



# 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](mailto:ipep@duq.edu)

## APPLICATION ENVIRONMENTAL PROFESSIONAL INTERN (EPI) 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**. The EPI is an optional entry level certification program aimed at seniors in an accredited, recognized college or university who are working towards a technical baccalaureate/masters degree in physical, earth or natural sciences, engineering, or mathematics; or individuals who have received a baccalaureate/masters degree in one of the above mentioned disciplines within the last five years and have entered, or anticipate entering, the environmental profession. An outline of the EPI program is contained in IPEP's Certification Examination Guide, which is made available by IPEP to all applicants free of charge. The Guide provides an overview of subject matters on the test, sample questions, a recommended resource list, and the fees involved, and 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 EPI exam?  yes  no

Mr.	First:	Middle:	Last:	nee:
Business Title/Student Status:				
Company/College/University Name:				
Select One Address (Street, City, State or Province, Zip or Postal Code, Country):				
Street:			City:	
State/Province:		Zip/Postal:	Country:	
Telephone:			Fax:	
E-Mail:				

Permanent (non-school) **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:				

If you are applying due to the encouragement of a QEP or an EPI, please list the individual's name here:

**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

**- OR -**

Verification of student status with a college/university is:  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

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**4. MEMBERSHIP IN SOCIETIES, ASSOCIATIONS, OR INSTITUTES**

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

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**5. REFERENCES**

Give names and addresses of at least three (3) environmental professionals who are familiar with your academic abilities and achievements. Send each of these individuals a copy of the reference form, which is enclosed with this application. You should not list immediate subordinates or relatives. 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 is returned on a confidential basis by mail or fax to the office of the Executive Administrator of IPEP.

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

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

6. **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 or the EPI certification, but the specific circumstances involved will be thoroughly reviewed by the Board of Trustees.

7. **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.***

8. **AFTER COMPLETING AND SIGNING YOUR APPLICATION, PLEASE FORWARD:**

- 1) **Original of application with any other supporting documents; and**
- 2) **US \$35.00 application Filing Fee (non-refundable)**

*Method of payment:*

Name: \_\_\_\_\_  
(Name of the person writing the check or making the credit card payment online)

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

Credit Card payments are accepted on line at [www.ipep.org](http://www.ipep.org) Date of payment: \_\_\_\_\_

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**

**CERTIFICATION PROCESS AND FEE STRUCTURE:**

Once an application is found to be complete, it is forwarded to IPEP's Admissions Committee for approval. The applicant is notified in writing of the Admissions Committee's determination. If the applicant is approved for admission into Part I of the QEP examination process, the name of the closest QEP Regional Coordinator, who will set up the exam will be provided. Approved candidates have 12 months to sit for the exam after the date of the notification of their approval. The Regional Coordinator must be contacted in sufficient time for scheduling purposes. Yearly certification renewal fees are US\$75.00, with the first year's fee prorated. The EPI certificate expires after seven years.

**Please submit only one copy.**



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**Reference for:** \_\_\_\_\_

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**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 EPI or QEP?  yes  no

**Information about applicant:**

- The applicant is known to me in the environmental field as:  
 my employer  my employee  my student  other from: \_\_\_\_\_ to: \_\_\_\_\_
- The applicant's potential environmental area of interest or specialization is known to me as:  
 Air  Water  Waste  Policy and Management  Science and Health  Other \_\_\_\_\_
- I consider the applicant's education and experience to be:  
 outstanding  good  average  fair  poor
- I consider the applicant's professional ability and competence to be:  
 outstanding  good  average  fair  poor
- I believe the applicant's appreciation for professional ethical conduct is:  
 outstanding  good  average  fair  poor
- I believe the applicant is qualified for entry level certification through the Institute of Professional Environmental Practice.  
 yes  no

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IMPORTANT:** \_\_\_\_\_  
Signature Date

*Digital signatures will not be accepted.*



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 yes  no

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IMPORTANT:** \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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