



# Institute of Professional Environmental Practice

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## *Continuing Professional Development and Recertification Guidelines*

The purpose of this program is to ensure continuing professional development and enhancement of the Qualified Environmental Professional's (QEP) skills throughout his or her active career. Recertification is the QEP's continuing pledge to protect the delicate balance between environmental stewardship and the efficient use of our limited natural and financial resources.

QEP recertification is evidence of a process of continuing professional development and contributions and service to the profession and community that can include some or all of the following:

- Reaffirmation of commitment to the QEP Code of Conduct
- Ongoing professional service in the environmental profession
- Membership and active participation in approved professional societies or organizations
- Publication in recognized journals
- Documented<sup>1</sup> participation in:
  - Technical meetings
  - Professional seminars and/or short courses
  - Teaching of recognized academic courses at the secondary, college or University level as an adjunct to the QEP's professional service
  - The EPI program as a mentor Working committees of environmentally-related professional societies or organizations
  - Certification in other areas related to the environmental field (see Appendix A)

All QEPs must apply for recertification every five years. QEPs have 60 days after their recertification date to submit the completed application and accompanying documentation. The application may be found at <http://ipep.org/credentials/recertification/>. The following statement will be a part of the IPEP Recertification Application and must be signed, dated and submitted with the appropriate recertification fees:

"I certify that I have been actively engaged in the environmental and/or related sciences for at least three of the last five years and I affirm that I have abided by and will continue to abide by the ethical principles set forth in Article II of the IPEP Bylaws, i.e., I will:

- Practice my profession only to the extent of my personal expertise;
- Maintain my personal proficiency through 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; and
- Conduct my professional affairs in a manner that reflects the highest moral character."

Recertification is based upon a "Continued Professional Development Qualification" rating system of professional development hours (PDH) of credit granted for the activities below. The IPEP Recertification and Continuing Professional Development Committee continually evaluate the rating system and makes appropriate recommendations to the Board of Trustees for changes thereto. The following are the current PDH credits for those activities that may be used for recertification:

I. Contributions and Service to the Profession & Community:

*PDH Credits<sup>2</sup>*

- a. Active participation in environmentally-related professional societies or organizations<sup>3</sup>:
  - (1) Holding office (e.g., committee chair, vice chair, secretary, board trustee, regional coordinator) .....5
  - (2) Committee Member .....3
  - (3) Meeting/Conference chair or vice chair ..... 10
  - (4) Session chair or vice chair..... 5
  - (5) Meeting author or co-author of technical paper, extended abstract, poster session paper or panel session member..... 3
  - (6) Adjunct teaching (when not QEP's primary occupation) (maximum of 20 points per year)<sup>4</sup> ..... 10
  - (7) Teaching Certificate Review Course (exp QEP, CHMM)
    - (2 points per course for a maximum of 6 points per year) .....2
  - (8) EPI mentor (1 point per EPI per quarter) (maximum of 6 points per year)..... 1
  - (9) QEP test item contributor (1/2 point per question accepted by chair of Exam Committee for maximum point accumulation per year of 5)..... 0.5
  - (10) Professional certification exam (environmentally-related) proctor/panel member..... 1
- b. Community/Career extra curricular, i.e., Pro Bono involvement (Environmentally-related), e.g., Public Agency (Environmental) Advisory Board, Citizens Groundwater Advisory Group, County Toxic Chemicals Advisory Panel (5 points per activity)..... 5
- c. Pro Bono Presentations (Environmentally-related) to schools, public and/or civic audiences ..... 5
- d. Publication in recognized environmental journal (5 points per publication)
  - (maximum of 5 publications per five years)<sup>6</sup>..... 5
- e. Author/editor of published environmentally-related book..... 10
- f. Author (not prime) of one or more chapters of a published environmentally-related book ..... 7

II. Continuing Professional Development:

*PDH Credits*

- a. Membership in national or international environmentally-related professional society/organization<sup>7</sup>: ..... 1
- b. Membership in a local or regional chapter of an environmentally-related professional societies or organizations..0.5
- c. Active employment in the environmental profession..... 1
- d. Attendance at annual, semi-annual meetings, of environmentally-related organizations (5 points per meeting) ..... 5
- e. Participation in graduate education (per quarter/semester evidenced by transcripts) (accredited university) ..... 10
- f. Environmentally related short courses (Greater than or equal to 1 day in length, maximum 6 points per year) ..... 3
- g. Environmentally related seminars (Less than 1 day in length) (1 point per seminar) ..... 1
- h. Attendance at Employer’s seminar or training program (1 point per event, maximum of 3 events per year) ..... 3
- i. New (original) certification in an area related to the environmental field (see Appendix A)  
[May only be used if the new certification occurred subsequent to attainment of the QEP  
certification and during the five years previous to the current recertification]..... 5

The total number of PDHs required for recertification is 50, which may be accrued over the entire five years, in any fashion, provided that a minimum of 10 PDHs are accrued in Section I and 20 PDHs are accrued in Section II. QEPs who have allowed their certification to lapse may reapply via the recertification pathway provided that their lapsed certification time does not exceed two years and they have fulfilled at least 60% of the PDH requirements for recertification. Recertification will be decided by the IPEP Board of Trustees after considering the recommendation of the recertification committee. QEPs whose lapsed certification time exceeds two years are required to re-apply using the normal procedures that apply to anyone seeking the QEP certification.

