Connecticut Department of Energy and Environmental Protection
State of Connecticut
Board of Examiners of Environmental Professionals
Application for Exam 101

December 6, 2018
Denise Ruzicka, PE, LEP Board Chairman
Kim Maiorano, Coordinator & Alternate Chair
LEP Board Structure and Purpose
LEP Board Composition

11 member State Board of Examiners of Environmental Professionals administers the licensing program with support from the Department of Energy and Environmental Protection.

- By statute CGS 22a-133v (b) The LEP Board consist 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.
Michelle Gamache, People’s United Bank
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, Business Representative
Robert F. Good, Jr., LEP, WSP USA Inc.
Elsie Patton, Connecticut Fund for the Environment
Vacancy LEP member

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

- 361 LEPS
- Review and process license renewals annually
- Review all courses submitted for CEC eligibility and determine credits (29 in 2017, 22 so far in 2018)
- 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>
</tr>
</thead>
<tbody>
<tr>
<td>Engaged In experience</td>
<td>8 years</td>
<td>14 years</td>
</tr>
<tr>
<td>Responsible Charge experience</td>
<td>4 years</td>
<td>7 years</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
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
• (iii) activities generally subcontracted, such as
  • drilling
  • geophysical surveying, surveying, geotechnical analysis, laboratory analysis and risk assessment or similar activities
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.
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 involve 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
- 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.
LEP Exam Application Review Process
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!

Connecticut Department of Energy and Environmental Protection
Common Application Problems

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

References:

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
Application Suggestions

You are **not constrained by the space provided** on the form

*(Follow similar format with any attachments)*

When demonstrating **responsible charge** be sure to include projects that span the timeframe you are claiming as responsible charge
Examination Process
Exam Dates

Application due Feb 8, 2019

Must be received in DEEP to Central Permits Processing Unit by 4:00 pm 2/8/19 (NO Exceptions!)

Exam May 8, 2019

Exam typically 2nd Wednesday in May
Exam Admission Letter

- Letter from the Board indicating acceptance into exam
- Admission letter from Castle 7-10 days prior to administration of exam
  - Gives location, timeframe
  - Includes list of prohibited items [i.e. no cell phones, note books, purses, calculators, watches, coats or jackets]
- Must bring admission letter & current photo ID
Example of Admission Letter

This is your official notification and letter of admission for the upcoming test(s) listed below.
Please read and follow all instructions. Any questions or concerns, please call (860) 424-6800.

[Letterhead]

Your registration number is: 201901234

You are registered to take: State Board of Examiners of Environmental Professionals Licensed Environmental Professional Examination

Reporting Time: Wednesday, May 8, 2019

Please be on time for the examination.

1. This administration letter is your official letter of admission to the examination.
2. A current, government-issued photo identification with signature (e.g., Driver’s license, Immigration card, Passport, Social Security card, or passport-sized photograph with your signature in ink – the signature must match the photograph and signature).

Please refer to the insert for details regarding prohibited items.

You have been registered to take the test at the following location:
Test Institute: Holiday Inn Hartford Downtown Area
Test Address: 100 East River Drive

Castle Hartford, CT 06108

At the test site, please report to: Junior Ballroom

Directions: Please refer to the directions included in your Environmental Professional Examination

Environmental Information:
Environmental, when appropriate, is used to describe a region or constitute being environmentally sensitive. However, test preparation and proctoring roles are independent of environmental classification. As such, test preparation and proctoring roles are not empowered to enforce the Environmental, when appropriate, rules in this environment. If you have any questions, please contact the test administrator prior to the test date.

Castle Hartford, CT 06108

[Signature]

[Date]
List of Prohibited Items

Prohibited items: Candidates are expressly prohibited from bringing the following items to the test site:

- Cameras, cell phones, or any electronic device that includes the ability to photograph, video, or record copy test materials
- Noisemakers, flashlights, flashlights, or language equipment
- Books, maps, paper, pens, pencils, or other writing materials
- Electronic devices (i.e., PDAs, calculators, cell phones)
- Jewelry
- Food and beverage
- Hats, belts, or other headgear
- Coats or jackets

Please note that watches and sweatshirts without pockets or hoods are permitted.

If you determine that you have brought any such item to the test site, they may be searched and held by Castle testing staff. We reserve the right to prevent the use of any electronic device to determine whether the test materials have been photographed or otherwise copied. If our review determines that any test materials are in the control of any such device, we reserve the right to prevent such materials and other items for examination by Castle's staff. Upon completion of the test and any applicable copies, you may return your device to you, but will not be reimbursed for the destruction of any materials. Any device removed from your possession, whether or not such materials are test materials, may be brought in the test site in accordance with this policy. You expressly waive any copyright or other similar rights with respect to your device, or any of the materials in the memory of any device, and also the deletion of any materials. Castle, the examination site, and the test administration staff are not liable for the loss or damaged items brought to the examination site.

Environmental Guidelines: Any attempt, within reason, is made to ensure a quiet and comfortable testing environment for all candidates. However, last minute noise and emergent by building occupants cannot be eliminated. We suggest that you wear appropriate clothing to help you adjust to a cooler or warmer climate in the examination room. Examination room temperature can be uncomfortable. Bring an extra layer or additional clothing as necessary.
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)
What to Expect on Exam Day

• 2 parts
  – 3 hours 75 questions am booklet
  – 3 hours 75 questions pm booklet
• Given RSRs, list of chemical properties and Table 3 Numerical Water Quality Criteria
• Ruler, calculator and pencils
Exam Hints

Be well rested

Be on time

Be prepared

Be knowledgeable of LEP Regulations

Be knowledgeable of RSRs

Connecticut Department of Energy and Environmental Protection
Post Exam

• Now what?

• Castle scores, statistical analysis of questions
• Questions go to the Board for analysis
• Final determination to Castle
• Results go out 4-6 weeks
  – Pass
  – Fail – get score with breakdown of domains
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

• “An 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 two Board members 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)
Summary of LEP Complaints Since 1999

- 3 Complaints currently under review

<table>
<thead>
<tr>
<th>Number of Actions</th>
<th>Types of Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</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>9</td>
<td>Consent Orders most with CEC requirements and Letter of Reprimand</td>
</tr>
<tr>
<td>1</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


Go to 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