

1. Purpose

This guide provides an overview of the Contaminated Sites Approved Professionals (CSAP) examination process for applicants seeking Approved Professional (AP) status. It explains eligibility, application steps, exam components, timelines, and results.

The CSAP examinations assess whether applicants meet the regulatory and technical competency requirements necessary to be recommended by the CSAP Society for appointment to the Ministry of Environment and Parks (Ministry) Roster of Approved Professionals.

The examination process applies to:

- New applicants seeking CSAP membership and initial appointment to the Ministry's Roster of Approved Professionals; and
- Existing CSAP members who are required to rewrite the Regulatory Examination in accordance with CSAP Rules or Ministry requirements.

2. Governance and Oversight

The CSAP Society administers the examination process through its established governance structure, consistent with the CSAP Society Bylaws and Rules.

Oversight is provided by:

- The Membership Committee, which is responsible for eligibility determinations and reporting of final examination outcomes; and
- The Examination Sub-Committee, which oversees examination development, maintenance, administration, and post-exam review.

An independent psychometric consultant supports examination development and standard-setting to ensure examinations are valid, defensible, fair, and consistent with recognized professional testing standards.

3. Eligibility Requirements

Applicants must meet the eligibility requirements set out in the CSAP Membership Guidelines, including but not limited to:

- Registration and professional good standing with a recognized parent organization (Engineers and Geoscientists BC, British Columbia Institute of Agrologists, College of Applied Biologists, or Association of the Chemical Profession of BC);
- Completion of a qualifying post-secondary degree;

- A minimum of 10 years of relevant experience, including: 8 years DDE and 4 years at DM-level DDE;
- Successful completion of an experience review.

Only applicants who receive confirmation that their experience qualifications are acceptable may proceed to write the examination. Approved experience reviews are valid for 18 months.

4. Examination Overview

The CSAP examination consists of the following components:

- Regulatory Exam: Mandatory for all candidates.
- Technical Exam: Chosen based on the applicant’s intended scope of practice:
 - Numerical Standards, or
 - Risk-Based Standards.

To become a member of the CSAP Society, applicants must achieve a pass in the regulatory examination and the technical examination based on the Approved Professional designation for which they are eligible (Numerical Standards or Risk-based Standards).

Key components of the examinations include:

- Computer-based delivery;
- Approximately four hours per exam; and
- Passing grades determined using recognized psychometric standards “Angoff Method”, informed by subject matter expert judgment.

An *Examination Guide* for applicants is available on the CSAP Society website. This guide provides important information on the examination format and content and includes a syllabus and list of suggested reference materials for the examination.

5. Examination Development and Maintenance

Examinations are developed, reviewed, and maintained using a structured and documented process to ensure alignment with:

- Applicable legislation, regulations, and technical guidance;
- Ministry expectations for Approved Professionals; and
- CSAP Society standards and policies.

This process includes:

- Continuous review and updating of the examination syllabus and question bank;
- Peer review and technical workshops led by subject matter experts;
- Psychometric analysis of examination performance; and
- Quality assurance and exam security controls prior to administration.

6. Application and Experience Review

Before being approved to write an examination, applicants must complete an experience review administered by the CSAP Society:

- Applicants submit their application and supporting documentation to the CSAP Society.
- Two independent reviewers assess the applicant's professional experience and references and make a recommendation to the Membership Committee.
 - Interviews may be conducted where clarification or additional information is required.
- Decisions are communicated by email, and eligibility is valid for 18 months from the date the decision is issued.

Experience review decisions may be appealed in accordance with CSAP Bylaws and Membership Guidelines. Appeals must be submitted within 30 days of the decision notification.

7. Annual Examination Cycle

CSAP examinations are administered on an annual cycle. While exact dates may vary from year to year, the cycle typically includes:

- Calls for examination developers and reviewers early in the calendar year;
- Experience review intake and eligibility decisions in the spring;
- Examination development, review, and standard-setting in late summer and fall; and
- Examination administration in November, with results released in December.

8. Exam Day Information

- Exams are delivered via secure online platform in a location as specified by CSAP Society.
- Applicants must bring valid ID and comply with confidentiality requirements.
- Technical support is available during the exam session.

9. Applicant Communication

Applicants are kept informed throughout the process and receive formal communications regarding:

- Application deadlines and examination fees;
- Experience review and eligibility decisions;
- Examination registration, logistics, and instructions; and
- Examination results and next steps.

All official notifications are issued by the CSAP Society in accordance with its established policies.

10. Quality Assurance, Rescoring, and Appeals

The CSAP Society applies multiple quality assurance measures to support examination integrity and fairness, including:

- Post-exam psychometric analysis;
- Review and correction of flawed or ambiguous examination items, where warranted; and
- A formal rescoring and appeals process.

Applicants may submit a rescoring request within 30 days of examination results being communicated. Requests are reviewed independently and managed in accordance with CSAP Rules and Guidelines.

11. Results and Ministry Appointment

Applicants who achieve a passing result are formally recommended by the CSAP Society for appointment to the Ministry's Roster of Approved Professionals.

Final appointment is made by the BC Ministry of Environment and Parks. Following appointment, successful applicants are added to the CSAP Society's public and member records.

For complete requirements and guidance, applicants should refer to the CSAP Bylaws, Rules, and Membership Guidelines, or contact the CSAP Society at:

Email: exams@csapsociety.bc.ca

Phone: 604-451-4555