1st, 2025:

The testing fee price has increased – see page 2.

D&S Diversified Technologies (D&S DT) – Headmaster

Email: ohio@hdmaster.com

Website: www.hdmaster.com

(877) 851-2355 | (800) 393-8664

Contact Information

Questions regarding: testing process • test scheduling (877) 851-2355		
Questions regarding: eligibility to test • approval to test (614) 466-1450		
D&S Diversified Technologies (D&SDT), LLP- Headmaster, LLP PO Box 418 Findlay, OH 45839 Email: ohio@hdmaster.com Website: www.hdmaster.com	<i>Monday through Friday</i> <i>8:00AM – 8:00PM</i> <i>Eastern Time Zone</i>	Phone #: (877) 851-2355 Fax #: (406) 442-3357 <small>(scheduling and payment forms)</small> Fax #: (419) 422-8328 <small>(reschedule, refund, no show exceptions, ADA and other documentation)</small>
Environmental Compliance Program - LEAD <i>Bureau of Environmental Health and Radiation Protection</i> Ohio Department of Health 35 E. Chestnut Street Columbus, OH 43215 Email: lead@odh.ohio.gov Website: https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/lead-licensure-and-accreditation-program	<i>Monday through Friday</i> <i>8:00AM – 5:00PM</i> <i>Eastern Time Zone</i>	Phone #: (614) 466-1450 Fax #: (614) 466-2479

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INTRODUCTION

The Ohio Department of Health has approved D&S Diversified Technologies, LLP (D&SDT) to provide tests and scoring services for the Ohio LEAD license testing. For questions not answered in this handbook, please contact D&SDT at (877) 851-2355 or go to D&SDT's [Ohio Lead web page](#). The information in this handbook will provide you with information on scheduling your exam and what to expect on the test date.

OHIO LEAD LICENSE TESTING REQUIREMENT

Your application to obtain an initial Ohio lead license or to renew a current Ohio lead license must be, or has been, approved by the Ohio Department of Health (ODH) to test. If you have not received your approval to test, please contact ODH at (614) 466-1450.

Additional resources from the ODH website:

<https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/lead-licensure-and-accreditation-program/resources>

<https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/lead-licensure-and-accreditation-program/resources/lead-licensure-faq>

Initial LEAD License

If you applied for an initial license and were not recognized as a reciprocity candidate, you must schedule a test appointment and pass the Ohio LEAD license examination in your requested discipline.

NOTE: *You must have approval from ODH to schedule an exam date.* If you have not received your approval to test, please contact ODH at (614) 466-1450.

Initial LEAD License with Reciprocity or Renewing a Current LEAD License

If you applied for an initial Ohio LEAD license with reciprocity, or you are renewing a current LEAD license, you only need to have your license identification photo taken at a D&S Diversified Technologies (D&SDT) test site by a certified test examiner.

AMERICANS WITH DISABILITIES ACT (ADA)

ADA Compliance

The Ohio Department of Health (ODH) and D&SDT provide reasonable accommodations for candidates with disabilities or limitations that may affect their ability to perform the Ohio LEAD examination. Accommodations are granted in accordance with the Americans with Disabilities Act (ADA).

If you have a qualified disability or limitation, you may request special accommodations for the examination. D&SDT must approve accommodations in advance of the examination. Complete the [ADA Accommodation Request Application](#) found on the [Ohio LEAD main page](#) at [hdmaster.com](#) to be reviewed for accommodation.

ADA Accommodation Request Applications submitted without the required supporting documentation of a diagnosed disability will not be reviewed until the required documentation is provided. D&SDT will email you if further documentation or information is required using the email in your account.

Please allow additional time for your request to be approved. If you have questions regarding the ADA review process or specific required documentation, please call D&SDT at (871) 851-2355.

THE OHIO LEAD ABATEMENT LICENSE EXAM

Payment Information

EFFECTIVE SEPTEMBER 1st, 2025: The testing fees have increased from \$70.00 to \$75.00.

LEAD Discipline	Price
LEAD Abatement Worker	\$75.00
LEAD Abatement Contractor	\$75.00
LEAD Risk Assessor	\$75.00
LEAD Inspector	\$75.00
LEAD Clearance Technician	\$75.00

RENEWAL / RECIPROCITY REQUESTED

There is no fee for Renewals / Reciprocities.

