



# Institute of Professional Environmental Practice

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## *Documenting QEP Recertification Activities*

A percentage audit is performed among those recertifying each year. A random selection is run by a member of the Recertification Committee who knows only the total number recertifying and the percentage to be audited, not the names of the individuals. IPEP matches the numbers selected to an alphabetic listing of those recertifying.

An audited QEP needn't try to list all activities within the five-year recertification period. The goal should be to list and document a minimum of 50 PDH credits. Remember that 5 PDHs can be claimed for 5 years of QEP certification itself in Part II, a.

Documentation of points claimed can be in many forms. Some examples are:

- Receipts, canceled checks, or payment statements for meeting and course registrations.
- The name badge from a meeting.
- A photocopy of a list of speakers or an organization's membership directory which includes the recertifying QEP's name (be sure to also copy the cover or appropriate page showing the name and date of the event or the organization and the year represented).
- Pages from the annual QEP Roster indicating service on an IPEP committee or as a Regional Coordinator.
- A thank-you letter from an organization for services rendered.

If there is absolutely no documentation, the organization with which the QEP participated should be able to issue a statement verifying the activities or membership. IPEP can assist in documenting activities related to the certification, not only of committee involvement, but of exam participation. Verification of participation as a proctor or on an exam panel can usually be issued if the QEP can give the name(s) of the examinees or the approximate date of the exams.

Audited individuals have an extra sixty days beyond their 5-year certification anniversary dates to submit their application and documentation.

Please contact the Certification Services Assistant at 412-396-1581 or [ipep@duq.edu](mailto:ipep@duq.edu) with any questions.