

## CPEA or CPSA Application Preparation

Read and Review the appropriate handbook, the [CPEA Candidate Handbook](#) or the [CPSA Candidate Handbook](#) and the [BGC Code of Ethics](#). It is strongly recommended that all parts of the application be completed and be approved by BGC prior to taking the exam.

### STAGE 1-Online Application **[\*\*\*Must be completed in one (1) session\*\*\*]**

#### Which Credential/s are you applying for?

##### • Certified Professional Environmental Auditor (CPEA)

<ul style="list-style-type: none"> <li><input type="radio"/> Environmental Compliance (EC)</li> <li><input type="radio"/> Health &amp; Safety (HS)</li> <li><input type="radio"/> Management Systems (MS)</li> </ul>	<ul style="list-style-type: none"> <li><input type="radio"/> <b>Responsible Care (RC):</b> Also requires documentation for ACC Qualified RC course in accordance with: "Responsible Care Auditor Course Requirements" (RCMS206.00).</li> </ul>
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##### • CPSA-Certified Process Safety Auditor (CPSA)

#### Applicant:

- Name: First, Middle, & Last Name (Previously Used Name/Name change documentation needed)
- Home Mailing Address: Street Address, City, Province/State, Zip Code, & Country
- Best Personal Phone Number (Home or Cell) & Best Personal Email Address
- Do you hold a BGC Credential? Is it Active/Current?
- Have you applied for a BGC Credential? If so, which one?

#### Education: (#1 & #2 requirements are the same, #3 requirements are different for the CPEA & CPSA)

CPEA	CPSA	
1. Applicant is responsible for requesting <i>official transcripts</i> that meet the requirement for the credential track.		
2. University/College/School, Degree, Major, & Date Awarded		
3. <b>Minimum Requirement for any CPEA Specialty (EC, HS, MS, or RC):</b> Bachelor's Degree	3.	<ul style="list-style-type: none"> <li><b>Path 1</b> - Bachelor's Degree with seven (7) years Work Experience</li> <li><b>Path 2</b> - Associate's Degree with ten (10) years Work Experience</li> <li><b>Path 3</b> - High School Diploma with fifteen (15) years Work Experience</li> </ul>

#### Character Reference Form (CRF): (Minimum of 2)

- Sending CRF requests to his/her reference/s is the applicant's responsibility. References must complete and submit an online form. Staff may contact the CRF writer for verification and follow-up.

#### Work/Business:

- Business Name & Mailing Address (Street Address, City, Province/State, Zip Code, & Country)
- Business Phone Number & Business Email Address.

### STAGE 2: Pay Application Fee

### STAGE 3: PDF Forms Emailed to Applicant *after* Stage 1 & Stage 2 Completed

**\*As many as it takes to meet the requirements for [Work Experience](#), [Formal Training](#), & [Audit Experience](#).**

#### \*Work Experience: Immediate Supervisor/s who are providing references. (CPSA: See [CPSA Education Path](#))

<ul style="list-style-type: none"> <li>• Current Employer, Current Position Title</li> <li>• Date From – Current Date</li> <li>• Current Supervisor Title, First &amp; Last Name</li> <li>• Current Position Description of Duties</li> </ul>	<ul style="list-style-type: none"> <li>• Previous Employer, Previous Position Title</li> <li>• Date From – Date To</li> <li>• Previous Supervisor Title, First &amp; Last Name</li> <li>• Previous Position Description of Duties</li> </ul>
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#### \*Formal Training: (Certificates or Completion Reports for uploading in Word, JPEG, or PDF)

- Name of Training, Number of Continuing Education Hours, & Official Course Description
- Provider Name, Instructor/s, Address, Street Address, City, Province/State, Zip Code, Country, & Phone #.

#### \*Audit Experience:

- Applicant's Name (First, Middle, Last), Title, Best Email, & Phone Number
- Supervisor's Name (First, Middle, Last), Title, Best Email, & Phone Number.