Schedule / Reschedule an Exam Date

Once you have received approval from the Ohio Department of Health to take the test, you may schedule an exam date. If you have not received your approval letter, please contact ODH at (614) 466-1450.

You will need to complete a Scheduling and Payment [Form 1402OL](#), indicating your test date choices and your payment to D&SDT (money order, cashier's check, facility check, Visa or MasterCard credit/debit card). No personal checks or cash are accepted.

Submit the Scheduling and Payment Form 1402OL by emailing accounting@hdmaster.com, mailing P.O. Box 6609, Helena, MT 59604, or faxing (406) 442-3357; a \$5.00 fax fee applies.

Please note: Forms with missing information, payment, or signatures will be returned to the candidate.

If you have any questions regarding your test scheduling, call D&SDT at (877) 851-2355, Monday through Friday, excluding holidays, 8:00AM to 8:00PM Eastern time (ET).

Once your application is processed and D&SDT has scheduled you, we will notify you via email of your test date and time. If you do not receive an exam date confirmation email from D&SDT within five business days of sending us your scheduling request and payment, email D&SDT at ohio@hdmaster.com or call us immediately, or if during non-business hours, leave us a message on the answering machine at (877) 851-2355.

D&SDT does not send postal mail test confirmation letters to candidates.

Exam Day

EXAM CHECK-IN

You must arrive at your confirmed test site 20 to 30 minutes before your exam is scheduled to start.

- Testing **begins** promptly at the start time noted.
- You need to ensure you are at the event **at least 20 minutes before** the start time to allow time to get checked in with the RN Test Observer.
 - *For example*, if your test starts at 8:00AM, you must be at the test site for check-in **no later than 7:40AM**.

Note: If you arrive late, you will not be allowed to test.

ODH APPROVAL TO TEST

REMINDER: You must have ODH approval to take the LEAD license exam. If you do not have approval, please contact ODH at (614) 466-1450.

IDENTIFICATION

You must bring a-

UNITED STATES (US) GOVERNMENT-ISSUED, *SIGNED, UNEXPIRED, PHOTO-BEARING FORM OF IDENTIFICATION

Only original IDs are accepted. Photocopies, faxes, images, or mobile or electronic/digital versions (for example, Apple or Google Wallet) of IDs **are not allowed**.

Examples of the forms of US government-issued, acceptable photo IDs are:

- **State-issued Driver's License**
 - *You may use the letter issued by the Department of Motor Vehicles (DMV) that you received when you applied for or renewed your driver's license.*
- **State-issued Identification Card**
- **Signed US Passport (Foreign Passports and Passport Cards *are not* acceptable)**
 - *Exception: A signed foreign passport with a US VISA is acceptable (the VISA does not have a signature).*
- **Permanent Resident Card (Green Card or Alien Registration Card)/Employment-Work Authorization Card issued by the U.S. Citizenship and Immigration Services (USCIS)** (**now accepted without a signature or fingerprint IF ISSUED from January 30, 2023, to present day. If issued before January 1, 2023, may contain a fingerprint in place of a signature*)
- **Tribal Identification Card** (a signed photo ID with an expiration date (not expired) issued by a [federally recognized](#) Tribal Nation/Indian Tribe)
- **US Military Identification Card** (**accepted without a signature or fingerprint, but will have a bar code or may contain a fingerprint in place of a signature*)
- **Concealed Hand Gun Carry Permit**

The **FIRST** and **LAST** names listed on your ID presented to the Test Examiner during check-in at your test event must match the FIRST and LAST names provided by ODH exactly. You may call D&SDT at (877) 851-2355 to confirm that your name of record matches your US government-issued ID.

Please note:

- **You will not be admitted for testing if you are not approved to test by ODH, or you do not bring proper/valid identification.**
 - Be sure your identification is not expired.
 - Check to ensure that the FIRST and LAST printed names on your identification card match your current name of record.
- A driver's license or state-issued ID card with a hole punched in it is NOT VALID and will not be accepted as an acceptable form of ID.
- In cases where names do not match, your ID is not proper/valid, or it has a hole punched in it, this is considered a NO-SHOW status, you will forfeit your testing fees, and you will have to reschedule and pay for another test and date.

