Certified Environmental Professional - In Training
Program Application

New environmental professionals are welcome to join the Academy of Board Certified Environmental Professionals (ABCEP) Certified Environmental Professional – In Training Program (CEP-IT). This program is for those environmental professionals who do not yet meet the requirements of a CEP, but who would like to take advantage of some of the benefits that a CEP offers. Those CEP applicants who are not certified because of a lack of experience will be offered the option of becoming a CEP-IT. Please read through the following materials and, if applying for the CEP-IT please supply the relevant form information. Applications may be mailed or faxed with the application fee to:

ABCEP, CEP-IT Applications
P.O. Box 42564, Towson, MD 21284-2564
Toll Free Tel: 866-767-8073 *** Fax: 410-254-5542

The ABCEP is accredited by, and a full member of the Council of Engineering and Scientific Specialty Boards, a national organization that accredits engineering and technology certification programs.

CEP-IT Application and Approval Requirements

To receive a CEP-IT certificate, individuals must:

1. Submit application form; including the functional area for mentoring purposes (see below).
2. Submit the career plan form briefly describing career goals and plans for meeting them.
3. Enclose the non-refundable application fee ($62.50).
4. Submit transcript that indicates the individual has at least a bachelor’s degree from an accredited university in an applicable field.
5. Sign an ethics pledge.
6. Provide 3 letters of reference. An example reference request letter is included for your use.
7. Once awarded the CEP-IT, submit the certification fee. ($62.50). This fee includes membership in the Academy as a CEP-IT for the remainder of the calendar year.

To maintain the CEP-IT certificate, individuals must:

1. Report at least 20 hours of annual effort to maintain CEP-IT status (following the same requirements for CEP maintenance, see www.abcep.org).
2. Submit the annual maintenance fee ($50).
3. Submit an annual review of career activities following the career plan format. This form is forwarded to the mentor for review. Meeting the goals is not a requirement for maintaining CEP-IT status, but submitting and maintaining the plan is required.

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Additional Information

The CEP-IT Mentor
As soon as a CEP-IT application is complete, the ABCEP Executive Administrator will notify the chair of the ABCEP Mentor Committee, who will assign a CEP mentor to that individual. This is a great opportunity for a new environmental professional to receive guidance from an experienced person who is highly regarded in this field. The CEP-IT should contact the mentor as needed to discuss progress, to solicit feedback, and to obtain suggested opportunities for growth.

Appropriate mentors are chosen based on the functional area that the applicant for CEP-IT chooses as part of the application process. Those functional areas are:
1. **Environmental assessment**: including the evaluation of risks to (or past impacts upon) the occupants of ecosystems, workplaces, or residences exerted by physical, chemical or biological agents to which exposure may occur (or may have occurred).

2. **Environmental documentation**: including the preparation of reports, presentation of facts, and completion of other actions to establish administrative records demonstrating compliance with environmental statutes, regulations, and permits.

3. **Environmental operations**: including the management of facilities in accordance with requirements of environmental statutes, regulations, and permits.

4. **Environmental planning**: including the arrangements for future facility construction, operation, and/or management in accordance with anticipated requirements of environmental statutes, regulations, and permits (or permit renewals).

5. **Environmental research and education**: including teaching in academic settings and conducting and reporting on original research relating to the environment and environmental dynamics.

**Membership in the Academy**
- The CEP-IT is a member of the Academy of Board Certified Environmental Professionals.
- The CEP-IT is entitled to publicize his/her certification by using the designation "CEP-IT" after his/her name, and by other legal and professionally ethical vehicles of communication typically used, such as resumes and advertisements.
- In accordance with ABCEP’s membership in the Council of Engineering and Scientific Specialty Boards, the CEP-IT credential must be maintained annually. The certificate will lapse if a CEP-IT does not meet the Academy’s requirements for certification maintenance.
- The Academy has a Continuing Education / Certification Maintenance Program, which requires that CEP-ITs remain actively involved in the Academy and in the profession. Members report their activities annually along with the dues payment.

**CEP-IT maintenance applies to CEP requirements**

If an individual receives a CEP-IT and maintains it for at least three years, CEP requirements for total experience would be reduced by one year, as shown below. The minimum number of years of supervisory experience would not be affected by this reduction and would remain at five years.

