



# STATE OF CONNECTICUT

## Board of Examiners of Environmental Professionals

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### **COURSE/SEMINAR APPROVAL PROCESS LICENSED ENVIRONMENTAL PROFESSIONAL (LEP) CONTINUING EDUCATION CREDITS (CECs)**

A listing of courses/seminars approved for continuing education credits (CECs) by the Connecticut State Board of Examiners of Environmental Professionals (commonly known as the LEP Board) can be found on the Department of Energy and Environmental Protection (DEEP) website (approved courses). If you wish to seek approval of a course that is not already approved, make certain you provide the LEP board with the information specified in the LEP regulations, section 22a-133v-2(e)(6) of the Regulations of Connecticut State Agencies (RCSA). You must provide a detailed course outline and timeline, including the time it starts, breaks, lunch and stop times, detailed description of the course/seminar, and qualifications of the instructors. The LEP board may request a copy of any instructional materials that are used. As part of this process, a course approval form with attachments must be submitted to the LEP board.

The LEP regulations outline what may be deemed an approvable course by the LEP board. In order for a course to be approved, it must be a course that would enhance a licensee's ability to competently perform, supervise and/or coordinate the scientific and/or technical components of the investigation and remediation of releases of hazardous waste and petroleum products into soil or groundwater in Connecticut. A licensee must attend 90% of a course in order to obtain any credit whatsoever.

In recent years, the LEP board has been approving courses/seminars held as live webinars. These requests should be accompanied by details concerning the method for tracking and verifying attendance throughout the course. Live webinars may be held in conjunction with in-person offerings and are not to be confused with on-demand/distance learning courses.

The LEP Regulations also outline the approval process for on-demand/distance learning courses. To become a sponsor or provider of distance learning courses, please refer to section 22a-133v-2(e)(7) and (8) of the RCSA for the complete details. Unless a hardship can be clearly demonstrated, an LEP can only claim a maximum credit of 12 CECs in any biennial period for on-demand/distance learning courses even if such course(s) exceed 12 CECs. In addition, should a distance learning course be an electronic conversion of a course previously offered as a webinar or in-person course, an LEP cannot take such distance learning course for credit if the LEP has taken the webinar or in-person course for credit unless two biennial periods have passed since the taking the classroom or field course. LEPs must complete an on-demand/distance learning course in its entirety to claim any credit whatsoever, partial credit will not be awarded.

Please contact Liz McAuliffe, CT DEEP-LEP board administrator at (860) 424-3458 or [Elizabeth.mcauliffe@ct.gov](mailto:Elizabeth.mcauliffe@ct.gov) for further information about the course listing or approval process.  
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