TESTING POLICIES

The following policies are observed at each test site:

- Plan to be at the test site for up to three (3) hours.
- Testing begins promptly at the start time noted on your confirmation. If you arrive late for your confirmed exam (you need to be at the test site to **check in at least 20 minutes before your scheduled start time** – if your test start time is 8:00AM, you need to be at the test site **by 7:40AM at the latest**), you will not be admitted to the exam. Any exam fees paid *will NOT be refunded*.

- If you do not bring a valid and appropriate US government-issued, non-expired, *signed photo ID (*see details in this handbook's 'Identification' section*), you will not be admitted to the exam, and any exam fees paid *will NOT be refunded*.
 - If the **FIRST** and **LAST** names listed on your ID presented to the Test Examiner during check-in at your test event **DO NOT MATCH** the FIRST and LAST names that were provided by the Ohio Department of Health (ODH), you will not be admitted to the exam, and any exam fees paid *will NOT be refunded*.
 - **NAME CHANGES:** If your name does not match, you must provide a copy of the supporting documentation of the name change (divorce decree, marriage license, legal name change, etc.) to the Test Examiner at check-in, which will be attached to your test in order to be allowed to test.
- **If you are not approved to test by ODH, you will not be admitted to the exam, and any exam fees paid will NOT be refunded.**
- If you do not show up for your exam day, or are considered a NO-SHOW STATUS for any reason (*see details in this handbook's 'No-Show Status' section*), any test fees paid will NOT be refunded. You must repay your testing fees and submit Form 1402OL (Scheduling and Payment Form) to schedule another exam date.
- **ELECTRONIC DEVICES AND PERSONAL ITEMS:** Cell phones, smartwatches, fitness monitors, electronic recording devices, Bluetooth-connected devices, and personal items (such as water bottles, purses, briefcases, large bags, study materials, extra books, or papers) are not permitted to be on or near you in either testing room. The testing team will inform you of the designated area to place your personal items and electronic devices, and you will collect these items when you complete your test(s).
 - All electronic devices must be **turned off**, including smartwatches, fitness monitors, and Bluetooth-connected devices, which ***must be removed*** from your wrist or body.
- Anyone caught using any electronic recording device during testing will be dismissed from the exam and testing room, your test will be scored as a failed attempt, you will forfeit all testing fees, and you will be reported to the Ohio Department of Health (ODH). You may, however, use personal devices during your free time in the waiting area.
- You are encouraged to bring a jacket, snack, drink, or study material while waiting to test.
- **LANGUAGE TRANSLATION DICTIONARIES:** Foreign word-for-word translation dictionaries **are allowed**. Dictionaries with definitions or handwritten notes ***will not be allowed***. You must show your word-for-word translation dictionary to the Test Examiner during check-in at your test event. **Using language translators that are not pre-approved and electronic dictionaries *is not allowed***.
- **SCRATCH PAPER AND CALCULATORS:** Scratch paper and calculators ***are not allowed***.
- You may not remove any notes or other materials from the testing room.
- You are not permitted to eat, drink, or smoke (e-cigarettes or vape) during the exam.
- You are not allowed to leave the testing room once the exam has begun ***for any reason***. If you do leave during your test event, you will not be allowed back into the testing room to finish your exam.
- If you are discovered causing a disturbance of any kind, engaging in any misconduct, visibly impaired, trying to take any notes or testing materials from the testing room, exhibit threatening, aggressive, or hostile behavior, or seek retribution, before, during, or immediately after your examination while on testing premises, you will be dismissed from the exam, your test will be scored as a failed attempt, you will forfeit all testing

fees paid, and you will be reported to the Ohio Department of Health (ODH). Please see this handbook's 'Security' section.

- Test sites and Test Examiners are not responsible for the candidate's personal belongings at the test site.
- No visitors, guests, pets (including companion animals), or children are allowed.
 - Service animals with an approved ADA accommodation in place are allowed.
 - If you show up at your event with guests, pets (including companion animals), or children of any age, you will not be allowed to test and will forfeit all testing fees paid.
- **You may not test if you are ill (sick).** Call D&SDT at (877) 851-2355 immediately to reschedule (*see the note below*).

