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SECTION 1: CSAP MEMBERSHIP

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 (see Section 2)

VOTING, FULL MEMBER

A Contaminated Sites Approved Professional (CSAP) 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.

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

ELIGIBILITY CRITERIA

1. Individuals must be professional members of, or hold an appropriate license, in good standing, with one of the following four Parent Associations before recommendation for Roster appointment and CSAP membership can be made:

- i. Engineers and Geoscientists of the Province of British Columbia (EGBC),
 - ii. The British Columbia Institute of Agrolologists (BCIA),
 - iii. The British Columbia College of Applied Biology (CAB), or
 - iv. The Association of the Chemical Profession of British Columbia (ACPBC).
2. Candidates must have a qualifying degree, which refers to the degree or requirements upon which the Parent Association deemed the candidate to have satisfied the minimum requirements for registration with the Parent Association.
3. Candidates must possess ten (10) years of relevant documented experience (RDE) and direct documented experience (DDE), where DDE refers to contaminated sites experience relevant to the category of Approved Professional for which the candidate is applying. Of the ten (10) years total experience, a minimum of eight (8) years must be DDE of which four years must be decision-making level DDE. Documented experience may be acquired over a period of more than ten (10) years.
 - i. **Relevant Documented Experience (RDE)** means work experience in fields of practice applying relevant biological, toxicological, geoscience, engineering, or agrolology principles. See Appendix 3 for examples.
 - ii. **Direct Documented Experience (DDE)** means experience on contaminated sites investigations, risk assessment, management and/or remediation in the relevant field to the category of the exam that the applicants are applying (i.e., in general, for Numerical Standards Approved Professional candidates, DDE is site investigation related to site characterization, and remediation work. For Risk-based Standards Approved Professionals, DDE is risk assessment work).
 - iii. **Decision-making level DDE** means providing direction and senior review of scientific and technical tasks necessary to complete investigations, risk assessment, management and remediation at contaminated sites which include:
 - (a) For numerical standards 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 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. For both the category of Numerical Standards Approved Professional and the category of Risk-based Standards Approved Professional, candidates may possess a maximum of two (2) years of RDE, post-

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qualifying bachelor's degree. Up to two (2) years of RDE work experience in fields of practice other than contaminated sites is allowed. It is the responsibility of the applicant to demonstrate to the satisfaction of the reviewers that the non-contaminated sites work experience is relevant.

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

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

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

- (d) demonstrate experience in all stages of contaminated sites investigation and remediation in diverse settings.
 - ii. **For Risk-based Standards Approved Professional:** To be decision-making level DDE, the clearly documented experience must be in the context of the risk-based standards of the Contaminated Sites Regulation (CSR) or an equivalent framework in another jurisdiction and meet all of the following tests:
 - (a) represent an application of the knowledge of contaminant sources, fate, exposure and effects on biota (including humans);
 - (b) be done in an environment where the individual had primary² responsibility for the technical/scientific aspects of the human health and/or ecological risk assessment;
 - (c) show that appropriate regulatory requirements and guidelines for risk assessment work were met.
 - iii. Applicants may take more than four (4) working calendar years to meet the minimum decision-making level DDE requirement.
 - iv. At least one (1) of the credited years of decision-making level DDE must have been obtained in the three (3) years prior to approval of the application for membership.
 - v. At least two (2) years of the credited years of decision-making DDE must have been obtained for work conducted under the BC Environmental Management Act provisions and its regulations prior to the approval of the application for membership.
 - vi. As part of their demonstration of decision-making level DDE, Applicants must provide a description (ENV Site ID, key responsibilities) of their involvement on three (3) projects for which submissions for Ministry instruments made by Approved Professionals under Protocol 6 have been issued by the ENV and for which the Applicant played a primary role on the three projects. Applicants involved in two (2) submissions [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.
7. The individual must have successfully written and passed the Approved Professionals Examination within fifteen (15) months of receiving notification that their qualifications were acceptable. The Approved Professionals Examination includes a technical examination specifically applicable to a Numerical Standards Approved Professional and/or specifically applicable to a Risk-based Standards Approved Professional, and a regulatory exam applicable to both. Qualified candidates can choose to write both technical examinations.

