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1 INTRODUCTION

The membership credentialing process and all other activities directly related to maintaining a roster of Approved Professionals is the purview of the Membership Committee of the Society of Contaminated Sites Approved Professionals (CSAP Society). The Membership Committee is established in the bylaws as a committee of the Board. The Chair of the Committee is a Board member and reports to the Board.

The Committee is responsible for the development, implementation and assessment of effective membership policies as recommended to and approved by the Board, including the guidance provided herein. The Committee will review and update this guidance from time-to-time as needed to ensure alignment with relevant bylaws and rules of the Society.

The CSAP Society has two categories of members:

1. Voting, Full Member (see below)
2. Non-Voting Associate Member (see Section 9)

2 VOTING, FULL MEMBER

A Contaminated Sites Approved Professional (AP) is a member of the CSAP Society who performs or is qualified to perform CSAP work under section 49.1 of the *Contaminated Sites Regulation* (CSR). The Society of Contaminated Sites Approved Professionals exists to support the activities of its members in their capacity as Approved Professionals conducting “CSAP Work”. “CSAP Work” means a submission, including advice and recommendations, to the Director of the Ministry of Environment and Climate Change Strategy (the Ministry) respecting:

- (i) A determination that a site is or is not a contaminated site,
- (ii) A contaminated soil relocation agreement,
- (iii) An approval in principle,
- (iv) A certificate of compliance, or
- (v) Other matters specified by the Rules.

Refer to *Ministry Procedure 3: Ministry Procedures for the Roster of Approved Professionals*, dated November 12, 2009 for further details.

All CSAP Applicants must read and be familiar with the bylaws of the Society available at www.csapsociety.bc.ca before submitting their application for Society membership.

3 ELIGIBILITY CRITERIA

To become a CSAP member, one must meet the following eligibility criteria, complete a CSAP Examination Application Form provided in Appendix 1, and pay the appropriate fees listed in Appendix 2.

1. Individuals must be Professional members (e.g., P.Ag., P.Chem., P.Eng., P.Geo., R.P.Bio., P.L.Eng., P.L.Geo.) in good standing, with one of the following four Parent Associations before recommendation for Roster appointment and CSAP membership can be made:
 - (i) Association of Professional Engineers and Geoscientists of the Province of British Columbia (EGBC),
 - (ii) British Columbia Institute of Agrologists (BCIA),
 - (iii) British Columbia College of Applied Biology (CAB), or
 - (iv) Association of the Chemical Profession of British Columbia (ACPBC).

2. Candidates must have a qualifying post-secondary degree, which refers to the degree the Parent Association deemed the candidate to have satisfied the minimum requirements for professional registration with the Parent Association.

3. Candidates must possess a minimum of ten (10) years of relevant documented experience (RDE) and direct documented experience (DDE), where DDE refers to contaminated sites experience directly relevant to the designation of Approved Professional for which the candidate is applying (i.e., Numerical or Risk-based). Of the ten (10) years total experience, a minimum of eight (8) years must be DDE of which four (4) years must be decision-making level DDE (DM level DDE). Documented experience may be acquired over a period of more than ten (10) years. Details on the types of experience are described below and also summarized in Table A.
 - i. **Relevant Documented Experience (RDE)** means work experience in fields of practice applying relevant biological, chemical, toxicological, geoscience, engineering, or agrology principles. See Appendix 3 for examples of this type of experience.
 - ii. **Direct Documented Experience (DDE)** means experience on contaminated sites investigations, risk assessment, management and/or remediation in the relevant field to the designation that the Applicants are applying (i.e., in general, for Numerical Standards Approved Professional candidates, DDE is site investigation related to site characterization applying the CSR or equivalent numerical standards, and remediation work; for Risk-based Standards Approved Professional candidates, DDE is risk assessment work that identifies the potential on- and off-site environmental risks and quantifies the magnitude and severity of risk from residual contamination, as per ENV Protocol 1).
 - iii. **Decision-making level DDE (DM level DDE)** means providing direction and senior review of scientific and technical tasks necessary to complete investigations, risk assessments, management and remediation at contaminated sites which includes:
 - (a) For numerical standards DM level DDE: drawing technical conclusions, preparing recommendations, and issuing opinions based on the results of investigations, screening level risk assessment, management and remediation to CSR numerical standards at

contaminated sites, and including risk-based standards only for substances, land uses and media which meet the requirements for Numerical Standards Approved Professionals under Protocol 13 screening level risk assessment.

- (b) For risk-based standards DM level DDE: drawing technical conclusions, preparing recommendations, and issuing opinions based on the results of investigations, risk assessments, management and remediation to risk-based standards at contaminated sites, including substances and media (e.g., tissue) for which there are no CSR numerical standards.
- (c) 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. **RDE** - For both the categories of Numerical Standards Approved Professional and Risk-based Standards Approved Professional, candidates will be given credit for 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 application reviewers that the non-contaminated sites work experience is relevant.

- i. A maximum of one year's (1,250 hours) credit will be granted for experience gained within a 12-month period.
- ii. When less than 1,250 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 1,250.
- iii. CSAP Applicants may be given up to a maximum of one (1) year of RDE credit for the research component of post-graduate degrees 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, they will not be given credit for the post-graduate work. A maximum of one (1) year of RDE and/or DDE (see 5 iii below) total credit can be given for the research component of all post-graduate degrees combined.

5. **DDE** - To qualify as one (1) full year of DDE including DM level DDE, a minimum of 1,000 hours of DDE is required. When less than 1,000 hours of DDE is claimed in a 12-month period, the work experience claimed must be prorated by the number of hours divided by 1,000¹.

- i. A maximum of one year's credit (1,000 hours) will be granted for experience gained within a 12-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

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 1,000 hours of their time on DDE activities such as those listed above. When less than 1,000 hours of a CSAP Applicant's work experience in a given year has been DDE, the Applicant must factor the time claimed accordingly.

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. As indicated in 4 iii above, a maximum of one (1) year of RDE and/or DDE credit total can be given for the research component of all post-graduate degrees combined.

6. DM level DDE must equal four (4) years of eligible experience:
 - i. **For Numerical Standards Approved Professional:** To qualify as DM level DDE, the clearly documented experience must be in the context of the numerical standards in the 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 primary 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 qualify as DM level DDE, the clearly documented experience must be in the context of the risk-based standards in the 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 was an author/co-author or lead/co-lead for the technical/scientific aspects of the human health and/or ecological risk assessment;
 - (c) show evidence that the accomplishment required a synthesis capability that only those who fully appreciate the topics of their discipline would have (i.e., applying the CSR or equivalent risk-based standards and calculating risks using TRVs); and
 - (d) show that appropriate regulatory requirements and guidelines for risk assessment work were met (i.e., risk-based standards set out in the CSR and the protection goals listed in Protocol 1 have been applied).
 - iii. Applicants may take more than four (4) working calendar years to meet the minimum DM level DDE requirement.
 - iv. At least one (1) of the credited years of DM level DDE must have been obtained in the three (3) years prior to approval of the application for membership.
 - v. At least two (2) years of the credited years of DM level 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. As part of their demonstration of DM level DDE, Applicants must provide a description (ENV Site ID, key responsibilities) of their involvement on three (3) projects for which submission applications for Ministry instruments have:

- been made directly to the Ministry (maximum of two) or to Approved Professionals under Protocol 6;
- been successfully approved by the Ministry;
- demonstrated the Applicant played a primary role.

An Applicant’s primary role may be acting as a decision maker, or a member of the decisions making team in reference to one or more of the tests described in 6i(a)-(d) or 6ii(a)-(c), above. The Applicant may have either been a key author or reviewer of some of the reports included in the application package, and ideally, may have also participated in the generation of the Summary of Site Condition(s), the draft legal instrument(s) and cover letter(s). It is recognized that there can be more than one primary individual on a single project and the Applicant may not be the Qualified Professional with the overall responsibility for delivering the project. However, it is the Applicant’s responsibility to provide sufficient information to demonstrate the primary responsibility of their role.

Applicants involved in two (2) submission applications [instead of three (3)] may be considered based on the entirety of their experience and an interview. The three (3) submissions must be of the same type (numerical standards or risk-based standards) as the Approved Professional designation for which the Applicant is applying. A multiple instrument submission (e.g., for contiguous sites with different owners or land uses) is considered one submission.

Table A: Summary of Documented Experience Requirements

Type of Documented Experience	Number of Years (Ten Years Total Required)
Relevant (RDE)	Up to two years; up to one* of the two years may include post-graduate studies on a relevant research topic
Direct (DDE)	A minimum of eight years; up to one* year may include post-graduate studies on a relevant research topic
Decision making level Direct (DM level DDE)	<p>A minimum of four years of the eight or more years of DDE must be at the DM level.</p> <p>At least one year of DM level DDE must be completed within three years prior to application.</p> <p>At least two years of the credited years of DM level 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>Applicants are required to have been involved in a decision-making capacity in three Ministry approved submissions made directly to the Ministry (maximum of two) or by Approved Professionals under Protocol 6. Applicants involved in two submissions instead of three may be considered based on the entirety of their experience and an interview.</p>

* A maximum of one year experience credit will be granted for relevant post-graduate research as RDE, DDE or both.

7. The individual must write and successfully pass the Approved Professionals Examinations within 18 months after receiving notification that their work qualifications are acceptable. If an exam is cancelled, the applicant will be required to provide an update of their work experience in the area they are applying for prior to being granted a 12-month extension (i.e., one more exam opportunity). The Approved Professionals Examinations include a technical examination specifically applicable to a Numerical Standards Approved Professional, a technical examination specifically applicable to a Risk-based Standards Approved Professional, and a third regulatory examination applicable to both. Qualified candidates can choose to write both technical examinations, if they qualify for both categories and pay the appropriate fees.

4 APPLICATION REQUIREMENTS

4.1 Proof of Legal Name

Applicants for Society membership must submit an original or certified copy of their birth certificate and any legal name change documents. To have a copy of your original document certified, you may provide the original document to a notary public or to a member of an approved Parent Association and ask that the person make a photocopy of the original, write the words “True Copy of Original” on the photocopy, sign and date the photocopy.

4.2 Confirmation of Parent Association Membership and Academic Background

Applicants must meet item (1) of the Eligibility Criteria (Section 3. above) at the time of registration. Applicants must send a Confirmation Request Form contained in Appendix 6 to each of the Parent Associations of which they are a member and ensure that their Parent Associations return their completed forms directly to the Society. Completed Confirmation Request Forms will not be accepted by the Society, unless received directly from the Parent Associations. Forms may be sent and returned by email or mail.

It is the Applicant’s responsibility to ensure that the Parent Associations submit their completed forms to the Society. Applicants may contact the Society to confirm if completed Confirmation Request Forms have been received.

4.3 Work Experience Details

CSAP Applicants must submit work experience details presented according to the Templates for Presentation of Experience (Appendix 4). Work experience details will not be otherwise accepted.

