State of Connecticut
Board of Examiners of Environmental Professionals
Application for Exam 101

December 1, 2015
Denise Ruzicka, PE, LEP Board Chairman
Kim Maiorano, LEP Program Coordinator & Alternate Chair
LEP Board structure and purpose
LEP Board Membership and Meetings

- 11 member State Board of Examiners of Environmental Professionals (commonly known as LEP Board) administers the licensing program with support from the Department of Energy and Environmental Protection.
  - 6 members are LEPs

- LEP Board meets monthly
  - Meetings open to the public
  - Each meeting has an opportunity for public participation
  - Meeting schedule posted on DEEP web site
  - Agendas and minutes also posted

- Currently 356 LEPs
LEP Board Composition

• By statute, CGS 22a-133v(b), The LEP Board consists of:
• Chairman of the Board (DEEP Commissioner or designee)
• 10 Governor appointees:
  – 6 LEPs
    2 LEPs
    2 LEPs with hydrogeology expertise
    2 LEPs that are licensed professional engineers
  – 2 active members of environmental organization
  – 1 member of an organization promoting business
  – 1 employee of a lending institution
Current LEP Board

Denise Ruzicka, PE, Chairman, DEEP
John Adams, LEP, Tetra Tech, Inc.
Christopher Buchholz, Santander
Stephen Holtman PE, LEP, Woodard & Curran
Jeffrey Loureiro, PE, LEP, Loureiro Engineering
Kelly Meloy, LEP, Alta Environmental
Alisa Phillips-Griggs, Farmington River Watershed Association
Carol Violette, Delta Rubber
Robert F. Good, Jr., LEP, Leggette, Brashears & Graham
Elsie Patton, Connecticut Fund for the Environment
Vacancy LEP member

Kim Maiorano, LEP Program Coordinator  (860) 424-3788
LEP Board Workload

• 356 LEPS
• Review and process license renewals annually
• Review all courses submitted for CEC eligibility and determine credits *(20 in 2014, 24 so far in 2015)*
• Review and approve applicants for entry to exam *(approximately 20 each year)*
• Oversee exam process including item development, test assembly and consultant who proctors and scores exam
• Review outcome of exam and review statistics (metrics) on exam questions annually
• Authorize Commissioner to issue licenses to those that pass
• Investigate complaints
• Undertake disciplinary actions
• Revise and update regulations as needed
LEP Board Meetings

- Meetings open to the public
- Each meeting has an opportunity for public participation
- Meeting schedule posted on DEEP web site
- Agendas and minutes also posted
LEP Exam Entrance Requirements
## LEP Exam Entrance Requirements

<table>
<thead>
<tr>
<th></th>
<th>Path 1</th>
<th>Path 2</th>
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</thead>
<tbody>
<tr>
<td>Engaged In experience</td>
<td>8 years minimum</td>
<td>14 years minimum</td>
</tr>
<tr>
<td>Responsible Charge experience</td>
<td>4 years minimum</td>
<td>7 years minimum</td>
</tr>
<tr>
<td>Educational degree</td>
<td>Bachelors or greater in related science or engineering field or a Connecticut PE</td>
<td>None required</td>
</tr>
</tbody>
</table>
LEP Exam Requirements

• Engaged in and responsible charge of

• the investigation and remediation of releases of hazardous waste or petroleum products into soil or groundwater
Engaged in experience (RCSA)

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 groundwater.**

- **The Board shall 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:

- (i) certain non-scientific or non-technical activities,
- contract management, budget control, legal analysis, regulatory compliance audits, or other similar activities;
- (ii) various technical 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.

Connecticut Department of Energy and Environmental Protection
Responsible Charge (RCSA) 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 groundwater.
Responsible Charge considerations

The Board shall consider the following in determining whether an applicant's professional experience qualifies as responsible charge experience:

• (i) the level of independent decision making exercised;

• (ii) the number of individuals and the disciplines of the other professionals supervised or coordinated;

• (iii) the extent to which responsibilities consistently involved both the investigation and remediation of releases of hazardous waste or petroleum products into soil or groundwater and whether such responsibilities were an integral and substantial component of the applicant's position;
Responsible Charge considerations

- (iv) the nature of an applicant's employer's primary business interests and the relation of those interests to conducting investigations and remediation of releases of hazardous waste or petroleum products into soil or groundwater;

- (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 groundwater;

- (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 groundwater; or

- (vii) any other factor that the Board deems relevant.
Acceptable Degrees

A bachelor's or advanced degree from an accredited college or university in one or more of the following fields or in a related science or engineering field found by the Board to be fundamentally equivalent to one of the following:

- biology,
- chemistry,
- earth sciences,
- ecology,
- engineering (civil, environmental, mechanical, chemical, or agricultural),
- environmental sciences, environmental studies,
- geology, hydrogeology, hydrology,
- natural resources management, soil sciences,
- toxicology,
- water resources, and
- wetland science.

If not a listed degree, forward transcripts and all other course work, so that Board can determine if it is fundamentally equivalent. All course work can be considered.
Application Review Process

Preliminary screening for completeness – are all required elements submitted?