NOTE: Please see this handbook's 'Reschedule a Test Event' and 'No-Show Exceptions' sections.

→ *Reschedules will not be granted less than one (1) full business day before a scheduled test date.*

- **Please review this Candidate Handbook before your test day for any testing and/or policy updates.**

Security

If you are caught cheating, refuse to follow directions, use abusive language, disrupt the examination environment, or are visibly impaired, your test will be stopped and scored as a failed attempt. You will be dismissed from the testing room and forfeit any testing fees paid. A report of your behavior will be given to the Ohio Department of Health (ODH). You will not be allowed to retest for a minimum period of six (6) months.

If you remove or try to remove test material or take notes or information from the test site, you will be reported to ODH and are subject to prosecution to the fullest extent of the law. Your test will be scored as a failed attempt, and you will forfeit any testing fees that have been paid. You will not be allowed to retest for a minimum period of six (6) months. You may need to obtain permission from ODH in order to be eligible to test again.

If you give or receive help from anyone during testing (which also includes any form of cheating, the use of any electronic recording devices such as cell phones, smartwatches, or navigating to other browsers/sites during your exam, etc.), your test will be stopped, you will be dismissed from the testing room, and your test will be scored as a failed attempt. You will forfeit any testing fees paid. You will be reported to ODH, and you may need to obtain permission from ODH to be eligible to test again.

If you exhibit threatening, aggressive, or hostile behavior, or seek retribution, before, during, or immediately after your examination while on testing premises, you will be asked to leave the test site and removed from your test. If you have started your test, it will be scored as a failed attempt. You will forfeit any testing fees paid. You will be reported to ODH, and you may need to obtain permission from ODH to be eligible to test again.

Reschedule a Test Event

All candidates may reschedule for free any time up until one (1) business day before a scheduled test day, excluding Saturdays, Sundays, and holidays. If you must reschedule your exam date, please do so as soon as possible by calling D&SDT at (877) 851-2355.

- ❖ **Example:** If you are scheduled to take your exam on a Saturday, Sunday, or Monday, you would need to reschedule by the close of business on the Thursday before your scheduled exam. D&SDT is open 8:00AM to 8:00PM ET, Monday through Friday, excluding holidays.

The scheduled test date is on a:	Reschedule before 8:00PM ET the previous:
Monday	The previous Thursday
Tuesday	The previous Friday
Wednesday	The previous Monday
Thursday	The previous Tuesday
Friday	The previous Wednesday
Saturday	The previous Thursday
Sunday	The previous Thursday

Note: Reschedules will not be granted less than one full business day before a scheduled test date.

Refund of Testing Fees Paid

Requesting a refund of testing fees paid is different than rescheduling a test date. Requesting a refund means you are not interested in taking the Ohio LEAD Abatement License test.

SCHEDULED IN A TEST EVENT

- If you are scheduled for a test event, you can request a refund of the testing fees paid by filling out and submitting the [CANDIDATE-Refund of Testing Fees Paid Form](#) on D&SDT-HEADMASTER's main webpage at hdmaster.com at least one (1) full business day before your scheduled test event (excluding Saturdays, Sundays, and holidays). No phone calls will be accepted.
 - Example:* If you are scheduled to take your exam on a Saturday, Sunday, or Monday, you would need to request a refund by the close of business on the Thursday before your scheduled exam. D&SDT is open until 8:00PM PT, Monday through Friday, excluding holidays.
- Refund requests made in the required time frame qualify for a full refund of any testing fees paid minus a \$35 refund processing fee.
- Refund requests must be made within thirty (30) days of payment of the original testing fees with D&SDT. Any requests for refunds made beyond 30 days of the original payment of testing fees with D&SDT *will not be issued*.

NOT SCHEDULED IN A TEST EVENT

- 1) Refund requests must be made within thirty (30) days of the original payment of testing fees with D&SDT. Any requests for refunds made beyond 30 days of the original payment of testing fees with D&SDT *will not be issued*.
- 2) To request a refund for testing fees paid, you must fill out and submit the [CANDIDATE-Refund of Testing Fees Paid Form](#) on D&SDT-HEADMASTER's main webpage at hdmaster.com. No phone calls will be accepted.
- 3) Refund requests made in the required time frame qualify for a full refund of any testing fees paid minus a \$35 refund processing fee.