The Templates for Presentation of Experience include the following components:

- Curriculum Vitae (Applicant Contact Information and Employment History)
- Post-Graduate Experience
- Position Descriptions
- Project Descriptions
- Instrument Submission Experience
- Summary Table of Position and Project Experience Hours
- Optional Statement of Qualifications

One hard copy and one electronic copy (in either Adobe Acrobat, Microsoft Word or Microsoft Excel format) of the Applicant's work experience details presented according to the Templates for Presentation of Experience are required. For the Summary Table of Position and Project Experience Hours, an excel template containing formulas may be obtained from CSAP.

The decision regarding an Applicant's eligibility is based on the information contained in the Applicant's work experience details. Applicants are therefore encouraged to include as much information as possible in their work experience details. It is the Applicant's responsibility to ensure that sufficient information is provided prior to the application deadline, to avoid a delay in the processing of an application, possibly beyond the eligibility for a targeted examination sitting.

4.4 References

Applicants shall identify three References who will complete a Reference Form (Appendix 5) verifying the Applicant's work experience and commenting on the Applicant's readiness and suitability for membership in the Society. An individual Reference may provide a single Reference Form that covers more than one of the Applicant's positions and/or project descriptions for which they are acting as the Reference.

References must have first-hand knowledge of the Applicant's contaminated sites work experience and will typically be the Applicant's supervisor, colleague or other knowledgeable party at the Society's discretion. References should be registered with one of the four Parent Associations, or with an equivalent professional body in another province/jurisdiction. Where this is not possible, the Applicant is responsible for attaching an accompanying letter explaining why they were not able to nominate a Reference who is a Parent Association member.

To each of their References, Applicants must send a copy of the Reference Form and the portion of the work experience and project details for which the Reference has supervised and is asked to validate. The References are to complete, sign and return the Reference Forms directly to the Society. References should not return the completed form to the Applicant. Reference Forms will not be accepted by the Society unless received directly from the Reference. However, the Applicant should provide a copy of the unsigned Reference Forms in their application package for CSAP's record.

It is the Applicant's responsibility to ensure that References submit their completed forms. Applicants may contact the Society to check whether their Reference Forms have been received.

5 EXPERIENCE REVIEW PROCESS

Each application is reviewed by two volunteer CSAP members (Experience Reviewers) who make a joint recommendation to the Membership Committee. The Membership Committee decides on the Applicant's eligibility and the Executive Director communicates this decision to the Applicant. Experience assessments are valid for 18 months from the date the decision is issued by the Membership Committee.

Applicants, References, individuals and associations listed in the Applicant's documentation may be contacted to verify or to provide additional information throughout the application process. It is especially important that References are available for further communication.

Where it is felt that a meeting may provide additional information, an in-person or virtual interview will be scheduled. A Guide for Applicants Preparing for an Experience Review Interview is provided in Appendix 7.

The Experience Reviewers and Membership Committee assess whether the Applicant has obtained the required number of years of RDE and DDE, including DM level DDE as well as whether all components of RDE and DDE have been satisfied. A step by step process followed by an Experience Reviewer when carrying out reviews is provided in Appendix 8. Experience Reviewers are to provide a summary of their findings and recommendation on the Experience Reviewer Summary Form provided in Appendix 8.

Where it is determined that an Applicant does not fully meet the eligibility criteria, the Membership Committee may suggest specific experience or courses. In this case, Applicants will reactivate their application when they feel that they have fully satisfied the eligibility requirements. Information on the Appeal Policy for Experience Reviews is contained in Appendix 9.

The initial review of an application takes approximately ten (10) weeks. If additional information or an interview is required, the review may take longer. Applicants are encouraged to submit their application well in advance of upcoming examination or other deadlines, though applications for membership may be submitted at any time throughout the year.

An application is incomplete until all application requirements are received in full. The application is also incomplete if the submitted information does not provide sufficient detail to complete the evaluation.

6 EXAMINATION ELIGIBILITY, FORMAT, CONTENT, PASSING GRADE

Before being eligible to write the Examinations, Applicants must have their experience assessed and have demonstrated to the satisfaction of the Society that, by the date of the targeted examinations, they will be within 12 months of being able to meet the minimum CSAP experience requirements.

Examinations are offered in three (3) categories: Regulatory; Numerical Standards Technical; and Risk-based Standards Technical. To become a member of the Society, Applicants must achieve a pass in both the regulatory examination and the technical examination associated with their membership designation.

Examination results are valid for 18 months from the date the examination is written. Applicants who do not achieve a pass in one (1) examination may still become a member by applying to rewrite the failed examination only; however, after three (3) unsuccessful attempts in any combination of exams, the candidate must wait a full year before reapplying to write the exams. For new members, both the regulatory examination and the technical examinations associated with the Applicant's membership designation must be written and passed within a 18 month period to be eligible to become a member of the Society.

The examinations are offered once a year. An examination (Regulatory, Risk-based Standards or Numerical Standards) may be cancelled in a given year unless there are at least three (3) approved Applicants. An examination will not be cancelled in consecutive calendar years unless there are no applicants for that examination in the second year. If one examination is cancelled for a calendar year, Applicants approved to write that examination are considered to be approved to write the next sitting of that examination (notwithstanding the requirement, stated above, to pass the exam within 18 months of receiving notification

that their qualifications were acceptable). If the Regulatory examination is cancelled the year that a renewing member is required to take it, the Society will address those situations on a case by case basis.

An Examination Guide for Applicants is available for each of the three (3) examinations at www.CSAPsociety.bc.ca. These guides provide important information on the examination format and content and include a syllabus and list of suggested reference materials for each examination. **The examination is offered in a computer-based format and is held in a computer testing lab.**

The CSAP examination process incorporates the National Commission for Certifying Agencies (NCCA) Standards (2015), International Test Commission (ITC) Guidelines, and the [Standards for Education and Psychological Testing](#). The Standards are recognized worldwide as the criteria to judge whether examinations have been designed to be psychometrically sound and legally defensible. The Society engages qualified psychometric professionals to assist with and ensure defensible examinations.

Passing grades are set by the Society using the examination industry standard “Angoff Method”. During a focus group exercise, done as part of exam-setting workshops, subject matter experts independently estimate what percentage of qualified Applicants will correctly answer each question. Where there is a significant discrepancy between the independent subject matter experts’ per-question percentage estimates, a discussion takes place. A formula is then applied to the independent per-question rankings to determine the passing grade. As the examinations are composed of different questions for each sitting, this exercise is repeated for each sitting and the passing grade changes.

Following each sitting of examinations, the Society reviews an analysis of the results. If a question has performed poorly, the Society reviews the question to determine whether it was flawed and, if so, what, if any, corrective measures should be taken to ensure that Applicants are not unfairly penalized for the flawed question. Applicants may request a re-scoring of their examination paper within 30 days of receiving their results. Under no circumstance may an Applicant review their examination paper or the master test paper and answer key.

7 REQUIREMENTS TO MAINTAIN AND RENEW CSAP MEMBERSHIP

In order to annually maintain or renew CSAP membership every three years, members must meet the Continuing Professional Development (CPD) requirements (criteria) outlined below and in Appendix 11.

In addition to meeting CPD requirements by December 31st, CSAP members must annually (by June 9th) provide:

- payment of current annual membership fees, including any fines that may have been imposed for not remaining in good standing or debt due and owing by the member to the Society;
- documentation of good standing with their parent organization(s) (e.g., parent organization Confirmation Request Form, membership card or membership fee payment receipt); and
- documentation of current insurance requirements.

CSAP members are required to renew their membership every three years from the beginning of the calendar year (i.e., January 1st) in which they attained membership. Requirements to be met for renewal are outlined

in Appendix 12. In addition to the requirements listed above for annual membership, renewing members must also demonstrate that they have satisfied all CPD requirements over the previous three-year period and have completed one (1) CSAP submission during the three (3) year period between membership renewals prior to their renewal date. A member may provide proof of a successful (passing grade) rewrite of the CSAP Regulatory examination during the same three (3) year period, in lieu of a submission.

Members will receive an automatic notice on January 1st if they are noncompliant with logging in their required PD hours that they have until January 15th to comply or they will be fined an administration fee of \$250. The administration fee will be added to their membership fee invoice sent out the first week of April. If membership fees (and any other fines owing) are not paid by June 9th, another written reminder will be sent that fees and all other requirements to remain in “not in good standing” must be paid or met by June 30th. After June 30th, if requirements are not met, the member will be considered not in good standing, and further submissions will not be accepted, and a recommendation will be made to the Board for removal from the Roster of Approved Professionals. If there are extenuating circumstances for not meeting these requirements, please contact CSAP directly and immediately.

7.1 Continuing Professional Development (CPD)

Continuing professional development requires that:

- CSAP members must accumulate at least 150 Professional Development Hours (PDHs) over each three-year period, and a minimum of 30 PDHs per year. PDH hours greater than that required to meet the annual requirement can be carried forward for a maximum of two (2) years from the date of the activity;
- CSAP members must be active in at least three (3) of the six (6) professional development categories, including a minimum of one (1) submission over each three-year period, of advice and recommendations to the Ministry respecting issuance of a legal instrument defined under the CSR;
- At any time, the Society may require members to fulfill a specific requirement (e.g., complete or attend a specific course or seminar) within a defined time period;
- A minimum of 100 hours of the required 150 PDHs must be earned in an area of Contaminated Sites assessment, management, remediation and/or risk assessment; the remaining 50 hours may be in an area indirectly or unrelated to contaminated sites, but that supports the member’s ability to practice competently and professionally (e.g., project management);
- Members are responsible for maintaining records of PDHs and must provide the hours to the CSAP Society by December 31st of each year. Members must record their PDHs using the PD Hours tool accessible on the Society’s web site (Members Portal/Submission/Submission Manager).
- CPD hours must be logged in through the Online Submission manager, under the “My Account” tab at: <http://csapsubmissions.com/>.

CPD Category 1: Formal Activities

Formal Activities are those activities provided as a structured course or program, often for credit, occasionally with an evaluation process. Delivery methods may include traditional classroom settings, and remote techniques such as written correspondence, video, or interactive electronic exchange. Formal activities could include:

- courses provided through universities, technical institutes and colleges;
- industry-sponsored courses, programs and seminars;
- employer training programs and structured on-the-job training;
- short courses provided by technical societies, industry or educational institutions;
- attendance at conferences, technical sessions, talks, seminars and workshops; and
- CSAP PD Workshop, and other technical events hosted by CSAP.

Every hour spent in attendance at a course² (contact hour) earns one (1) PDH. A maximum of 50 PDHs per year may be claimed from CPD Category 1. Once a member has earned PDHs for a given course, the member may earn no further credit by attending the same course.

