



STATE OF CONNECTICUT
Board of Examiners of Environmental Professionals

Licensed Environmental Professional Program
Examination Application Form Package

Printed on recycled paper

State Board of Examiners of Environmental Professionals
c/o Connecticut Department of Energy and Environmental Protection – LEP Program
79 Elm Street, Hartford, CT 06106-5127



STATE OF CONNECTICUT

Board of Examiners of Environmental Professionals

Licensed Environmental Professional Program Examination Application Form Package

Please note: This package is to be used by individuals applying for the first time to take the examination, or for those individuals which the Board had previously deemed ineligible and are now reapplying to take the exam.

Dear Sir / Madam:

Enclosed please find a complete application package for the Licensed Environmental Professional Examination. The application package includes the following materials:

- **Instructions for Completing the Application Form** (*please pay close attention to the requirements outlined in the instructions, if you are unsure or have any questions please call the LEP Coordinator*).
- **Application Form to qualify to take the Licensed Environmental Professional examination.**
- **Verification of Education Form** (*this should be addressed immediately upon receipt of this package, as the process takes time and is a common cause of delay*).
- **Reference Form for the Licensed Environmental Professional** (two pages total) *Please note that the Board will accept only one reference from present/past employers or co-workers, the other two references must be from other individuals familiar with your work.*
- **Licensed Environmental Professional Program Fact Sheet** (one two-sided page total).

The applicant must fully complete the application as directed in the instructions. Please note that the Reference Form must be reproduced by the applicant to generate a total of three copies. The State Board of Examiners of Environmental Professionals (the Board) advises applicants to make arrangements for the Verification of Education and Reference Forms as early as possible, as they are out of the Applicant's direct control and can cause delay.

The Board will evaluate the application for eligibility to take the licensed environmental professional examination and will notify all applicants of their status as quickly as possible. Applicants are encouraged to submit their application as soon as possible. Please be advised that all information contained within the application is subject to the Freedom of Information Act and will upon written request, be released.

Please note the exam will be administered once a year. For 2015 the examination will be on Wednesday, May 13th. Pursuant to the LEP Regulations, a complete application must be received by the Board 90 days prior to the administration of the exam. This means **the deadline to submit a complete application** for the next examination is **Wednesday, February 11, 2015. To be considered complete, all portions of the application** (this means an original application fully completed and signed; 3 appropriate references; verification of education) **and examination fee must be received and date stamped by the Department, on behalf of the Board, on or before the February 11, 2015 deadline.** Applications that are hand delivered must be brought to the **Central Permit Processing Unit, 1st Floor**, of the offices of the Department of Energy and Environmental Protection. If mailing, be sure to allow sufficient time to be received and date stamped by the deadline. It is the applicant's responsibility to ensure timely receipt of the application. **Failure to follow the instructions or meet the deadline for the submittal of complete applications will make you ineligible to take the next scheduled examination.** If you have any questions regarding the application package or the process, please contact Kim Maiorano, the LEP Coordinator at 860-424-3788.

Sincerely,

DENISE RUZICKA, CHAIRMAN

Board of Examiners of Environmental Professionals

Instructions for Completing the Application Form to Be Eligible to Take the Examination to Become a Licensed Environmental Professional

Use these instructions to complete the application form to qualify to take the Examination to Become a Licensed Environmental Professional. This form is to be used by individuals who are applying for the first time to take the LEP examination or for individuals who the Board of Examiners of Environmental Professionals had previously deemed ineligible and are reapplying to the Board to take the exam. These instructions are not a substitute for the requirements of the relevant statutes and any regulations thereunder. You should review all applicable laws prior to completing this application. Remember, it is your responsibility to comply with all applicable laws.

Introduction

Section 22a-133v of the Connecticut General Statutes (CGS) established a licensing program for environmental professionals with the intent of facilitating the remediation of contaminated sites in Connecticut.

