



Institute of Professional Environmental Practice

600 Forbes Avenue, 339 Fisher Hall, Pittsburgh, PA 15282 USA

Phone: +1-412-396-1703 Fax: +1-412-396-1704 Email: ipep@duq.edu

APPLICATION Qualified Environmental Professional (QEP) CERTIFICATION

The Institute of Professional Environmental Practice (IPEP) is the independent, not-for-profit certifying body of the Qualified Environmental Professional (QEP) and the Environmental Professional Intern (EPI) certifications. IPEP's mission is to improve the practice and education standards of environmental professionals. The QEP is a multi-media, multi-disciplinary, board-certified technical credential for environmental professionals with the following requirements:

Oral Examination: a baccalaureate degree and 15 **subsequent** years of professional environmental work experience acceptable to IPEP, and at least one reference from a QEP on the form provided. 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.)

Written Examination: a baccalaureate degree in physical, earth or natural sciences, engineering, or mathematics and 5 **subsequent** years of professional environmental work experience acceptable to IPEP, or a baccalaureate or equivalent degree in a discipline other than those previously listed and 8 **subsequent** years of professional environmental work experience acceptable to IPEP. A Certification & Examination Guide is made available by IPEP free of charge to all written exam applicants. The guide provides an overview of subject matters on the test, sample questions, and a recommended resource list. The guide also contains specific information on the certification process as well as IPEP's Policies and Procedures concerning certification and the examination.

IPEP reserves the right to verify all information submitted in the application by the applicant.

Please type or print clearly. Put "N/A" in any category which does not apply (leave nothing blank)

1. **GENERAL INFORMATION** (no abbreviations please) Are you re-applying for the QEP exam? yes no

First:	Middle:	Last:	nee:
Business Title:			
Business Affiliation:			
Business Address (Street, City, State or Province, Zip or Postal Code, Country):			
Street:		City:	
State/Province:	Zip/Postal:	Country:	
Telephone:		Fax:	
E-Mail:		Are you currently a certified EPI? <input type="checkbox"/> yes <input type="checkbox"/> no	

Permanent **Residence Address** (Street, City, State or Province, Zip or Postal Code, Country):

Street:	City:
State/Province:	Zip/Postal:
Country:	Permanent Telephone:
Permanent Fax:	E-Mail:

2. EDUCATION

<i>Name and Location of Institution</i>	<i>Years From - To</i>	<i>Date to Graduate or Graduated</i>	<i>Type of Degree Received/anticipated</i>	<i>Discipline in Which Degree was/will be Issued</i>

Copy of college/university diploma or transcripts is/are: attached being forwarded separately
 IPEP reserves the right to request that original transcripts be submitted if needed for clarification in the review process.

3. PROFESSIONALLY RELATED LICENSES, CERTIFICATIONS, AND REGISTRATIONS

Please include the dates covered and the state(s)/province(s), when applicable.

4. MEMBERSHIP IN SOCIETIES, ASSOCIATIONS, OR INSTITUTES

Please include name of organization, date originally joined, and if current

5. PROFESSIONAL ENVIRONMENTAL EXPERIENCE

5.1 Detail your professional work experience as specifically as you can on **Attachment A** (Record of Experience). Instructions for completing Attachment A are provided. Oral exam candidates should note that they must demonstrate a minimum of 10 years in a position of responsible charge.

5.2 How many years of professional environmental experience are documented on Attachment A?

5.3 Please check Professional Category:

- Consulting/Engineering
- Education
- Government
- Industry
- Military
- Other: _____

5.4 Please check the one practice area closest to your experience and expertise:

- Air Quality - Pollution Control
- Water Quality - Wastewater Treatment-Water Resources-Supply
- Waste Management - Hazardous & Solid
- Environmental Science, Management, & Policy

6. **PLEASE CHECK WHICH AVENUE FOR CERTIFICATION YOU ARE PURSUING:**

ORAL EXAM OPTION

Requirements: Senior environmental professionals possessing at least a baccalaureate degree and 15 **subsequent** years of professional environmental work experience acceptable to IPEP. An outline of the oral exam is contained in the information accompanying this application. Application fee: US\$100.00. Examination fee, if accepted to the exam: US\$200.00.

