**APPLICATION**

**Qualified Environmental Professional (QEP) CERTIFICATION**

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The Board for Global EHS Credentials (BGC) administers the Qualified Environmental Professional (QEP) and the Environmental Professional In-Training (EPI) certifications. The QEP is a multi-media, multi-disciplinary, board-certified technical credential for environmental professionals with the following requirements:

* a baccalaureate degree in physical, earth or natural sciences, engineering, or mathematics and 5 **subsequent** years of professional environmental work experience acceptable to BGC, or
* a baccalaureate or equivalent degree in a discipline other than those previously listed and 8 **subsequent** years of professional environmental work experience acceptable to BGC.

A *QEP Candidate Handbook* is made available by BGC free of charge to all written exam applicants. The handbook provides an overview of subject matters on the test, sample questions, and a recommended resource list. The handbook also contains specific information on the certification process as well as BGC's Policies and Procedures concerning certification and the examination. Application fee US $150.00. If accepted to sit for the exams to obtain the QEP designation, the QEP Part 1 General Environmental Science Exam fee is US $250 and QEP Part 2 Specialty Exam fee is US $250 (US $500 total).

**BGC reserves the right to verify all information submitted in the application by the applicant.**

***Please type or print clearly. Put "N/A" in any category which does not apply (leave nothing blank)***

Are you re-applying for eligibility for QEP certification? [ ]  yes [ ]  no

1. **GENERAL INFORMATION** (no abbreviations please)

*Please enter your name as is appears on your government-issued ID.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | First:       | Middle:        | Last:        | nee:        |
| Business Title/Student Status:        |
| Company/College/University Name:        |
| Business Address (Street, City, State or Province, Zip or Postal Code, Country): |
| Street:        |
| City:        | State/Province:        | Zip/Postal:       |
| Country:       | Cell Phone:       |
| Telephone:        |
| E-Mail:        | Are you currently certified as an EPI? [ ]  yes [ ]  no |

***Primary*** *address (We suggest you use your home address and personal email and phone number):*

|  |
| --- |
| Street:        |
| City:        | State/Province:        | Zip/Postal:        |
| Country:        | E-Mail:        |
| Permanent Telephone:        |

2. **EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Name and LOCATION of Institution* | *Years From -- To* | *Date to Graduate or Graduated* | *Type of DegreeReceived/anticipated* | *Discipline in WhichDegree Was/Will Be Issued* |
|       |       |       |       |       |
|       |       |       |       |       |
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|       |       |       |       |       |

**College/university diploma or transcripts** is/are [ ]  being forwarded separately

*Applicants with degrees from outside the U.S. and Canada will be required to submit their transcript(s) for a credential evaluation unless the academic program is authorized by BGC or through a BGC-recognized accreditation agency to issue BGC verification statements*

3. **PROFESSIONALLY-RELATED LICENSES, CERTIFICATIONS, AND REGISTRATIONS**

Please include the dates covered and the state(s)/province(s), when applicable.

|  |  |
| --- | --- |
|         |         |
|         |         |

4. **MEMBERSHIP IN SOCIETIES, ASSOCIATIONS, OR INSTITUTES**

Please include name of organization, date originally joined, and if current

5. **PROFESSIONAL ENVIRONMENTAL EXPERIENCE**

 5.1 Detail your professional work experience as specifically as you can on your *Record of Work Experience*. Instructions for completing Attachment A are provided.

 5.2 How many years of professional environmental experience are documented on your *Record of Work Experience*?

* 1. Please check Professional Category:

 [ ] Consulting/Engineering

 [ ] Education

 [ ] Government

 [ ] Industry

 [ ] Military

 [ ] Other: \_     \_\_\_\_

 5.4 Please check the **one** practice area closest to your experience and expertise. This will also be the specialty exam you take:

 [ ] Air Quality - Pollution Control

 [ ] Water Quality - Wastewater Treatment-Water Resources-Supply

 [ ] Waste Management - Hazardous & Solid

 [ ] Environmental Science, Management, & Policy

1. **PROFESSIONAL ENVIRONMENTAL EXPERIENCE**

 List the name and address of at least three environmental professionals who have personal knowledge of your professional work and can substantiate and provide an evaluation of "time in responsible charge"\* of environmentally-related work. Send these individuals a copy of the reference form provided in this application. You should not list business partners, immediate subordinates, or relatives. References should not be solicited from individuals in the same firm or organization where you are currently employed, unless a reference is your immediate supervisor. It is your responsibility to see that any reference is furnished using the form enclosed and provided by BGC for this purpose, and that all forms are returned on a confidential basis by mail or fax to BGC.

 ***Note****:*

 *\*General definition of the term* ***"responsible charge"*** *refers to a leadership role or position of influence held in direct relationship to work assignments, job responsibilities, and to key roles in the projects or program assigned.*

 Name, Title, and Affiliation of Reference:

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Business Affiliation of References** |
|        |       |       |
|        |       |       |
|        |       |       |

 Request that your references to expedite their responses. Your application is not complete until all completed reference forms are received at the BGC office.

