

Certification Name: Certified Environmental Auditor

Designation: CEA

04-Dec-97

Society

National Registry of Environmental Professionals
PO Box 2068,
Glenview, IL 60025-

Phone: (847) 724-6631
fax: (847) 724-4223
email: www.nrep.org

Major Requirements

Education: BS

Years of Experience: 4

Examination Required: Yes

Continuing Education Required: No

Maintenance Required: No

Directorates

Environmental Health Engineering

Programs

Air Pollution Source Management
Ambient Air Quality Management
Environmental Health Risk Assessment & Risk Communication
Ground Water & Solid Waste
Hazardous & Medical Waste Management
Surface Water & Wastewater
Water Supply Management

Certification Name: Registered Environmental Manager

Designation: REM

04-Dec-97

Society

National Registry of Environmental Professionals
PO Box 2068,
Glenview, IL 60025-

Phone: (847) 724-6631
fax: (847) 724-4223
email: www.nrep.org

Major Requirements

Education: BS

Years of Experience: 5

Examination Required: Yes

Continuing Education Required: No

Maintenance Required: No

Directorates

Environmental Health Engineering

Programs

Air Pollution Source Management
Ambient Air Quality Management
Environmental Health Risk Assessment & Risk Communication
Environmental Noise
Ground Water & Solid Waste
Hazardous & Medical Waste Management
Surface Water & Wastewater
Water Supply Management

Certification Name: Registered Environmental Professional

Designation: REP

04-Dec-97

Society

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PO Box 2068,
Glenview, IL 60025-

Phone: (847) 724-6631
fax: (847) 724-4223
email: www.nrep.org

Major Requirements

Education:

Years of Experience: 0

Examination Required: No

Continuing Education Required: No

Maintenance Required: No

Directorates

Environmental Health Engineering

Programs

Air Pollution Source Management
Ambient Air Quality Management
Environmental Health Risk Assessment & Risk Communication
Environmental Noise
Ground Water & Solid Waste
Hazardous & Medical Waste Management
Surface Water & Wastewater
Water Supply Management



About NREP



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MISSION OF THE NATIONAL REGISTRY OF ENVIRONMENTAL PROFESSIONALS

The mission of NREP is to provide legal and professional recognition of individuals possessing education, training and experience as environmental managers, engineers, technologists, scientists and technicians -- and to consolidate that recognition in one centralized source -- so that government, employers and insurers can justify the importance and acceptance of such individuals to carry out operation and management of environmental activities.

NREP PROFESSIONAL AFFILIATIONS

National Organization for Competency Assurance
 Council on Licensure Enforcement and Regulation
 Environmental Auditing Roundtable
 ASTM
 American Institute for Pollution Prevention
 International Auditor and Training Certification Association

NREP is an OFFICIAL CREDENTIALING ORGANIZATION for:

Environmental Industry Associations
 Society of Environmental Management and Technology
 National Solid Waste Management Association
 Hazardous Waste Management Association
 Florida Environmental Assessors Association
 Society of Texas Environmental Professionals
 Illinois Law Enforcement Training Standards Board -- NEMRT
 Texas Bioremediation Council

National Environmental College and University Consortium
International Academy of Toxicological Risk Assessment
Metropolitan Manufacturers Association

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THE LAW AND PROFESSIONAL RECOGNITION

Federal Law: There are 12 federal laws regulating virtually every conceivable aspect of protection and preservation of the environment. In these laws the words "qualified" and "qualification" appear 400 times. Law mandates that individuals must be competent to carry out environmental management duties.

Legal ramifications: Upon demand of regulatory agencies and the courts, persons engaged in environmental activities must prove they are "qualified" -- or be subject to substantial criminal and civil liability.

Employer benefits: Because we live in a litigious society, it is of paramount importance to employers and their insurers to provide evidence that professionals are employed in environmental management and operation positions. Credentialed employees are positioned to receive cutting-edge information on environmental matters and developments that can be of enormous economic and legal benefit to employers.

