



Connecticut Department of Energy and Environmental Protection



Connecticut Department of
**ENERGY &
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



Connecticut Department of Energy and Environmental Protection



LEP Board Structure and Purpose



Connecticut Department of Energy and Environmental Protection

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



Connecticut Department of Energy and Environmental Protection

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



Connecticut Department of Energy and Environmental Protection

LEP Exam Entrance Requirements

	Path 1	Path 2
Engaged In experience	8 years	14 years
Responsible Charge experience	4 years	7 years
Educational degree	Bachelors or greater in related science or engineering field or a Connecticut PE	None required



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
- **(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.



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 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



Connecticut Department of Energy and Environmental Protection

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



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Common Application Problems



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Common Application Problems

Follow the Directions!

Read application form and directions carefully

Completeness, Completeness, Completeness!

Timeliness, Timeliness, Timeliness!



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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



Connecticut Department of Energy and Environmental Protection



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




Connecticut Department of Energy and Environmental Protection

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

Castle 

This is your official notification and letter of admission for the upcoming test date listed below. Please read and follow all instructions. Any questions or concerns, please call 919-572-6886.

Name: Jane Doe
123 Main Street
Happytown, CT 06123

Your registration number is: 2019001234

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

Reporting Time: **Wednesday, May 8, 2019**
Report no later than 8:30 am • Examination begins at 9:00 am

Please bring to the examination:

- (1) This admission letter.
- (2) A current, government-issued photo identification with signature (i.e. Driver's license, Immigration card, Passport, State ID card), or recent notarized photograph with your signature in ink - the notary seal must touch 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
East Hartford, CT 06108

At the test site, please report to: Junior Ballroom

Directions: Please visit www.hig.com/holidayinn/hotels/us/en/east-hartford/ohh/hoteldetail/directions for map and directions. Parking is free.

ENVIRONMENTAL DISTRACTIONS
Every attempt, with reason, is made to ensure a quiet and comfortable testing environment for all candidates. However, just with its needs and emergencies by building operators cannot be anticipated. We suggest that you bring appropriate clothing with you (i.e., sweat shirt) to help you adapt to a cooler or warmer climate in the examination room. Bring ear-plugs if you are very sensitive to noise distractions.

Castle Worldwide, Inc. > 6001 Hospitality Court, Suite 100 > Morrisville, NC 27560 > p 919.572.6886 > f 919.561.2428 > castleworldwide.com



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List of Prohibited Items



PLEASE NOTE:

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

- cameras, cell phones, optical readers, or other electronic devices that include the ability to photograph, photocopy or otherwise copy test materials
- notes, books, dictionaries or language dictionaries
- book bags, purses, handbags or luggage
- iPods, mp3 players, headphones, or pagers
- Calculators (except as expressly permitted by the test sponsor), computers, PDAs, or other electronic devices with one or more memories
- personal writing utensils (i.e., pencils, pens, and highlighters)
- watches
- food and beverage
- hats, hoods, or other headgear
- coats or jackets

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

If we determine that you have brought any such items to the test site, they may be demanded and held by Castle testing staff. We reserve the right to review the memory of any electronic device to determine whether any test materials have been photographed or otherwise copied. If our review determines that any test materials are in the memory of any such device, we reserve the right to delete such materials and/or retain them for subsequent disciplinary action. Upon completion of our review and any applicable deletions, we will return your device to you, but will not be responsible for the deletion of any materials that may result from our review, whether or not such materials are test materials. By bringing any such device into the test site in contravention of our policies, you expressly waive any confidentiality or other similar rights with respect to your device, our review of the memory of your device and/or the deletion of any materials. Castle, the examination site, and the test administration staff are not liable for lost or damaged items brought to the examination site.

ENVIRONMENTAL DISTRACTIONS: Every attempt, within reason, is made to ensure a quiet and comfortable testing environment for all candidates. However, last minute needs and emergencies by building operators cannot be anticipated. We suggest that you wear appropriate clothing to help you adapt to a cooler or warmer climate in the examination room. Examination room temperature can be unpredictable. Bring ear plugs if you are very sensitive to noise distractions.



