**CPESC® Certification Procedures and Standards**

**Article I – Certified Professional Status**

**Section 1. Definition**

CPESC certification recognizes professionals who are technically and ethically qualified to manage soil erosion and sedimentation in compliance with applicable (local, state, provincial and federal) laws and regulations.

**Section 2. Application Procedure**

Interested individuals should follow the steps below to apply to become CPESC certified.

1. Receive and review CPESC Application Forms. Forms are available from CPESC web site (www.cpesc.org), CPESC representatives, trade show displays, etc.

2. Assemble the following materials:
   - Application fee – see Article II, Section 3
   - Background Info, Special Needs, Education and Accreditations
   - Professional Experience Profile for each job (that is, employment position) that you wish to report erosion and sediment control experiences (make additional copies as needed from original)*
   - References – provide contact information for four (4) references
   - College transcripts (if any)
   - Additional documentation (such as, resume/vitae or government SF171)

* Professional experience must detail pertinent work experience. Copies of relevant consulting reports, publications, manuscripts, and other significant professional activities may also be submitted. All materials received by the application review committee will be kept confidential. The experience materials must demonstrate competence in erosion and sediment control principles and methods and knowledge of federal and state/provincial laws relating to storm water quality.

**Important!**

It is imperative that prospective references are fully qualified to provide information about your skills and experience in erosion and sediment control. References should include individuals such as licensed or certified professionals in a related field of practice. These individuals may be peers or clients but no more than two should be coworkers.

Please let your references know that you are using them as a reference and that they may be contacted.

3. Email all application materials from Step 2 to: cpesc@esca.ca

**Section 3. Application Review Committee**

A. The Application Review Committee (or their designee) will review applications to determine eligibility to proceed with the examination.

B. All eligibility decisions are vested in the Application Review Committee.

C. Applicants who are denied eligibility for the exam may:
   - Appeal, providing they are able to furnish additional supporting information
   - Pursue CPESC In-Training (CPESC-IT) status

**Section 4. Revocation or Suspension of Certification**

A. The right to revoke or suspend certification/in-Training status is vested in the CPESC Council.

B. Certification/in-Training status may be revoked or suspended for any of the following reasons:
   - Violations of the Code of Conduct and Ethics.
   - Misrepresentation on an application or submission of incorrect information to ESRA Canada.
   - Proven charges of incompetence.
   - Any action to deprive a certified individual of his/her certification status (for the reasons in Section 4.A.) shall be handled according to the "Complaint and Hearing Procedure" contained in Section 3 of the Policy and Procedures.

D. Failure to renew registration as described in Article II, Section 3.D.a is a basis for suspension of certification/in-Training status. Reinstatement following a lapse of time can be obtained by submission of proper justification and payment of all past renewal fees including a late fee for each year. If renewal has lapsed for three (3) or more years, re-application for certification will be necessary.

E. Failure to maintain CPESC-IT status as specified in Article III, Section 3 is a basis for suspension or revocation of In-Training status.

F. CPESC-IT registrants who fail to pass the Practical Application part of the CPESC exam as specified in Article III, Section 5 is a basis for suspension or revocation of CPESC-IT status.

**Section 5. Professional Development**

A. CPESC registrants are required to accumulate a minimum of sixty (60) professional development units (PDUs) over a three (3) year period in order to maintain their credential.

B. CPESC-IT registrants are required to accumulate a minimum of ten (10) professional development units per year.

C. The program relies on the honesty and integrity of each individual registrant.

D. Units must be earned in at least two different categories.
   - Continuing education and training
   - Professional publications, reports or presentations
   - Professional activity
   - Other professional activity

D. Registrants may be audited for compliance with professional development requirements. Professional development audits follow the CPESC Professional Development Audit Process. (This process is available on our website at: www.cpesc.org)

Important!

This process contains provisions whereby an official complaint can be opened against unresponsive registrants or registrants who have not complied with program professional development requirements.

E. Registrants may be concurrently audited for all EnviroCert International, Inc. certifications that they hold.

**Section 6. Time Limit for Professional Certification**

A. Applicants must complete certification requirements within one (1) year of receiving full certification candidacy.

B. An extension of time may be granted only for extraordinary reasons upon written petition to the Application Review Committee.