Personal benefits: Individuals deserve to receive recognition that they have demonstrated professional competence and ability. Through such recognition, professionals achieve inner satisfaction about their education and work, and thus, become more valuable to their employers.

Proof of qualification: NREP programs do not compete with any offered by governmental agencies, nor are they officially required by law. Of major importance, NREP programs provide evidence of recognition of "qualification" by education and experience where no exists.

THE ENVIRONMENTAL REGISTRY

The National Registry of Environmental Professionals, "The Environmental Registry (sm)," is incorporated and legally recognized as a not-for-profit, non-member accrediting and certification organization providing professional credentials in the form of certifications and registration to qualified individuals. The organization was officially established in 1983. NREP is comprised of a Board of Directors and advisory boards of environmental educators, governmental officials and industrial managers. Individuals who become professionally credentialed by NREP may participate on its boards and committees.

REGISTRY PROGRAMS

The words "Certified," and "Registered" are used almost interchangeably and have numerous definitions in law. NREP registration and certification programs recognize the many individuals performing non-engineering work, including environmental health and safety, management, auditing and assessment, who have the desire for professional accreditation not offered by professional engineering licenses. NREP certifies registered environmental professionals.

Of important significance, NREP programs provide steps, so that individuals may receive professional recognition of their skills and knowledge as they advance along their career path.

NREP recognizes the need and importance of specialty certifying organizations and the opportunities they provide, and does not compete with their programs. The National Registry of Environmental Professionals' purpose is to centralize information about persons already considered as qualified by specialty organizations and build upon the recognition of these managers, engineers, scientists, technologists and other specialists. Through this consolidation of information about education and professional experience, governmental agencies, industry and the public can more easily identify and utilize qualified individuals for health, management, research, engineering and assessment.

WHAT THE REGISTRY PROVIDES

NREP maintains and centralizes records of an individual's registrations and certifications.

NREP will provide validation of an individual's qualifications to prospective employers and clients upon written request.

NREP electronically maintains the "Official Registry of Environmental Professionals" so that it is always current for federal, state and municipal regulatory officials, industry and other interested parties.

Because NREP is a non-member organization, it does not hold regularly scheduled meetings. NREP does however promote and assist in the formation of local chapters of the Society of Environmental Management and Technology (SEMT) and affiliated organizations.

so that registrants may meet to discuss mutual environmental concerns and network with other professionals.

NREP sponsored newsletters, insurance, specialized training, official hand stamps and embossing seals are available from authorized suppliers.

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EXAMINATIONS

NREP regularly conducts examinations in central locations in conjunction with independent refresher workshop, as well as by mail using approved proctors. Exam questions are developed and validated by NREP advisory boards of university educators, industry managers and regulatory officials to reflect accepted, practical state of the art knowledge. NREP recognizes that it is more important for managers and project coordinators to know where to find and work with information rather than simply committing facts to memory. For this reason, exams are "open book" tests similar to those administered by many state boards of registration.

Exams by mail: Any person may apply to have an exam proctored under the supervision of an accredited educational institution (high school, community college or university) at a time and place most convenient to the individual.

EXAM TOPICS

NREP exams are designed to establish an individual's degree of knowledge and skills gained from work experience.

REM exam establishes a person's understanding of environmental health, science and safety issues; project coordination and management. The REM exam topics include: Environmental project management, environmental audits/ inspections, chemistry, mathematics, toxicology, laws and regulations, technology, environmental assessments, and sampling and analysis.

AEP exam tests for a person's understanding at a basic level of environmental science issues, physics, chemistry, geology, water and wastewater analysis and treatment processes, air pollution treatment and processes and equipment, hazardous materials treatment processes and equipment, acronyms and definitions.

CEA exam establishes a person's understanding of auditing principles, pre-acquisition information -- interviews, finding and using information sources, elements of conducting on-site inspections, ethics, and reporting of results. There is only one exam for the AEA and CEA. Candidates passing the exam are credentialed as either an AEA or CEA based on a combination of their education and work experience.