CPD Category 2: Informal Activity

These are activities not normally captured by a course such as those described in CPD Category 1, but which nevertheless expand your knowledge, skills or judgment. Activities include:

- review of and familiarization with new or revised legislation or guidance issued by the Ministry of Environment and Climate Change Strategy, the Society or a like body;
- attendance at industry trade shows;
- attendance at meetings of technical, professional or managerial associations or societies;
- structured discussion of technical or professional issues with one's peers; and
- acting as a mentor to a less experienced or potential member of the Society.

Each hour of informal activity earns one (1) PDH. A maximum of 30 PDHs per year may be claimed from CPD Category 2. In addition, informal activities cannot account for more than 40 PDHs of the required 150 PDHs over each 3-year period.

CPD Category 3: Review and Recommendation

A) Submission of advice and recommendation to the Ministry respecting issuance of a legal instrument defined under the CSR; this is not limited to CSAP submissions but includes, for example:

- Submissions respecting legal instruments through the CSAP process (maximum 20 PDHs per year);
- work completed under direct Ministry contract or submissions made through the Ministry review process;
- participation in a performance assessment (PA) as the member whose submission is being assessed (maximum 20 PDHs per year); and
- all work requiring a CSAP member signature.

Participation in Category 3 (A) activities earns a maximum of 30 PDHs per year.

B) Participation in CSAP quality assurance activities including:

- conducting detailed screening (DS) of submissions received by CSAP (maximum 5 PDHs per DS);
- participation in a PA as a member of a PA panel (maximum 20 PDHs per PA per year);

² Excludes meal and networking breaks.

Participation in Category 3 (B) activities earns a maximum of 20 PDHs per year.

CPD Category 4: Participation

Activities that promote peer interaction and provide exposure to new ideas and technologies that both enhance the profession and serve the public interest. These activities include:

- service on public bodies or volunteer organizations that draw on your professional expertise;
- service on standing or ad-hoc committees of technical, professional or managerial associations, or societies (e.g., Science Advisory Board for Contaminated Sites);
- review of applications for Society membership (each application reviewed earns 4 PDHs);
- CSAP Committee work and PD Workshop preparation;
- investigation in a complaint filed to the Society; and
- participation in a disciplinary hearing under the society.

Each contact hour earns one PDH. A maximum of 30 PDHs per year may be claimed from CPD Category 4.

CPD Category 5: Presentations

These are technical or professional presentations that you make outside your normal job functions. Both preparation and presentation of material would be expected. Presentations might occur at:

- a conference or meeting;
- a course, workshop or seminar;
- either within your company, or at an event sponsored by a technical or professional organization; and
- teaching courses.

Each hour of preparation or delivery earns one PDH. A maximum of 30 PDHs per year may be claimed from CPD Category 5.

CPD Category 6: Contributions to Knowledge

The Society acknowledges that activities that expand or develop the technical knowledge base of either Numerical Standards or Risk-based Standards Contaminated Sites practice should be recognized. Contributions could include:

- development of published Codes and Standards (1 PDH per hour of committee work);
- publication of papers in a peer-reviewed technical journal (15 PDHs per paper published);
- publication of articles in non-reviewed journals (10 PDHs per article, maximum of 10 PDHs per year may be claimed);
- involvement in technical reviews for the Ministry on behalf of CSAP's Technical Review Committee (TRC);
- involvement in a Special Projects group formed by CSAP to address specific technical issues;
- review of articles for publication (1 PDH per hour of review, a maximum of 10 PDHs per year may be claimed); and
- editing of papers for publication (1 PDH per hour of editing).

A maximum of 30 PDHs per year may be claimed from CPD Category 6.

7.2 Professional Development Hours Review

Members applying for membership renewal will have their record of PD hours reviewed by the Membership Committee. Renewing members may be subject to a random detailed review of their PD hours. Detailed reviews will be conducted on 10% of membership renewals. Members are responsible for keeping records to confirm all professional development activities (e.g., receipts for conferences and courses attended, lists of scientific papers/articles read, etc.) as back-up in the event of a random detailed review.

As indicated above, members who are noncompliant with the requirement to log in 30 PD hours (annually) by Jan. 15th will be fined an administration fee of \$250 which will be added to their membership fees invoice sent the first week of April.

7.3 Co-signing Submission to Maintain Your Membership

- For each Risk-based submission only one Numerical Standards AP and one Risk-based Standards AP can claim credit for the membership submission requirements
- For each Numerical Standards submission only one Numerical Standards AP can claim credit for the membership submission requirements.
- In the case of a multiple instrument submission where instruments are prepared by different APs, both can receive credit with a letter of explanation. CSAP can provide a form letter to accompany the submission.
- Where a member submission is deficient, an assigned remedial measure may require a mentor to oversee their next submission. Mentors of members whose submissions are subject to remedial measures are not eligible to receive credit toward their requirement to make one submission per three (3) year renewal period, but can claim PD hours (Category 3.A) for this activity equivalent to the hours of mentoring provided as indicated in correspondence from the Discipline Committee.

7.4 Leave of Absence

Members may apply for leave of absence from the CSAP Society for a minimum of six (6) months to a maximum of 18 months in any one 3-year term. The member's renewal date will not change. Those members requesting a leave of absence are required to fill out the Confidential Leave of Absence (LoA) Application form provided in Appendix 14. Requirements for maintaining membership during a Leave of Absence are outlined on the LoA Application form. If a member is unable to meet these requirements, please contact the CSAP Executive Director or President directly.

8 APPLICATION FOR REINSTATEMENT

Applicants pursuing reinstatement of CSAP membership are required to complete an Application for Reinstatement Form contained in Appendix 13. Applicants for reinstatement of CSAP membership are required to complete all application requirements outlined in this Section and in Appendix 13, and, where applicable, all additional requirements resulting from disciplinary action except for Proof of Legal Name, unless recognition of a change to the Applicant's legal name is requested.

If the application for reinstatement is received within three (3) years of the lapsed renewal date, the Applicant must provide proof that one (1) year of DM level DDE has been obtained in the three (3) years prior to the

application, they have accumulated appropriate CPD hours, and that they have successfully completed the regulatory examination. Only work experience that has been supported by a completed Reference Form will be considered; a minimum of one (1) completed Reference Form is required.

After three (3) years of the lapsed renewal date, reinstatement is not an option. The individual seeking the reinstatement will need to apply and meet all the requirements including taking the Regulatory, and either the Risk-based or Numerical technical exam.

For special circumstances, please contact the CSAP Executive Director or President directly.

9 CSAP ASSOCIATE MEMBERS

The CSAP Society has two categories of members:

1. Voting, Full member
2. Non-Voting, Associate member

A CSAP “Associate” member is a non-voting member, in good standing with CSAP, and not actively performing CSAP work. This category of membership is for former CSAP Full members who have retired from active participation in the Society but still want to keep informed of CSAP activities and issues.

CSAP Associate members may attend CSAP external workshops including the Annual General Meeting at the Full member rate and participate in internal CSAP PD Webinars.

The application for Association Membership is provided in Appendix 15.

9.1 Eligibility Criteria

Confirmation of Parent Association Membership

Individuals seeking to become an Associate member must be fully qualified professional members and in good standing with one of the following four Parent Associations:

- (i) Association of Professional Engineers and Geoscientists of the Province of British Columbia (EGBC),
- (ii) British Columbia Institute of Agrologists (BCIA),
- (iii) British Columbia College of Applied Biology (CAB), or
- (iv) Association of the Chemical Profession of British Columbia (ACPBC).

Applicants must send a Confirmation Request Form (Appendix 6) to each of the Parent Associations of which they are a member to confirm their good standing, or provide a copy of a current professional membership card or membership renewal receipt. If using the request form, the Parent Associations must return their completed forms directly to the Society. Completed Confirmation Request Forms will not be accepted by the Society, unless received directly from the Parent Associations. Forms may be sent and returned by mail or email.

It is the Applicant’s responsibility to ensure that the Parent Associations submit their completed forms to the Society. Applicants may contact the Society to confirm if completed Confirmation Request Forms have been received. Your application will be reviewed in the next Membership Committee meeting and a letter and invoice will be issued when approved.

9.2 Maintaining Associate Membership

To maintain Associate membership status, the following requirements must be adhered to:

1. Fees must be kept up to date (50% of full annual membership fees).
2. Maintain professional status with Parent Association.

APPENDICES

- Appendix 1: CSAP Examination Application Form
- Appendix 2: Fees for Experience Review and Examinations
- Appendix 3: Relevant Documented Experience Examples
- Appendix 4: Templates for Presentation of Experience
- Appendix 5: Reference Form
- Appendix 6: Confirmation Request Form for Parent Associations
- Appendix 7: Guide for Applicants Preparing for an Experience Review Interview
- Appendix 8: Experience Reviewer Summary Form
- Appendix 9: Appeal Policy for Experience Review
- Appendix 10: Appointment to the Roster of Approved Professionals
- Appendix 11: Professional Development (PD) Hours – Reminders and Compliance
- Appendix 12: Membership Renewal Requirements
- Appendix 13: Reinstatement Application
- Appendix 14: Leave of Absence Application
- Appendix 15: CSAP Associate Membership Application



APPENDIX 1: CSAP Examination Application Form

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

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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.

I. Applicant Contact Information

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

II. Application Type

- Numerical Standards Approved Professional
- Risk-based Standards Approved Professional
- Both

III. 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).
 - Re-write previously failed examination(s) within 18 months of my previous attempt(s).
 - Re-write both examinations since its been more than 18 months since my previous attempt.

Examination results are valid for 18 months from the date the examination is written. Applicants who do not achieve a pass in one examination may still become a member by applying to rewrite the failed examination only. For new members, the technical examination (Numerical or Risk-based Standards) and the regulatory examination must be written and passed within 18 months of each other to become a member of the Society.

- It is more than 18 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 31st).

NOTE: If a regulatory exam developer has participated in the preparation of the regulatory exam one year, the exam developer cannot write the regulatory exam the following year (i.e., they must sit out one year given their previous access to the exam bank) to maintain the integrity of the exam process.

- I am a former CSAP member and want to renew my membership.
- I am currently a CSAP (Numerical Standards designation) and am applying to write the Risk Assessment technical examination. My summary of relevant (i.e., risk assessment) DDE and DM level DDE is enclosed.
- I am currently a CSAP (Risk-based Standards designation) and am applying to write the Numerical Standards technical examination. My summary of relevant (i.e., site assessment and remediation) DDE and DM level DDE is enclosed.

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 exam fees.

IV. Professional Registration

All Applicants must send one Confirmation Request Form to each of the British Columbia Parent Associations of which they are 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 Associations below (e.g., EGBC).

- P. Eng. - EGBC
- P. Geo. - EGBC
- P. Eng. / P. Geo – EGBC
- P.L. Eng. - EGBC
- P. L.Geo. - EGBC
- R.P.Bio. - CAB
- P.Ag. - BCIA
- P. Chem. - ACPBC

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

V. Payment Information

Experience Review Fee – Tick and pay for only those that apply

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

- Numerical Standards Approved Professional: \$500 + GST = \$525
- Risk-based Standards Approved Professional: \$500 + GST = \$525

Examination Fee – Tick and pay for only those that apply

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.