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Summary of Experience Requirements	
TOTAL	Ten (10) years
Relevant Documented Experience (RDE)	Up to two years; up to one (1)* of the two (2) years may include post-graduate studies on a relevant research topic
Direct Documented Experience (DDE)	A minimum of eight (8) years; up to one (1)* year may include post-graduate studies on a relevant research topic
DDE - Decision making level	<p>A minimum of four years of the eight (8) or more years of DDE must be at the decision-making level.</p> <p>At least one year of decision-making level DDE must be completed within three years prior to application.</p> <p>At least two years of the credited years of decision-making DDE must have been obtained for work conducted under the BC Environmental Management Act provisions and its regulations prior to the approval of the application for membership.</p> <p>Applicants are required to have been involved in a decision-making capacity in three (3) successful Ministry instrument submissions made by Approved Professionals under Protocol 6. Applicants involved in two (2) submissions instead of three (3) may be considered based on the entirety of their experience and an interview.</p>

* A maximum of one (1) year experience credit will be granted for relevant post-graduate research as RDE, DDE or a combination of both.

APPLICATION REQUIREMENTS

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.

Confirmation of Parent Association Membership and Academic Background

Applicants must meet item (1) of the Eligibility Criteria at the time of registration. Applicants must send a Confirmation Request Form 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 fax 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.

Work Experience Details

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

The Template for Presentation of Experience includes the following components:

- Curricula Vitae
- Position Descriptions
- Project Descriptions
- Summary of Positions
- Project Experience Hours Summary Table
- 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 Template for Presentation of Experience are required.

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 eligibility for a targeted sitting of the examination.

References

Applicants shall identify three referees 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.

References must cover all of the work experience for which the applicant is requesting credit. An individual referee may provide a single reference form that covers more than one of the applicant's positions for which they are acting as the referee.

Referees 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. Referees 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 referee who is a Parent Association member.

Applicants must send a copy of the reference form and a copy of the portion of the work experience and project details which the referee is asked to validate to each of his or her referees asking that the referees complete and return the reference forms directly to the Society. Referees should not return the completed form to the applicant. Reference forms will not be accepted by the Society unless received directly from the referee.

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It is the applicant's responsibility to ensure that referees submit their completed forms. Applicants may contact the Society to check whether their reference forms have been received.

EXPERIENCE REVIEW PROCESS

Each application is reviewed by two application reviewers who make a joint recommendation to the Membership Committee. The Membership Committee makes a determination on the applicant's eligibility and the Executive Director communicates this decision to the applicant. Experience assessments are valid for 15 months from the date the decision is issued by the Membership Committee.

Applicants, referees, individuals and organizations listed in the applicant's documentation may be contacted to verify or to provide additional information throughout the application process.

Where it is felt that an in-person meeting may provide additional information, an interview may be scheduled.

The Membership Committee assesses whether the applicant has obtained the required number of years of RDE and DDE as well as whether all components of RDE and DDE have been satisfied. Where it is determined that an applicant is deficient, the Membership Committee may suggest specific experience or courses. In this case, applicants will reactivate their application when they feel that they have satisfied deficiencies.

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.

EXAMINATION ELIGIBILITY, FORMAT, CONTENT, PASSING GRADE

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

The examination is offered in three (3) parts: a Regulatory part, a Numerical Standards Technical part, and a Risk-based Standards Technical part. To become a member of the Society, applicants must achieve a pass in both the regulatory part and the technical part associated with their membership category.

Examination results are valid for 15 months from the date the examination is written. Applicants who do not achieve a pass in one (1) part of the examination may still become a member by applying to rewrite the failed part of the 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 part and the technical part associated with the applicant's membership category must be written and passed within a 15-month period to be eligible to become a member of the Society.