REPA exam establishes a person's understanding of ASTM protocol, finding and using information sources, conducting Phase I inspections, laws and regulations, conducting Phase II assessments, mathematics, PCBs, asbestos, lead, radon, underground storage tanks and Phase III methodologies and technologies. There is only one exam for the AEP and REPA. Candidates passing the exam are credentialed as either an AEP or REPA based on a combination of their education and work experience.

RELT exam establishes a person's understanding of sampling and analysis of environmental contaminants including: Laboratory practice, including quality control, chain of custody, chemical exposure and storage, use of laboratory equipment; instruments and methods for sampling and analysis of gases, solids and liquids; chemistry, and definitions of chemical and analytical terms.

EXAMS BY MAIL vs. EXAMS AT WORKSHOPS

No one is required to take a refresher or training workshop prior to taking an NREP exam, except as may be stated. Such refresher programs are offered only for the benefit of updating prospective registrants, and do not teach answers to exams. NREP approves the capability of training organizations to conduct refresher courses but does not guarantee the content, instructional materials or presentation of any workshop as completely providing all of the information covered on the exams. Individuals should not expect to enroll in NREP approved workshops to learn all of the knowledge needed to pass NREP exams. Workshops are meant to refresh attendees on topics which they have previously learned. Approximately 65 percent of the people taking an exam by mail successfully pass the first time. About 90 percent of the people attending a refresher workshop pass an exam the first time. Exams may be taken by mail as often and as soon as it is convenient to the prospective registrant. Payment of a \$40.00 retake fee is required with each exam.

Any exam sent to an approved proctor that is not completed and returned to NREP headquarters within two months is automatically null and void.

Exams may be proctored by a state certified teacher at a state certified school, or by the head librarian of a municipal library. In some cases a corporate Director of Human Resources may be approved to proctor an exam if the H.R. department routinely provides exams and has security procedures in place.

NREP attempts to score and notify examinees in 14 days after receipt of an exam.

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UNIVERSITY TEST CENTERS AND TRAINING PROVIDERS

A list of university and private training providers offering review courses and workshops is available from this website. NREP does not collect money for any of these training organizations and is not responsible for the content of their programs, instruction or materials. All refresher course fees are to be paid directly to the training providers, and all application and exam fees are to be paid directly to NREP. No one is required to take any training course prior to examination.

AFFILIATED STATE AND REGIONAL ORGANIZATIONS

The Society of Environmental Management & Technology (SEMT) is an independent, nonprofit, member-directed national organization whose purpose is to bring together professionals from industry, academia, business and government. NREP encourages those who are certified and registered to join SEMT and network with one another. Contact SEMT for information about benefits of their national programs and locations of local chapters. SEMT, 13483 Tuckborough Rd. Baton Rouge, LA 70810, (504) 756-5643, fax: (504) 756-4328, e-mail: semtmail@aol.com.

ANTI-DISCRIMINATION/AFFIRMATIVE ACTION

NREP has published an anti-discrimination/affirmative action program as part of the Code of Professional Practice to promote and provide equal environmental professional credentialing opportunities to all qualified persons without regard to their race, color, religion, age, sex, national origin, physical handicap, or because he/she is a disabled veteran or veteran of U.S. military conflicts or war.

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PROJECT MANAGEMENT CERTIFICATION AND PROFESSIONAL REGISTRATION TRACK

Registered Environmental Manager (REM) is the highest professional/ management level of NREP registration. An exam is mandatory. REMs should possess the skills and knowledge to coordinate and manager major environmental health and safety projects and programs. This includes environmental auditing, hazardous materials management and transportation, and real estate environmental assessment. The federal government's Department of Energy, U.S. Air Force, Resolution Trust Corporation, and many state or local governments recognize the REM.

Education: Bachelor's degree in environmental-related discipline. This includes physical, biological and health sciences; engineering and environmental majors. 3 years of acceptable work experience may be substituted for each year of an academic degree program.

Work Experience: Five (5) years work directly related to environmental engineering, health, science or management.

Exam Requirement: 4-hour timed multiple choice, open book exam.

Application/exam fee: \$150

Annual renewal fee: \$90

Associate Environmental Professional (AEP) is the entry level program of professional environmental certification. It is aimed at those persons beginning their careers as well as those who may not possess a college degree. An exam is mandatory.

