

# MINUTES

## State Board of Examiners of Environmental Professionals

### Regular Meeting – March 8, 2012

#### A. Call to Order and Sign-In

A regular meeting of the State Board of Examiners of Environmental Professionals (“the Board”) was called to order on Thursday, March 8, 2012 at 9:31 a.m. in the Russell Room, 3<sup>rd</sup> Floor, 79 Elm Street, Hartford, by Chair D. Ruzicka. Board Members R. Potterton, S. Holtman, J. Loureiro, C. Violette and C. Buchholtz were present. Also present were DEEP staff member K. Maiorano and Nelson Walter of EPOC.

The Board started to discuss the Distance learning subcommittee reports when Chris Buchholz arrived for a quorum at 9:31am. Since discussion had already commenced, the agenda was changed to the following order.

#### B. Unfinished Business and General Orders

##### **Distance learning – subcommittee reports**

Two subcommittees were formed to review distance learning criteria for awarding credits. J. Loureiro and S. Holtman reviewed PIE’s criteria and B. Potterton and J. Adams reviewed ANSI’s criteria. The first subcommittee was with J. Loureiro and S. Holtman who reviewed PIE’s criteria for calculating contact hours in the various distance learning courses. S. Holtman and J. Loureiro reported what they found was that the course provider would send the course materials with the slides to evaluators at PIE. PIE requires its evaluators to sign an agreement that says they are members of PIE, they are a PE, they have completed a special training course and take a training refresher every two years.

The course provider fills out a form that is part of the record that describes the relevancy and the number of CECs the provider is requesting. The form states right on it that the PIE evaluators may not award the requested number of CECs for a course. The LEP Board could put criteria, once developed, on our website to show what would be required in order to request approval of a distance learning course.

J. Loureiro reported that the New York PEs can only get 50% of their CECs from online courses, and it makes sense to have a limit on the number that could be used. The standards used by PIE were established by the State of New York and providers have to pay to have a course approved.

S. Holtman suggested that the Board not approve courses at all, but provide a forum to show what is required and approvable, and that some sort of feedback on the

courses would be required. He also suggested that random audits of the courses could ensure compliance with CEC requirements.

The Board was in general agreement that the Board itself may not be an actual sponsor, but would approve sponsors and retain the ability to view course content for relevancy. It was suggested that EPOC may wish to become a sponsor. N. Walter said that EPOC gets some of their courses approved by PIE so that they could award credit to Connecticut LEPs and New York PEs for attendance of a relevant EPOC sponsored course and that it could be something that they might look into doing, he would bring it to the attention of EPOC's board for further discussion.

Since the ANSI requirements were very similar to the PIE requirements for distance learning, it was decided that the two subcommittees would get together and write up criteria for the Board's approval for distance learning courses. After the criteria were developed, the Board would then distribute to PIE, ANSI, EPOC and anyone else who may have interest in becoming a sponsor.

### **Update on LEP Regulations**

Ruzicka reported that the hearing officer's report and the draft regulations were being reviewed internally, and would soon be sent over to the Attorney General's Office for sufficiency review.

### **Update on complaint 12-101**

A meeting had been set up in March, but was rescheduled to April 8<sup>th</sup> after the Board meeting.

### **Item Development Workshop**

Scheduled for April 4, 2012 – Maiorano spoke with Dr. Henderson who advised that the majority of technical advisors for this workshop should be experienced item writers. J. Loureiro and B. Potterton switched to the item development workshop. The Board authorized Maiorano to obtain two more technical advisors, along with Evan Glass and Peter Hill.

### **Test Assembly Workshop**

Scheduled for May 2, 2012 - K. Meloy, S. Holtman, Bob Bowden and Maurice Hamel will participate. K. Maiorano will obtain two more technical advisors.

### **Transformation Document – Lender's perspective**

Tabled until next meeting

**C. Reading and Approval of the Minutes**

The draft minutes of the Board meeting of February 16, 2012 were read and approved with changes J. Loureiro; second: C. Buchholtz; passed unanimously.

**D. Public Participation**

N. Walter of EPOC stated that he had nothing to report.

**E. New Business**

**Course Approval Requests**

Course approval request from RTM Communications titled **“Sustainable Property Transactions: Business Strategies for Distressed Assets and Dynamic Energy Opportunities”** for 18.75 CECs.

Motion to deny, not enough relevancy S. Holtman, seconded by R. Potterton, passed unanimously.

Course approval request from LSPA for course titled **“Expedited/High Resolution Site Assessment Using MIP and HPT Logging Technology”** for 8 CECs.

Motion to approve for 7.5 CECs by J. Loureiro, seconded by S. Holtman, with authorization for K. Maiorano to call the course provider and inform them if they cut down the 30 minute breaks to 15 minutes in the morning and 15 minutes in the afternoon the course would be approved for 8.0 CECs, passed unanimously.

Course approval request from NAC SETAC for course titled **“An Introduction to Emerging Technologies for Environmental Data Monitoring”** for 6 CECs. Motion to approve for 8.0 CECs by S. Holtman, seconded by B. Potterton, passed unanimously.

Review of 1 Application to take the examination, #2012 00431

Application was received on time and the applicant demonstrated they met the requirements to take the exam. Motion to approve for entrance to the exam, B. Potterton, second, J.Loureiro passed unanimously.

Additional information was requested from the following six applicants:

- |            |            |            |            |
|------------|------------|------------|------------|
| 2011 05246 | 2012 00573 | 2012 00537 | 2012 00485 |
| 2012 00508 | 2012 00580 |            |            |

Applications 2011 05246, 2012 00508, 2012 00573 all submitted additional information demonstrating they met the minimum requirements to be entered into the exam, motion to approve C.Violette, second B. Potterton, passed unanimously.

Applications 2012 00485, 2012 00537, and 2012 00580 all submitted additional information but failed to demonstrate they met the requirements to be entered into the exam, motion to disapprove J.Loureiro, second S.Holtman, passed unanimously.

2012 00485 failed to demonstrate responsible charge requirements.

2012 00537 has a degree in geography, education is not fundamentally equivalent to a listed degree and did not meet the 14 years of engaged in experience required without relevant degree.

2012 00580 failed to demonstrate responsible charge requirements.

Maiorano brought to the Board's attention that the deadline to submit an application to reapply to take the examination is March 9<sup>th</sup>, but a typographical error on the application to reapply has March 19<sup>th</sup> as the deadline. The Board extended the administrative deadline to March 19<sup>th</sup> due to the error on the form on the Department's website.

Maiorano also informed the Board that the examination contractor moved the LEP examination location to Manchester at the Baymont Inn & Suites of Manchester. The Board did not have any concerns with the change of venue.

S. Holtman inquired of N.Walter whether EPOC was looking into requesting CECs for participation in the workgroups that were working on the Transformation of the Remediation Division, among other workgroups. Other professions allow 50% credit for time spent in such workgroups, but nothing for time spent working on their own. N.Walter said there was interest in obtaining CECs through this method.

**F. Adjournment**

Chair Ruzicka declared the meeting adjourned at 10:56 am.

Minutes approved on May 10, 2012.

Respectfully submitted,

Kim Maiorano  
Board Administrator