



## The Academy of Board Certified Environmental Professionals

ABCEP partners with likeminded organizations like the National Association of Environmental Professionals (NAEP). ABCEP would like to thank NAEP for the use of their webinar platform.



[www.naep.org](http://www.naep.org)



The Academy of Board Certified Environmental Professionals

Certified Environmental Professional  
Application Workshop



The Academy of Board Certified Environmental Professionals

37 Years of Certifying  
Environmental Professionals

1979 – 2016

# Presenting Today



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# Agenda



- ▶ Who Are We?
- ▶ What Makes Us Different?
- ▶ Benefits of Being a CEP
- ▶ Become a CEP
- ▶ Application and Review Process

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- ▶ Benefits of Being a CEP
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# Who Are We?



- ▶ Fully accredited by the Council of Engineering and Scientific Specialty Boards
  - ▶ Professional Engineer, Graduate Engineer, Engineering Technician
- ▶ Certified Environmental Professional program initiated in 1979
- ▶ Worldwide
- ▶ Responded to need for interdisciplinary certification in environmental field
- ▶ Includes mid-level and senior environmental specialists

# Who Are We?



- ▶ Board Of Trustees
  - ▶ 12 Person Board Elected Members - 3 year terms
- ▶ Committees
  - ▶ Executive Team
  - ▶ Communications
  - ▶ Marketing
  - ▶ Member Services
  - ▶ Certification Review Board (CRB)
- ▶ Membership



# Who Are We?



- ▶ Council of Engineering and Scientific Specialty Boards requires that ABCEP “use procedures that assure relevance of the knowledge, skills, and abilities that define the body of knowledge of the certification scope.”
- ▶ Understand environmental concepts, terms, principles
- ▶ How to access and apply relevant information

# Who Are We?



## Body of Knowledge

- ▶ Updated annually by Certification Review Board
- ▶ Includes:
  - ▶ educational courses and seminars
  - ▶ books and periodicals
  - ▶ websites
  - ▶ articles
  - ▶ organizations

# Agenda



- ▶ Who Are We?
- ▶ What Makes Us Different?
- ▶ Benefits of being a CEP
- ▶ Become a CEP
- ▶ Application and Review Process

# What Makes Us Different?



- ▶ Code of Ethics
  - ▶ Creed
  - ▶ Ethics Statement
  - ▶ Guidance for Practice as an Environmental Professional
  - ▶ Encourage Development of the Profession

# A notable difference ... responsibility



- ▶ Responsible charge - the direction of environmental work by an environmental professional (you) to the extent that successful completion of the work is dependent on your decisions made without advice or approval of others.
- ▶ Responsible supervision - the supervision of another professional person's work by an environmental professional (you) to the extent that you assume the professional responsibility for the work.

# Agenda



- ▶ Who Are We?
- ▶ What Makes Us Different?
- ▶ **Benefits of Being a CEP**
- ▶ Become a CEP
- ▶ The Application and Review Process

# Benefits of Being a CEP



## Individual:

- ▶ Increases marketability and career opportunities
- ▶ Provides focus for professional development
- ▶ Confirms and validates professional skills
- ▶ Enhances networking opportunities
- ▶ Conveys privileges - CEP Professional Stamp
- ▶ Gives a personal sense of achievement

# Benefits of Being a CEP



## Individual:

- ▶ Personalized Mentoring
- ▶ Electronic newsletter
- ▶ Access to CEP website
- ▶ Access to CEP Board meeting
- ▶ Notices of CEP member meetings
- ▶ Notification to existing and potential employers that the CEP is recognized by the environmental profession
- ▶ Better understanding of the environmental profession



# Benefits of Being a CEP



## Engagement Opportunities

- ▶ Participate at annual meetings
- ▶ Support environmental training
- ▶ Advertise in newsletters
- ▶ Submit articles (ABCEP, NAEP)
- ▶ Make presentations
- ▶ Exchange website links

# Benefits of Being a CEP



## Employer/Clients:

- ▶ Reduce professional liability insurance costs
- ▶ Strengthen technical proposals to clients
- ▶ Enhance confidence in employee and perspective employee knowledge, skills and abilities
- ▶ Increase billing rates