The licensing program is administered by the State Board of Examiners of Environmental Professionals (the Board). The state agency supporting the Board is the Department of Environmental Protection (DEP). Only those professionals wishing to engage in the business of verifying clean-ups pursuant to CGS Section 22a-134a and of conducting and certifying clean-ups pursuant to CGS Sections 22a-133y and 22a-133x are required to obtain a license.

CGS Section 22a-134a gives the commissioner discretion to allow licensed environmental professionals to verify that the remediation of a contaminated site which is defined as an “establishment” by CGS Section 22a-134 has been accomplished in accordance with the remediation standard regulations. CGS Section 22a-133x creates a voluntary remediation program for sites which are (1) owned by a municipality, or (2) establishments or (3) on the inventory of hazardous waste disposal sites maintained pursuant to CGS Section 22a-133c or (4) located within a GA or GAA ground water area. The commissioner may approve of the use of a Licensed Environmental Professional (LEP) to verify that a parcel has

been investigated in accordance with prevailing standards and guidelines and remediated in accordance with the remediation standards.

The license is not required for those environmental professionals engaged in the business of providing other environmental consulting services relating to the investigation and remediation of other contaminated sites, except as specified in CGS Section 22a-133y.

Who Is Eligible to Take the Examination to Become a Licensed Environmental Professional?

This application to be eligible to take the examination to become a Licensed Environmental Professional is required for persons who are applying for the first time to take the exam or for those persons whom the Board had previously deemed ineligible and are reapplying.

Any person who has the following qualifications may apply to the Board to take the examination:

1. has for a *minimum of 8 years engaged* in the investigation and remediation of releases of hazardous waste or petroleum products into soil or ground water, including a *minimum of 4 years in responsible charge* of investigation and remediation of the release of hazardous waste or petroleum products into soil or ground water; and holds a *bachelor’s or advanced degree* from an accredited college or university in a related

science or related engineering field or is a *professional engineer* licensed in accordance with chapter 391 of the Connecticut General Statutes;

2. Without the minimum education requirements, has for a minimum of 14 years engaged in the investigation and remediation of releases of hazardous waste or petroleum products into soil or ground water, including a minimum of 7 years in responsible charge of the investigation and remediation of the release of hazardous waste or petroleum products into soil or ground water.

How To Apply To Take the Examination to Become a Licensed Environmental Professional

Your application *must* include the following:

1. An original, completed *Application Form to Be Eligible to Take the Examination to Become a Licensed Environmental Professional* (DEP-LEP-APP-100) and all supporting documents;
2. The non-refundable \$235.00 examination fee, paid by check or money order should be made payable to the “Department of Energy and Environmental Protection”.

You must submit the above materials together as a package to:

CENTRAL PERMIT PROCESSING UNIT
DEPARTMENT OF ENERGY & ENVIRONMENTAL PROTECTION
79 ELM STREET, FIRST FLOOR
HARTFORD, CT 06106-5127

If you have any questions, contact the LEP Coordinator at 860-424-3705.

Application Evaluation Process

Once your application is received by the Board, it will be evaluated for completeness. If any part of the application is incomplete or illegible, it will be returned to the applicant with the deficiencies noted. The application must be corrected and resubmitted to receive further consideration.

Upon determining that an applicant is eligible for the examination, the Board will notify such applicant of the date, time and place of the examination, the materials that may be brought into the examination, and any other necessary information.

At any time during its review of an application, the Board may require the applicant to submit references and other information related to the applicant’s moral character, employment history, education, experience and any other matters reasonably deemed relevant by the Board. The Board may, at its discretion, require an applicant to appear for a personal interview regarding such applicant’s application.

Applicants found ineligible for examination will be notified by the Board 30 days prior to the next scheduled examination date. An applicant determined by the Board to be ineligible for examination may reapply to take a subsequent examination.

Applications to take the examination must be received and date stamped by the department, on behalf of the Board, at least 90 days prior to the administration of the next scheduled examination. The application must be complete.

It is the applicant’s responsibility to ensure that all applicable sections and the fee payment are received by the deadline. Failure to follow the procedures will result in being denied entrance to the examination.