**Article II – Standards for Certification**

**Section 1. General Information**

A. Certification shall be valid for one (1) year from the date on which it is granted and must be renewed annually.

B. Each applicant must subscribe to the Code of Conduct and Ethics, which shall be the standard of conduct.

C. Professional Development is a requirement for certification maintenance (see Section 5 of this Article).

**Section 2. Eligibility Requirements**

A. Each applicant must successfully pass a written examination designed to determine proficiency in the principles, practices, and legislation of erosion and sediment control. Applicants must also meet one of the following requirements:
   1. Earn a High School Diploma (or equivalent) plus seven (7) years or more of professional level experience in the erosion and sediment control profession.
   2. Earn a qualifying BS degree* or higher plus three (3) years of professional experience in the soil erosion and sediment control profession – college transcripts are required.
   - * Degree in engineering (agricultural, civil, or environmental), geology, soil science, natural resource science or management, landscape architecture, or a related field.
   - B. Through the professional experience profile, reference, and written exam, the applicant must demonstrate an ability to observe, evaluate, and synthesize information; to consider alternatives; and to propose appropriate recommendations in a clear, logical manner.
   - C. International applicants must provide documentation to assure that educational degrees obtained and work experiences are comparable to the requirements described in Item A above.

D. Qualification under a delegated program (e.g., CPESC Australia) meets this requirement.

**Section 3. Fees**

A. The application fee is $250 (non-refundable and non-transferable) includes study guide (mailed to you).

B. In Person Exam: Full CPESC Exam fee is $590, CPESC-IT Exam fee Part 1 only is $375 & Part 2 only exam fee is $75 which (includes the exam marking fee $50).

C. Proctored Exam– Booking fee $50 (includes exam marking fee $50). If a qualified applicant fails the exam, there is a non-refundable $50 re-test fee for all subsequent exams. After 2 re-tests the applicant must reapply through the application process. The appropriate application fee is required.

D. Certification/in-Training status must be renewed annually by the date shown on the face of the wallet card. (Note: This is the anniversary of the date that the registrant achieved CPESC certification or In-Training status). Payment is due at ESCA Canada on or before this date. Renewal fees are considered late one month after this date.

E. The renewal fee is $590 per year. A late fee of $25 per year will be added for late renewals. The renewal and late fees are subject to change.

**Section 4. Time Limit for Professional Certification**

A. The renewal fee is $590 per year. A late fee of $25 per year will be added for late renewals. The renewal and late fees are subject to change.

D. Registration may be audited for compliance with professional development requirements. Professional development audits follow the CPESC Professional Development Audit Process. (This process is available on our website at: www.cpesc.org)

Important!

This process contains provisions whereby an official complaint can be opened against unresponsive registrants or registrants who have not complied with program professional development requirements.

E. Registrants may be concurrently audited for all EnviroCert International, Inc. certifications that they hold.

**Section 6. Time Limit for Professional Certification**

A. Applicants must complete certification requirements within one (1) year of receiving full certification candidacy.

B. An extension of time may be granted only for extraordinary reasons upon written petition to the Application Review Committee.

**Article III – In-Training Status**

**Section 1. Definition**

Individuals who do not qualify for full certification under the existing standards (see Article II, Section 3) may apply for CPESC In-Training (CPESC-IT) status. In-Training status allows the individual increased standing, but does not allow them to take personal responsibility (to be in charge) as a CPESC registrant.

**Important!**

Applicants must have a minimum of two (2) years of professional level experience or education to qualify for CPESC-IT status.

**Note:** In Region 10 (Australasia), CPESC In-Training is known as CPESC Associate status.

**Section 2. Attaining CPESC In-Training Status**
A. Applicants may gain approval for In-Training status by marking the In-Training box on the application. However, if the Application Review Committee determines that the applicant meets the eligibility requirements in Article II, Section 2, In-Training will NOT be allowed.

B. Applicants who apply for full CPESC certification but do not meet eligibility requirements may be offered approval for In-Training status.

C. Applicants approved for In-Training status must pass Part 1 of the CPESC Exam to complete the process and attain CPESC-IT status.

Section 3. Maintaining CPESC-IT Status

The In-Training registrant must:

A. Provide annual updates of professional experience to ESCAC Canada to ensure work experience is appropriate and applicable.

B. Meet professional growth requirements (see Article II, Section 5).

C. Pay the annual renewal fee (see Article II, Section 5).

D. Gain full CPESC status within six (6) years of the date that they obtain CPESC-IT status.

Failure to meet these requirements is a basis for suspension or revocation of CPESC-IT status. A registrant whose CPESC-IT status has been suspended or revoked may appeal the decision by submitting written notice to the Council showing why the registrant should be given special consideration.