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<th>Basic CEP Requirements</th>
<th>Adjusted CEP Requirements with CEP-IT maintenance</th>
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<td>Years of Experience Required to Apply for CEP</td>
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<td>Basic CEP Requirements</td>
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Example: A person with a bachelor’s degree and 0-5 years of experience applies for a CEP-IT. After maintaining the CEP-IT for 3 years, if the person has a total of 8 years of experience, with at least 5 years as a supervisor, the person could apply for a CEP. Without having the CEP-IT, the person would have to wait another year.

**Additional Benefits of a CEP-IT**

Besides access to an assigned CEP mentor who will provide career guidance and a reduced CEP experience requirement, the CEP-IT provides the following additional benefits:

- Electronic newsletter
- Access to CEP website
• Access to CEP members
• Notices of CEP Board meetings
• Notices of CEP member meetings
• Notification to existing and potential employers that the individual is recognized by the environmental profession
• Better understanding of the environmental profession
• Contacts that will reduce effort needed to become a CEP
• Enhanced personal qualifications on proposals submitted to clients
• Enhanced opportunities to participate on ABCEP committees and at ABCEP-sponsored events
• Authorization by ABCEP to put “CEP-IT” on business cards, resumes, and signature title
• Increased salary for organizations that reward staff with professional certifications
• Increased potential for career advancement

Certified Environmental Professional - In Training

Application Form

To initiate the application process, please provide the information requested and sign the application.

Name:
Title:
Address:
City, State, Zip:
Telephone:
Email:
Employment (use additional sheets if needed):
Education (use additional sheets if needed):

1. I request that ABCEP initiate a review of my qualifications for possible approval as a Certified Environmental Professional-In Training, with a specialty in Environmental:  
   (Select from: Assessment, Documentation, Operations, Planning or Research and Education)
2. I understand that my completed application must be submitted within one year of today’s date. A completed application includes background data, letters from three references, and academic transcripts.
3. I understand that the application fee is nonrefundable. Once I receive the CEP-IT certification, I will submit the certification fee of $62.50, (which includes ABCEP membership dues through December 31 of the year in which the CEP is granted).
4. If someone recommended that you apply, please supply their name:

Non-refundable Application Fee may be remitted by check, money order or credit card.
The ABCEP Federal Tax Number or EIN is 52-2196458.

Check (personal or business) Check Number:________________________ Please make check payable to ABCEP
Credit Card - MC/Visa (sorry, no other cards accepted)
   Card Number:________________________ Expiration Date:________________________

Applicant Signature:________________________________________ Date:______________
Academy of Board Certified Environmental Professionals
Certifying the Environmental Professional since 1979

Code of Ethics and Standards of Practice
Introduction
The objectives of Environmental Professionals are to conduct their personal and professional lives and activities in an ethical manner. Honesty, justice and courtesy form moral philosophy which, associated with a mutual interest among people, constitute the foundation of ethics. Environmental Professionals should recognize such a standard, not in passive observance, but as a set of dynamic principles guiding their conduct and way of life. It is their duty to practice their profession according to this Code of Ethics. As the keystone of professional conduct is integrity, Environmental Professionals will discharge their duties with fidelity to the public, their employers, clients, and with fairness and impartiality to all. It is their duty to interest themselves in public welfare, and to be ready to apply their special knowledge for the benefit of mankind and their environment.

Creed – The objectives of the Environmental Professional are to:
6. Recognize and attempt to reconcile societal and individual human needs with responsibility for physical, natural, and cultural systems.
7. Promote and develop policies, plans, activities and projects that achieve complementary and mutual support between natural and man-made, and present and future components of the physical, natural and cultural environment.

Ethics – As an Environmental Professional I will:
1. Be personally responsible for the validity of all data collected, analyses performed, or plans developed by me or under my direction. I will be responsible and ethical in my professional activities.
2. Encourage research, planning, design, management and review of activities in a scientifically and technically objective manner. I will incorporate the best principles of the environmental sciences for the mitigation of environmental harm and enhancement of environmental quality.
3. Not condone misrepresentation of work I have performed or that was performed under my direction.
4. Examine all of my relationships or actions which could be legitimately interpreted as a conflict of interest by clients, officials, the public or peers. In any instance where I have a financial or personal interest in the activities with which they are directly or indirectly involved, I will make a full disclosure of that interest to my employer, client, or other affected parties.
5. Not engage in conduct involving dishonesty, fraud, deceit or misrepresentation or discrimination.
6. Not accept fees wholly or partially contingent on the client's desired result where that desired result conflicts with my professional judgment.