## FOOTNOTES:

<sup>1</sup> Correct and complete documentation is crucial to substantiating the claimed credits of a recertifying QEP. QEPs should maintain and routinely update a documentation file to substantiate each claim for recertification credit. This effort will avoid potential difficulty in recovering documentation long after the occurrence of an activity worthy of PDH credit. Receipts of fees paid for attendance at seminars or association meetings, certificates of attendance at courses, or letters of appreciation for services rendered (e.g. proctoring a QEP exam) are examples of acceptable documentation. When in doubt of the usability of any documentation material, include it with the recertification application. The Recertification Committee will request clarification from the QEP if there are concerns about the documentation submitted. **The absence of documentation or no reasonable explanation of missing documentation is reason to discount the claim.** Statements like "I took various courses at various times over the last 5 years and claim x PDHs" does not qualify as documentation!

<sup>2</sup> PDH credits are per event per year, except as noted. For example, one exception is that a QEP can publish 5 papers in 5 years: therefore, the PDH total can equal 25 PDHs over 5 years; Pro Bono involvement with two organizations would yield 5 PDHs each per year for the maximum 10 PDHs available. This Pro Bono involvement must be an involvement lasting more than six months of the calendar year. If Continuing Education Credits (CEUs) given for short courses exceed the PDH value noted here, the higher value will be awarded.

<sup>3</sup> Any of the organizations participating in IPEP qualify, as would any national or international professional environmental organization or society such as the American Meteorological Society (AMS), American Society for Quality Control (ASQC), American Society for Testing and Materials (ASTM), Environmental Auditing Roundtable (EAR), and any nation's Technical Assistance Group (TAG) to the International Organization for Standardization's (ISO) Environmental Management Systems Standards Committee (ISO 207). Note that this list is not all-inclusive. The relevancy of membership in other organizations will be determined by the IPEP Recertification Committee and the IPEP Board of Trustees. If in doubt, submit its documentation for consideration.

<sup>4</sup> One PDH given for each three classroom hours taught [maximum of 30 hours per year = 10 PDHs].<sup>5</sup> The term Pro Bono (for this recertification program) means that the organization(s) with which you are either involved or are making presentations to, is (are) not paying you for your services (a dinner or lunch is not considered a payment for services). If your prime employer allows you to or asks you to make your services available to or to make presentations to civic organizations or schools on company time, for which you are paid by your employer, that is still considered Pro Bono for the purposes of IPEP recertification.

<sup>6</sup> A QEP is limited to a total of 25 PDHs over 5 years for this item; i.e., the maximum credit that can be obtained is for publishing 5 papers in the span of 5 years. Note that publication or editing of a book or publication of a chapter of a book or a peer reviewed paper is credited only once and will be creditable only in the 5 year period prior to recertification.

<sup>7</sup> Note that this potentially represents two PDHs per year for a QEP who maintains membership in IPEP and an IPEP-affiliated organization; one PDH for IPEP membership and one PDH for membership in an IPEP-affiliated organization (e.g. A&WMA, AAEE, NAEM, etc.).

**IPEP Recertification  
Appendix A**

CERTIFICATION	GRANTING BODY
Certified Chemical Engineer	American Institute of Chemists
Diplomate of Environmental Engineering (DEE)	American Academy of Environmental Engineers
Certified Engineering Geologist (CEG)	Association of Engineering Geologists (AEG)
Certified Environmental Professional (CEP)	Academy of Board Certified Environmental Professionals (ABCEP)
Certified Health Physicist (CHP)	Health Physics Society (HPS)
Certified Consulting Meteorologist (CCM)	American Meteorological Society (AMS)
Certified Professional Geologist (CPG)	American Institute of Professional Geologists (APIG)
Certified Industrial Hygienist (CIH)	American Board of Industrial Hygiene (ABIH)
Certified Professional Chemist	American Institute of Chemists
Certified Professional Soil Scientist (CPSS)	American Registry of Certified Professionals in Agronomy, Crops and Soils
Professional Hydrologist / Hydro-geologist (PH)	American Institute of Hydrology (AIH)
Certified Environmental Trainer (CET)	National Environmental Training Association
Professional Geologist (PG)	State Board of Geology
Engineer-in-Training (EIT)	Board of Registration for Professional Engineers
Professional Engineer (PE)	Board of Registration for Professional Engineers
Certified Safety Professional (CSP)	Board of Certified Safety Professionals (BCSP)
Certified Groundwater Professional (CGWP)	Association of Groundwater Scientists and Engineers
ISO 14000 Environmental Management Systems (EMS) Auditor (any one level only)	Any National/International Accreditation Body
Environmental Compliance Auditor (any one level only)	Any National Accreditation Body