Section 4. Achieving Full CPESC Certification

In-Training registrants desiring to move to full CPESC certification must be in good standing as described in Section 3 Maintaining CPESC-IT Status. Additionally, they must have completed the additional years of qualifying experience specified by the Application Review Committee.

CPESC-IT registrants who meet these eligibility requirements should submit a CPESC-IT Evaluation package to the ESCAC Canada. This package must contain the following items:

1. Cover letter requesting evaluation for full CPESC certification. The letter must be signed by the registrant and contain an affirmation of compliance with professional development requirements.

2. Completed CPESC-IT Professional Experience Profile sheets showing erosion and sediment control experiences gained since the original application was made

3. College transcripts for any education completed since the original application was made

4. Any other relevant information, including professional development training courses, etc. that you want the Application Review Committee to consider.

Please allow 30 days to determine the status of your request. ESCAC Canada will send an appropriate letter to the In-Training registrant who requested evaluation.

Important:

An In-Training registrant whose evaluation package is approved must pass Part 2 of the CPESC Exam to complete the process and achieve full CPESC certification.

Section 5. CPESC-IT Retest Policy

A CPESC-IT registrant is allowed up to two (2) retests on the Practical Application part of the CPESC Exam. Failing to achieve a passing score on the second retest is a basis for suspension of CPESC-IT status. If suspended, the registrant will have three (3) years in which to get the suspension lifted and to pass the retest. After that, the CPESC-IT status may be revoked by action of the CPESC Council (see Article II, Section 4).

To lift the suspension, the registrant must petition the CPESC Council with evidence showing training courses the registrant has taken to improve their knowledge of erosion and sediment control principles and practices. If approved by the Council, the registrant will be granted one additional retest. The registrant may appeal the decision of the Council by providing additional supportive data. Failing to achieve a passing score on this retest is a basis for revocation of CPESC-IT status.

Certified Professional in Erosion and Sediment Control™

CODE OF CONDUCT AND ETHICS

Article I. General Principles

1. The privilege of practice imposes obligations of morality and responsibility as well as professional knowledge.

2. Each individual holding CPESC certification or CPESC In-Training status (hereafter called registrant) agrees to be guided by the highest standards of ethics, personal honor, and professional conduct.

Article II. Relation of Registrant to the Public

1. A registrant shall not solicit or engage in any act or practice that is contrary to the public interest.

2. A registrant shall make available only such information as is necessary to properly execute the objects of the practice.

3. A registrant shall not publish, issue, or advertise in any manner any statement that is false, misleading, or that might reasonably be expected considering the purpose for which the information is desired, and the degree of completeness of information upon which it is based should be made clear.

4. A registrant may publish dignified business, professional, or announcement cards, but shall not advertise his or her work or accomplishments in a self-servatory, exaggerated, or unduly conspicuous manner.

5. A registrant shall not issue a false statement or false information even though directed to do so by employer or client.

6. Each individual holding CPESC certification or CPESC In-Training status (hereafter called registrant) agrees to be guided by the highest standards of ethics, personal honor, and professional conduct.

7. A registrant shall engage, or advise his or client to engage, and cooperate with other experts and specialists whenever the employer’s or client’s interests would be best served by such service.

8. A registrant shall not accept a concealed fee for referring a client or employer to a specialist or for recommending professional service other than one’s own.

Article IV. Relation of Registrant to Each Other

1. A registrant shall not falsely or maliciously attempt to injure the reputation of another.

2. A registrant shall freely give credit for work done by others to whom the credit is due, shall refrain from plagiarism in oral and written communications, and not knowingly accept credit rightfully due another person.

3. A registrant shall endeavor to cooperate with others in the profession and encourage the ethical dissemination of technical knowledge.

4. A registrant having knowledge of unethical practices of another registrant shall avoid association with that registrant in professional work.

Article V. Duty to the Profession

1. A registrant shall aid in exclusion from certification those who lack moral character, who have not followed this Code of Conduct and Ethics, or who do not have the required education and experience.

2. A registrant shall uphold this Code of Conduct and Ethics by precept and example and encourage, by counsel and advice, other registrants to do the same.

3. A registrant having positive knowledge of deviation from this code by another registrant shall bring such deviation to the attention of the ESCAC Canada Executive Director.