# Benefits of Being a CEP



## Peer Recognition:

- ▶ Dr. Richard J. Kramer, CEP Memorial Award for Environmental Excellence
- ▶ President's Leadership Award
- ▶ Emerging Young Environmental Professional Achievement Award

# Agenda



- ▶ Who Are We?
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- ▶ Benefits of Being a CEP
- ▶ **Become a CEP**
- ▶ Application and Review Process

# Become a CEP



- ▶ Certified Environmental Professional
- ▶ Certified Environmental Professional-In Training
- ▶ Certified Environmental Professional by Eminence
- ▶ Certified Environmental Professional Emeritus

# Education and Experience Threshold...for CEP



Education Level	Years of Experience Required to Apply for CEP		
	Non Responsible Charge	Responsible Charge / Supervision	Total
<b>CEP Application without CEP-IT</b>			
Bachelor's	4	5	9
Master's	3	5	8
Ph.D.	2	5	7
<b>CEP-IT for 3 years</b>			
Bachelor's	3	5	8
Master's	2	5	7
Ph.D.	1	5	6

# CEP



## ▶ Eligibility

- ▶ Accredited Education and Base Experience
  - ▶ Bachelors + 9 years professional experience
  - ▶ Masters + 8 years professional experience
  - ▶ PhD + 7 years professional experience
- ▶ Responsible Charge / Responsible Supervision
  - ▶ 5 of the Base Experience years
  - ▶ Responsible Charge: direction of environmental work to the extent that successful completion is dependent on the decision made without advice or approval of others.
  - ▶ Responsible Supervision: overseeing another person's work where you assume the professional responsibility for the work product.

# CEP-IT



- ▶ Eligibility
  - ▶ Accredited Education and Base Experience
    - ▶ Bachelors + 1 year professional experience
    - ▶ Masters + 1 year professional experience
    - ▶ PhD + 1 year professional experience
- ▶ Provides path of entry to becoming CEP
- ▶ Accelerates CEP eligibility by enabling CEP application after three years of CEP-IT provided candidate meets the CEP Responsible Charge / Responsible Supervision requirement.



# Functional Areas (Optional)



- ▶ *Selecting a functional area is optional* - you can now select questions from various categories

# Functional Areas



- ▶ Assessment
- ▶ Operations
- ▶ Planning
- ▶ Documentation
- ▶ Research and Education
- ▶ Sustainability

# CEP by Eminence



- ▶ For highly qualified environmental professionals
- ▶ Exempt from the essay question portion of the application
- ▶ Submit a minimum of two and a maximum of five publications and/or professional presentations relevant to environmental issues

# CEP by Eminence



## ▶ Eligibility

- ▶ Possession of a Bachelor's Degree. A Master's Degree may be substituted for one year of the 20 years of professional experience and a Doctorate may be substituted for two years of the 20 years of professional experience.
- ▶ At least 20 years of experience as an environmental professional;
- ▶ At least 15 years of responsible charge and/or responsible supervision.
- ▶ Achievement of a leadership position within their organization.
- ▶ Must demonstrate a record of service to the profession

