

CPEA Eligibility Checklist



This is a simple check list of eligibility requirements for people interested in pursuing the CPEA® credential. Please complete this self-evaluation form before contacting BGC®, so that we can better assist you. If you are unable to check all of the boxes below, it may mean that you have an eligibility gap that must be closed.

Academic Degree

- A. I have at least a 4-year Bachelor's degree from a U.S. college or university that is accredited by a U.S. Department of Education (USDE) recognized regional or national accreditation agency, or a degree from an appropriately accredited foreign institution that is academically equivalent to a U.S Bachelor's degree.

Training

- B. **Option 1:** I have evidence of at least 40 hours training in the past three years in either:
1) Environmental Compliance, 2) Health and Safety or 3) Management Systems
- OR
- Option 2:** I have evidence of at least 40 hours training in the past three years in Responsible Care®, which includes successful completion of an ACC qualified Responsible Care course in accordance with "Responsible Care Auditor Course Requirements" (RCMS206.00).

Professional Practice Experience

- C. **Option 1:** I have a minimum of 4 years of work experience in either:
1) Environmental Compliance, 2) Health and Safety or 3) Management Systems
- OR
- Option 2:** I have a minimum of 4 years of work experience in Responsible Care® over the last 10 years.
- D. **Option 1:** Over the last 4 years I conducted at least 20 audits totaling 100 days or more in either:
1) Environmental Compliance, 2) Health and Safety or 3) Management Systems. Of the 100 days, a minimum of 20 days must be conducted on-site or virtually.
- OR
- Option 2:** Over the last 2 years I conducted at least four EMS-related audits consisting of at least 20 total days.
- E. Character references will be submitted on my behalf from two responsible individuals such as supervisors or managers, who have known me for a minimum of two years and have knowledge of my experience and skills relative to EHS auditing at the professional level.

Ethical Practice

- F. I have not been involved in any unethical behavior and will adhere to the [BGC Code of Ethics](#).

Fees

- G. I am able to pay all fees required to obtain and hold the credential, including:
- Application/Reapplication Fee
 - Examination Fee
 - Examination Exemption Fee (if needed)
 - Annual Fee (after Passing the exam)