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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 on time

Be well rested



PREPARATION

"By failing to prepare you are preparing to fail."
Benjamin Franklin

DIVDESPAIR.COM

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



Connecticut Department of Energy and Environmental Protection

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

Number of Actions	Types of Actions
6	No action taken
3	Let license lapse or expire
1	Warning Letter only
9	Consent Orders most with CEC requirements and Letter of Reprimand
1	Hearing
1	Consent Order with 2 year suspension
1	Cease & Desist Order

Linking to LEP Board Section on DEEP's Website

https://www.ct.gov/deep/cwp/view.asp?a=2715&q=324978&deepNav_GID=1626

Go to LEP program page.

LEP Board link

The screenshot shows the DEEP website with the following elements:

- Header:** "ct.gov State of Connecticut", "Governor Dannel P. Malloy", and a search bar.
- Logo:** Connecticut Department of Energy & Environmental Protection.
- Navigation:** "Select Language", "Translation Disclaimer", and tabs for "Home", "About Us", "Programs & Services", "Publications", "Forms", and "Contact Us".
- Sub-navigation:** "ENERGY", "ENVIRONMENTAL QUALITY", "NATURAL RESOURCES", "OUTDOOR RECREATION", and "PURA".
- Left Sidebar:** Contains links for "Remediation / Site Clean-Up", "FAQs", "Information for General Public/Home Owners", "Information for Business & Industry, Towns and Environmental Professionals", "Guidance", "Forms", "Permits", "Site Characterization", "Remediation Roundtable", "Remediation / Site Clean-Up Main Page", and "Main Menu".
- Main Content Area:** Titled "Licensed Environmental Professional Program". It includes a paragraph about the LEP Program's establishment, a paragraph about CGS section 22a-133v(c), a paragraph about verification, and a paragraph about audits. Below this is a list of links: "LEP Board", "LEP Board Fact Sheet", "LEP Roster (PDF)", "LEP Forms", "LEP Regulations", "LEP Verifications", "LEP Verification Audit Program", and "Legislative Summaries for Remediation Programs".
- Footer:** "Content Last Updated July 24, 2018".

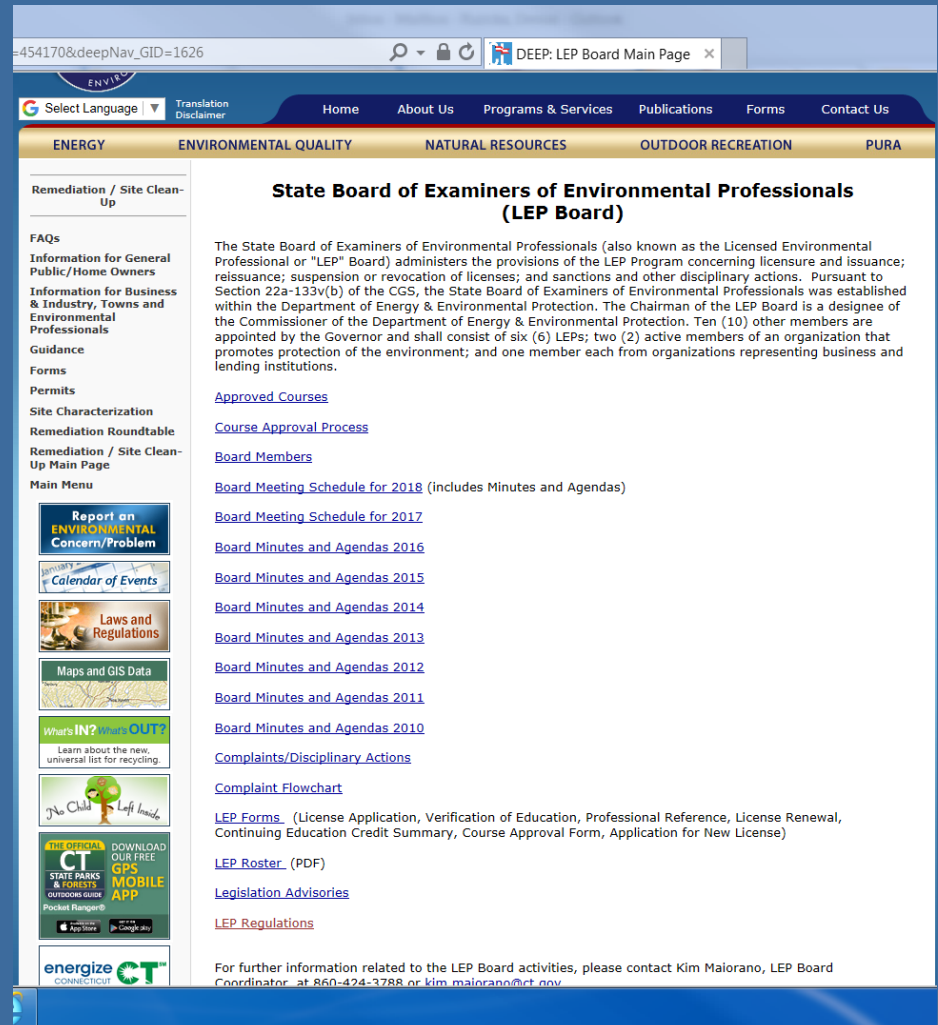
A yellow box highlights the "LEP Board" link in the list, with an arrow pointing to it from the text "LEP Board link" on the left.