Unforeseen Circumstances Policy

If an exam date is canceled due to weather or other unforeseen circumstances, D&SDT staff will make every effort to contact you using the contact information (phone number/email) we have on file to reschedule you for no charge to a mutually agreed-upon new test date.

Therefore, you must keep your contact information up to date in case we need to contact you (**see examples below for reasons we may not be able to contact you that you are responsible for*).

If D&SDT is unable to reach you via phone call or email (**see examples below*) due to an unforeseen circumstance for a test event you are scheduled for, you will be removed from the test event, and D&SDT will not reschedule you until we hear back from you.

NOTE: The **examples* listed below are your responsibility to check and/or keep updated.

- If D&SDT leaves you a message or emails you at the phone number or email in your TMU© account and:
 - you do not call us back in a timely manner
 - your phone number is disconnected/your voice mailbox is full
 - you do not check your messages in a timely manner
 - you do not check your email or reply to our email in a timely manner
 - your email is invalid, or you are unable to access your email for any reason

See more information under '**No-Show Exceptions**'.

In the event of inclement weather, you will be expected to attend your scheduled exam unless:

- The county you reside in or the county of the testing site is placed on a Level 2 or Level 3 snow emergency.
 - **LEVEL 2 SNOW EMERGENCY:** Roadways are hazardous with blowing and drifting snow. Roads may also be very icy. Only those who feel it is necessary to drive should be out on the roads. Motorists should use extreme caution.
 - **LEVEL 3 SNOW EMERGENCY:** All roadways are closed to non-emergency personnel. No one should be driving during these conditions unless it is absolutely necessary to travel or a personal emergency exists. Those traveling on the roads may subject themselves to arrest.
- The test site closes.
- The Test Examiner cancels the test event.

- There is an accident due to weather on your route to the test site, in which case:
 - Documentation from the Department of Transportation Services or a Police report is required within 3 business days of your scheduled exam day to qualify for a free reschedule.

NOTE: If the above-listed circumstances are not met, failure to attend your scheduled test will result in a No-Show status, and any exam fees paid will NOT be refunded.

No-Show Status

If you are scheduled for your exam and do not show up without notifying D&SDT at least one (1) full business day before your scheduled testing event, **excluding** Saturdays, Sundays, and holidays, OR if you are turned away for lack of proper identification, not arriving on time to the test site or any other reason to deem you ineligible to test, you will be considered a **NO-SHOW status**. You will forfeit all fees paid and must submit a new testing fee to schedule a new test event.

These fees partially offset D&SDT's costs incurred for services requested and the resulting work that is performed. If a reschedule or refund request is not made or received before the one (1) full business day preceding a scheduled test event, excluding Saturdays, Sundays, and holidays (see examples under **Reschedule a Test Event** and **Refund of Testing Fees Paid**), a NO-SHOW status will exist. You will forfeit your testing fees and must repay the full testing fee to secure a new test event.

No-SHOW EXCEPTIONS

Exceptions to the no-show status exist; if you are a no-show for any test component for any of the following reasons, a free reschedule will be authorized to the remitter of record, provided **the required documentation is received within the appropriate time frames outlined below**:

- **Car breakdown or accident**: D&SDT must be contacted via phone call, fax, or email within one business day. A tow bill, police report, or other appropriate documentation showing your name and the provider of the service name must be submitted within **three (3) business days** of the exam date. If we do not receive proof within the 3-business day time frame, you will have to pay as though you were a no-show.
- **Weather or road condition-related issue**: D&SDT must be contacted via phone call, fax, or email within one business day. A road report, weather report, or other appropriate documentation must be submitted within **three (3) business days** of the exam date. If we do not receive proof within the 3-business day time frame, you will have to pay as though you were a no-show.
- **Medical emergency or illness**: D&SDT must be contacted via phone, fax, or email within one business day. A doctor's note showing your name and the provider of the service name, or on the provider's letterhead, must be submitted within **three (3) business days** of the missed exam date. If we do not receive proof within the 3-business-day time frame, you will have to pay as though you were a no-show.