- Numerical Standards Technical: \$750 + GST = \$787.50
- Risk-based Standards Technical: \$750 + GST = \$787.50
- Regulatory: \$750 + GST = \$787.50

VI. 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**.

VII. Affidavit

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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** (Ministry Procedure 3) and the **Application Guide**.

Signature: _____

Date: _____

VIII. Checklist and Mailing Address**Please submit your:**

- Examination Application Form
- Experience Review Fee
- Examination Fee (optional until approved to sit the exam)
- Legal name documents (e.g., original or certified copy of birth certificate and any documents certifying a change of name).

Work experience details:

- Positions Descriptions (minimum of 3 positions)
- Project Descriptions (minimum of 9 in total to be signed by project supervisor)
- Instrument Submission Experience (senior review DDE level involvement in 3 submissions)
- Summary Table of Position and Project Experience Hours (minimum 10 years of experience)
- Statement of Qualifications (optional)

One hard copy and one electronic copy to:

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

- Send a **Confirmation Request Form** (Appendix 6) to each of the British Columbia Parent Associations of which you are a member.



APPENDIX 2: Fees for Experience Review and Examinations

I. Experience Review Fee

Page 1 of 1

Application for Membership:

Numerical Standards Approved Professional:	\$500 + GST = \$525
Risk-based Standards Approved Professional:	\$500 + GST = \$525

Applicants for one membership designation only pay this fee once. Where it has been determined by the Membership Committee that an Applicant has not met the eligibility requirements and requires additional experience, and is assigned additional specific experience, the Applicant does not pay the fee again when having the additional experience reviewed.

Second Designation:

If you are a current CSAP member applying to write a technical exam for a second designation, an Experience Review Fee will apply to the experience review for your second designation (Risk-based Standards or Numerical Standards Approved Professional).

You must demonstrate that you satisfy the DDE and DM level DDE requirements of the second designation. For example, a Numerical Standards AP seeking the Risk-based Standards AP designation must document 8,000 hours of risk assessment experience (i.e., lead or co-lead in the identification of the potential on- and off-site environmental risks and quantification of the magnitude and severity of risk from residual contamination, as per ENV Protocol 1) which includes 4,000 hours at the DM level. These hours are in addition to the hours claimed in the first designation application (i.e., there is no overlap in hours between the two designations). Conversely, a Risk-based Standards AP seeking the Numerical Standards AP designation must document 8,000 hours of site assessment and remediation experience applying numerical standards, with 4,000 hours at the DM level.

The Experience Review Fee is non-refundable.

II. Examination Fees

Numerical Standards Technical:	\$750 + GST = \$787.50
Risk-based Standards Technical:	\$750 + GST = \$787.50
Regulatory:	\$750 + GST = \$787.50

Applicants have until two weeks prior to the date of their examination to formally withdraw, in writing, from the examination, in order to have their examination fee(s) returned to them.



APPENDIX 3: Relevant Documented Experience Examples

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Up to two (2) years of RDE work experience in fields of practice other than contaminated sites is allowed as long as the experience involved applying relevant biological, chemical, toxicological, geoscience, engineering, or agronomy principles. It is the responsibility of the Applicant to demonstrate to the satisfaction of the reviewers that the work experience is relevant. The following list constitutes examples of types or work in other fields of practice that are considered to be relevant. This list of examples is not exhaustive, and other types of work may also be determined to be acceptable based on the review of a detailed rationale to be provided by the Applicant.

1. Numerical Standards Approved Professional:
 - a. Flow through porous media investigations (groundwater, soil vapour, oil and gas, seepage)
 - b. Chemical fate and transport in soil, groundwater, soil vapour, air, surface water, sediment
 - c. Investigation of chemical concentrations in various media (soil, sediment, water, air)
 - d. Engineering or geoscience design/construction/monitoring of works for treatment, in-situ management and/or disposal of wastes
 - e. Regulatory review or teaching at a university in topics related to all of the points above
 - f. Contaminated sites risk-based standards assessment experience

2. Risk-based Standards Approved Professional:
 - a. Environmental assessment
 - b. Environmental effects monitoring
 - c. Other observations and measurement of biological system functions (physiological, behavioural, habitat)
 - d. Other assessment of physical and chemical stressors on biota (including humans)
 - e. Habitat surveys
 - f. Other contaminated media and biota sampling
 - g. Regulatory review or teaching at a university in topics related to all of the points above
 - h. Contaminated sites numerical standards assessment experience



APPENDIX 4: Templates for Presentation of Experience

Please read Section 4 before completing these templates.

All Applicants for Society membership must provide work experience details for review and assessment by the Society using the Templates for Presentation of Experience. Because the decision regarding an Applicant’s eligibility is primarily based on the information contained in the Applicant’s work experience details submitted in support of their application, Applicants must complete the templates accordingly and are encouraged to provide as much relevant information as possible and must complete. While an effort will be made to request additional information from the Applicant if required, this is not always possible without jeopardizing application deadlines. It is the Applicant’s responsibility to ensure that sufficient information is provided prior to any application deadline. One hard copy and one electronic copy of the entire submission are required.

The Templates for Presentation of Experience include the following components:

I. Curriculum Vitae

II. Employment History

III. Relevant Documented Experience

Part 1: Credit for Post-Graduate Research

- Post-Graduate Experience Template

Part 2: Relevant, Direct, Decision-Making Level Direct Documented Experience

- Position Description Templates
 - You must present your experience within at least three positions demonstrating increasing levels of complexity and responsibility (e.g., junior, intermediate, senior).
 - Complete one (1) form for each position for which you are seeking credit.
 - If your role or level of responsibility changed significantly under any one position, you must break the position into multiple positions and complete one form for each position created.
 - Since the CSAP designation is an individual designation, Applicants should use the first person singular to specifically describe their own work experience, role and responsibilities. While Applicants may provide a description of the team’s role, which will include components for which the Applicant was not directly responsible, providing the team role only is not sufficient.
 - Remember to relate each position description to the requirements of both RDE and DDE including but not limited to:
 - How your work involved the application of scientific, engineering or geoscience principles related to contaminated site assessment, risk-assessment, management and remediation;

- How you were personally responsible for the evaluation and selection of scientific or technical methodologies for conducting contaminated site assessment, risk-assessment, management and remediation, including a description of the types of methodologies selected and the basis for selection;
 - The types and levels of responsibilities of persons you coordinated or supervised and what authority you assumed over their work;
 - The level of responsibility and independent judgment you exercised in this position, including the types and categories of conclusions you reached and the extent to which these conclusions were used in reports and in making recommendations to employers or clients; and
 - Information regarding applications for legal instruments to which you contributed.
- **Project Description Templates**
 - You must provide a minimum of three (3) detailed project descriptions for each position claimed (total of nine (9) projects minimum).
 - Selected projects should be representative of the position.
 - In aggregate, your project descriptions must cover all stages of assessment and remediation and, for Risk-based Standards Applicants, both human health and ecological risk assessment.
 - Remember to relate each project description to the requirements of both RDE and DDE including, but not limited to:
 - How you applied your technical knowledge and skills related to contaminated sites assessment, risk-assessment, management and remediation;
 - The types and levels of responsibilities of persons you coordinated or supervised and what authority you assumed over their work;
 - The nature and extent of environmental conditions at the site;
 - The contaminants investigated and encountered;
 - Investigation methodologies and risk assessment approaches selected and why they were selected;
 - The extent to which you were a principle decision-maker for this project; and
 - Your overall role in the project including a description of your conclusions and recommendations, and to whom and how these were communicated.
 - Project Supervisor must sign the relevant section to acknowledge that they are substantiating the experience information provided.

If you have worked on multiple projects while in a Position, a table is provided to list and total the accrued amounts of RDE, DDE, and DM DDE hours for the individual projects (format may also be used in MS Excel).

Part 3: Summary of Experience Gained in Preparing Ministry Instrument Application Packages

- You must provide information regarding a minimum of three (3) submissions where you have been substantially involved (senior review DDE level) in the preparation of the instrument application packages for direct Ministry approval (maximum of two) and/or AP review and CSAP submission. The

- Applicant's involvement in the application must be representative of the same type as the Approved Professional designation (numerical standards or risk-based standards) for which they are applying.
- Application material must have been submitted directly to the Ministry (maximum of two) and/or CSAP in accordance with Protocol 6, and subsequently approved by the Ministry (e.g., a regulatory instrument was issued).

Part 4: Summary Table of Positions and Project Experience Hours

- You will transfer information from your Position and Project Descriptions to the Summary Table provided.

III. Optional Statement of Qualifications Template

All Applicants are invited to include an **Optional Statement of Qualifications** with their work experience details. This statement provides an opportunity for the Applicant to write no more than 250 words in support of their application emphasizing why the Applicant feels that they are qualified for Society membership.

I. Curriculum Vitae

Applicant Contact Information

Full Legal Name	
Mailing Address	

Daytime Tel (1)	Daytime Tel (2)
E-Mail Address	Cell #
Bachelor's Degree	Graduation Date (Month/Year)
Master's Degree	Graduation Date (Month/Year)
Doctorate Degree	Graduation Date (Month/Year)
Registration with: <input type="checkbox"/> EGBC; <input type="checkbox"/> BCIA; <input type="checkbox"/> CAB, or <input type="checkbox"/> ACPBC <i>(Please Tick)</i>	
Discipline	Registration Date (Month/Year)
Discipline	Registration Date (Month/Year)

II. Employment History

Applicant Name _____

Start Date (Month, Year)	End Date (Month, Year)	Employer * (Name and Address)	Job Title	Job Outline (Roles and Responsibilities)	% Full Time ** (Cont. Site Work)

* Employer column also refers to self-employment, contract work, volunteer / service activities, and contributions to industry / academic publications.

** Where employment was not full-time in contaminated sites work, please include an estimation of what portion of work was in contaminated sites.

III. Relevant Documented Experience Templates

Applicant Name _____

- Applicant Type** Numerical Standards Approved Professional
 Risk-based Standards Approved Professional

Part 1: Credit for Post-Graduate Research

Please refer to Membership Guidance (Section 3) if you are seeking credit for post-graduate research.