Guidance for Practice – As an Environmental Professional I will:
1. Encourage environmental planning to begin in the earliest stages of project conceptualization.
2. Recognize that total environmental management involves the consideration of all environmental factors including: technical, economic, ecological, and sociopolitical and their relationships.
3. Incorporate the best principle of design and environmental planning when recommending measures to reduce environmental harm and enhance environmental quality.
4. Conduct my analysis, planning, design and review my activities primarily in subject areas for which I am qualified, and shall encourage and recognize the participation of other professionals in subject areas where I am less experienced. I shall utilize and participate in interdisciplinary teams wherever practical to determine impacts, define and evaluate all reasonable alternatives to proposed actions, and assess short-term versus long-term productivity with and without the project or action.
5. Seek common, adequate, and sound technical grounds for communication with and respect for the contributions of other professionals in developing and reviewing policies, plans, activities, and projects.
6. Determine that the policies, plans, activities or projects in which I am involved are consistent with all governing laws, ordinances, guidelines, plans, and policies, to the best of my knowledge and ability.
7. Encourage public participation at the earliest feasible time in an open and productive atmosphere.
8. Conduct my professional activities in a manner that ensures consideration of technically and economically feasible alternatives.

Encourage Development of the Profession – As an Environmental Professional I will:
1. Assist in maintaining the integrity and competence of my profession.
2. Encourage education and research, and the development of useful technical information relating to the environmental field.
3. Be prohibited from lobbying in the name of the National Association of Environmental Professionals.
4. Advertise and present my services in a manner that avoids the use of material and methods that may bring discredit to the profession.

AFFIRMATION:
I hereby affirm and agree that I will abide by the Code of Ethics of the Association. I further understand that falsification of the contents of this application will be grounds for rejection and/or termination of my Association membership and revocation of all benefits resulting there from.

Signature: ____________________________________________ Date: ____________________________
REQUEST FOR LETTER OF RECOMMENDATION

I am applying to be a Certified Environmental Professional – In Training (CEP-IT). As part of the application process for recognition as a CEP-IT, an applicant must have three references from peers who have personal and/or professional knowledge of his/her reputation and qualifications. In a 3-5 paragraph letter or email, please express your knowledge of my professional reputation and qualifications and any opinion you may have as to my merit of recognition and certification.

The CEP credential was initiated in 1979 to provide a globally recognized designation for persons working in the environmental profession. The CEP-IT Program was started in 2008 to provide mentoring services for those individuals aspiring to seek the CEP credential. The Academy of Board Certified Environmental Professionals (ABCEP) manages the program and assures that the credential individuals are knowledgeable, experienced and dedicated professionals and leaders in the environmental profession. For additional information about the Academy and persons who have earned the CEP designation, please visit the ABCEP web page at www.abcep.org.

I have applied for certification in the category checked below:

- Environmental assessment; including the evaluation of risks to (or past impacts upon) the occupants of ecosystems, workplaces, or residences exerted by physical, chemical or biological agents to which exposure may occur (or may have occurred).
- Environmental documentation; including the preparation of reports, presentation of facts, and completion of other actions to establish administrative records demonstrating compliance with environmental statutes, regulations, and permits.
- Environmental operations; including the management of facilities in accordance with requirements of environmental statutes, regulations, and permits.
- Environmental planning; including the arrangements for future facility construction, operation, and/or management in accordance with anticipated requirements of environmental statutes, regulations, and permits.
- Environmental research and education; including teaching in academic settings and conducting and reporting on original research relating to the environment and environmental dynamics.

Until letters of reference are received, the ABCEP review board cannot proceed with the application.

Please respond directly to ABCEP within thirty (30) days of the date of this letter. Correspondence with ABCEP can be sent by fax, email or regular mail to:

ABCEP, CEP-IT Applications
P.O. Box 42564, Towson, MD 21284-2564
Toll Free Tel: 866-767-8073 *** Fax: 410-254-5542

Sincerely: