

ELIGIBILITY CRITERIA

1. Individuals must be professional members of, or hold an appropriate license, in good standing, with one of the following four Parent Associations before recommendation for Roster appointment and CSAP membership can be made:
 - i. The Association of Professional Engineers and Geoscientists of the Province of British Columbia (APEGBC),
 - ii. The British Columbia Institute of Agrolgists (BCIA),
 - iii. The British Columbia College of Applied Biology (CAB), or
 - iv. The Association of the Chemical Profession of British Columbia (ACPBC).
2. Candidates must have a qualifying degree, which refers to the degree or requirements upon which the Parent Association deemed the candidate to have satisfied the minimum requirements for registration with the Parent Association.
3. Candidates must possess ten (10) years of relevant documented experience (RDE) and direct documented experience (DDE), where DDE refers to contaminated sites experience relevant to the category of Approved Professional for which the candidate is applying. Of the ten (10) years total experience, a minimum of eight (8) years must be DDE of which four years must be decision-making level DDE. Documented experience may be acquired over a period of more than ten (10) years.
 - i. **Relevant Documented Experience (RDE)** means work experience in fields of practice applying relevant biological, toxicological, geoscience, engineering, or agrolgy principles. See Appendix 3 for examples.
 - ii. **Direct Documented Experience (DDE)** means experience on contaminated sites investigations, risk assessment, management and/or remediation in the relevant field to the category of the exam that the applicants are applying (i.e., For Numerical Standards Approved Professional candidates, DDE is site investigation and remediation work. For Risk-based Standards Approved Professionals, DDE is risk assessment and risk management work).
 - iii. **Decision-making level DDE** means:
 - a) providing direction and senior review of scientific and technical tasks necessary to complete investigations, risk assessment, management and remediation at contaminated sites which include:
 - i. Drawing technical conclusions, preparing recommendations, and issuing opinions based on the results of investigations, risk assessments, management and remediation at contaminated sites.
 - ii. Identifying appropriate regulatory requirements and guidelines and ensuring that the investigations, risk assessments, management and/or remediation work performed meets those requirements and guidelines.
4. For both the category of Numerical Standards Approved Professional and the category of Risk-based Standards Approved Professional, candidates may possess a maximum of two (2) years of RDE, post-qualifying bachelor's degree. Up to two (2) years of RDE work experience in fields of practice other than contaminated sites is allowed. It is the responsibility of the applicant to demonstrate to the satisfaction of the reviewers that the non-contaminated sites work experience is relevant.
 - i. A maximum of one year's credit will be granted for experience gained within a twelve month period.

- ii. When less than 1250 hours of a CSAP applicant's work experience in a 12 month period has been RDE, the work experience claimed must be prorated by the number of hours divided by 1250.
 - iii. CSAP applicants may be given up to a maximum of one (1) year of RDE credit for the research component of all post-graduate degrees combined if the research meets all other requirements of RDE. If, however, the CSAP applicant is given credit for work experience gained outside of the degree program during the same time period, he/she will not be given credit for the post-graduate work.
5. To qualify as one (1) full year of DDE including decision-making level DDE, a minimum of 1000 hours of DDE is required. When less than 1000 hours of DDE is claimed in a 12 month period, the work experience claimed must be prorated by the number of hours divided by 1000¹.
 - i. A maximum of one year's credit will be granted for experience gained within a twelve month period.
 - ii. Applicants may take more than eight (8) working calendar years to meet the minimum DDE requirement.
 - iii. CSAP applicants may be given up to a maximum of one (1) year of non-decision-making level DDE credit for the research component of post-graduate degrees if the research meets all other requirements of DDE. If, however, the applicant is given credit for work experience gained outside of the degree program during the same time period, they will not be given credit for the post-graduate work. A maximum of one (1) year of DDE credit can be given for the research component of all post-graduate degrees combined.
6. Decision making level DDE must equal four (4) years of eligible experience:
 - i. **For Numerical Standards Approved Professional:** To be decision-making level DDE, the clearly documented experience must be in the context of the numerical standards of the *Contaminated Sites Regulation* (CSR) or an equivalent framework in another jurisdiction and meet all of the following tests:
 - (a) represent an application of the knowledge of contaminant sources, fate and transport;
 - (b) be done in an environment where the individual had primary² responsibility for the technical/scientific aspects of the site assessment and/or remediation;
 - (c) show that appropriate regulatory requirements and guidelines for site investigations, management and remediation work were met; and
 - (d) demonstrate experience in all stages of contaminated sites investigation and remediation in diverse settings.
 - ii. **For Risk-based Standards Approved Professional:** To be decision-making level DDE, the clearly documented experience must be in the context of the risk-based standards of the *Contaminated Sites Regulation* (CSR) or an equivalent framework in another jurisdiction and meet all of the following tests:
 - (a) represent an application of the knowledge of contaminant sources, fate, exposure and effects on biota (including humans);
 - (b) be done in an environment where the individual had primary³ responsibility for the technical/scientific aspects of the human health and/or ecological risk assessment;

¹ It is recognized that less than 100% of one's time will be DDE. Some work experience may involve, for example, supervising employees, conducting or receiving training, developing client relationships, managing contracts, conducting other environmental work and vacation or other leave days. To claim and be credited with full credit, a CSAP applicant must have spent at least 1000 hours of his or her time on DDE activities such as those listed above. When less than 1000 hours of a CSAP applicant's work experience in a given year has been DDE, the applicant must factor the time claimed accordingly.

² The final decision as to what constitutes "primary" responsibility rests with the CSAP Society.

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- (c) show that appropriate regulatory requirements and guidelines for risk assessment work were met.
 - iii. Applicants may take more than four (4) working calendar years to meet the minimum decision-making level DDE requirement.
 - iv. At least one (1) of the credited years of decision-making level DDE must have been obtained in the three (3) years prior to approval of the application for membership.
 - v. At least two years of the credited years of decision-making DDE must have been obtained for work conducted under the BC Environmental Management Act provisions and its regulations prior to the approval of the application for membership.
 - vi. It is desirable that the decision-making level DDE include three (3) successful submissions for Ministry instruments for which the candidate played a primary role. This will be a requirement for applicants in 2017 and beyond.
7. The individual must have successfully written and passed within 15 months of receiving notification that their qualifications were acceptable, the Approved Professionals Examination. The Approved Professionals Examination includes a technical examination specifically applicable to a Numerical Standards Approved Professional and/or specifically applicable to a Risk-based Standards Approved Professional, and a regulatory exam applicable to both. Qualified candidates can choose to write both technical examinations.

Summary of Experience Requirements	
TOTAL	Ten years
Relevant Documented Experience (RDE)	Up to two years; up to one of the two years may include post-graduate studies on a relevant research topic
Direct Documented Experience (DDE)	A minimum of eight years; up to one year may include post-graduate studies on a relevant research topic
DDE - Decision making level	<p>A minimum of four years of the eight or more years of DDE must be at the decision-making level.</p> <p>At least one year of decision-making level DDE must be completed within three years prior to application.</p> <p>At least two years of the credited years of decision-making DDE must have been obtained for work conducted under the BC Environmental Management Act provisions and its regulations prior to the approval of the application for membership.</p> <p>In 2017, applicants will be required to have been involved in a decision-making capacity in three (3) successful Ministry instrument submissions.</p>