Step-by-Step CEP Application Process

Thank you for applying for the Certified Environmental Professional (CEP) designation. Since 1979, the CEP designation has been awarded to senior managers and other qualified individuals as a way to demonstrate their professional skills and high standards of conduct. The CEP designation is a national system of excellence and says to employers, clients, colleagues and the public that an individual is a knowledgeable, experienced, and dedicated professional. The CEP is awarded after a comprehensive review of their background, their abilities, and their knowledge. Most CEPs have at least ten years of experience in the field. Certification credentials exceeds the requirements of the US EPA's definition of Environmental Professional and conforms to ASTM's requirements for conducting Phase I Environmental Site Evaluations.

Applicants are responsible for getting transcripts, letters of reference, and other application materials to ABCEP within one year of the application fee payment.

You may access your application online at any time and work on it as you please. However, once you choose to submit your application as Complete, you will no longer be able to access the materials submitted to ABCEP and the review process will begin.

Please contact ABCEP's Executive Administrator by clicking on CONTACT ABCEP if you have any questions regarding the CEP, CEP by Eminence, CEP-IT, the CEP Emeritus status, if you would like a mentor assigned to help you through the application process, or any other questions.

HOW TO APPLY FOR THE CEP

1. Start by clicking **Submit New Submission** at www.abcep.org

2. **Provide your Contact Information** (please use an email address to which you want to receive all ABCEP communications)

3. **Select CEP as the application type for which you are applying**

4. **Pay initial fee of $250** (upon approval of your application, the final certification fee of $250 will also be required).

5. **You will receive the following confirmations:**
    a. Application submittal confirmation with password and additional instructions
    b. Application payment fee receipt

6. **Select a Functional Area and Provide all Essay responses**

7. **Submit all Application Components**. Applicants are responsible for submitting all online application components, including essays, transcripts, resume, letters of reference, signed Code of Ethics Agreement, and other application materials to ABCEP within one year of the application fee payment. You may access your application online at any time and work on it as you please. However, once you choose to submit your application as Complete, you will no longer be able to access the materials submitted to ABCEP and the review process will begin.

A complete application includes:
- ☐ All contact information and details requested throughout the entire online application form
- ☐ Essays, dependent upon chosen Functional Area (details about each Functional Area and the related essays can be found at www.abcep.org)
- ☐ Transcripts for all Undergraduate and Graduate schools attended
- ☐ Resume
- ☐ Four Letters of Reference
- ☐ Signed Code of Ethics Agreement

8. **Complete Submission** – once you select the Submit Application option, your application will be submitted for review. Review will not be final until all references are received, and payments have been verified. Once you choose to submit your application as Complete, you will no longer be able to access the materials submitted to ABCEP, nor will you be able to make any changes. Please ensure all information is correct and complete before submitting your application.

9. **Next Steps** – You will receive a confirmation email indicating that your application is in the pipeline to be reviewed. Each Applicant is evaluated by seven members of the Certification Review Board (CRB). Members of the CRB represent many fields of professional effort (i.e., consulting, academia, private industry, government). The CRB is responsible for determining the qualifications of each applicant and grants or denies certification based upon the information provided. The Lead Reviewer will conduct interviews with the applicant, and the applicant's supervisor, to determine the extent of the applicant's knowledge and experience in his or her area of expertise and examine other matters considered germane to certification. These are generally conducted over the telephone. The overall review process takes approximately 8-12 weeks.

10. **Notifications** – You will be notified with an Approval or Denial of your application.
    a. Approvals will receive a congratulatory email with a link to pay their final certification fee of $250, along with a PDF of your CEP Certification and email for your files. A CEP Stamp will be mailed to you within a few weeks of your approval.
    b. Denials will receive an explanatory email with potential next steps identified.

11. **Maintain your CEP** – The CEP requires an annual renewal. To maintain your CEP:
    a. Pay your $250 annual maintenance dues by December 31 of each year.
    b. Submit your annual maintenance points (40 hours of continuing professional development – details can be found on our website.)

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QUESTIONS?
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More information pertaining to the CEP and the application process, including requirements, can be found on ABCEP's website at www.abcep.org, including a detailed slide packet with information about the certification.