

The Academy of Board Certified Environmental Professionals, Inc.
Certification Maintenance Program
2008 Continuing Professional Development and Certification Maintenance
Activities

Your name			
Address	This is a new address: Yes / No		
Address			
City, State, Zip			
Phones	Home: ()	Work: ()	Fax: ()
E-mail			
Date			

Background of the Certification Maintenance Program

Environmental professionals certified by the Academy must complete 40 hours of Continuing Professional Development each year to maintain their certification. The credited hours are tabulated beginning on January 1 after the date that a CEP's initial certification has been approved, and ending on the following December 31, and between these dates for each subsequent year.

For most professionals, 20 hours are earned for full-time employment. The remaining 20 hours may be earned at anytime during the year for activities listed in the following table. Persons who work part-time or who have a break in their employment earn credit hours based on the number of hours worked; see the following table.

CEPs must submit their Continuing Certification Maintenance Form along with their annual dues by January 31, of each year to maintain their certification for the ensuing year. Continuing Professional Development Hours are awarded based on the material included in these submissions. If the material contained in the form is unclear or does not appear to substantiate the minimum number of hours required to maintain certification, the Academy will contact the person submitting the form to ensure that the submitted form accurately reflects activities undertaken over the past year and that minimum requirements have been met.

Important! CEPs must keep records that substantiate the proposed credit hours and must provide those records for review if requested by ABCEP auditors.

For questions concerning the CEP maintenance program, contact us at the address below. **The 2009 membership dues are due now.**

Nadine Jackson-Bey, Executive Director
 ABCEP
 P.O. Box 42564
 Towson, MD 21284-2564

Tel: 866-767-8073
 Fax: 410-254-5542
 office@abcep.org www.abcep.org

Please Provide Extra Contact Information Each year we spend many hours tracking down CEPs who have moved, changed jobs, or retired – a task made more difficult as many employers have policies that prevent the dissemination of contact information about former employees to other parties.

Therefore, we ask you to give us the name and phone number of two people who are likely to know where you are if you should move, change jobs, or retire – business associates, siblings, or children. We will only contact them if the information that you provide on page one of this form is no longer valid.

Name: _____ Tel: _____

Name: _____ Tel: _____

**2008 Certified Environmental Professional
Continuing Professional Development Hours Tabulation and Maintenance
Form**

Fill in the appropriate boxes, provide adequate descriptions to support your renewal.

If you are retired and would like to apply for Emeritus Status, stop here and request an emeritus status application at office@abcep.org.

Certification Maintenance Activity*	Description	Formula to Calculate Certification Hours	Maximum Hours	Hours Claimed
Employment				
<input type="checkbox"/> Full time			20	
<input type="checkbox"/> Part time		1% of hours worked	20	
Support ABCEP				
<input type="checkbox"/> ABCEP Trustee		hours worked	16	
<input type="checkbox"/> Certification Review Board		hours worked	16	
<input type="checkbox"/> Mentor		hours worked	16	
<input type="checkbox"/> Other		hours worked	16	
Education				
<input type="checkbox"/> Attend accredited seminars/course		100% of hours attended	18	
<input type="checkbox"/> Attend other conferences/seminars		50% of hours attended	12	
Serve Professional Organizations				
<input type="checkbox"/> Serve an Organization		hours worked	16	
<input type="checkbox"/> Publish in journal		hours worked	12	
<input type="checkbox"/> Teach course or seminar		hours worked	6	
<input type="checkbox"/> Present paper at conference		hours worked	6	
<input type="checkbox"/> Mentor		50% of hours worked	4	
TOTAL	(Minimum 40 hours needed per year)			

*Activities relevant to the environmental profession and your professional development conducted during the 2008 calendar year.

Certification:

I _____ (your name) hereby submit this information for my certification renewal, certify that the above information is correct and that I understand and subscribe to the ABCEP Code of Ethics.

Signed _____ Date _____

Please send this form to Nadine Jackson-Bey, c/o ABCEP
P.O. Box 42564,
Towson, MD 21284-2564

Information may be submitted electronically.