

**BOARD OF EXAMINERS OF ENVIRONMENTAL PROFESSIONALS  
C/O DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION  
BUREAU OF WATER PROTECTION AND LAND REUSE - LEP PROGRAM**

# **Licensed Environmental Professional Program Examination Application Form Package**

**STATE OF CONNECTICUT**  
**DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION**  
***STATE 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 has previously deemed ineligible and are now reapplying to take the exam.

Dear Applicant:

This pertains to completing the 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 into 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 as the process takes time and is a common cause of delay.
- Reference Form for the Licensed Environmental Professional - 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 the applicant's work.

The applicant must fully complete the application as directed in the instructions. 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.

The LEP examination date is typically held in May of each calendar year. Please note the exam will be administered once a year. Pursuant to the LEP Regulations, a complete application must be received by the Board 90 days prior to the administration of the exam. The deadline to submit a complete application is February 1st for an exam to be administered during the same calendar year. To be considered complete, all portions of the application (this means an original application fully completed and signed; three appropriate references; verification of education or official transcript) and examination fee must be received and date stamped by the Department, on behalf of the Board, on or before the deadline. When 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 email [DEEP.LEPapplicant@ct.gov](mailto:DEEP.LEPapplicant@ct.gov).

Sincerely,

*Elizabeth McAuliffe*, LEP Board Administrator  
Board of Examiners of Environmental Professionals

# Instructions for Completing the Connecticut Licensed Environmental Professional Examination Application

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 CTLEP 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 the applicant's 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 Energy and Environmental Protection (DEEP). 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 provides for the automatic delegation to allow a licensed environmental professional to verify that the investigation has been performed in accordance with prevailing standards and guidelines and 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**

A complete application *must* include the following:

1. An original, completed *State of Connecticut Licensed Environmental Professional Examination Application* (DEEP-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 Environmental Protection”.

You must submit the application and the fee to:

THE STATE BOARD OF EXAMINERS OF ENVIRONMENTAL PROFESSIONALS  
C/O CENTRAL PERMIT PROCESSING UNIT  
DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION  
79 ELM STREET, FIRST FLOOR  
HARTFORD, CT 06106-5127

You must submit or cause to be submitted the three reference letters and verification of education/official transcripts to:

BOARD OF EXAMINERS OF ENVIRONMENTAL PROFESSIONALS  
C/O DEEP - LEP PROGRAM  
BUREAU OF WATER PROTECTION AND LAND REUSE  
79 ELM STREET, 2nd FLOOR  
HARTFORD, CT 06106-5127

Additionally, a copy of the application must be emailed to [DEEP.LEPApplicant@ct.gov](mailto:DEEP.LEPApplicant@ct.gov)

### **Application Evaluation Process**

Once the 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 DEEP 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 the applicant to complete the table identifying their 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

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\*.

If submitting this form, it 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 DEEP - LEP PROGRAM  
BUREAU OF WATER PROTECTION AND LAND REUSE  
79 ELM STREET, 2nd FLOOR  
HARTFORD, CT 06106-5127

\*Notwithstanding the above, an official final transcript with degree listed may be submitted in lieu of this form. Such transcript shall be submitted in a sealed envelope from the provider to the Board at the above address

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 the 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 remediation 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 remediation 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 remediation 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.



- 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 their signature, they certify 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 they 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 reference forms must 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 provide them in a sealed envelope with the reference's signature across the seal of the envelope. The completed reference forms unopened, as received from the references, must be submitted to:

BOARD OF EXAMINERS OF ENVIRONMENTAL PROFESSIONALS  
C/O DEEP - LEP PROGRAM  
BUREAU OF WATER PROTECTION AND LAND REUSE  
79 ELM STREET, 2nd FLOOR  
HARTFORD, CT 06106-5127