The examination is offered once a year. An examination part (regulatory, risk or numerical standards) may be cancelled in a given year unless there are at least three (3) approved applicants. An examination part will not

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be cancelled in consecutive calendar years. If an examination part is cancelled for a calendar year, applicants approved to write that examination part are considered to be approved to write the next sitting of that examination part (notwithstanding the requirement in Section 7 to pass the exam within fifteen (15) months of receiving notification that their qualifications were acceptable).

An Examination Guide for applicants is available for each of the three (3) examination parts 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 programs incorporate 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 criterion 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 per-question estimates, a discussion takes place. A formula is then applied to the independent per-question rankings to determine the passing grade. As the examination is composed of different questions for each sitting, this exercise is repeated for each sitting and the passing grade changes.

Following each sitting of the examination, 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 his or her examination paper or the master test paper and answer key.

REQUIREMENTS TO MAINTAIN A CSAP MEMBERSHIP

In order to maintain CSAP membership, members must maintain all eligibility criteria outlined in Appendix 11 (“Appointment to the Roster of Approved Professionals”). 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. In order to renew membership members must demonstrate that they have satisfied all CPD requirements over the previous three year period as outlined below. As well, at each renewal date, members must demonstrate continued good standing in a CSAP parent organization.

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 of Environment and Climate Change Strategy respecting issuance of a legal instrument defined under the Contaminated Sites Regulation;
- 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 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.

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Every hour spent in attendance at a course³ (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.

³ Excludes meal and networking breaks.

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;
- 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 recommendations to the Ministry of Environment and Climate Change Strategy respecting issuance of a legal instrument defined under the Contaminated Sites Regulation; 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);
- 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);

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); and

- review of applications for Society membership (each application reviewed earns 4 PDHs); and
- 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 Standard or Risk-based Standard 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);
- reviewing articles for publication (1 PDH per hour of review, a maximum of 10 PDHs per year may be claimed); and
- editing papers for publication (1 PDH per hour of editing).

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

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 a records to confirm all professional development activities (e.g., receipts for conferences and courses attended, etc.) as back-up in the event of a random detailed review.

Co-signing Submission to Maintain Your Membership

- For each Risk-based submission only one Numerical Standards and one Risk-based Standards AP can claim credit for membership requirements
- For each Numerical Standards submission only one Numerical Standards AP can claim credit for membership 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.

APPLICATION FOR REINSTATEMENT

Applicants for reinstatement of CSAP membership are required to complete an application for reinstatement form. Applicants for reinstatement of CSAP membership are required to complete all application requirements outlined in this Application Guide, 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 decision making 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 or Numerical exam.

For special circumstances please contact CSAP directly

ASSOCIATE / IN TRAINING MEMBERS

The CSAP Society has two categories of members:

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

A Contaminated Sites Approved Professional (CSAP) “Associate” is a non-voting member in good standing with CSAP and not actively performing CSAP work. There are two categories of associate members: in training and retired former CSAP members.

A Contaminated Sites Approved Professional (CSAP) “In Training” member is a member who has:

- not yet accumulated the contaminated sites experience required to write the CSAP examination,
- Has accumulated the necessary experience but has yet to pass the CSAP exam or
- Has passed the CSAP exam and requires more experience to be appointed to the Roster of approved professionals

“In Training” members are therefore not permitted to conduct Approved Professional work.

A Contaminated Sites Approved Professional (CSAP) “Retired” member, is a member who has retired from active participation in the Society. “Retired” members are therefore not permitted to conduct Approved Professional work.

CSAP Associate Members may attend CSAP external workshops including the Annual General Meeting at the members rate and internal CSAP PD Webinars.

ELIGIBILITY CRITERIA

1. Individuals seeking to become either a member In Training or an Associate member must be fully qualified professional members of, or hold an appropriate license, in good standing, with one of the following four Parent Associations:
 - i. The Engineers and Geoscientists of the Province of British Columbia (EGBC)
 - ii. The British Columbia Institute of Agrologists (BCIA)
 - iii. The British Columbia College of Applied Biology (CAB), or
 - iv. The Association of the Chemical Profession of British Columbia (ACPBC)

APPLICATION REQUIREMENTS

Confirmation of Parent Association Membership and Academic Background

Applicants must meet item (1) of the Eligibility Criteria at the time of registration. Applicants for Members In Training must send a Confirmation Request Form 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 fax 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.

REQUIREMENTS TO MAINTAIN NON-VOTING CATEGORIES OF CSAP MEMBERSHIP

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

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- Appendix 12: Application for Reinstatement Form
- Appendix 13: On-leave Form

APPENDIX 1: Examination Application Form



**APPROVED PROFESSIONALS
EXAMINATION APPLICATION**

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

Application Form

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

Applicant Contact Information

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

Application Type

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

Application History

- This is my first application; my summary of work experience is enclosed.
- My experience has already been approved; my summary of work experience is not required.
- I have applied in the past and been advised that I was not yet eligible; an update to my summary of work experience, since last submitted, is enclosed.
- I am applying to re-write the examination(s). Examination results are valid for 15 months from the date the examination is written. Applicants who do not achieve a pass in one part of the examination may still become a member by applying to rewrite the failed part of the examination only. Each part must be written and passed within 15 months to become a member of the Society.
- It is more than 15 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 that year or the following year given their access to the exam bank and to maintain the integrity of the exam process.

CSAP MEMBERSHIP GUIDELINES

- I am a former CSAP member or have been previously appointed to the Roster of Approved Professionals?
- I am currently a CSAP (Numerical Standards category) and am applying to write the Risk Assessment technical examination part. My summary of relevant (i.e., risk assessment) DDE and decision-making DDE is enclosed.
- I am currently a CSAP (Risk-based Standards category) and am applying to write the Numerical Standards technical examination part. My summary of relevant (i.e., site assessment and remediation) DDE and decision-making 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.

Professional Registration

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

- P. Eng.
- P. Geo.
- P. Eng. / P. Geo
- R.P. Bio.
- P.Ag.
- P. Chem.
- Limited Licensee (Engineering)
- Limited Licensee (Geoscience)

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

Payment Information – Tick and Pay for Only Those that Apply

Experience Review Fee – Tick only and all those that apply

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

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

Examination Fee – Tick only and all those that apply

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

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

Payment Method

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

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

Affidavit

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

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

Signature: _____

Date: _____

Checklist and Mailing Address

Please submit your:

Application Form

Application Fee

Legal name documents (e.g. original or certified copy of birth certificate and any documents certifying a change of name).

Work experience summary, if required (one hard copy and one electronic copy) to:

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

Remember to send a **Confirmation Request Form** to each of the British Columbia Parent Associations of which you are a member.

APPENDIX 2: Experience Review and Examination Fees

Experience Review Fee

Application for Membership:

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

Applicants for membership only pay this fee once. Where it has been determined by the Membership Committee that an applicant is deficient, and is assigned additional specific experience, the applicant does not pay the fee again when having the additional experience reviewed.

Note:

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

You must demonstrate that you satisfy the DDE and decision-making 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.

Application for Reinstatement:

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

The Experience Review Fee is non-refundable.

Examination Fee

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, in order to have their examination fee returned to them.

Leave of Absence Fee

One year approved leave of absence from the Society: \$250.00 + GST = \$262.50

APPENDIX 3: Relevant Documented Experience Examples

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, toxicological, geoscience, engineering, or agrology 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: Template for Presentation of Experience

Please read the section on Work Experience Details in the Membership Guidelines before completing this template.

All applicants for Society membership must provide work experience details for review and assessment by the Society using the Template 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 his or her application, applicants are encouraged to provide as much relevant information as possible. 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. Three hard copies and one electronic copy of the entire submission are required.

The Template for Presentation of Experience includes the following components:

Curriculum Vitae

- Must be completed according to the template

Position Descriptions

- You present your experience within at least three positions demonstrating increasing levels of complexity and responsibility (i.e., junior, intermediate, senior).
- You must complete one 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, management and remediation;
 - How you were personally responsible for the evaluation and selection of scientific or technical methodologies for conducting contaminated site 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 DESCRIPTIONS

- You must provide a minimum of three detailed project descriptions for each position claimed (total of 9 projects min.).
- Selected projects should be representative of the position.
- In aggregate, your project descriptions must cover all stages of assessment and remediation and, for Risk Assessment Specialist 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 skill related to contaminated sites 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 looked for and encountered;
 - Methodologies 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 DDE DM for the individual projects (format may also be used in MS Excel).