Special Administrations

Individuals with disabilities who require modifications in test administration may request specific changes in procedure by writing to the State Board of Examiners of Environmental Professionals no fewer than 90 days prior to the scheduled test date. The written request should accompany the application for entrance to the examination. The candidate must provide official documentation of the disability signed by a professional who is qualified to diagnose the condition. Appropriate modifications to testing procedures will be offered when documentation supports the need for them.

Application Form Instructions

Please read the application form and instructions carefully. All applications must be typed; applications not typed will be returned as incomplete. The form has been designed to obtain specific information and any information that is missing or unclear will cause denials or delays in the review process.

A fully completed application must have a response provided for each question or block. If a particular question or need for a response does not apply, the space must be marked “n/a” or “none”.

Part I: Applicant Information

When completing this part, please use the following standards:

- *Name* - Provide the full, legal name (include title and suffix) in the following format: Title (Ms, Dr, etc.); First Name; Middle Initial; Last Name; Suffix (Jr, PE, PhD, etc.).
- *Mailing address* - The mailing address provided will be used by the DEP for all correspondence.
- *Phone* - Please provide the home and business phone of the applicant, and the fax number, if applicable.

Please note that all information submitted as part of this application will be public information.

Part II: Examination Fee

1. The examination fee is \$235.00. The fee must be submitted with the application; the application shall not be deemed complete unless the fee has been paid in full.
2. The examination fee shall be paid by check or money order payable to the Department of Energy and Environmental Protection. Please identify the payment as being for the “LEP Examination Fee” on the memo space on the check or money order.
3. The examination fee is non-refundable.

Part III: Educational and/or Professional Engineer License Statement

This part requires you to complete the table identifying your educational background. The applicant’s bachelor or advanced degree must be from an accredited college or university in a related science or related engineering field. For the purposes of this application form, degrees meeting “related science or related engineering field” include the following:

Biology
Chemistry
Earth Sciences
Ecology
Engineering (civil, environmental, chemical, agricultural, mechanical)
Environmental Sciences
Environmental Studies
Geology
Hydrogeology
Hydrology
Natural Resources Management
Soil Sciences
Toxicology
Water Resources
Wetland Science

If the applicant's degree is not in a listed field, the applicant may submit additional information, such as transcripts to demonstrate that the degree is fundamentally equivalent to one or more of the degrees listed.

If the applicant does not meet the minimum education requirements, then such applicant must demonstrate to the Board's satisfaction that the applicant has 14 years engaged-in experience, 7 of which must be responsible charge experience (see Part IV of these instructions).

1. Educational Background

Detail your educational background as to undergraduate and/or graduate degrees. Identify each institution attended by name and address, dates attended, credit hours completed, type of degree received and major course of study.

2. Verification of Education

The applicant must complete the "Verification of Education Form" attached to the application and forward it directly to the educational institution where the highest relevant degree was obtained. This form must be completed and sealed by the college/university from which the applicant graduated and mailed by the school directly to the Board at the following address:

BOARD OF EXAMINERS OF ENVIRONMENTAL PROFESSIONALS
C/O DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION - LEP PROGRAM
BUREAU OF WATER PROTECTION AND LAND REUSE
79 ELM STREET
HARTFORD, CT 06106-5127

Any fees charged by the educational institution for this verification service are the responsibility of the applicant. The Board advises applicants that this procedure is a common cause of delay and should be addressed early. The application will not be complete until the form is received.

If the applicant does not meet the minimum education requirements, or does not wish to

have their education considered in the evaluation of their application, then complete the Verification of Education Form by writing "not applicable" and include with your application upon submittal.

3. Professional Engineer License

If applicable, applicant is to provide their State of Connecticut Professional Engineer License number, and the date issued.

Part IVA and B: General Instructions

Only that work experience related to the investigation and remediation of releases of hazardous waste or petroleum products into soil or ground water constitutes relevant work experience. Formal education is not a substitute for work experience for the purposes of this application.