POST-GRADUATE EXPERIENCE

Relevant or Direct Documented Experience (RDE or DDE): Post Graduate Degree Research (maximum 1 year)					
<i>Post-Graduate Degree</i>	<i>Research Component</i>				RDE 1 year (1,250 hrs)
Degree Type					
<i>Post-Graduate Research Period</i>	Start Date:	End Date:		REVIEWER'S COMMENTS: Note: years claimed for Post-Graduate research cannot exceed 1 year	
Research Title					
Research Description					
Relevant Activities Carried Out					
Research Supervisor verifying the Project Details	Name:	Phone No.			
	Signature:				
Experience Accrued	RDE hours		Research RDE Years = RDE Hours /1,250		Rationale for RDE:
	DDE hours		Research DDE Years = DDE Hours /1,000		Rationale for DDE:

Part 2: Relevant, Direct and Decision-Making level Direct Documented Experience

1. Please include sufficient positions and projects to document a minimum of 8,000 hours of Direct Documented Experience (DDE), of which 4,000 hours are at a Decision-Making level (DM level DDE). You will require multiple copies of the template below.
2. If applying for a second designation, you must demonstrate that you satisfy the DDE and DM level DDE requirements of the second designation. For example, a Numerical Standards AP seeking the Risk-based Standards AP designation must document 8,000 hours of risk assessment experience with 4,000 hours at the decision-making level. Conversely, a Risk-based Standards AP seeking the Numerical Standards AP designation must document 8,000 hours of site assessment and remediation experience with 4,000 hours at the decision-making level.
3. If claiming relevant non-contaminated sites experience, please consult Appendix 3 for an explanation and examples of the category.
4. PROJECTS DURING WHICH EXPERIENCE IS CLAIMED

If the time spent on the project directly related to contaminated sites work was > 50% of the total hours that can be claimed during the time period, then the full hours can be claimed; if < than 50% of your time was spent on directly related contaminated sites work the hours must be prorated.

Example: Project duration over several years = 400 hours of contaminated sites work, of which the candidate spent 200 hours on decision-making level DDE work. A total of 400 hours is considered DDE work and a subset of these hours (i.e., 200 hours) is considered DM level DDE. The following number of hours should be claimed on the description templates and summary table:

DDE = 400/1000 = 0.4 yrs = TOTAL DDE hours which include DM level DDE
DM level DDE = 200/1000 = 0.2 yrs = Subset of TOTAL DDE hours

POSITIONS DURING WHICH EXPERIENCE WAS GAINED *(Please list relevant positions/projects needed to accumulate the required number of hours to qualify for the stated years of experience.)*

POSITION DESCRIPTION

Contaminated Sites Direct Documented Experience (DDE) – report total DDE, including DM level DDE						
Contaminated Sites Direct Documented Decision-Making Level (DM level DDE)						
Non-contaminated Sites Relevant Documented Experience (RDE), see Appendix 3						
SUMMARY POSITION #						
Your Position Title						
Employer						
Supervisor's Name					Supervisor's Phone No.	
Start Date		End Date		No. of Months at Position		
Position Description						
Experience Claimed during the position	Hours RDE		Total Hours DDE (includes DM level DDE)		Hours DM level DDE (subset of DDE)	
Experience in years	RDE Years = Hours RDE /1,250		Total DDE Years = Hours DDE /1,000		DM level DDE Years = Hours DM level DDE /1,000	

Applicant Name _____

POSITION DESCRIPTION

Contaminated Sites Direct Documented Experience (DDE) – report total (DDE + DM level DDE) Contaminated Sites Direct Documented Decision-Making Level (DM level DDE) Non-contaminated Sites Relevant Documented Experience (RDE), see Appendix 3						
SUMMARY of POSITION #						
Your Position Title						
Employer						
Supervisor's Name				Supervisor's Phone No.		
Start Date			End Date			
Position Description						
Experience Claimed during the position	Hours RDE		Total Hours DDE (includes DM level DDE)		Hours DM level DDE (subset of DDE)	
Experience in years	RDE Years = Hours RDE /1,250		Total DDE Years = Hours DDE /1,000		DM level DDE Years = Hours DM level DDE /1,000	

POSITION DESCRIPTION

Contaminated Sites Direct Documented Experience (DDE) – report total (DDE + DM level DDE) Contaminated Sites Direct Documented Decision-Making Level (DM level DDE) Non-contaminated Sites Relevant Documented Experience (RDE), see Appendix 3						
SUMMARY of POSITION #						
Your Position Title						
Employer						
Supervisor's Name				Supervisor's Phone No.		
Start Date			End Date			
Position Description						
Experience Claimed during the position	Hours RDE		Total Hours DDE (includes DM level DDE)		Hours DM level DDE (subset of DDE)	
Experience in years	RDE Years = Hours RDE /1,250		Total DDE Years = Hours DDE /1,000		DM level DDE Years = Hours DM level DDE /1,000	

* copy this templated if additional position descriptions are required

Applicant Name _____

- You must provide a minimum of **THREE (3)** project descriptions for **EACH** position claimed (**total of nine (9)** project descriptions minimum).
- Relate each **project description** to the requirements of both **RDE, DDE** and **DM level DDE** as appropriate.
- **Provide a detailed description of the experience gained during the position for each project.**

PROJECT DESCRIPTION

POSITION #		PROJECT #		REVIEWER'S COMMENTS		
Project Period	Start Date:		End Date:			
	Total no. of hours spent on Project:					
Project Name						
Project Description						
Relevant Activities Carried Out						
Project Supervisor Verifying the Project Details	Name:		Phone No.			
	Signature:					
Experience Accrued on Project	Hours RDE		Total Hours DDE (includes DM level DDE)			Hours DM level DDE (subset of total DDE)
Experience in years	RDE Years = Hours RDE /1,250		DDE Years = Hours DDE /1,000			DM DDE Years = Hours DM DDE /1,000
		Total Hours		Total Years		

Applicant Name _____

PROJECT DESCRIPTION TEMPLATE

	POSITION #		PROJECT #			
Project Period	Start Date:		End Date:		REVIEWER'S COMMENTS	
	Total no. of hours spent on Project:					
Project Name						
Project Description						
Relevant Activities Carried Out						
Project Supervisor Verifying the Project Details	Name:		Phone No.			
	Signature:					
Experience Accrued on Project	Hours RDE		Total Hours DDE (includes DM level DDE)			Hours DM Level DDE (subset of total DDE)
Experience in years	RDE Years = Hours RDE /1,250		DDE Years = Hours DDE /1,000			DM DDE Years = Hours DM DDE /1,000
		Total Hours		Total Years		

Applicant Name _____

PROJECT DESCRIPTION TEMPLATE

POSITION #				PROJECT #				
Project Period	Start Date:			End Date:			REVIEWER'S COMMENTS	
	Total no. of hours spent on Project:							
Project Name								
Project Description								
Relevant Activities Carried Out								
Project Supervisor Verifying the Project Details	Name:				Phone No.			
	Signature:							
Experience Accrued During this Project	Hours RDE		Total Hours DDE (includes DM level DDE)		Hours DM level DDE (subset of total DDE)			
Experience in years	RDE Years = Hours RDE /1,250		DDE Years = Hours DDE /1,000		DM DDE Years = Hours DM DDE /1,000			
		Total Hours		Total Years				

* copy this template for additional Projects as required

Part 3: Summary of Experience Gained in Preparing Ministry Instrument Application Packages

Experience claimed for the substantial involvement (senior review DM level DDE, see Section 3, 6 in Guidelines for more details) in the preparation of a minimum of three submission application packages for Ministry review and/or CSAP review in accordance with Protocol 6. Submissions must have been approved by the Ministry.

Please provide relevant Position number and Project number if details for these are provided above

Submission Experience		
Submission 1		Description of Role and Responsibilities in Preparation of Submission Package:
BC ENV Site ID:	Instrument Types: <input type="checkbox"/> CoC – Num. <input type="checkbox"/> CoC - Risk <input type="checkbox"/> Determination <input type="checkbox"/> AiP <input type="checkbox"/> CSRA	
Position #		
Project #	Submitting AP:	
	AP Signature:	
Submission 2		Role and Responsibilities:
BC ENV Site ID:	Instrument Types: <input type="checkbox"/> CoC – Num. <input type="checkbox"/> CoC - Risk <input type="checkbox"/> Determination <input type="checkbox"/> AiP <input type="checkbox"/> CSRA	
Position #		
Project #	Submitting AP:	
	AP Signature:	
Submission 3		Role and Responsibilities:
BC ENV Site ID:	Instrument Types: <input type="checkbox"/> CoC – Num. <input type="checkbox"/> CoC - Risk <input type="checkbox"/> Determination <input type="checkbox"/> AiP <input type="checkbox"/> CSRA	
Position #		
Project #	Submitting AP:	
	AP Signature:	

Part 4: Project Experience Hours Summary Table

This is a summary of positions during which at least ten years of experience were gained.

The Excel template provided (or Table on the following page) must be used to tabulate and total the experience hours accrued over multiple projects. Change the Years indicated or add Projects as necessary.

(The experience claimed for each position must total the minimum experience required in each category, please add additional positions/projects as required.)

IV. Optional Statement of Qualifications

Applicant Name _____

Application Type

Numerical Standards
Approved Professional

Risk-based Standards
Approved Professional

This statement provides an opportunity for the Applicant to write no more than 250 words in support of their application emphasizing why the Applicant feels that they are qualified for Society membership.

Project Example #1 - Numerical Standards

POSITION #		1		PROJECT #		1	
Project Period	Start Date: November 2000			End Date: August 2001		REVIEWER'S COMMENTS	
	Total no. of hours spent on Project:			330 <i>(based on hours worked rather than duration of project)</i>		Specific project details.	
Project Name	Field Work to Support DSI and COR for former Service Station, BC (Site ID).					Specific details on applicant's role in the project.	
Project Description	The project involved a site which operated as a service station. Free-phase LNAPL had migrated from the site onto adjacent lands. Consulting company operated in situ remediation system to remediate petroleum hydrocarbon contamination and prevent further contaminant migration. An AiP was obtained in May 2004 and a CofC will be sought in the near future.					Appropriate level of hours listed for the project specified.	
Relevant Activities Carried Out	<p>I conducted field work to support the DSI and COR for the site. Specific activities conducted included:</p> <ul style="list-style-type: none"> - monthly groundwater monitoring and sampling - LNAPL thickness monitoring - in situ remedial system (vacuum enhanced multi-phase extraction system) monitoring and maintenance - lateral and vertical surveying of monitoring wells for groundwater elevation reference and metes and bounds of plume - conducting single well response (bail/slug) tests to determine aquifer hydraulic conductivity - data interpretation and summary reporting 						
Project Supervisor Verifying the Project Details	Name:			Phone No.			
	Signature:						
Experience Accrued on Project	Hours RDE	0	Total Hours DDE (includes DM level DDE)	330	Hours DM level DDE (subset of total DDE)	0	
Experience in years	RDE Years = Hours RDE /1,250	0	DDE Years = Hours DDE /1,000	0.33	DDE DM Years = Hours DDE DM /1,000	0	
		Total Hours	330	Total Years	0.33		