Summary of Experience Gained in Preparing CSAP Instrument Application Packages

- You must provide information regarding a minimum of three submissions where you have been substantially involved (senior review DDE level) in the preparation of the instrument application packages for 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 you are applying.
- Application material must have been submitted to CSAP in accordance with Protocol 6, and subsequently assigned a BC ENV Site ID.

Project Experience Hours Summary Table

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

Optional Statement of Qualifications

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 his or her application emphasizing why the applicant feels that he or she is qualified for Society membership.

Curriculum Vitae Template

Applicant Contact Information

Full Legal Name	
Mailing Address	
Daytime Tel (1)	Daytime Tel (2)
E-Mail Address	Daytime Fax
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 (Please Tick)	
Discipline	Registration Date (Month/Year)
Discipline	Registration Date (Month/Year)

CSAP MEMBERSHIP GUIDELINES

Applicant Name: _____

Employment History

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, please include an estimation of what portion of work was in contaminated sites.

Presentation of Experience

Applicant Name _____

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

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

Section 1: Credit for post graduate research

Please refer to Membership Guidance (page 4) if you are seeking credit for post-graduate research.

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	
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:	

Applicant Name _____

Section 2: Direct Documented Experience, Direct Documented Decision-Making level, and Relevant 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. You will require multiple copies of the template below.
2. If you are applying for a second designation, you must demonstrate that you satisfy the DDE and decision-making 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 you are 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 CS 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 CS work the hours must be prorated.

Example: Project duration over several years = 400 hours, of which candidate spent 200 hours on non-decision-making level DDE work and 200 hours on decision-making activities. Therefore, CS DDE = 400/1000 = 0.4yrs, of which

CS DDE Decision Making = 200/1000 = 0.2 yrs.

POSITION DESCRIPTIONS

Contaminated Sites Direct Documented Experience (DDE) Contaminated Sites Direct Documented Decision-Making level (DDE DM) 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		Hours DDE		Hours DDE Decision Making Level	
Experience in years	RDE Years = Hours RDE /1,250		DDE Years = Hours DDE /1,000		DDE DM Years = Hours DDE DM /1,000	

CSAP MEMBERSHIP GUIDELINES

Contaminated Sites Direct Documented Experience Contaminated Sites Direct Documented Decision making level Non-contaminated Sites Relevant Documented experience, see Appendix 3						
SUMMARY of POSITION # <input type="text"/>						
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		Hours DDE		Hours DDE Decision Making Level	
Experience in years	RDE Years = Hours RDE /1,250		DDE Years = Hours DDE /1,000		DDE DM Years = Hours DDE DM /1,000	

Contaminated Sites Direct Documented Experience Contaminated Sites Direct Documented Decision making level Non-contaminated Sites Relevant Documented experience, see Appendix 3						
SUMMARY of POSITION # <input type="text"/>						
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		Hours DDE		Hours DDE Decision Making Level	
Experience in years	RDE Years = Hours RDE /1,250		DDE Years = Hours DDE /1,000		DDE DM Years = Hours DDE DM /1,000	

* copy this table if additional Positions required

Applicant Name _____

You must provide a minimum of **THREE** project descriptions for **EACH** position claimed (**total of 9** projects minimum).