# CEP Emeritus

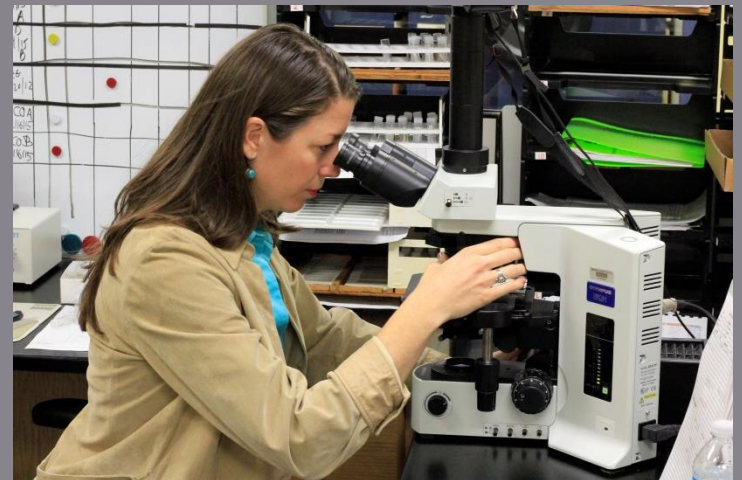


- ▶ Retired from active professional practice
- ▶ Has maintained active status as a CEP for a minimum of five consecutive years
- ▶ Petition the Board of Trustees to waive:
  - ▶ Payment of annual dues
  - ▶ To reacquire the CEP active certification, the person must petition the Board to return to active status (only once during a holder's lifetime)
  - ▶ May use “CEP Emeritus” with his/her name

# Become a CEP



*Listen to personal stories!*



# Agenda



- ▶ Who Are We?
- ▶ What Makes Us Different?
- ▶ Functional Areas
- ▶ Body of Knowledge
- ▶ Become a CEP
- ▶ The Application and Review Process

# Become a CEP



Requirement:	CEP-IT	CEP	CEP By Eminence	CEP Emeritus
Application Fee	\$75.00	\$200.00	\$200.00	No
Certification Fee	\$62.50	\$125.00	\$125.00	No
Bachelors Diploma/Transcripts	✓	✓	✓	No
Reference Letters	3	4	4	No
Essay Questions	No	✓	No	No
Mentor Assigned	✓	Optional	No	No
Years in Profession	1-5 years	9 years	20 years	NA

Masters Degree = 1 Year Substitution

PhD = 2 Years Substitution



# Transitioning from CEP-IT to CEP



- Preparing for your application
  - ABCEP's Mentee Manual
- Sit in on board meetings or serve on the board
- Promote the organization at events, meetings and conferences
- Get INVOLVED!
- Mentors help the candidate:
  - Quarterly check-in
  - Advise on "In Responsible Charge"
  - Provide guidance regarding application

# Application and Review Process for CEP



Your steps:

1. Complete an application and fee
2. Upload:
  - Resume and transcripts
  - Recommendation letters (4)
  - Essays (5)
  - Publications and professional activities
3. Participate in interview
4. Sign ethics pledge

# Application and Review Process for CEP



- ▶ Responsible charge - the direction of environmental work by an environmental professional (you) to the extent that successful completion of the work is dependent on your decisions made without advice or approval of others.
- ▶ Responsible supervision - the supervision of another professional person's work by an environmental professional (you) to the extent that you assume the professional responsibility for the work.

# Application and Review Process for CEP



## Helpful Tips:

- ▶ Provide all required items on application.
- ▶ Review the eligibility criteria before you apply: 5 of 9 required years must be supervisory or “environmental professional in charge”.
- ▶ Provide fully developed essays that demonstrate you have an understanding of the body of knowledge.
- ▶ We can help you understand the application but cannot coach you on completing it.

# Application and Review Process for CEP



## Essay Questions

- ▶ Two required: Keeping Current and Ethics
- ▶ Three from Functional Area(s)
- ▶ **Essay questions scored (0-100%) each on:**
  - ▶ Responsiveness
  - ▶ Perspective
  - ▶ Specificity
  - ▶ Logic of argument
  - ▶ Technical merit
  - ▶ Innovativeness
  - ▶ Persuasiveness
- ▶ **Certification is awarded if five of the seven panel members recommend approval**

# Application and Review Process for CEP



## ABCEP's Steps:

- ▶ Application and essay's are assigned to Lead Reviewer and 6 member panel
- ▶ Takes ~3 months to complete
- ▶ Lead Reviewer hosts a telephone interview

# Maintaining Your CEP



Once You Are A CEP, maintain in good standing by:

- ▶ Keeping current on annual maintenance dues
- ▶ Track annual maintenance points
- ▶ Becoming a MENTOR (mentor manual)
- ▶ Sit in on Board of Trustees (BOT) phone calls
- ▶ Serve on the BOT
- ▶ Serve on the Certification Review Board
- ▶ Present about ABCEP and the CEP at meetings or conferences
- ▶ *And, this will be the topic of ABCEP's next free webinar...  
be on the lookout for additional details soon!*



Questions?



# ABCEP Information



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