To assist the applicant in completing the table, the following terms are defined:

Engaged-In experience shall be professional experience for which the Board determines that an applicant's primary duties have consistently involved both the investigation and remediation of releases of hazardous waste or petroleum products into soil or ground water.

The Board will consider the following in determining whether an applicant's professional experience qualifies as engaged-in experience: the description of work activities; the diversity of work and types of activities performed; the field or fields of activities performed; the duration of employment; the reports, studies or documents prepared; and any other factors the Board deems relevant.

Engaged-in experience *does not* include experience primarily involving or associated with: non-scientific or non-technical activities regarding the investigation or remediation of releases of hazardous waste or petroleum products into soil or ground water, including but not limited to, activities such as contract management, budget control, legal analysis, regulatory compliance audits, or other similar

activities; landfill design and management, except for closure of a hazardous waste landfill; septic systems or similar non-hazardous material disposal facilities; water supply systems; waste water treatment systems; complying with hazardous waste requirements; activities generally subcontracted, such as drilling, geophysical surveying, surveying, geotechnical analysis, laboratory analysis, and risk assessment or similar activities.

The applicant must demonstrate a minimum of eight years of engaged-in experience in conjunction with the minimum education requirements. Without the minimum education requirements, an applicant must demonstrate a minimum of fourteen years of engaged-in experience.

Responsible charge experience is a subset of engaged-in experience and shall be professional experience for which the Board determines that an applicant's primary duties consistently involve a high level of responsibility and decision making regarding both the investigation and remediation of releases of hazardous waste or petroleum products into soil or ground water.

The Board will consider the following in determining whether an applicant's professional experience qualifies as responsible charge experience:

- (i) the level of independent decision-making exercised by the applicant;
- (ii) the number of individuals and the disciplines of the other professionals that the applicant supervised or coordinated;
- (iii) the extent to which an applicant's responsibilities consistently involved both the investigation and remediation of releases of hazardous waste or petroleum products into soil or ground water and whether such responsibilities were an integral and substantial component of the applicant's position;

- (iv) the nature of an applicant's employer's primary business interests and the relation of those interests to conducting investigations and remediations of the release of hazardous waste or petroleum products into soil or ground water;
- (v) the extent to which an applicant has engaged in the evaluation and selection of scientific or technical methodologies for conducting investigations and remediations of releases of hazardous waste or petroleum products into soil or ground water;
- (vi) the extent to which an applicant drew technical conclusions, made recommendations, and issued opinions based on the results of investigations and remediations of releases of hazardous waste or petroleum products into soil or ground water; or
- (vii) any other factor that the Board deems relevant.

The applicant must demonstrate a minimum of four years responsible charge experience in conjunction with the education requirements. If the applicant does not meet the education requirements, then a minimum of seven years of responsible charge experience is required.

Please note: Since responsible charge experience is a subset of engaged-in experience, the same exclusions apply.

The applicant must demonstrate engaged-in and responsible charge experience in both the investigation and remediation of releases of hazardous waste or petroleum products into soil or ground water.

Part IVA: Employment History

Provide the following information in Part IVA of the application in chronological order, beginning with the most recent or current position first and working backward in time. One separate sheet must be completed for each

position; this sheet may be reproduced by the applicant as necessary.

It is only necessary to demonstrate the minimum relevant work experience; therefore, an applicant's work experience beyond the minimum requirements need not be documented.

The Employment History section of this application must be completed as described below:

1. Identify the position title, and the information regarding the supervisor and employer as requested.
2. Identify the duration of the position by month and year for the start and end dates employed in that position.
3. Determine the percentage of time spent in that position which would qualify as engaged-in experience. To do this, calculate the total number of years and months the applicant actually spent performing activities which directly involved the investigation and remediation of the release of hazardous waste or petroleum products into soil or ground water. This would be entered as the total time for "engaged-in" experience.
4. Next, determine what percentage of the time spent actively performing "engaged-in" activities would qualify as "responsible charge" activities while employed in that position. ***Remember that responsible charge experience is a subset of engaged-in experience, so calculate the number of years and months in responsible charge and enter that into the responsible charge column.***
5. Describe the job responsibilities the applicant engaged-in and was in responsible charge while in that position.
6. Complete one separate sheet for each position; this sheet may be reproduced by the applicant as necessary.

