

## 1. Purpose

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

## 2. Eligibility Requirements

- Hold professional good standing with a recognized parent organization (e.g., EGBC, BCIA, CAB, ACPBC).
- Have minimum 10 years of relevant experience, including: 8 years DDE and 4 years at DM-level DDE.
- Complete an experience review before being approved to write exams.
- Pass both regulatory and technical exams within 18 months of approval.

## 3. Examination Overview

- Regulatory Exam: Mandatory for all candidates.
- Technical Exam: Choose either Numerical Standards or Risk-Based Standards.
- Format: Computer-based, approximately 4 hours per exam.
- Passing Grade: Determined using psychometric standards (Angoff Method).

## 4. Annual Timeline

Month	Key Activities*
January	New members appointed to Roster of Approved Professionals.
March	Kick-off for exam development.
April–June	Exam registration commences; experience review begins.
July	Eligibility confirmed; candidate numbers issued; exam registration closes.
November	Exams administered.
December	Results released.

\*Timelines are approximate.

## **5. Application and Experience Review**

- Submit your application and supporting documents.
- Two independent reviewers assess your experience and references.
- Interviews may be scheduled if clarification is needed.
- Decisions are communicated by email; eligibility is valid for 18 months.
- Appeals or reassessment requests must be submitted within 30 days.

## **6. Exam Day Information**

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

## **7. Results and Appeals**

- Results are communicated to the candidates in December.
- Successful candidates are recommended to the Ministry of Environment and Parks for appointments to the Roster of Approved Professionals.
- Appeals on exam scoring must be submitted within 30 days of receiving results.

## **8. Contact**

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