7. **OFFICIAL RECORD**

 Have you ever been criminally convicted of [ ]  a misdemeanor or [ ]  a felony?

 [ ]  yes [ ]  no

 Have you ever had a professional license or certification revoked?

 [ ]  yes [ ]  no

 Have you ever had a certification granted by a non-governmental organization revoked?

 [ ]  yes [ ]  no

 If **you answered no to all of the above** then continue on to Section 10. **If you answered *YES*** **to any of the above**, **then please explain below in comments section**. Answering YES does not automatically prevent an individual from obtaining the QEP certification, but the specific circumstances involved will be thoroughly reviewed by the BGC Admissions Committee.

Applicant's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nature of the offense: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of the offense: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount of time since the offense: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Victim(s) involved? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Judicial/Administrative Resolution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Comments:** *Helpful information could include facts, statements of contrition or rehabilitation,*

 *and/or explanation of resolution. Additional documents may be attached.*

|  |
| --- |
|       |

***Applicant has given authorization to contact the following in regard to his/her current moral behavior:***

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Digital signatures will not be accepted.***

8. **OBLIGATION**

I hereby agree to indemnify and hold harmless each and all of the BGC board members, officers, committee members, staff and its agents from and against any liability whatsoever in respect to any act(s), error(s), or omission(s) by them in connection with this application, the examination, the evaluation of such examination, or the granting or issuance of or failure to grant or issue a certificate to me; and that any certificate granted or issued to me shall remain the property of the BGC.

I understand that I am subject to the terms and conditions set out for applications in the [*QEP Candidate Handbook*](https://ehscredentialing.org/qep_documents/) in effect at the time of application. I agree to adhere, to the best of my ability, to the [*BGC Code of Ethics*](https://ehscredentialing.org/ethics/) and be governed by the [*Ethics Case Procedures*](https://ehscredentialing.org/ethics/) as published on the [BGC website](http://www.gobgc.org). I further pledge to:

* Practice my profession only to the extent of my personal expertise.
* Maintain my personal proficiency though continuing education and professional development.
* Comply with applicable statutes, regulations, and standards.
* Strive to protect and enhance human health and the environment.
* Contribute to the development of other professionals.
* Conduct my professional affairs in a manner that reflects the highest moral character.

I certify that the information and documents that I submit are, to the best of my knowledge, accurate and truthful. I understand that any falsification in this application will be grounds for rejection or for later revocation of any certificate issued. I give permission to BGC to contact my past supervisors and references as listed within.

I also recognize my obligation not to reveal the contents of the QEP Examination. I agree that any prescribed fee paid by me is not refundable, and if I become certified, I understand that I am obligated to pay annual QEP maintenance fees.

Signature in Full: Date:

***Digital signatures will not be accepted.***

**Please tell us how you learned about the QEP professional certification.**

[ ]  From a current QEP or EPI (please name) \_     \_\_\_\_\_\_\_\_\_

[ ]  At a conference \_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  From a faculty member \_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  The BGC/IPEP web site \_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Environmental-Expert.com \_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Other \_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE FORWARD COMPLETED APPLICATIONS TO:**

**BGC**

**Attention: QEP Applications**

**6005 West St. Joseph Highway Suite 300**

**Lansing, MI 48917 USA**

**-OR-**

**Email a scanned, *signed* copy to applications@GoBGC.org**

**1) Submit this application and supporting documents to BGC;**

**2) Make requests for academic transcripts to be sent to BGC[[1]](#footnote-1);**

**3) Ask your references to complete reference forms and send them to BGC on your behalf; and**

**4) If you are not an EPI, submit your US $150.00 Application Filing Fee (non-refundable) by credit card on the BGC Website:**

[**https://GoBGC.org/qep\_epi\_payments**](https://GoBGC.org/qep_epi_payments)

**Certification Process and Fee Structure**: When we receive all documents and payments, your application will be forwarded to BGC’s QEP/EPI Admissions Committee for approval. You will be notified of the Admissions Committee's determination in writing.

***Please submit only one copy.***

**Instructions and Examples for *Record of Work Experience***

Provide details and **specify responsibilities** of all work, highlighting **environmental-related** work (environmental-protection related work, defined as paid employment that uses skills learned in an applicant’s formal college education to investigate the air, water, surface, and sub-surface), particularly in the areas of the applicant's professional technical capabilities. Include, where applicable, a description of the extent of your involvement in, or understanding and awareness of, multi-media issues as they pertained to each position. *Use as many sheets as necessary*. You may attach an annotated resume in addition to the *Record of Work Experience*.