Project Example #2 – Numerical Standards

POSITION #		2		PROJECT #		1		
Project Period	Start Date: January 2015			End Date: December 2017		REVIEWER'S COMMENTS		
	Total no. of hours spent on Project:			380 <i>(based on hours worked rather than duration of project)</i>				
Project Name	Stage 1 PSI, DSI and COR for Bulk Plant, Langley, BC							
Project Description	The project involved a site which was operated as a bulk plant. Previously, other consultants had completed some investigation and identified petroleum hydrocarbon related contamination in soil and groundwater as well as phenols in soil and had decommissioned the bulk plant facility. The main objectives of the program were to delineate and remediate contamination and obtain a Certificate of Compliance for the site. A Certificate of Compliance was required to support the eventual sale of the site. I conducted the Stage 1 PSI and post remedial investigation field work under guidance from a senior project manager. The Stage 1 PSI,DSI,COR report was part of a successful submission to the BC ENV for a Certificate of Compliance for CL use for the site and adjoining City of Langley lands.							
Relevant Activities Carried Out	Relevant Numerical Standards Assessment activities that I carried out: -co-wrote the Stage 1 PSI report with technical conclusions which was reviewed by a Roster Professional Expert -conducted drilling field work for post remedial investigation -conducted groundwater monitoring and sampling field work for post remedial investigation -co-wrote DSI and COR report with technical conclusions which was reviewed by a Roster Professional Expert -conducted field work for monitoring well decommissioning under the supervision of a qualified Professional Engineer							
Project Supervisor Verifying the Project Details	Name:				Phone No.			
	Signature:							
Experience Accrued on Project	Hours RDE		Total Hours DDE (includes DM level DDE)	380	Hours DM level DDE (subset of total DDE)	50		
Experience in years	RDE Years = Hours RDE /1,250		DDE Years = Hours DDE /1,000	0.38	DM DDE Years = Hours accumulated /1,000 = yr	0.05		
		Total Hours	380	Total Years	0.38			

Position and Project Example #3 - Numerical Standards

POSITION #		3		PROJECT #		21	
Project Period	Start Date: June 2014			End Date: June 2020			REVIEWER'S COMMENTS
	Total no. of hours spent on Project:			430			
Project Name	Stage 1 PSI and DSI and off-site Closure Planning for Bulk Fuel Distribution Terminal and former Refinery						Specific project details.
Project Description	<p>The project involved a site which was historically operated as a Refinery and is currently a bulk fuel distribution terminal with over thirty large capacity petrochemical storage tanks containing a variety of finished petroleum products and additives. Two remedial systems are in operation at the site. The first is a vapour extraction system (VES) that draws hydrocarbon-impacted air from below the subsurface and treats the vapours using a thermal oxidizer. The second system is comprised of two light non-aqueous phase liquids (LNAPL) skimmers, which recover LNAPL from select wells at the site.</p> <p>Dissolved phase petroleum hydrocarbons have migrated off-site onto neighbouring lands. The objectives of the current program are to delineate and remediate the petroleum hydrocarbons in preparation for a future Certificate of Compliance (CofC) for an off-site area proposed for re-development.</p>						Specific details on applicant's role in the project.
Relevant Activities Carried Out	<p>Relevant Numerical standards assessment activities that I carried out:</p> <ul style="list-style-type: none"> -I conducted a Stage 1 PSI site reconnaissance to provide senior oversight and mentoring for a junior field technician -I conducted a detailed delineation data gap assessment for soil, groundwater and vapour media in preparation for application for a future CofC -I conducted a technical review of legacy well screen completions in comparison to Technical Guidance 8 recommendations and provided recommendations for replacement installations where warranted to prevent dilution or cross-contamination -I provided technical guidance during DSI drilling programs including directing well location, depth and screen placement, and drilling methodology selection to minimize heaving sands during vertical delineation well installs -I conducted a detailed technical review of LNAPL thickness trends at the site to assist with remedial system design and LNAPL extraction optimization -I conducted a plume stability assessment, including assessment of the impacts of seasonal groundwater flow reversal on contaminant concentrations, to support the future application for an off-site CofC and inform DSI drilling step outs for delineation -I prepared third party data packages, established access agreements and prepared a detailed closure strategy plan for discussion with off-site affected parties to highlight the various responsibilities of the responsible party and the off-site flow to site owner under the Environmental Management Act and CSR -I interpreted groundwater contaminant fingerprints including BETX ratios and proportions of VOCs to identify limits of comingled contaminant plumes 						Appropriate level of hours listed for the project specified.
Project Supervisor Verifying the Project Details	Name:				Phone No.		
	Signature:						
Experience Accrued on Project	Hours RDE	0	Total Hours DDE (includes DM level DDE)	430	Hours DM level DDE (subset of total DDE)	400	
Experience in years	RDE Years = Hours RDE /1,250	0	DDE Years = Hours DDE /1,000	0.43	DDE DM Years = Hours DDE DM /1,000	0.40	
		Total Hours	430	Total Years	0.43		

Position and Project Example #1 – Risk-based Standards

POSITION #		1		PROJECT #		6	
Project Period	Start Date: Jan 2006			End Date: Sept 2008			REVIEWER'S COMMENTS
	Total no. of hours spent on Project:			370			
Project Name	HHERA Former Service Station						Specific project details. Specific details on applicant's role in the project. Appropriate level of hours listed for the project specified.
Project Description	HHERA was conducted to evaluate risks associated with contamination encountered in the off-Site Management Area (MA) adjacent to a former service station in Vancouver, BC. The MA consisted of portions of XX Street and YY Avenue adjacent to the Site and the property on the northern boundary of the Site. The HHERA was conducted based on the current land use of the MA (industrial for roadways and commercial for adjacent property). HHERA was completed in accordance with BC CSR.						
Relevant Activities Carried Out	Compiled available soil, groundwater, soil vapour, ambient air and indoor air data. Identified petroleum hydrocarbons (benzene, ethylbenzene, toluene, xylenes, VPHw, VHw6-10, EPHw10-19, EPHw19-32, LEPHw, and/or HEPHw) as COPCs in soil and groundwater for the protection of human and ecological health (iron and manganese also retained in groundwater). Retained several soil vapour and indoor air COPCs including: benzene, ethylbenzene, toluene, xylenes, n-hexane, decane, VPH, LEPH, naphthalene, MTBE and/or CCME C6-8 through C16-21 aliphatic and aromatic -fractions. Identified human (industrial and commercial workers and pedestrians) and ecological (plants and soil invertebrates in landscaped areas) receptors. Identified complete and significant exposure pathways based on site conditions, contaminant fate and transport mechanisms, comparison of ambient, indoor and soil vapour concentrations. Quantified risks to human receptors through pathways considered complete based on appropriate exposure scenarios and toxicity reference values and provided detailed discussion of results. Provided input for responding to review comments. Site was granted an AiP by the BC ENV.						
Project Supervisor Verifying the Project Details	Name:			Phone No.			
	Signature:						
Experience Accrued on Project	Hours RDE		Total Hours DDE (includes DM level DDE)	370	Hours DM level DDE (subset of total DDE)		
Experience in years	RDE Years = Hours RDE /1,250		DDE Years = Hours DDE /1,000	0.370	DDE DM Years = Hours DDE DM /1,000		
		Total Hours	370	Total Years	0.37		

Position and Project Example #2 – Risk-based Standards

POSITION #		2		PROJECT #		17	
Project Period	Start Date: Mar 2008			End Date: June 2008			REVIEWER'S COMMENTS
	Total no. of hours spent on Project:			100			
Project Name	Human Health Risk Assessment Work Area Worker Exposure to Entrained Sediment						
Project Description	Human health risk assessment (HHRA) to evaluate potential risks associated with human exposure to sediments entrained and deposited within the work area during vessel entry. The risk assessment was conducted to update a previously prepared risk assessment and to incorporate additional data subsequently collected from the dry dock. Work was conducted in accordance with federal and provincial guidelines/standards and Health Canada assessment approaches.						
Relevant Activities Carried Out	Evaluated sediment sample results as soil because sediment values are typically derived for the protection of ecological receptors and the sediment in effect becomes soil once it enters the Graving Dock and is no longer in contact with water. Identified COPCs included metals, PAHs, and butyl tin compounds. Retained workers as well as offsite residents with the potential to come into contact with airborne sediment (dust). Ingestion, dermal contact and inhalation of sediment were identified as complete exposure pathways. Risks were only calculated for workers as these receptors were expected to have the most significant exposures. Calculated noncancer and cancer risks and based on results, provided recommendations for PPE and other risk management measures (e.g. source removal).						
Project Supervisor Verifying the Project Details	Name:				Phone No.		
	Signature:						
Experience Accrued on Project	Hours RDE		Total Hours DDE (includes DM level DDE)	100	Hours DM level DDE (subset of total DDE)	20	
Experience in years	RDE Years = Hours RDE /1,250		DDE Years = Hours DDE /1,000	0.1	DDE DM Years = Hours DDE DM /1,000	0.02	
		Total Hours	100	Total Years	0.1		

Position and Project Example #3 – Risk-based Standards

		POSITION #	4	PROJECT #	48		
Project Period	Start Date: May 2017			End Date: Oct 2017		REVIEWER'S COMMENTS	
	Total no. of hours spent on Project:			50			
Project Name	Human Health and Ecological Risk Assessment,					<p>Specific project details.</p> <p>Specific details on applicant's role in the project.</p> <p>Appropriate level of hours listed for the project specified.</p>	
Project Description	<p>Human Health and Ecological Risk Assessment (HHERA) required to address residual metal impacted soil related to the former operation of an automobile part and storage yard. The Site was vacant, but it was expected that development for mixed commercial and industrial uses would occur in the near future.</p> <p>Environmental investigations identified metal and petroleum hydrocarbon concentrations in soil that exceeded the BC CSR numerical standards. All hydrocarbon impacted soil had been excavated and disposed off-Site. All metal impacted soil was excavated and consolidated into a lined and capped trench on the Site. The objective of the HHERA was to evaluate whether the metal impacted soils within the encapsulated soils area posed unacceptable risks to human health and/or ecological receptors. Groundwater and site vapour were not addressed in the HHERA as all post-remedial concentrations were below the applicable CSR numerical standards.</p> <p>The HHERA was conducted in support of an application for a risk-based Certificate of Compliance (CofC) from the BC ENV.</p>						
Relevant Activities Carried Out	<p>Responsible for the successful completion and quality of the risk assessment. Reviewed all available site information and liaised with senior site assessment personnel to discuss site details and approach to ensure risk assessment data requirements would be met. Developed the risk assessment approach and directed risk assessment team members through the successful completion of the assessment.</p> <p>Identified information and documentation to be obtained and signed off by other professional personnel for inclusion in the Performance Verification Plan. Based on the assumptions and results of the risk assessment, developed risk management measures to avoid potential future risks.</p> <p>Provided senior technical review of all risk assessment related information/documentation including the PVP.</p> <p>Site (ID# XXXX) have been reviewed through the P6 process and has been submitted to the BC ENV for a CofC.</p>						
Project Supervisor Verifying the Project Details	Name:			Phone No.			
	Signature:						
Experience Accrued on Project	Hours RDE		Total Hours DDE (includes DM level DDE)	50	Hours DM level DDE (subset of total DDE)	50	
Experience in years	RDE Years = Hours RDE /1,250		DDE Years = Hours DDE /1,000	0.05	DDE DM Years = Hours DDE DM /1,000	0.05	
		Total Hours	50	Total Years	0.05		



I. Instructions for CSAP Applicant:

Please select three (3) Supervisors from your Presentation of Experience to act specifically as References for you. Please supply each of the selected References with a copy of the Reference Form and the portion of the work experience and project details for which the Reference has supervised and is asked to validate. The References are to complete, sign and return the Reference Forms directly to the Society. References should not return the completed form to the Applicant. Forms returned care of the Applicant or without the relevant portion(s) of your work experience details attached will not be accepted.

