You can submit your Lead Training Provider Application by following these steps:

1. Navigate to the CDX Website at: [https://cdx.epa.gov/](https://cdx.epa.gov/)

2. If you do not have a CDX account complete the following steps:
   a. Click “Register with CDX.”
   b. Accept the terms and conditions.
   c. Scroll down to find the “LEAD: Lead-Based Paint Program” from the list of programs.
d. From the Select Role dropdown, select: 

"Training Provider Application"
e. Click “Request Role Access”
f. Complete Part 1: User information and Part 2 Organization Information. If your company already exists in CDX, you can find it by searching for it using the Organization Information search.

Please fill out all required fields marked with an asterisk (*).

Part 1: User Information

The program you are registering for requires additional proof of identity. Later in the registration process you will be given the option to use LexisNexis, an identity proofing service. LexisNexis will pull your first, middle and last name exactly as it is entered on this page.

User ID *
Title *
First Name *
Middle Initial
Last Name *
Suffix (Please Select)
Password *
Re-type Password *
Security Question 1 * (Please Select)
Security Answer 1 *
Security Question 2 * (Please Select)
Security Answer 2 *

If your company name does not exist in CDX, you can request to add your company by clicking on the “Request that we add your organization” link.
and complete the organization information form.

h. After you complete the registration information, click on the “Submit Request for Access” button.

i. You will receive an email from helpdesk@epacdx.net asking you to verify your registration. Click on the link provided in the email to confirm your registration.

j. Log in to CDX using the User ID and Password you selected during the registration. The first time you log in, you will be asked to go through the Identity Verification process.
k. If you choose to go through the automated identity verification service, click on the "Proceed to Verification" button. The next several screens will guide you through the Identity verification process. Your role will be active as soon as you complete the identity verification process and electronic signature. You will be redirected to the MyCDX page. You can now skip steps 3 and 4. To continue go to step 5.

l. If you have questions or need further instructions you may contact the CDX Help Desk by:
   i. Email at helpdesk@epacdx.net
   ii. Toll-free telephone between Monday and Friday 8:00 am to 6:00 pm EST/EDT. US Callers: 888-890-1995; International Callers: (970) 494-5500

3. If you choose to submit a paper Electronic Signature Agreement (ESA), click on the “Sign the paper form” link to print and mail your ESA. Your role will be active as soon the EPA receives your ESA, reviews and approves it. Once you have approval continue to step 4. If you have a CDX Account, but are not registered for Lead-Based Paint Program Training Provider Application Role
   a. Log into CDX. You will be taken to the MyCDX Page.
   b. Click on the “Add Program Service”.
c. Scroll down to find the “**LEAD: Lead-Based Paint Program**” from the list of programs.
d. Select role: “Training Provider Application”
e. Select your organization or request a new organization be added.

f. Follow the instructions for Identity Verification if necessary.

g. Click the “Back to MyCDX” Button and continue to step 5.
h. If you have questions or need further instructions you may contact the CDX Help Desk by:
   i. Email at helpdesk@epacdx.net
   ii. Toll-free telephone between Monday and Friday, 8:00 am to 6:00 pm EST/EDT. US Callers: 888-890-1995; International Callers: (970) 494-5500.

4. If you have a CDX Account and are registered for Lead-Based Paint Program Training Provider Application Role log into CDX and proceed to step 5. If you have questions or need further instructions you may contact the CDX Help Desk by:
   i. Email at helpdesk@epacdx.net
   ii. Toll-free telephone between Monday and Friday 8:00 am to 6:00 pm EST/EDT. US Callers: 888-890-1995; International Callers: (970) 494-5500.

5. Once your role is active Click the “Application for Training Provider Accreditation” link in the Role column to begin.

How do I complete the Reaccreditation application online?
   a. Enter your existing accreditation number.
b. Select the “**Re-accreditation**” application type to begin your Reaccreditation Application.

c. Open the Reaccreditation application. Read through the list of required documentation, and then click the “**Continue to Application**” button.
d. Verify that the information displayed on the application form is correct and update it as necessary.
e. Enter a description of any changes to the training facility equipment or course materials since the previous approval in the “Re-accreditation Applicants” box at the bottom of the application form. And click the “Review & Submit Button” to access the Application Review Page.
f. On the Application Review Page verify that all information is correct. If you need to make changes, click the “Edit” button. Click “Submit” to send your application.

g. Mail the documents listed to the EPA Region address displayed on the confirmation page.

h. Click the “Pay Now” button to access the payment system.