- **Death in the family:** D&SDT must be contacted via phone call, fax, or email within one business day. An immediate family obituary or letter on your behalf from the funeral home showing your name must only be submitted within **seven (7) business days** from a missed exam date. If we do not receive proof within the 7-business day time frame, you will have to pay as though you were a no-show. (The immediate family includes the parent, grandparent, great-grandparent, sibling, children, spouse, or significant other.)

Test Results

After you have completed the LEAD Abatement License exam, your test results will be officially scored and double-checked by D&SDT scoring teams. A link to access your official test results will be emailed to you. You can also view your test results online by signing in to your WebETest© record after 8:00PM ET the business day after your test event using your Social Security number or Test ID, test date, and birthdate. D&SDT cannot release test results over the phone.

Note: *D&SDT-HEADMASTER does not send postal mail test results letters.*


ACCESS YOUR TEST RESULTS



D&S Diversified Technologies LLP
Headmaster LLP

Ohio Lead Abatement Testing and Certification

Innovative, quality technology solutions
throughout the United States
since 1985.



D&S Diversified Technologies-Headmaster LLP will no longer be answering phones live on Saturdays from 8:00am - 2:00pm Eastern Standard Time beginning February 1, 2020 for Ohio Lead Abatement Test Candidates. This will not affect Saturday or Sunday test events anywhere in the country. Weekend test events will be officially scored and results posted each Monday, when Monday is not a holiday.

Candidate Forms
Scheduling and Payment Form 1402
Test Schedule
(On-line Test Results)
VA Benefits Reimbursement Forms

Test Site Forms
Instructor Forms
WebETest © On-line Testing
WebETest © Start Page


Observer Forms

Contacts

Please contact us if you have any questions, concerns, or suggestions about our service. We value the feedback we receive from everyone involved in the Ohio Lead Abatement training, testing, and certification process.

Jessica Tedrow
 D&S Diversified Technologies LLP
 333 OAKLAND AVE
 FINDLAY, OH 45840
 Phone: (877) 851-2355
 Fax: (419) 422-8328
 or (419) 422-8367
hdmastereast@hdmaster.com

You will need a reader to view and print most of these documents. You may download it [here](#).


Get Acrobat Reader

Visitors

Click On-Line Test Results

| Headmaster |

Directions

To receive your online score report you must complete the fields as indicated below using the **required formats**. If you are certain that you have completed the fields correctly, and you do not receive a score report, it is likely that your tests have not been scored. Electronic tests require 1 day for official scoring, while paper tests require 4 to 4 days depending on mail service. If you do not receive a score report, please return at a later date and submit your request.

- Enter your SS# or Test ID
- Enter your test date
- Enter your birth date
- Click on "Submit Score Report Request"

Required Login Fields

Please enter your social security # or test ID

Please enter the test date

 (mm/dd/yyyy)

Please enter your birthdate

 (mm/dd/yyyy)

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LEAD License Issuance

After scoring has been completed, your information will be sent to the Ohio Department of Health for license issuance. Licenses are valid for two years from the date of issuance.

Test Attempts

You have **unlimited attempts** to pass the lead license exam **within one (1) year from your date of training completion**. If you do not complete testing within one year of completion of training, you must complete a new ODH-approved training program in order to become eligible to further attempt Ohio LEAD License examinations.

Retaking the LEAD License Exam

If you fail the LEAD license examination, when you want to apply for a retest, you will need to pay before you can schedule a new exam date.

You will need to complete a Scheduling and Payment [Form 1402OL](#), indicating your test date choices and your payment to D&SDT (money order, cashier's check, facility check, Visa or MasterCard credit/debit card). No personal checks or cash are accepted.

Submit the Scheduling and Payment Form 1402OL by emailing accounting@hdmaster.com, mailing P.O. Box 6609, Helena, MT 59604, or faxing (406) 442-3357; a \$5.00 fax fee applies.

Please note: Forms with missing information, payment, or signatures will be returned to the candidate.

If you have any questions regarding your test scheduling, call D&SDT at (877) 851-2355, Monday through Friday, excluding holidays, 8:00AM to 8:00PM Eastern time.

[illegible]