

The following document outlines the **qualitative** fit tester training process, including [first time certification](#), and [recertification](#). For resources on **quantitative** fit tester training, [click here](#).

### Qualitative Fit Tester **First Time Certification** Process

Step 1	<b>Manager</b>
	<ul style="list-style-type: none"> <li>Checks the availability of qualitative fit test kit(s).</li> <li>Facilitates <a href="#">ordering</a> of qualitative fit test kit(s) and respirator stock.</li> <li>Identifies candidate(s) for qualitative fit tester training and emails name(s) to <a href="#">Workplace Health &amp; Safety (WHS)</a> with a request to register for qualitative fit tester training.</li> </ul>
Step 2	<b>WHS Service Partner</b>
	<ul style="list-style-type: none"> <li>Assigns candidate qualitative fit tester i-Learn courses:               <ul style="list-style-type: none"> <li>596 Respiratory Protection Program: N95 Respirators (prerequisite to i-Learn 595)</li> <li>595 Qualitative Fit-Testing of N95 Respirators</li> </ul> </li> </ul>
Step 3	<b>Candidate</b>
	<ul style="list-style-type: none"> <li>Successfully completes qualitative fit tester i-Learn courses 596 and 595.</li> <li>Requests a Qualitative Skills Evaluation by sending an email to <a href="#">WHS</a>.</li> </ul>
Step 4	<b>WHS Advisor</b>
	<ul style="list-style-type: none"> <li>Arranges teleconference to perform Qualitative Skills Evaluation with candidate.</li> </ul>
Step 5	<b>Candidate</b>
	<ul style="list-style-type: none"> <li>Successfully completes teleconference Qualitative Skills Evaluation.               <ul style="list-style-type: none"> <li>If unsuccessful, reviews resources and resumes from Step 3.</li> </ul> </li> <li>Connects with a <a href="#">certified qualitative fit tester</a> at their site to complete the <a href="#">Qualitative Observation Checklist</a>.*</li> </ul>
Step 6	<b>Certified Qualitative Fit Tester*</b>
	<ul style="list-style-type: none"> <li>Performs <a href="#">Qualitative Observation Checklist</a> with candidate.</li> <li>Submits completed Qualitative Observation Checklist to <a href="#">WHS</a>.</li> </ul>
Step 7	<b>WHS Service Partner</b>
	<ul style="list-style-type: none"> <li>Enters qualitative fit tester training in WHITE.</li> <li>Emails candidate their qualitative fit tester certificate which is valid for 2-years.</li> </ul>
Step 8	<b>Manager</b>
	<ul style="list-style-type: none"> <li>Using <a href="#">Biological ECP Insight report</a> monitors qualitative fit tester certification status.</li> <li>For qualitative fit testers that are 30 days till expiration or expired follows Qualitative Fit Tester Recertification on <a href="#">Page 2</a>.</li> </ul>

\*If site does not have a [certified qualitative fit tester](#), the [Qualitative Observation Checklist](#) may be completed by WHS via video conference.

## Qualitative Fit Tester **Recertification** Process

Step 1	<b>Manager</b>
	<ul style="list-style-type: none"> <li>Using <a href="#">Biological ECP Insight report</a> identifies qualitative fit testers that are 30 days till expiration.</li> <li>Provides list of expiring qualitative fit tester(s) to <a href="#">WHS</a> with a request to register for qualitative fit tester recertification.</li> </ul>
Step 2	<b>WHS Service Partner</b>
	<ul style="list-style-type: none"> <li>Assigns recertification candidate qualitative fit tester i-Learn courses: <ul style="list-style-type: none"> <li>596 Respiratory Protection Program: N95 Respirators (prerequisite to i-Learn 595)</li> <li>595 Qualitative Fit-Testing of N95 Respirators</li> </ul> </li> </ul>
Step 3	<b>Recertification Candidate</b>
	<ul style="list-style-type: none"> <li>Successfully completes qualitative fit tester i-Learn courses 596 and 595.</li> <li>Requests a Qualitative Skills Evaluation by sending an email to <a href="#">WHS</a>.</li> </ul>
Step 4	<b>WHS Advisor</b>
	<ul style="list-style-type: none"> <li>Arranges teleconference to perform Qualitative Skills Evaluation with recertification candidate.</li> </ul>
Step 5	<b>Recertification Candidate</b>
	<ul style="list-style-type: none"> <li>Successfully completes teleconference Qualitative Skills Evaluation. <ul style="list-style-type: none"> <li>If unsuccessful, reviews resources and resumes from Step 3.</li> </ul> </li> </ul>
Step 6	<b>WHS Service Partner</b>
	<ul style="list-style-type: none"> <li>Enters qualitative fit tester training record in WHITE.</li> <li>Emails recertification candidate their qualitative fit tester certificate which is valid for 2-years.</li> </ul>
Step 7	<b>Manager</b>
	<ul style="list-style-type: none"> <li>Using <a href="#">Biological ECP Insight report</a> monitors qualitative fit tester certification status.</li> <li>For qualitative fit testers that are 30 days till expiration or expired follows Qualitative Fit Tester Recertification on this page.</li> </ul>