**Name**  Joe Smith  **Page 1 of 1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Summary of Work:** | Environmental-related work | Related work while earning a Doctoral/Master’s degree | Related military experience | Highlighting multi-media experience |
| **DATE: From - To** | 1970 - 1974 | 1970 - 1972 | 1970 - 1974 | 1995- Current |
| **TITLE OF POSITION, NAME OF EMPLOYER,****DUTIES, DEGREE OF RESPONSIBILITY, AND OTHER RELEVANT INFORMATION FOR EACH SIGNIFICANT ASSIGNMENT****Make statements clear and concise, but be specific.** | Program Manager, Socio-Economic CorporationResponsible charge for environmental impact reports for:• Port of Middletown--Master Plan.• Alaskan crude oil transportation project. | Doctorate Program, Environmental Science,Teaching Fellowship--half timeTeaching Position: Taught "Introduction to Environmental Audits" for two years. | United States Air ForceContracts Director for Environmental RemediationSpecific responsibilities included technical oversight of contract performances for super fund activities. | Project Manager, Department of Energy Waste Isolation Plant (WIP)My position dictates that I must be cognizant of and sensitive to such multi-media issues as groundwater contamination by low-level radioactive waste and the accidental release of airborne radioactive contaminants.orProject Manager, Air Pollution StudiesAs a specialist in air pollution studies, the need to address multi-media issues is increasingly evident in many of our current projects. Plant effluent inventories, for example, are now across all media in contrast to the earlier focus on a single medium. Likewise, air-modeling projects tend to have greater multi-media components (soil-air and air-water interface, for example) compared with the earlier focus on physical and chemical processes in the atmosphere alone. |
| **Total Professional Environmental Time (Years)** | 4 | 1 (full-time equivalent) | 4 | 3 |
| **NAME(S), TITLE(S), and ADDRESS(ES) of person(s) familiar with your work** **(if available)** | Ms. Jane DoeVice PresidentSocio-Economic CorporationP.O. Box 001Middletown, MM 00001 | Prof. John BrownHead of Environmental StudiesUniversity of MiddletownMiddletown, MM 00001 | General Linda SmithMiddletown Air Force BaseMiddletown, MM 00001 | Dr. James GreenPresidentWIPP.O. Box 001Middletown, MM 00001orMr. James GreenPresidentAir Pollution Control, Inc.P.O. Box 001Middletown, MM 00001 |

***Record of Work Experience***

**Name**   **Page of**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Summary of Work:** |  |  |  |  |
| **DATE: From - To** |  |  |  |  |
| **TITLE OF POSITION, NAME OF EMPLOYER,****DUTIES, DEGREE OF RESPONSIBILITY, AND OTHER RELEVANT INFORMATION FOR EACH SIGNIFICANT ASSIGNMENT****Make statements clear and concise, but be specific.** |  |  |  |  |
| **Total Professional Environmental Time (Years)** |  |  |  |  |
| **NAME(S), TITLE(S), and ADDRESS(ES) of person(s) familiar with your work** **(if available)** |  |  |  |  |

# QEP Reference Form

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**Reference for:**

This reference form is a required document for the above applicant in pursuit of certification through the Board for Global EHS Credentialing (BGC) as a **Qualified Environmental Professional** (QEP®). References from environmental professionals familiar with the applicant's work are immensely valuable in determining whether the applicant is qualified to take the QEP examination for certification. Thank you for taking the time to complete the information below. Please return the completed form to the address above within 5 working days, if at all possible.

**Person giving reference (please print):**

|  |  |
| --- | --- |
| Name:        | Address:        |
| Current Position:        |  |         |
| Company Name:        |         |
| Telephone:        | E-mail:        |

**Rather** than providing this written reference, would you prefer we contact you by phone to do a verbal reference?

[ ]  yes [ ]  no If yes, please note the best time(s) for us to call you:

Are you a certified QEP? [ ]  yes [ ]  no

**Information about applicant:**

1. The applicant is known to me in the environmental profession as:

 [ ]  my employee [ ]  my peer from: \_      to: \_     \_

2. The applicant's environmental area of specialization is known to me as:

 [ ]  Air [ ]  Water [ ]  Waste [ ]  Policy and Management [ ]  Science and Health [ ]  Other

3. I consider the applicant's education and experience to be:

 [ ]  outstanding [ ]  good [ ]  average [ ]  fair [ ]  poor

4. I consider the applicant's professional ability and competence to be:

 [ ]  outstanding [ ]  good [ ]  average [ ]  fair [ ]  poor

5. I believe the applicant's appreciation for professional ethical conduct is:

 [ ]  outstanding [ ]  good [ ]  average [ ]  fair [ ]  poor

6. I believe the applicant is qualified for certification as a Qualified Environmental Professional.

 [ ]  yes [ ]  no

 Comments:

 Signature: Date:

 ***Computer-generated font signatures will not be accepted***

**Please submit ONLY ONE copy of this form per reference. They may be sent to our physical address at the top of this form or to applications@GoBGC.org**

1. Applicants with degrees from outside the U.S. and Canada will be required to submit their transcript(s) for a credential evaluation unless the academic program is authorized by BGC or through a BGC-recognized accreditation agency to issue BGC verification statements. [↑](#footnote-ref-1)