Relate each **project description** to the requirements of both **RDE** and **DDE** as appropriate

Detailed description of the experience gained during the position by project:

Copy this table if additional Projects / Positions required

POSITION #		PROJECT # 1				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		Hours DDE		Hours DDE - Decision Making Level	
Experience in years	RDE Years = Hours RDE /1,250		DDE Years = Hours DDE /1,000		DDE DM Years = Hours DDE DM /1,000	
		Total Hours		Total Years		

CSAP MEMBERSHIP GUIDELINES

POSITION #				PROJECT # 2			
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		Hours DDE		Hours DDE - Decision Making Level		
Experience in years	RDE Years = Hours RDE /1,250		DDE Years = Hours DDE /1,000		DDE DM Years = Hours DDE DM /1,000		
		Total Hours		Total Years			

CSAP MEMBERSHIP GUIDELINES

POSITION #				PROJECT # 3			
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		Hours DDE		Hours DDE - Decision Making Level		
Experience in years	RDE Years = Hours RDE /1,250		DDE Years = Hours DDE /1,000		DDE-DM Hours accumulated /1,000 = yr		
		Total Hours		Total Years			

* copy this table for additional Projects / Positions as required

You must provide a minimum of three Project descriptions for each Position claimed.

SECTION 3: Summary of Experience Gained in Preparing CSAP Instrument Application Packages

Experience claimed for the substantial involvement (senior review DDE level) in the preparation of a minimum of three submission application packages for AP review and CSAP submission. Application material must have been successfully submitted to CSAP in accordance with Protocol 6, and subsequently assigned a BC ENV Site ID.

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

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

Experience Summary

Applicant Name _____

Application Type Numerical Standards Approved Professional
 Risk-based Standards Approved Professional

Applicant Graduation Date _____ (Bachelor)
_____ (Other)

SECTION 4: Project Experience Hours Summary Table

This is a summary of positions during which the 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 as required)

CSAP MEMBERSHIP GUIDELINES

Project Number	Position #:	CSAP Submission Experience ? Y/N																			Totals			
	Year:		RDE	DDE	DM DDE	RDE	DDE	DM DDE	RDE	DDE	DM DDE	RDE	DDE	DM DDE	RDE	DDE	DM DDE	RDE	DDE	DM DDE	RDE	DDE	DM DDE	
	Project Name*		RDE	DDE	DM DDE	RDE	DDE	DM DDE	RDE	DDE	DM DDE	RDE	DDE	DM DDE	RDE	DDE	DM DDE	RDE	DDE	DM DDE	RDE	DDE	DM DDE	
1																								
2																								
3																								
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18																								
19																								
20																								
21																								
22																								
Total Hours																								
Total Years																								

*Note: For Project Name, please use brief descriptor of project type and location.

- 1
- 10

Minimum of NINE projects must be presented.
 Project and Position Number must correspond to Project on Presentation of Experience CSAP Form

CSAP MEMBERSHIP GUIDELINES

Project Number	Position #:										Totals			Total Position #1			Total Position #2			Total Position #3			
	Year:																						
	Project Name*	RDE	DDE	DM DDE	RDE	DDE	DM DDE	RDE	DDE	DM DDE	RDE	DDE	DM DDE	RDE	DDE	DM DDE	RDE	DDE	DM DDE	RDE	DDE	DM DDE	
1																							
2																							
3																							
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24																							
25																							
26																							
27																							
	Total Hours																						
	Total Years																						

FINAL SUMMARY		# Years	Reviewer Comment/ Hours Missing
RELEVANT CONTAMINATED SITES EXPERIENCE	(Not to exceed 2 yrs)		
CONTAMINATED SITES DIRECT DOCUMENTED EXPERIENCE	(Minimum 8 yrs)		
TOTAL	(Minimum 10 yrs)		
CONTAMINATED SITES DIRECT DOCUMENTED EXPERIENCE - DECISION MAKING	(Minimum 4 yrs of the 8 DDE yrs)		

CSAP SOCIETY 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, please include these here. If you recommend the CSAP Board invite the candidate to an experience review interview, please include your reasons here.)
Reviewers Name: _____ Signature: _____ Date: ____ / ____ / ____

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 his or her application emphasizing why the applicant feels that he or she is qualified for Society membership.