For filing and tracking purposes, the Applicant should provide a copy of the unsigned Reference Forms in their application package.

References must have first-hand knowledge of the Applicant’s contaminated sites work experience and may be supervisors, project supervisors, project managers, colleagues or other knowledgeable parties at the Society’s discretion.

II. Completion by the Applicant:

Applicant’s Name _____

Reference’s Name _____

Reference’s Position _____

Reference’s Telephone _____

Reference’s E-Mail _____

Reference’s Address _____

Position(s) and Project number(s) Reference is asked to validate (i.e., Position 1/Project 3):

III. Instructions for Reference:

The individual listed above has applied for membership with the Society of Contaminated Sites Approved Professionals (CSAP Society). Approved Professionals are authorized to make submissions, including advice and recommendations, to the Ministry respecting:

- (i) A Determination that a site is a contaminated site,
- (ii) A Contaminated Soil Relocation Agreement,
- (iii) An Approval in Principle,
- (iv) A Certificate of Compliance, or
- (v) Other matters specified by the Rules of the Society.

The Applicant has asked you to provide a reference to be considered by the Society when it reviews the candidate’s application for membership. Because a large portion of the Society’s evaluation process is based upon peer evaluation of the Applicant, it is essential that you provide considered and candid responses to each of the questions below. These questions concern the professional capabilities and character of the Applicant. Please answer all questions to the best of your direct knowledge only.

If, for any reason, you feel that you cannot provide a completed Reference Form for this Applicant, please return the form to the Society with an explanation of why you are unable to complete the form.

Your completed Reference Form will be handled in accordance with the *Freedom of Information and Protection of Privacy Act*. Your comments will only be shared with the Applicant in accordance with the *Act* upon their request and only if the comments cannot be attributed to you.

Please submit your completed form, with the relevant portion(s) of the candidate’s work experience details as provided by the Applicant, directly to the CSAP Society. Forms returned care of the Applicant or without the relevant portion(s) of the Applicant’s work experience details attached will not be accepted.

Should you have any questions about this form or about the CSAP Society, please do not hesitate in contacting Society staff.

IV. Completion by the Reference:

1. Are you a member of any of the following Regulatory Professional Associations?

- EGBC; Registration number _____
- CAB; Registration number _____
- BCIA; Registration number _____
- ACPBC; Registration number _____
- Other; Registration number _____

2. For how long you have known the Applicant personally?

From (month/year) _____ To (month/year) _____

3. For how long you have known the Applicant professionally?

From (month/year) _____ To (month/year) _____

4. For each of the position(s)/project(s) that you are asked to validate, what was your professional relationship to the Applicant? (e.g. supervisor, , colleague or other [at CSAP Society discretion])

Position/Project # _____

Relationship _____

Position/Project # _____

Relationship _____

Position/Project # _____

Relationship _____

5. Do you know of any reason that the Society should not grant membership to the Applicant?

No

Yes; if yes, please provide the reason here (add additional paper, if required):

6. In your opinion, is the attached portion of the Applicant’s work experience details accurate (e.g., duration of position(s) and project(s), hours of claimed experience, position role and responsibilities, project descriptions, decision-making role, etc. ...)?

Yes

No; if no, please provide and comment on the inaccuracies here (add additional paper, if required):

7. Please add any additional comments here:

Reference Signature:

Date:



APPENDIX 6: Confirmation Request Form for Parent Associations

Version May 2021

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

Applicants: **New or Renewing** - Please send one form to each of the Parent Associations of which you are a member (contact info below). It is your responsibility to ensure that your Parent Association(s) returns the form(s) **directly** to the Society.

Associations: Please complete and return this form **directly** to the Contaminated Sites Approved Professionals Society by e-mail, fax or mail (contact information above); please **do not** return the form care of the Applicant.

TO BE COMPLETED BY THE APPLICANT		
Applicant's Name _____	Date of Birth _____	
Parent Association _____	Registration Number _____	
<input type="checkbox"/> NEW CSAP Applicant	<input type="checkbox"/> Renewing CSAP Applicant	
TO BE COMPLETED BY THE REGULATORY PROFESSIONAL ASSOCIATION		
Individual is a member in Good Standing <input type="checkbox"/> Yes <input type="checkbox"/> No		
Designation _____	License Number _____	
Date professional registration/licensure granted (don't include in-training date) _____		
Has this member ever been subject to any disciplinary action? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Please complete remainder of Form if NEW CSAP Applicant only.		
Please list post-secondary degrees for which the NEW CSAP Applicant has provided proof:		
<u>Name of Academic Institute</u>	<u>Type of Degree (e.g., B.Sc.)</u>	<u>Date Degree Granted</u>

EGBC:	Tel: 604-430-8035	www.eqbc.ca
BCIA:	Tel: 250-380-9292	www.bcia.com
CAB:	Tel: 250-383-3306	www.cab-bc.org
ACPBC:		www.pchembc.ca



APPENDIX 7: Guide for Applicants Preparing for an Experience Review Interview

I. Purpose of the Interview

Page 1 of 2

The purpose of the interview is to determine whether the Applicant meets the experience requirements for membership in the Society of Contaminated Sites Approved Professionals. Interviews may also be used to provide advice to Applicants on what experience must be gained before meeting the minimum requirements. The Interview Panel will make a recommendation to the Membership Committee based on the information the Applicant has provided with their application, any information provided by References, and information gleaned in the interview. (Interviews are conducted at the discretion of the Experience Review Panel)

This guide describes how the interview will be conducted and offers advice on how to prepare for the interview.

II. The Interview Panel

The Interview Panel is made up of senior contaminated sites practitioners who have volunteered their services as interviewers. The Interview Panel is normally composed of a minimum of two individuals; one being a member of the Membership Committee. All information, which has been provided with and in support of the Applicant's application, will have been forwarded to the Interview Panel prior to the interview. Potential Interview Panel members will be vetted for any potential conflict of interest issues (e.g., former supervisor or colleague).

III. Duration and Location of the Interview

The interview typically takes one hour. An in-person interview will be held during regular business hours at the Society office located at 613 – 744 W. Hastings Street, Vancouver, BC V6C 1A5. Alternatively, a virtual or telephone interview may be scheduled if circumstances do not permit an in-person interview.

IV. How the Interview is Conducted

The Applicant will be greeted by a Society staff member and introduced to the Interview Panel.

The Society staff member will open the meeting by explaining the purpose of the interview. The Applicant will then be asked to give a brief, ten-minute overview of their experience. Using the overview and the Applicant's experience details as a guide, the Panel will ask specific questions to assess the depth and breadth of the Applicant's experience. The Applicant may also be asked technical and regulatory questions about projects on which they have worked, or on hypothetical projects or situations.

The Applicant will be given time during the interview to expand on the details of their experience. The Applicant will also be given the opportunity to describe samples (examples) of their work that they have brought to the interview (see below). Applicants should keep in mind that the focus of the interview is the Applicant's personal experience and should use "I" and not "we" when addressing their role in projects.

V. Project Samples

Applicants are encouraged to bring samples of their work to the interview. Selection of samples should be limited to the most challenging projects worked on. All samples presented will be treated as confidential

and will be returned to the Applicant at the end of the interview. The Interview Panel may want to know exactly what part of projects the Applicant was personally involved in and responsible for.

Please note that the Interview Panel may not see all of the work samples brought to the interview, as the interview is limited to approximately one hour. It is the Applicant's responsibility, however, to draw the most relevant samples to the Interview Panel's attention.

VI. Applicant's Responsibility

It is the Applicant's responsibility to ensure that they accurately communicate their experience to the Interview Panel. At the end of the interview, the Applicant will be given an opportunity to elaborate on anything that they feel is important and may have been missed during the interview, and to provide any additional information that they feel is important to the Panel in coming to its recommendation.

VII. Follow-up Communication

All communication regarding the Applicant's application and the interview should be with the Society Executive Director and not with the members of the Interview Panel.

VIII. Interview Results

Applicants will receive the Membership Committee's decision regarding experience eligibility by letter approximately eight weeks after the interview.

IX. Appeal of Decision

Appeals are subject to the Experience Review Appeal Policy available in the Application Guide or through the Society Executive Director.

X. Questions

If you have questions or require further information, you are asked to contact the Executive Director.



APPENDIX 8: Experience Reviewer Process and Summary Form (new)

<p>CSAP Experience Reviewer Process</p>	
<p>Step 1: Read Eligibility Criteria (section 3) in Guidelines, to familiarize yourself with the requirements.</p> <p>Step 2: Review Applicant’s experience package and record your comments on the boxes provided in each Position and Project Description form.</p> <p>Step 3: Form a preliminary recommendation.</p> <p>Step 4: Verify hours of Total Experience Accrued reported on the Applicant’s <u>Summary Table of Position and Project Experience Hours</u>.</p> <p>Step 5: Contact your co-reviewer to discuss each other’s preliminary recommendation, and, together, attempt to come to a consensus recommendation. If there are concerns or questions about the applicant’s experience, or whether a particular project is suitable for demonstrating experience, contact CSAP. Additional review options and resources available, if needed include:</p> <ul style="list-style-type: none"> ▪ Third party consultation with CSAP. ▪ Request for additional information from Applicant. ▪ Follow up with Applicant references. ▪ Interview with the Applicant. <p>Step 6: Record your final recommendation on the Experience Summary section in Part 3 (Appendix 4) and in the Summary Form below.</p> <p>Step 7: Submit your final recommendation to the CSAP Society by appointed deadline. Fax: 604-451-4558; Email: npomareda@csapsociety.bc.ca</p>	
<p>Highlights:</p> <ul style="list-style-type: none"> • Applicants must provide details for a minimum of three CSAP submissions where they were substantially involved (senior review DM level DDE, see Section 3, 6 in Guidelines for more details) in the preparation of the application packages. • Experience gained is counted from the date of graduation, if needed. • <u>Summary Table of Position and Project Experience Hours</u> should summarize at least 10 years of experience. • The Reviewer’s comments are to be included in the column provided for each position/project description. • Final recommendation must be stated in the Experience Summary section and in form below. 	

