

613-744 West Hastings St., Vancouver, BC V6C 1A5  
(T) 604-451-4555, (F) 604-451-4558  
[www.csapsociety.bc.ca](http://www.csapsociety.bc.ca)

## Application Form

**The Society notes that applicants are given four (4) hours to complete each exam (technical and regulatory). This is considered to be sufficient time to complete each examination for a fully competent professional with the expected level of knowledge of the subject matter, including adequate time to review questions and answers.**

### Applicant Contact Information

Full Legal Name			
Mailing Address			
Daytime Tel (1)		Daytime Tel (2)	
E-Mail Address		Daytime Fax	

### Application Type

- Numerical Standards Approved Professional  
 Risk-based Use and/or Assessment Approved Professional  
 Both

### Application History

- This is my first application; my summary of work experience is enclosed.  
 My experience has already been approved; my summary of work experience is not required.  
 I have applied in the past and been advised that I was not yet eligible; an update to my summary of work experience, since last submitted, is enclosed.  
 I am applying to re-write the examination(s).  
 It is more than 12 months since my summary of work experience was approved, an update of my experience since my initial approval is enclosed.  
 I am a CSAP member writing the regulatory exam to renew my membership (applications accepted to August 31<sup>st</sup>).  
**Note:** If you have participated in the exam development one year, you cannot write the exam the following year.  
 I am a former CSAP member or have been previously appointed to the Roster of Approved Professionals?

**NOTE: When your application is considered complete, the CSAP Society will issue you a candidate number.**  
Your candidate number is your confirmation of registration; it must be used when making online payments for your experience review or exam fees.

## Professional Registration

All applicants must send one Confirmation Request Form to each of the British Columbia parent associations of which he or she is a member. It is the applicant's responsibility to ensure that the parent association (s) returns the form(s) to the CSAP Society before the application deadline. Please include membership information for all parent organization sister associations below (e.g. If you are a member of APEGA, please include this below).

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> P. Eng.                     | <input type="checkbox"/> P. Geo.                     | <input type="checkbox"/> P. Eng. / P. Geo |
| <input type="checkbox"/> R.P.Bio.                    | <input type="checkbox"/> P.Ag.                       | <input type="checkbox"/> P. Chem.         |
| <input type="checkbox"/> P.L. Eng (Limited Licensee) | <input type="checkbox"/> P.L. Geo (Limited Licensee) |   |

Registration number		Jurisdiction (e.g. BC)	
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Registration number		Jurisdiction (e.g. BC)	

## Payment Information – Tick and Pay for Only Those that Apply

### Experience Review Fee – Tick only and all those that apply

Note: Candidates who have already had their experience approved or who were given an experience assignment following an earlier assessment do not pay this fee.

- |  |                     |
|--|---------------------|
| <input type="checkbox"/> Numerical Standards Approved Professional:  | \$500 + GST = \$525 |
| <input type="checkbox"/> Risk-based Standards Approved Professional: | \$500 + GST = \$525 |

### Examination Fee – Tick only and all those that apply

Note: Candidates may submit payment of the examination fee with this application or after receiving approval to sit the examination. Your application and payment for the examination will be held on file and will not be processed until you have been approved to sit the examination.

- |  |                        |
|--|------------------------|
| <input type="checkbox"/> Numerical Standards Technical:  | \$750 + GST = \$787.50 |
| <input type="checkbox"/> Risk-based Standards Technical: | \$750 + GST = \$787.50 |
| <input type="checkbox"/> Regulatory:                     | \$750 + GST = \$787.50 |

## Payment Method

If paying by cheque for both the Experience Review fee and the Examination Fee, please include separate cheques for each.

Fees can be paid online at the [CSAP website](#), or by cheque made payable to **CSAP Society**.

## Affidavit

My signature on this application represents my irrevocable consent for CSAP Society to obtain and to release information and records relevant to the application process. I also hereby release any party providing such information and records from liability for such action.

I hereby certify that the foregoing and all written and verbal submissions made by me in connection with this application is a true record of my qualifications and experience. I understand that qualifying examinations and/or experience may be assigned to me. I may also be required to, at my own expense, provide additional information or attend an interview (at the discretion of the Society) to assess my qualifications. I have personally reviewed and am familiar with the **Procedures for the Roster of Approved Professionals under the Contaminated Sites Regulation** and the **Application Guide**.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Checklist and Mailing Address

Please submit your:

- Application Form
- Experience Review Fee
- Legal name documents (e.g. original or certified copy of birth certificate and any documents, such as a marriage certificate, showing a change of name).

Work experience details:

- CV Employment History

Presentation of Experience:

- Summary - Positions Description
- Projects Description signed by project supervisor (minimum 9 projects in total)
- Summary of Instrument Submission Experience (senior review DDE level involvement - 3 submissions satisfactorily released)
- Summary Table of Positions (minimum 10 years of experience)
- Statement of Qualifications (Optional)

Confirmation Request Form – Appendix 6

- Confirmation Request Form from each of the British Columbia Professional Associations of which you are a member.

One electronic version to [admin@csapsociety.bc.ca](mailto:admin@csapsociety.bc.ca) and one hard copy to:

**Exams Registration  
CSAP Society  
613 – 744 W Hastings Street,  
Vancouver, BC V6C 1A5**