Sample Project Description:

POSITION #		1		PROJECT # 1		
Project Period	Start Date: January 2015		End Date: December 2017			REVIEWER'S COMMENTS
	Total no. of hours spent on Project:		383.75			
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:	Joe Peng		Phone No.	604 555-1234	
	Signature:					
Experience Accrued on Project	Hours RDE		Hours DDE	333	Hours DDE - Decision Making Level	50
Experience in years	RDE Years = Hours RDE /1,250		DDE Years = Hours DDE /1,000	0.333	DDE DM Years = Hours accumulated /1,000 = yr	0.05
		Total Hours	383.75	Total Years	0.383	

APPENDIX 5: Supervisor Reference Form

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 Referees with a reference form and the portion(s) of your work experience summary that you are asking each Supervisor to validate. Ask each Supervisor acting as a Reference to complete the form and return it and the signed relevant portion(s) of your work experience details directly to the Society. Forms returned care of the applicant or without the relevant portion(s) of your work experience details attached will not be accepted. Supervisors will need to send you a copy of the signed portion of your work experience for you to include it in your Presentation of experience form.

Note: Your application requires only three (3) project experience summaries to be accompanied by a full reference from the Supervisor. Additional experience summaries require only a signature from the Project Supervisor to acknowledge that they are substantiating the experience information provided.

For Completion by the Applicant:

Applicant Name _____

Reference Name _____

Reference Telephone _____

Reference E-Mail _____

Reference Address _____

Position(s) number(s) Reference is asked to validate: _____

References:

The individual listed above has applied for membership with the Society of Contaminated Sites Approved Professionals (CSAP Society). CSAPs are authorized to make a submission, 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 candidate, 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 candidate. 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 his or her 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.

For Completion by the Reference:

1. Are you a member of:

- EGBC; Registration number _____
- CAB; Registration number _____
- BCIA; Registration number _____
- ACPBC; Registration number _____
- Other Professional Organization _____
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 positions 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 # _____
Relationship _____

Position # _____

Relationship _____

Position # _____

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), 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 7: Guide for Applicants Preparing for an Experience Review Interview

Purpose of the Interview

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 his or her 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.

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.

Duration and Location of the Interview

The interview typically takes one hour. The interview will be held during regular business hours by phone or at the Society office located at 613 – 744 W. Hastings Street, Vancouver, BC V6C 1A5.

How the Interview is Conducted

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

The Society staff person 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 his or her 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 he or she has worked or on hypothetical projects or situations.

The applicant will be given time during the interview to expand on the details of his or her experience. The applicant will also be given the opportunity to describe samples of his or her work that he or she has 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 his or her role in projects.

At the end of the interview the applicant will be given an opportunity to elaborate on anything that he or she feels is important and may have been missed during the interview.

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 conclusion 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.

Applicant's Responsibility

It is the applicant's responsibility to ensure that he or she accurately communicates his or her experience to the Interview Panel. At the end of the interview, the applicant will be given an opportunity to provide any additional information that he or she feels is important to the Panel in coming to its recommendation.

Follow-up Communication

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

Interview Results

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

Appeal of Decision

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

Questions

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

APPENDIX 8: Experience Review Appeal Policy

Applicants who wish to appeal a decision of the Society Membership Committee regarding 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 9: Membership Renewal

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 Developments hours have been accumulated in a minimum of three (3) categories over the three (3) year period between membership renewals.
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 regulatory exam one (1) year, the exam developer cannot write the regulatory exam that year or the following year given their access to the exam bank and 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 parent organization (Parent Association Confirmation form, membership card, membership renewal, receipt, etc.)
4. A random audit will be performed on 10% of renewing AP's. This audit will be conducted by one member from the PD and Membership committee. AP's are responsible for keeping back-up of all conferences attended, etc.

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

APPENDIX 10: Appointment to the Roster of Approved Professionals

Before making a recommendation for appointment to the Roster of Approved Professionals as a Numerical Standards Approved Professional 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.

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 application for a Ministry instrument within the initial three (3) year period; this requirement will not be waived if the candidate does not meet the requirement within the three (3) year period.

Candidates are therefore encouraged to advance their appointment to the Roster of Approved Professionals in sufficient time, as they see fit, to ensure they are able to meet this requirement.