WRITTEN EXAM OPTION

Requirements: Environmental professionals possessing at least a baccalaureate degree in physical, earth or natural sciences, engineering, or mathematics and 5 **subsequent** years of professional environmental work experience acceptable to IPEP, or a baccalaureate or equivalent degree in a discipline other than those previously listed and 8 **subsequent** years of professional environmental work experience acceptable to IPEP. A study guide which provides an overview of subject matters on the test and sample questions is provided by IPEP to all written exam applicants. Application fee US \$75.00. Examination fee, if accepted to the exam: US\$150.00. Individuals who are certified as EPIs have already paid an application fee, but no examination fee. They therefore should submit only the examination fee of US\$150.00 when applying for the QEP.

7. **ORAL EXAMINATION ABSTRACT (required only for ORAL exam option)**

If you are applying for the oral exam option, please complete **Attachment B**. Detailed instructions for the abstract are attached.

8. **REFERENCES**

Give names and addresses of at least three (3) environmental professionals who have personal knowledge of your professional work, particularly those who can substantiate and provide an evaluation of "time in responsible charge"* of environmentally related work. Send each of these individuals a copy of the reference form which is provided in this application. You should not list business partners, immediate subordinates, or relatives. References should not be solicited from individuals in the same firm or organization where the applicant is currently employed, **except** that one reference should be the applicant's immediate supervisor. **At least one reference must be obtained from an active QEP by candidates pursuing the oral exam option. If you are an oral exam candidate and do not know a QEP, list three other references and check the box below to indicate that IPEP will need to assist you in obtaining a QEP reference as well.** It is the responsibility of each applicant to see that all references are furnished on the form enclosed and provided by IPEP for this purpose, and are returned on a confidential basis by mail or fax to the office of the Executive Administrator of IPEP.

Notes:

*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.

Name, Title, and Affiliation of References:

<u>Name</u>	<u>Title</u>	<u>Business Affiliation of References</u>
1)		
2)		
3)		

Please assist me in obtaining a QEP to serve as a fourth reference, as I am applying for the oral exam and do not know any QEPs.

Request your references to expedite their responses. Your application is not complete until all completed reference forms are received at IPEP's office.

9. **OFFICIAL RECORD**

Have you ever been criminally convicted of a misdemeanor or a felony?
 yes no

Have you ever had a professional license or certification revoked?
 yes no

Have you ever had a certification granted by a non-governmental organization revoked?
 yes no

If you answered YES to any of the above, please explain on a separate sheet of paper. Answering YES does not automatically prevent an individual from obtaining the QEP certification, but the specific circumstances involved will be thoroughly reviewed by the Board of Trustees.

10. **OBLIGATION**

I hereby agree to indemnify and hold harmless each and all of the IPEP members, trustees, officers, examiners, and agents from and against any liability whatsoever in respect to any act(s), error(s), or omission(s) by them in connection with this application, the examination, the grades given upon such examination, and/or the granting or issuance of or failure to grant or issue a certificate to me; that any prescribed fee paid by me is not refundable; and that any certificate granted or issued to me shall remain the property of the Institute. I certify that all the information contained in this application is correct to the best of my knowledge. I give permission to IPEP to contact my past employers and references as listed within.

I further pledge myself hereby to the principles of the IPEP Code of Ethics as follows:

- **Practice my profession only to the extent of my personal expertise.**
- **Maintain my personal proficiency through continuing education and professional development.**
- **Comply with applicable statutes, regulations, and standards.**
- **Strive to protect and enhance human health and the environment.**
- **Contribute to the development of other professionals.**
- **Conduct my professional affairs in a manner that reflects the highest moral character.**

Signature in Full: _____ **Date:** _____

Digital signatures will not be accepted.

Please tell us how you learned about the QEP professional certification.

- From a current QEP (please name) _____
- At a conference _____
- From a faculty member _____
- The IPEP web site _____
- Environmental-Expert.com _____
- Other _____

AFTER COMPLETING AND SIGNING YOUR APPLICATION, PLEASE FORWARD:

- 1) An original application for the oral exam, or written exam, with attachment(s) and any other requested supporting documents; and
- 2) QEP Oral Application Filing Fee: US\$100.00 (non-refundable) *or*
QEP Written Application Filing Fee: US\$75.00* (non-refundable)

***Rather than an application fee, certified EPIs must pay the QEP Written Exam Fee of US\$150.00 when applying for the QEP. If not accepted for QEP examination, the exam fee will be refunded.**

Method of payment:

Check Number: _____ (Check made out to *IPEP*, payable in United States funds)

Credit Card payments are accepted on line at www.ipep.org
The payment link can be found on our homepage on the right hand side.

Date of payment: _____

Name on card: _____

NOTE: If you are using a card issued outside of the United States of America, you are subject to all rules and regulations regarding exchange rates through your issuing bank.
Please contact your card issuing bank if you have any questions.