Education: 2 years in a bachelor's degree program, such as environmental engineering, health/science, environmental management or hazardous materials management. 3 years of acceptable work experience may be substituted for each year of an academic degree program.

Exam requirement: 4-hour timed, multiple choice, open book exam.

Work Experience: None

Application/exam fee: \$50; **Annual renewal fee:** \$90

Environmental Technician (ET) is a certificate recognition program only designed to permit an individual to participate in NREP activities. This program is not professional registration, but is a first step toward professional recognition.

Education: Completion of an OSHA 40-hour Hazwoper training program.

Application and annual renewal fee: \$35

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AUDITING & ASSESSMENT CERTIFICATION AND PROFESSIONAL REGISTRATION TRACK

Certified Environmental Auditor (CEA) is a specialty certification program to credential professionals conducting environmental compliance and risk audits of operating facilities, related equipment and on-going procedures.

Education: * Bachelor's degree in environmentally-related discipline.

Work Experience: 4 years directly involved with environmental audits of operating facilities and processes.

Exam Requirements: 4-hour timed, multiple choice, open book exam.

*3 years of acceptable work experience may be substituted for each year of an academic degree program).

Application/exam fee: \$90

Annual renewal fee: \$90

Registered Environmental Property Assessor (REPA) is a specialty registration for persons engaged in the inspection and evaluation of environmental risk in real property. The federal government's Resolution Trust Corporation (RTC) recognizes the REPA credentials in bid proposals as do many banks.

Education: * Bachelor's degree in environmentally-related discipline.

Work Experience: 3 years directly related to environmental property transfer assessments.

Exam Requirements: 4-hour timed, multiple choice, open book exam.

*3 years of acceptable work experience may be substituted for each year of an academic degree program).

Application/exam fee: \$90

Annual renewal fee: \$90

Associate Environmental Property Assessor (AEPA) is a specialty entry level designation available to persons not possessing the education or work experience of the REPA, but who can successfully pass the written REPA exam. Individuals are automatically upgraded to full REPA status upon proof of meeting work and education requirements.

Exam Requirements: 4-hour timed, multiple choice, open book exam.

Application/exam fee: \$90; **Annual renewal fee:** \$90

Certified Environmental Systems Manager (CESM) is designed to credential professionals responsible for implementation of environmental management systems (EMS) programs for operating facilities in accordance with ISO 14000-type guidelines and principles.

Education: Bachelor's degree plus 32-hours mandatory training program conducted by NREP approved course provider.

Work Experience: 5 years directly involved environmental audits of operating facilities and processes.

Exam Requirements: 4-hour timed, multiple choice, open book exam.

Application/exam fee: \$150; **Annual renewal fee:** \$90

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SCIENCE & TECHNOLOGY CERTIFICATION AND PROFESSIONAL REGISTRATION TRACK

Registered Environmental Laboratory Technologist (RELT) is a special registration for persons engaged in the laboratory management and/or analysis of environmental samples.

Education: * Associate of Arts degree in one of the sciences, such as chemistry or biology, or 4 consecutive years performing laboratory analysis.

Work Experience: 2 consecutive years of laboratory work conducting research and/or analysis of environmental contaminants. Must be experienced in the use of wet chemistry as well as laboratory analytical devices.

Exam Requirements: 4-hour timed, multiple choice, open book exam.

Application/exam fee: \$75; **Annual renewal fee:** \$75

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RECOMMENDED READING AND STUDY GUIDES

NREP provides a current list of recommended reading and study guides to each individual upon receiving and approving their application for examination. The lists contain a variety of governmental and commercial publications which may be obtained from their publishers. Official Test Centers and other training providers usually provide manuals with their courses.

Among the books readily available from NREP are the REM/CEA study guide entitled, "A Practical Guide for Environmental Managers and Environmental Auditors," \$50.00 prepaid plus \$4.00 s/h.; a book of old exams entitled, "Studying for Your NREP Exam," \$35.00 prepaid plus \$3.00 s/h; and NREP's "Code of Professional Practice and Adopted Standards," \$17.50 prepaid, plus \$3.00 s/h.