7. When all of the positions have been identified, go back and fill in each of the Part IVA Employment History sheets by position number. For example, if the applicant listed six positions, the most recent or current position will be identified as "Position 1 of 6", working backward in time to "Position 6 of 6". These identifications by position number will be very important later in the application and for the overall evaluation process. Therefore, the applicant is urged to accurately identify the positions and the position number as requested.

Part IVB: Summary of Relevant Professional Experience

The applicant must summarize the position by both title and number as identified in Part IVA, again working backward in time starting with the most recent position being position number one. The time periods requested in Part IVA for elapsed time, engaged-in and responsible charge work experience must also be summarized onto this table. This table may be reproduced by the applicant as necessary.

Part V: Major Responsible Charge Project Listing

The applicant is required to reproduce this table and fill in up to six major responsible charge projects in the Major Project Listing Table. Be sure to select and describe the projects which best demonstrate the applicant's qualifying experience in responsible charge.

1. For each project listed, provide employer name and the position title held at the time the corresponding project was implemented. Also provide the project name and the location of the project, and identify the project number of the six (6) projects requested.
2. Description of the project.

3. List the primary task(s) for which the applicant was responsible during the course of the project.

Some applicants may be constrained in providing full details on certain projects due to confidentiality agreements with past or current clients. Such project descriptions may be provided in abbreviated form; however, extensively abridged descriptions of one or more major projects may make an evaluation of the applicant's role on such projects difficult or impossible. Therefore applicants are strongly encouraged to seek releases from such confidentiality agreements to the broadest extent possible, or to describe other projects which do not pose such restrictions.

Part VI: "Responsible Charge" Experience Description

Complete each sheet as requested, describing the nature and extent of the applicant's responsible charge experience. Please refer to the position numbers identified in Part IV when describing the responsible charge experience. For example, "I supervised the placement and drilling of ground-water monitoring wells by subcontractors while in Position Nos. 2, 4 and 7". Complete all the forms for this part in this manner.

Applicants also have the option of providing other relevant additional information of up to 250 words in support of the responsible charge requirements of the application.

Part VII: Professional References

The applicant must list and provide three professional references. The references must be identified by name, mailing address, etc., as requested in this part. The Board will not accept more than one reference from present or past employers or co-workers. References that display the breadth of an applicant's experience are recommended. The Board prefers, but will not require, that one reference be a Licensed Environmental Professional. Additional instructions regarding the completion and submittal of

the reference forms are provided below under the heading "Supporting Documents".

Part VIII: Applicant's Affidavit

After the application has been completed, it must be reviewed and signed by the applicant. By his/her signature, he/she certifies that to the best of their knowledge and belief the information contained in the application is true, accurate and complete. The applicant must also certify that none of the reference forms or return envelopes have been tampered with. The applicant must also answer whether or not he/she has been convicted of a felony and provide an explanation, if necessary.

This certification or affidavit must be made before a Notary Public or other official qualified by law to administer oaths.

Supporting Documents

As noted in Part III, the applicant is required to complete the "Verification of Education Form" as described in that part of the instructions. That form is included in the application package.

The applicant must reproduce the reference forms attached to the application, complete Sections I and II of each form, and sign the waiver of liability on each copy of the reference forms. The applicant must also reproduce the copy of the fact sheet describing the LEP Program so that a copy may be provided to each of the references for their information.

The reference forms and LEP Program fact sheet must then be provided to each of the three references identified in this part. Each of the three references must complete, sign and date their reference forms, and return them to the applicant in a sealed envelope with the reference's signature across the seal of the envelope. The applicant must submit all completed reference forms unopened, as received from the references, with the rest of the completed application.