

NC REGULATIONS FOR PROTECTION AGAINST RADIATION
10A NCAC 15, SECTION .1400 TANNING FACILITIES

GUIDELINES FOR FORMAL TRAINING SESSIONS

This guideline is designed to assist those persons interested in performing formal training sessions in accordance to Rule .1418 (h). The basis for this guideline is to set a minimum standard for meeting the agency's objectives to conduct "Formal Training" sessions to all those individuals required to comply with Rule .1418(h). The specific requirements are set forth in Rule .1418 (h) (1-6). The training program shall incorporate at least the following information:

- 1) The training program shall ensure attendees receive adequate training to understand the requirements of the Rules in Section .1400.
- 2) Attendees shall receive detailed training in the correct operation of the tanning facility and equipment. Copies of handout materials covering procedures shall be available to all attendees.
- 3) Information shall be made available to attendees to document, by either visual, photo, or text to address the recognition of injury or overexposure to ultraviolet radiation. The information should be designed to facilitate ease of understanding.
- 4) Manufacturers' procedures in accordance with the FDA guidelines of operation and maintenance of tanning equipment shall be provided to attendees.
- 5) The training program shall incorporate adequate information to address FDA Product Labeling compliance standards. The attendees shall be given documentation to correctly describe the procedure for consumer exposure versus skin type.
- 6) Description and examples of emergency procedures to be followed in case of injury shall be made available to attendees. A policy should be developed to ensure that an internal policy is enacted to meet the reporting requirements of Rule .1418(c).

The training should ensure attendees awareness that any individual under 18 years of age shall not be exposed to radiation emissions from such equipment. Reference .1418(k).

The formal training program shall have a written test with a standard passing score. The testing records shall be maintained by the company for at least 2 years. The minimum length of training shall be 6 to 8 hours. Upon passing the written test the candidates shall receive a notice of passing. In the event a candidate fails to meet the minimum passing score a re-test can be administered to the candidate. Sample copies of tests shall be submitted for review by the agency.

All persons wishing to perform a formal training program are required to submit the complete training package with sample handouts, course outlines, etc. to the agency for review and approval. The person shall submit the instructor's qualifications to teach such topics. No person shall perform a training session as required in Rule .1418 of the regulations unless such person has received written authorization from the agency.

MEMORANDUM

TO: Potential Training/Consulting Service Providers

FROM: NC Radiation Protection Section

SUBJECT: Service Registration

If you are a service provider wishing to offer tanning operator training services or consulting to tanning facilities in North Carolina you are required to be registered with our agency. In accordance with the requirements of Rule .1421, only individuals with approved registration from this agency shall perform tanning equipment services. These services include operator training courses or consultations. The enclosed guidelines include information on how to register an operator training course. The course must meet the following criteria:

At least six to eight hours of face-to-face training on the six topics stated in Rule.1418(h) of the North Carolina Tanning Regulations. In addition to the training, a written test is also required.

The training should include other relevant information needed to equip responsible tanning operators with knowledge needed to promote consumer education.

Only individuals with approved registration from this agency under Rule .1421 shall perform training necessary to meet the requirements of Rule .1421. To offer the required training, you must submit a copy of your complete training package along with an application for service for approval by this office.

This package must contain: instructor qualifications, training manual, course outline, sample handouts and a copy of the test including answers.

After the review and approval process, our office will need quarterly updated course schedules with dates, times and locations. In addition, we must have the names of the individuals attending the training courses and their test scores.

Once you are registered, your name will be added to our master service listing.

Should you have any questions or need additional information, please do not hesitate to contact this office at (919) 571-4141. Thank you for your time and effort in submitting the required information.

I DO NOT offer tanning facility consultation or operator training in North Carolina

Signature/Date