

Asbestos eForms Submittal Guide

Online asbestos forms submittals can be made at: <https://dep.gateway.ky.gov/eForms>
(Please note that the website works best in a Chrome or Firefox browser)

The home page will appear, but eForm submittals require creating an account. If you have trouble accessing or creating your account, please visit <https://dep.gateway.ky.gov/eForms/StaticFiles/AccountRegistrationGuide.pdf>.

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Section 1: New Form Submittals

Click on the Forms icon located in the top banner of the page.

Scroll down to the list of available eForms. You can sort the form types by name by clicking on the Form name column head.

For licensing use DAQ Application for Asbestos Accreditation Form (Form 67). This form is used to apply for an initial, renewal, or duplicate individual asbestos accreditations (wallet card). For full instructions see **Section 1A**.

For company certifications use DAQ Application for Asbestos Certification (Contractors or Facilities) (Form 68). This form is used to apply for an initial, renewal, or modification to a company certification. For full instructions see **Section 1B**.

1A: Asbestos Accreditation Form Instructions

Click the plus icon next to DAQ Application for Asbestos Accreditation.

Required fields are marked *.

The Agency Interest number and License number are required for renewal or duplicate applications.

- To find the license or AI number go to:
<https://dep.gateway.ky.gov/eSearch/License>
- Type the name as it appears on the license into the Licensee Name field. If it does not appear initially, try using only the last name in the search.
- Once the correct person is found, click on the corresponding AI number for that row. If they appear more than once, it does not matter which row.
- Your Agency ID (AI) number will be listed under the License Details section.
- Under the License(s) section every license will be listed, use the most recent license number for the desired license type.
- **The status will always be Cannot Pay because the eSearch website cannot be used to submit renewals for asbestos licenses, only to check the status or find the license number. You must return to the eForms website to submit a renewal.**

The address entered should be the mailing address.

To select the license type desired, click on the drop-down under the corresponding discipline. If this is the first Kentucky license or the previous license has expired for over a year, an initial application is required. If you are unsure you can submit with a renewal selected and see if an error occurs.

Please ensure the training certificate end date entered is the same as the expiration date of the attached training certificate. The license will expire on the same date as your training.

Upload a copy of the most recent training document for the accreditation requested. Words documents, pdfs and image files are accepted. Multiple files can be uploaded.

To submit click Click Continue to Pre-Payment.

- Payment is processed using the Kentucky Online Gateway payment system.
- The eForm has not been submitted until payment has been completed. You will receive an emailed receipt after payment.
- All payments occur individually. You cannot pay for multiple applications at once.

If you are not ready to submit your form, you can click Click to Save Values for Future Retrieval and submit it later. For more information on how to submit saved forms see **Section 3**.

If the form does not appear as Submitted to EEC in the eForms Pending EEC Review section of your dashboard, it has not been successfully submitted.

1B. Company Certification Form Instructions

Click the plus icon next to DAQ Application for Asbestos Certification (Contractors or Facilities).

Required fields are marked *.

The Agency Interest number is required for the submittal of renewal or modification applications. Your Agency Interest number will be the same as the company certificate number.

Supervisors to be listed on the certificate need to have a valid license and to have attended orientation. Add them by typing in their license number under the List of Supervisors field. At least one supervisor license will have to be listed before submittal.

- To find a supervisor license number go to:
<https://dep.gateway.ky.gov/eSearch/License>
- Type the name as it appears on the license into the “Licensee Name” field. If they do not appear initially, try using only the last name in the search.
- Once the correct person is found, click on the corresponding AI number for that row. If they appear more than once, it does not matter which row.
- Under the License(s) section every license will be listed, use the most recent license number for the desired license type.

Upload a copy of the current training document for every supervisor you want listed on the certificate. Words documents, pdfs and image files are accepted. Multiple files can be uploaded at once.

To submit click “Click Continue to Pre-Payment”.

- Payment is processed using the Kentucky Online Gateway payment system.
- The eForm has not been submitted until payment has been completed. You will receive an emailed receipt after payment.
- All payments occur individually. You cannot pay for multiple applications at once.

If you are not ready to submit your form, you can click Click to Save Values for Future Retrieval and submit it later. For more information on how to submit saved forms see **Section 3**.

If the form does not appear as Submitted to EEC in the eForms Pending EEC Review section of your dashboard, it has not been successfully submitted.

Section 2: Checking on the Status of a Submitted Form

The status of an eForm can be found in your dashboard. Click on the Dashboard icon in the top banner.

Under Incomplete eForms Section:

- Click View Details under My incomplete eForms section.
- Forms that have been saved but not submitted will have the status of User Saved. To submit these forms see **Section 3A**.
- Forms that need payment will have the status of Waiting on Payment. To submit these forms see **Section 3A**.
- Forms that have been returned because of a deficiency will have the status of Under Review by Submitter. To submit these forms see **Section 3B**.
- **Any form that appears in this section is not currently under review.**

Under eForms Pending EEC Review:

- Forms that have been successfully submitted but have not been reviewed will appear in this section with the status of Submitted to EEC.

Under Completed eForms:

- Forms that have been approved by EEC review will appear in this section with the status of Status of Completed Migration to EEC Data Management System or Submitted and Received by EEC. To submit a new form using the prepopulated information of this form see **Section 3C**.

Section 3: Submitting a Saved Form

3A: Submitting a Previously Saved Incomplete eForm or eForm Needing Payment

Click on the Dashboard icon in the top banner.

Click on View Details under My Incomplete eForms Section.

Click on the Submittal ID next to the form you wish to open.

The Form Details will appear. Click Continue with this eForm to reopen the form.

Complete the required fields and click Click Continue to Pre-Payment.

For details about how to complete the eForms by type see **Section 1**.

3B: Resubmitting a Returned Submittal

Click on the Dashboard icon in the top banner.

Click on View Details under My Incomplete eForms Section.

Click on the Submittal ID next to the form you wish to correct and resubmit.

The Form Details will appear. Click Continue with this eForm to reopen the form.

The reason the form was returned will be written under EEC Reviewer Comment and highlighted in blue.

You cannot reassign to a different individual during this stage, the payment and submittal records cannot be transferred to someone else after being returned.

After making the required corrections, click Click Continue to Pre-Payment. The signature date needs to be updated before submittal can occur. You will not be charged again for an eForm previously submitted.

You will have five attempts to make the necessary corrections before you are required to begin a new form and submit payment again.

For tips to fill out the forms by type see **Section 1**.

3C: Creating a New Submittal from a Previously Saved Form

Click on the Dashboard icon in the top banner.

Click on View Details under the My Completed eForms Section.

Click on the Submittal ID next to the form you wish to use for prepopulated fields.

The Form Details page will appear.

To submit a new form with the same fields click Create a new eForm with values from this previously saved/submitted eForm.

Complete the required updates and click Click Continue to Pre-Payment.

For details about how to complete the eForms by type see **Section 1**

Section 4: Payments and Refunds

Please note all payments have an associated check fee of \$0.35 or a 3% credit card fee that cannot be refunded. Additionally, some forms may have a filing fee that cannot be refunded. If there is a filing fee, it will be designated during payment processing.

Refunds will be issued in the event of overpayment or application denial.

Please note it can take up to three business days for domestic accounts to be credited or debited.