



# Institute of Professional Environmental Practice

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## *IPEP Oral Examination Format*

**Eligibility requirements for the oral exam:** senior environmental professionals possessing at least a baccalaureate degree and 15 **subsequent** years of professional environmental work experience acceptable to IPEP, and at least one reference from a QEP. The candidate must also demonstrate that a minimum of 10 of the qualifying years of work experience were in a position of responsible charge. (General definition of the term "responsible charge" refers to a leadership role or position of influence held in direct relationship to work assignments, job responsibilities, and to key roles in the projects or program assigned.)

**ORAL EXAM FORMAT:** Each exam panel consists of two to four QEPs who have had the opportunity to review the candidate's application, including the abstract, prior to the exam. The oral exam is approximately 90 minutes in length and follows this format:

- **Opening and Introduction** **10 minutes**  
The chair of the panel will introduce the members of the panel and briefly review the oral exam format with the candidate.
- **Review of Candidate's Background and Experience** **30 minutes**  
The candidate is given the opportunity to provide an overview of his/her background and professional work experience. The candidate will be asked to demonstrate an area of professional capability and to highlight efforts toward ongoing professional development and involvement in professional and/or community activities. In approving the candidate for QEP certification, the exam panel must confirm with the Admissions Committee that the candidate does meet the minimum qualifications for certification through the process of oral examination. The exam panel will ask follow-up questions.
- **Presentation by Candidate** **20 minutes**  
The candidate is given 20 minutes to present to the panel the work described in the abstract which was approved by the Admissions Committee. Candidates are advised to pay particular attention to the leadership role and position of influence the candidate held on the specific project or program discussed. The candidate should describe the manner in which the candidate's personal judgements and actions determined the course or outcome of the project or program.
- **Questions Regarding the Abstract and the Presentation** **10 minutes**  
Following the presentation of the work outlined in the abstract, the panel will follow up with the candidate by asking questions related to technical and policy issues regarding the abstract.
- **Ethics Section** **20 minutes**  
The panel will explore the candidate's understanding of ethical considerations regarding the candidate's work specifically, as well as the impact of ethics on the environmental field in general.

**VISUAL AIDS:** The use of visual aides during the candidate's presentation is optional. Candidates wishing to use audio-visual equipment must assume responsibility for arrangements and costs.

**ORAL EXAMINATION FEE:** The application fee for the oral exam is \$100.00. If the candidate is approved to take the exam, the examination fee is \$200.00, payable within 60 days of notification of approval. All fees are non-refundable, payable to IPEP by check in U.S. funds. An approved candidate has 12 months to take the exam after notification of acceptance to the exam. If confirmed as a QEP, there is an Annual Renewal Fee of \$150.00, with the first year's fee prorated.

**NOTIFICATION OF RESULTS:** Candidates generally receive a notification letter from IPEP's office regarding the outcome of their examinations approximately 4 to 6 weeks following their examination date.