Please forward to: **IPEP**
Attention: Certification Services Coordinator
600 Forbes Avenue
339 Fisher Hall
Pittsburgh, PA 15282 USA

Please submit only one copy.



Institute of Professional Environmental Practice

600 Forbes Avenue, 339 Fisher Hall, Pittsburgh, PA 15282 USA

Phone: +1-412-396-1703 Fax: +1-412-396-1704 ipep@duq.edu

Reference for: _____

This reference form is a required document for the above candidate in their pursuit of a certification through the Institute of Professional Environmental Practice as a **Qualified Environmental Professional (QEP®)**. References from environmental professionals familiar with the candidate's work are immensely valuable in determining whether the candidate is qualified to take the QEP examination for certification. Thank you for taking the time to complete the information below. Please return the completed form to the address above within 5 working days, if at all possible.

Person giving reference (please print):

Name: _____	Address: _____
Current Position: _____	_____
Company Name: _____	_____
Telephone: _____	E-mail: _____

Rather than providing this written reference, would you prefer we contact you by phone to do a verbal reference?
 yes no If yes, please note the best time(s) for us to call you: _____

Are you a certified QEP? yes no

Information about candidate:

- The candidate is known to me in the environmental profession as:
 my employer my employee my peer from: _____ to: _____
- The candidate's environmental area of specialization is known to me as:
 Air Water Waste Policy and Management Science and Health Other: _____
- I consider the candidate's education and experience to be:
 outstanding good average fair poor
- I consider the candidate's professional ability and competence to be:
 outstanding good average fair poor
- I believe the candidate's appreciation for professional ethical conduct is:
 outstanding good average fair poor
- I believe the candidate is qualified for certification as a Qualified Environmental Professional.
 yes no

Comments:

Signature: _____ Date: _____

Digital Signatures will not be accepted

Attachment B (to be completed only if pursuing the oral examination option)

QEP Oral Exam ABSTRACT
(Instructions Attached)

Applicant's Name: _____

Title of Presentation/Abstract: _____

INSTRUCTIONS FOR ATTACHMENT A
RECORD OF WORK EXPERIENCE (required for both oral and written exams)

Provide details and **specify responsibilities** of all work, highlighting **environmental-related** work (environmental-protection related work, defined as paid employment that uses skills learned in an applicant's formal college education to investigate the air, water, surface, and sub-surface), particularly in the areas of the candidate's professional technical capabilities. Include, where applicable, a description of the extent of your involvement in, or understanding and awareness of, multi-media issues as they pertained to each position. *Use as many sheets as necessary.* You may attach an annotated resume in addition to Attachment A.

EXAMPLES—Attachment A

Name Joe Smith

Page 1 of 1

	Environmental-related work	Related work while earning a doctorate/masters degree	Related military experience	Highlighting multi-media experience
DATE: From - To	1970 - 1974	1970 - 1972	1970 - 1974	1995- Current
TITLE OF POSITION, NAME OF EMPLOYER, DUTIES, DEGREE OF RESPONSIBILITY, AND OTHER RELEVANT INFORMATION FOR EACH SIGNIFICANT ASSIGNMENT Make statements clear and concise, but be specific.	Program Manager, Socio-Economic Corporation Responsible charge for environmental impact reports for: • Port of Middletown--Master Plan. • Alaskan crude oil transportation project.	Doctorate Program, Environmental Science, Teaching Fellowship--half time Teaching Position: Taught "Introduction to Environmental Audits" for two years.	United States Air Force Contracts Director for Environmental Remediation Specific responsibilities included technical oversight of contract performances for super fund activities.	Project Manager, Department of Energy Waste Isolation Plant (WIP) My position dictates that I must be cognizant of and sensitive to such multi-media issues as groundwater contamination by low-level radioactive waste and the accidental release of airborne radioactive contaminants. or Project Manager, Air Pollution Studies As a specialist in air pollution studies, the need to address multi-media issues is increasingly evident in many of our current projects. Plant effluent inventories, for example, are now across all media in contrast to the earlier focus on a single medium. Likewise, air-modeling projects tend to have greater multi-media components (soil-air and air-water interface, for example) compared with the earlier focus on physical and chemical processes in the atmosphere alone.
Total Professional Environmental Time (Years)	4	1 (full-time equivalent)	4	3
NAME(S), TITLE(S), and ADDRESS(ES) of person(s) familiar with your work (if available)	Mr. John Doe Vice President Socio-Economic Corporation P.O. Box 001 Middletown, MM 00001	Prof. John Doe Head of Environmental Studies University of Middletown Middletown, MM 00001	General John Doe Middletown Air Force Base Middletown, MM 00001	Dr. John Doe President WIP P.O. Box 001 Middletown, MM 00001 or Mr. John Doe President Air Pollution Control, Inc. P.O. Box 001 Middletown, MM 00001