Experience Reviewer Summary Form:

FINAL SUMMARY		# Years	Reviewer Comment/ Hours Missing
RELEVANT EXPERIENCE	(Not to exceed 2 yrs)		
DIRECT DOCUMENTED EXPERIENCE (includes DM level DDE)	(Minimum 8 yrs)		
TOTAL	(Minimum 10 yrs)		
DIRECT DOCUMENTED EXPERIENCE - DECISION MAKING (subset of DDE)	(Minimum 4 yrs of the 8 DDE yrs)		
EXPERIENCE REVIEWER'S RECOMMENDATION			
<input type="checkbox"/> I recommend that the Applicant be permitted to sit the Approved Professionals Examination and, if successful, be appointed to the Roster (minimum 10 years of eligible experience).			
<input type="checkbox"/> I recommend that the Applicant only be permitted to sit the Approved Professionals Examination at this time (minimum 9 years of eligible experience).			
<input type="checkbox"/> The Applicant does not yet qualify to sit the Approved Professionals Examination or be appointed to the Roster.			
COMMENTS (Please include any comments below - if large portions of experience or projects were discredited; if you recommend the CSAP Board invite the candidate to an experience review interview and state reasons etc.)			
Reviewers Name: _____ Signature: _____ Date: ____ / ____ / ____			



APPENDIX 9: Appeal Policy for Experience Reviews

Applicants who wish to appeal a decision of the Society Membership Committee regarding an experience review are governed by the following policy.

Reassessment by the Membership Committee

1. A written request for reconsideration of a decision must be received by the Society within 30 days of receipt of a letter advising of the Membership Committee's decision.
2. A reassessment fee of \$200.00 (plus GST) must accompany the request.
3. All requests for reassessment must provide detailed reasons, appropriate supporting materials, and grounds for the reassessment.
4. The request will be directed to and reviewed by the Membership Committee.
5. Applicants making a request for reassessment are bound by the decision resulting from the reassessment. No further requests for reassessment, relating to the original request for reassessment of experience, will be accepted.
6. If the decision by the Membership Committee regarding experience requirements is overturned, the reassessment fee paid will be refunded, provided that the reversal is based on academic and/or experience documentation (including references), that was provided by the Applicant to the Society prior to the original assessment under reconsideration.
7. If new or additional information or material is provided to support the request, or if the experience requirement remains the same or is augmented, the reassessment fee will not be refunded.
8. If the Membership Committee has required an Applicant to pass one or more examinations, attend a course or seminar and/or to obtain additional experience, the Membership Committee's decision will be to defer, not refuse, approval of the application until it is satisfied that the Applicant has complied with the requirement.



APPENDIX 10: Appointment to the Ministry's Roster of Approved Professionals

Before CSAP makes a recommendation for appointment to the Director's Roster of Approved Professionals as a Numerical Standards or Risk-based Standards Approved Professional, candidates must pass the appropriate CSAP examinations, be recommended for appointment by the CSAP Board of Directors, and meet the insurance requirements set forth by the Ministry of Environment and Climate Change Strategy. Refer to Ministry Procedure 3: Ministry Procedures for the Roster of Approved Professionals, dated November 2009 for further details.

Candidates may defer the meeting of insurance requirements for up to three (3) years. During this time of insurance deferment, the candidate will not be recommended for appointment to the Roster of Approved Professional. They must, however, maintain a pending membership in CSAP including the payment of annual membership dues equivalent to that paid by members and must meet all of the annual CSAP Professional Development requirements. Candidates are reminded that the CSAP Professional Development requirements include making an application (submission) under Protocol 6 for a Ministry instrument within the initial three (3) year period; this requirement will not be waived. As such, Candidates are therefore encouraged to advance their appointment to the Roster of Approved Professionals in sufficient time and meet insurance requirements, as they see fit, to ensure they are able to meet this submission requirement.



APPENDIX 11: Professional Development (PD) Hours – Reminders and Compliance

CSAP requires members to use the on-line submission manager to log in PD hours (link here: [CSAP Submissions Manager](#)).

Members are expected to login a minimum of 30 hour annually, and to accumulate 150 hours every three (3) years at the time of membership renewal.

Reminders

1. Members' Fall Update - Members will be reminded that PD hours are required to be logged in by Dec. 31st.
2. Dec. 1st – A second reminder of the Dec. 31st deadline will be sent out to all Members via email.

Review of PD hours for Renewing Members

1. PD hours will be reviewed by CSAP to determine if specific requirements as outlined in Section 7.1 of the Membership Guidelines are met.
2. 10% of members renewing will have their PD hours reviewed in detail by the Membership Committee to determine if the three year 150 hour minimum has been met.

Noncompliance of PD Hour Records

Members will be notified Jan. 1st if they are noncompliant and will have until Jan. 15th to log in their required PD hours or they will be:

1. Fined an administration fee of \$250 which will be added to their membership fees invoice sent the first week of April.
2. If membership fees (including fines) are not paid by June 9th, that member will receive a written notice to pay their fees; otherwise, they will be considered "not in good standing", further submissions will not be accepted, and a recommendation will be made to the Board for removal from the Roster of Approved Professionals.

If there are extenuating circumstances, please contact CSAP directly.



APPENDIX 12: Membership Renewal Requirements

In order to renew a CSAP membership, a member must supply the following:

1. Proof that you have met the requirements to submit a minimum of 30 hours in a minimum of three (3) categories per year and a total of 150 Professional Development (PD) hours have been accumulated in a minimum of three (3) categories over the three (3) year period between membership renewals.

A random audit will be performed on 10% of renewing members. This audit will be conducted by members from the Membership Committee. Renewing members are responsible for keeping back-up of all conferences attended, etc.

2. Proof that one (1) CSAP submission has been made during the three (3) year period between membership renewals prior to your renewal date. A member may provide proof of a successful (passing grade) rewrite of the CSAP Regulatory examination during the same three (3) year period, in lieu of a submission.

[Note: If a regulatory exam developer has participated in the preparation of regulatory exam one year, the exam developer cannot write the regulatory exam the following year (i.e., they must sit out one year given their previous access to the exam bank) to maintain the integrity of the exam process.]

- a. Applications to write the CSAP Regulatory examination in November must be received by August 31st.
3. Proof that you remain a member in good standing of a CSAP relevant Parent Association (Parent Association Confirmation Form, membership card or membership renewal receipt, etc.).
4. Payment of annual membership fees and any additional fines, if incurred.

All membership renewals are subject to the Roster of Approved Professional insurance requirements.



APPENDIX 13: Reinstatement Application

Applicants who would like to reinstate their CSAP membership will be considered under the following circumstances:

1. If the application for reinstatement is made before the Applicant’s next recorded renewal date, the Applicant must meet the requirements for that renewal (having made a submission, paid fees, recorded appropriate PD hours, remained in good standing with Parent Association, and obtained appropriate insurance).
2. If the application for reinstatement is received within three (3) years of the last recorded renewal date, the Applicant must provide proof of one (1) year of decision-making level DDE, required CPD hours, insurance requirements, good standing with Parent Association and that they have successfully completed the regulatory examination in the three (3) years prior to the application. Only work experience that has been supported by a completed Reference Form will be considered; a minimum of one (1) completed Reference Form is required.
3. Requirements resulting from any disciplinary action have been met.

If outside of three (3) years of their last recorded renewal date, former CSAP members are required to submit a full application package if they wish to become a practicing CSAP member again.

Professional Registration

I am a member of the following Parent Associations:

- | | | |
|---|---|---|
| <input type="checkbox"/> P. Eng. - EGBC | <input type="checkbox"/> P. Geo. - EGBC | <input type="checkbox"/> |
| <input type="checkbox"/> R.P.Bio. - CAB | <input type="checkbox"/> P.Ag. - BCIA | <input type="checkbox"/> P. Chem. - ACPBC |
| <input type="checkbox"/> <input type="checkbox"/> | | |

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

All membership reinstatements are subject to the Roster of Approved Professional insurance requirements and full fee payment.

Payment Information

Numerical Standards Approved Professional:	\$250 + GST = \$262.50
Risk-based Standards Approved Professional:	\$250 + GST = \$262.50

Additional Comments from the Applicant:

Applicant Contact Information

Full Legal Name	
Mailing Address	
Daytime Tel #	
Cell #	
E-Mail Address	

Applicant Signature: _____

Date: _____



APPENDIX 14: Leave of Absence Application

Members may apply for leave of absence from the CSAP Society for a minimum of six (6) months to a maximum of 18 months in any one 3-year term. The member’s renewal date will not change. Members are required to give two (2) weeks’ notice to the Executive Director stating the effective date of the Leave of Absence, and ensure they meet all applicable insurance requirements as of the effective date.

AP Name _____

AP Company _____

Start Date _____ End Date _____

Notification Date _____

Reason for Leave (optional, but required if difficulty meeting PD hour requirements is anticipated.)

Email while on leave _____

A member on leave is not allowed to conduct any CSAP work or use the title “contaminated sites approved professional”.

A member on leave must comply with the following requirements:

- Maintain Professional Liability (PL) and Commercial General Liability (CGL) insurance. Proof of the insurance coverage must be forwarded to the CSAP Society. If such insurance requirements are not maintained by your employer/company, members are advised to arrange for private insurance coverage.
- Upkeep Professional Development (PD) hours. Under extenuating circumstances the person can make a request to CSAP for reduction in CPD hour requirements.
- For a leave of six (6) months pay membership fee a minimum of \$250 plus GST. More than six (6) months leave a pro-rated fee will be applied in a monthly basis for the term going forward.
- Complete one submission per 3-year term.

If there are extenuating circumstances, please contact the CSAP Executive Director or President directly.

Regarding the CSAP member’s indemnity:

CSAP members should at all times maintain the primary (private or company) insurance requirements set forward in the indemnity. If a claim was launched against an AP during a time when the AP did not have the required primary insurance in place, the Ministry may effectively step in and assume the role of primary insurance provider and defend the claim. If the claim is under \$2,000,000 the Ministry may have recourse to directly recover from the AP any expenses paid out in defense of the claim or as a result of the claim. Alternatively, the Ministry may determine it has no obligation to defend the claim and leave the AP without counsel.

Signature on Agreement _____



APPENDIX 15: CSAP Associate Membership Application

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

Applicant Contact Information

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

Signature: _____

Date: _____

Checklist and Mailing Address

Please submit your:

- Associate Membership Application Form

Associate Member Registration
CSAP Society
 613 – 744 W Hastings Street, Vancouver, BC V6C 1A5

Payment Information

Annual Associate Membership Fee

Fee: \$200.00
 GST: \$ 10.00
 Total: \$210.00

Late Payment Fee for renewals (applies after June 10)

Fee: \$ 20.00
 GST: \$ 1.00
 Total: \$ 21.00