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APPLICATION AND REGISTRATION PROCESS

1. Print and fill out the [Application Form](#) available at this website. You may photocopy the form if others also want to use it.
2. Be sure to include photocopies of diplomas or certificates; your work resume and photo; and necessary fees. Applications will not be processed unless all of these required items are included.
3. Mail required materials to NREP, P.O. Box 2099, Glenview, IL 60025-6099.
4. Applications are reviewed by the Credential Review Committee. Review time varies and may take 3-4 weeks depending upon the number of applications being processed at any one time. If the Committee believes that an applicant does not meet the requirements to take a particular level of exam, they will recommend an alternate program to the applicant.
5. Upon application approval, the applicant is notified in writing.
6. At that time, the applicant is given a choice of taking an exam by mail or at the end of one of the review courses offered by NREP authorized training providers. The applicant is required to notify NREP headquarters about the time and location desired for examination. NREP requests three weeks notice so that an exam can be securely transmitted to the exam location proctor.
7. Upon completion and return of the exam to NREP headquarters by the proctor, the exam is machine graded.
8. The Executive Director will notify the applicant in writing of the test pass/fail. Credentials are prepared and mailed to applicants upon successful passage of the exam.

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INSURANCE

Information about special low rate errors and omissions and environmental liability insurance specifically offered to eligible NREP credentialed professionals may be obtained from: William Reynolds, Alper Services Inc., 60 W. Superior St., Chicago, IL 60610, (312) 642-1000, Fax: (312) 944-7000. NREP receives no compensation from these insurance program or companies.

APPLICATION STATUS AND TEST SCORES

Information regarding application or test status will not be given out on the phone. Because of NREP's mission to validate education and experience and to credential persons, it is extremely important that communication be conducted in writing so that accurate records may be properly maintained.

EMPLOYMENT DATABASE

NREP maintains an optional Internet database of persons with NREP credentials for use by prospective employers and consulting clients. For more information refer to NREP's Job Bank provided on this website.

REGISTRATION MATERIALS

Upon meeting all of the requirements for a specific level of professional credentialing, and with the approval of the Board of Directors, registrants are sent a special certificate, identification card, data on ordering embossing seals and stamps, information on obtaining errors and omissions insurance, and a variety of other informative materials. Upon payment of the annual renewal fee and meeting the education proficiency maintenance requirement, a new ID card is issued annually along with a pressure sensitive seal to be applied to your certificate showing how long you have been professionally credentialed.

PROFICIENCY MAINTENANCE

NREP professional registrations and certifications are issued for one year. To ensure that individuals remain current in knowledge and practices, all persons are required to provide proof of 15 hours of acceptable continuing education or training annually prior to reissuance of their credentials. NREP provides a checklist of activities which may be used to establish proficiency maintenance.

Because individuals are required by law to maintain their proficiency, the type of information requested by NREP as proof of proficiency is the same as that which could be requested by an environmental inspector as documentation of attendance at seminars, participation in workshops and training, lectures, publication of technical articles, etc.

INFORMATION AND COMMUNICATION

Because NREP is a legally recognized professional certification and accrediting organization, it is important to conduct communications whenever possible in writing so that all inquiries and responses may be documented.

Write: National Registry of Environmental Professionals, P.O. Box 2099, Glenview, IL 60025-6099, Phone (847) 724-6631, Fax (847) 724-4223, E-mail: nrep@nrpnet.com

METHODS OF PAYMENT

NREP accepts VISA/MasterCard, government purchase orders, company and personal checks and cashier's checks.

EMBOSSING SEALS AND RUBBER HAND STAMPS

Optional seals and stamps to emblazon professionally prepared documents with an individual's name and official registration number are available through NREP authorized suppliers. An order form will be sent to registrants upon issuing their certification. Use of seals and stamps on documents is at the option of registrants. NREP is not responsible for errors and omissions on the part of registrants.

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*E-Mail us at nrep@primenet.com
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