FOR ORAL EXAM ONLY

ABSTRACT INSTRUCTIONS

Abstracts are to be typed (10 pitch or larger) on one page, using the reverse side of this sheet, and returned with your completed application. The abstract subject must be on a substantive environmental program or project that is representative of your professional responsibilities **within the past five years** and one in which you played a key role*. The abstract and oral exam represent a major portion of the certification process. You are urged to prepare the abstract carefully in accordance with these instructions and with the following in mind. If you are accepted to the QEP oral exam, you will make a formal presentation of the work represented by the abstract to a panel of QEP examiners. Applicants should be prepared to discuss the importance of the multi-media issues of the work presented, and/or in general, their awareness and knowledge of multi-media concerns. The formal presentation will be followed by a question and answer period focusing on technical, policy, and professional ethical considerations. Only abstracts approved by the Admissions Committee can be presented during the oral exam.

The abstract must follow these subheadings: Background and Scope; Critical Issues/Problems Resolved; Multi-Media/Multi-Disciplinary aspects; Personal Contribution/Leadership.

A reduced example is provided for you across the page.

*General definition of the term "**key role**" refers to: the leadership role and position of influence candidate held in direct relationship to the project or program assigned; the candidate's personal judgments and actions determined the course or outcome of the project or program.

SAMPLE ABSTRACT

Applicant Name: John Doe

Title of Presentation/Abstract: Automated Electron Beam Particulate Analysis & Source Apportionment

Background and Scope: Many urban areas in the US had been unable to attain the primary air quality standards for total suspended particulate (75 Micrograms per cubic meter, and later, the PM-10 standard of 150 micrograms per cubic meter). This was the case in Pittsburgh, Pennsylvania in 1980. Pittsburgh is located near the center of Allegheny County. Twenty-four receptor sites were strategically placed in the county to collect particulate with conventional hi-volume, and later, dichotomous samplers. The largest number of sampling sites were positioned to the southeast of Pittsburgh in the Monongahela River Valley. At that time, this area contained the greatest concentration of primary steel production in the world. This non-attainment status existed even after intense efforts to control particulate matter emissions from point sources. Because of this non-attainment, a moratorium was imposed on new construction in this county-wide area.

Critical Issues/Problems Resolved: It was clear that a particle tracking system was needed to enable more specific control strategies to be developed. A particle analysis system consisting of a scanning electron microscope, energy dispersive analyzer, and image analyzer commonly controlled by a PDP-121 computer was synthesized. The system automatically located particles collected on membrane filters, identified them on the basis of their chemical "fingerprint," and measured their size and shape by generating a series of diagonal-diameters. The chemistries of the particles were determined by x-ray-electron beam excitation. Twenty-five particle types were in the first phase of this study. Ultimately forty-eight particle types were isolated and measured. Knowing the particle types, a density was assigned to them and the mass and volume fractions were computed. A large number of particles were analyzed to insure the analyses were statistically significant. The particle size distributions were also measured for each particle type. Depending upon the chemistry precision desired, particles could be analyzed in a time span of a few tenths to a few seconds. Control samples were also analyzed from point and industrial fugitive emission sources.

This study conclusively demonstrated that over the average of the samples from the twenty-four receptor sites in Allegheny County, the traditional component of the particulate in the rural and industrial areas were only 38% and 55% respectively. This indicated that before particulate concentrations in Pittsburgh could be reduced to meet ambient air standards, strategies would have to be developed to address the non-traditional as well as the traditional sources. Based on these new strategies, the moratorium on new construction was lifted. This work also pointed out that non-traditional sources of particulate were significant in many geographic areas. This electron beam methodology for particulate analysis continues to be used throughout the world.

Multi-Media/Multi-Disciplinary: The particulate emission control program developed in this work affected air, water, and soil quality. The study required an orchestrated effort of policy and regulatory issues, atmospheric science, analytical development and implementation techniques, and practical application of the study results.

Personal Contribution/Leadership: The applicant developed the strategy, assembled the necessary team to conduct the program, and oversaw the implementation of the program, ensuing results, and their application. The work was conducted for the Allegheny County Bureau of Air Pollution Control.