LEP Board Section on DEEP's Website

https://www.ct.gov/deep/cwp/view.asp?a=2715&q=454170&deepNav_GID=1626

Content includes:

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



The screenshot shows the DEEP LEP Board Main Page. The browser address bar displays the URL: https://www.ct.gov/deep/cwp/view.asp?a=2715&q=454170&deepNav_GID=1626. The page features a navigation bar with links: Home, About Us, Programs & Services, Publications, Forms, and Contact Us. Below this is a horizontal menu with categories: ENERGY, ENVIRONMENTAL QUALITY, NATURAL RESOURCES, OUTDOOR RECREATION, and PURA. The main content area is titled "State Board of Examiners of Environmental Professionals (LEP Board)". It includes a paragraph describing the board's role in administering the LEP Program, followed by a list of links: Approved Courses, Course Approval Process, Board Members, Board Meeting Schedule for 2018 (Includes Minutes and Agendas), Board Meeting Schedule for 2017, Board Minutes and Agendas 2016, Board Minutes and Agendas 2015, Board Minutes and Agendas 2014, Board Minutes and Agendas 2013, Board Minutes and Agendas 2012, Board Minutes and Agendas 2011, Board Minutes and Agendas 2010, Complaints/Disciplinary Actions, Complaint Flowchart, LEP Forms (License Application, Verification of Education, Professional Reference, License Renewal, Continuing Education Credit Summary, Course Approval Form, Application for New License), LEP Roster (PDF), Legislation Advisories, and LEP Regulations. A sidebar on the left contains links to Remediation / Site Clean-Up, FAQs, Information for General Public/Home Owners, Information for Business & Industry, Towns and Environmental Professionals, Guidance, Forms, Permits, Site Characterization, Remediation Roundtable, Remediation / Site Clean-Up Main Page, and Main Menu. The sidebar also features several promotional tiles for environmental resources, including "Report an ENVIRONMENTAL Concern/Problem", "Calendar of Events", "Laws and Regulations", "Maps and GIS Data", "What's IN? What's OUT?", "The Child Left Inside", "THE OFFICIAL CT STATE PARKS & FORESTS OUTDOORS GUIDE Pocket Ranger®", and "energize CONNECTICUT". At the bottom, contact information for Kim Maiorano, LEP Board Coordinator, is provided: 860-424-3788 or kim.maiorano@ct.gov.

Questions?

Break a leg



Connecticut Department of Energy and Environmental Protection