- Verification of Education and/or Certified college transcript!!!!

- All 3 references!!!!!

Only 1 may be from current or past co-worker or employer

References should speak to the breadth and diversity of your environmental responsibilities
Application Review Process

Board reviews redacted copy with name and identifiers removed

Each application reviewed by 2 Board members - who must agree

If applicant employed by current or former firm of a Board member, the Board member does not review

(Same process for a reference)
Application Review Process

All applications discussed and decisions voted on by full LEP Board

Options include recommending

Approval, denial, requesting additional information, requesting additional references; other

Denials

A reason as to why a denied applicant did not meet requirements is provided

All denials discussed and voted on by full Board

Board takes the standards and requirements for entrance very seriously
Common Application Problems
Common Application Problems

Follow the Directions!

Read application form and directions carefully

Completeness, Completeness, Completeness!

Timeliness, Timeliness, Timeliness!
Common Application Problems

You are not constrained by the space provided on the form *(Follow similar format with any attachments)*

Verification of Education must come directly from University

- If University will not complete form, have a transcript sent

- If international University, must provide transcript

University must be Accredited

Must be received prior to deadline
Common Application Problems

All references must be submitted with the application and in a sealed envelope - signed across the seal by the individual providing the reference.

- No more than one from a current or past co-worker or employer
- References should speak to the breadth of an applicant’s experience
- The Board prefers but does not require one reference from an LEP
- You may also use clients or attorneys who are familiar with your work

When demonstrating responsible charge be sure to include projects that span the timeframe you are claiming as responsible charge.
Exam Dates
Application due Feb 11, 2016
Exam May 11, 2016
Exam typically 2\textsuperscript{nd} Wednesday in May
Exam Topic Areas

Topic areas outlined in LEP Job Analysis Study

Review *Candidate Guide* mailed with letter of exam acceptance

- Includes sample questions and examination rules

5 Standard Domains

- Site Characterization and Interpretation (71 questions)
- Remedy Selection and Implementation (34 questions)
- Performance Evaluation (13 questions)
- Verification (11 questions)
- Professional Responsibility (21 questions)
Exam Hints

Be on time
Be rested
Be prepared
Be knowledgeable of LEP Regulations
Be knowledgeable of RSRs
LEP Discipline Process and Role of LEP Board following License Issuance
LEPs are always LEPs

Professional Conduct RCSA 22a-133v-6(d)

(1) In the rendering of professional services, a licensee shall, at all times, hold paramount the health, safety and welfare of the public and the environment.
LEP Board Investigations/Roles

• “A LEP shall perform his duties in accordance with the standard of care applicable to professionals engaged in such duties.” CGS 22a-133v(c)

• The regulations address “professional ethics and conduct appropriate to establish and maintain a high standard of integrity and dignity in the practice of an environmental professional.” CGS 22a-133v(c)

• “The board may conduct investigations concerning the conduct of any licensed environmental professional.”

• “The commissioner may conduct audits of any actions authorized by law to be performed by an LEP.”
LEP Board Investigations/Roles

• Any one may file a complaint against an LEP
• Board will assign a Board member to step down and investigate.
• If complaint has no validity, complaint is dismissed.
Complaint Form

• Form on web site ...not required to use.

• **Part III: Authorization for Release of Records and Referral of Complaint**

   When you sign this form (or a photocopy thereof), you authorize the Connecticut State Board of Examiners of Environmental Professionals to:

   (1) conduct its own investigation and (2) possibly refer your Complaint to law enforcement authorities to investigate or prosecute your Complaint.

   Please be aware that your Complaint may be shown to the LEP whose conduct is being investigated. Please note that all Complaints will be carefully considered; however, the act of filing a Complaint does not assure or imply that disciplinary action will necessarily be taken against the licensee.

• **“I certify that the above information is true, correct and complete to the best of my knowledge.”**

Signature         Date
Name (print or type)   Title (if applicable)
## Disciplinary Actions/Complaints

- **Summary of Actions since 1999**
- **20 actions taken**
- **0 Complaints currently under review**

<table>
<thead>
<tr>
<th>Number of Actions</th>
<th>Types of Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>No action taken</td>
</tr>
<tr>
<td>3</td>
<td>Let license lapse or expire</td>
</tr>
<tr>
<td>1</td>
<td>Warning Letter only</td>
</tr>
<tr>
<td></td>
<td>Consent Orders most with CEC requirements and Letter of Reprimand</td>
</tr>
<tr>
<td>8</td>
<td>Hearing</td>
</tr>
<tr>
<td>1</td>
<td>Consent Order with 2 year suspension</td>
</tr>
<tr>
<td>1</td>
<td>Cease &amp; desist order</td>
</tr>
</tbody>
</table>
Linking to LEP Board Section on DEEP’s Website

• Can link through LEP Program page.

LEP Board link
LEP Board Section on DEEP’s Website

Content includes:

- Board Members
- Meeting Dates (Agendas & Minutes)
- Disciplinary Actions
- Complaint Flow Chart
- **Forms**
- LEP Roster
- Legislation Advisories
- Regulations
Questions?

Break a leg