APPENDIX 12: Application for Reinstatement Form

Applicants for reinstatement of a CSAP membership will be considered under the following circumstances:

1. If the application for reinstatement is made before the applicant’s last recorded renewal date, the applicant must meet the requirement for that renewal (having made a submission and appropriate PD hours).
2. If the application for reinstatement is received within three (3) year of the last recorded renewal date, the applicant must provide proof that one (1) year of decision making level DDE has been obtained in the three (3) years prior to the application, 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.
3. Any requirements resulting from disciplinary action have been met.

Professional Registration

I am a member of the following parent organizations:

- | | | |
|---|--|--|
| <input type="checkbox"/> P. Eng. - EGBC | <input type="checkbox"/> P. Geo. - EGBC | <input type="checkbox"/> P. Eng. / P. Geo - EGBC |
| <input type="checkbox"/> R.P.Bio. - CAB | <input type="checkbox"/> P.Ag. - BCIA | <input type="checkbox"/> P. Chem. - ACPBC |
| <input type="checkbox"/> Limited Licensee (Engineering) | <input type="checkbox"/> Limited Licensee (Geoscience) | |

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

Application History

I was formerly a:

- Numerical Standards Approved Professional
- Risk-based Standards Approved Professional
- Both
- I am a former CSAP member or have been previously appointed to the Roster of Approved Professionals
- I currently have not exceeded the renewal date stated on my last membership invoice.
- My last CSAP membership renewal date was within three (3) year of this application
- I have successfully re-written the CSAP Regulatory exam in support of my application for reinstatement.
- An update of my experience since my last renewal date including proof that one year of decision making level DDE has been obtained in the three years prior to the application is enclosed.
- Proof that I remain a member in good standing of a parent organization is enclosed.

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

Additional Comments from the applicant:

Applicant Contact Information

Full Legal Name	
Mailing Address	
Daytime Tel	
E-Mail Address	

Applicant signature:

Date:

APPENDIX 13: On leave Form



CSAP Application for Leave of Absence

Members may apply for leave of absence from the CSAP Society for a minimum of 6 months to a maximum of 13 months in any one 3-year term. The member’s renewal date will not change. Members are required to give 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) _____

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 certain circumstances the person can make a request to CSAP for reduction in CPD hour requirements
- For a leave of 6 months- pay membership fee a minimum of \$250 plus GST. More than 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.

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 _____



SECTION 2: CSAP ASSOCIATE MEMBERSHIP

INTRODUCTION

The CSAP Society has two categories of members:

1. Voting, Full member (see Section 1)
2. Non-Voting, Associate members (see below)

A Contaminated Sites Approved Professional (CSAP) “Associate” is a non-voting member in good standing with CSAP and not actively performing CSAP work. There are two categories of associate members: in training and retired former CSAP members.

CSAP Associate Members may attend CSAP external workshops including the Annual General Meeting at the members rate and internal CSAP PD Webinars.

In Training Associate Members

A Contaminated Sites Approved Professional (CSAP) “In Training” member is a member who either has:

- not yet accumulated the contaminated sites experience required to write the CSAP examination,
- Has accumulated the necessary experience but has yet to pass the CSAP exam or
- Has passed the CSAP exam and requires more experience to be appointed to the Roster of approved professionals

“In Training” members are therefore not permitted to conduct Approved Professional work.

Retired Associate Member

A Contaminated Sites Approved Professional (CSAP) “Retired” member, is a member who has retired from active participation in the Society. “Retired” members are therefore not permitted to conduct Approved Professional work.

CSAP Associate Members may attend CSAP external workshops including the Annual General Meeting at the members rate and internal CSAP PD Webinars.

ELIGIBILITY CRITERIA

1. Individuals seeking to become an Associate member must be fully qualified professional members of, or hold an appropriate license, in good standing, with one of the following four Parent Associations:
 - v. The Engineers and Geoscientists of the Province of British Columbia (EGBC), P. Eng. / P. Geo.
 - vi. The British Columbia Institute of Agrologists (BCIA), P. Ag.
 - vii. The British Columbia College of Applied Biology (CAB) R. P. Bio., or
 - viii. The Association of the Chemical Profession of British Columbia (ACPBC). P. Chem.

APPLICATION REQUIREMENTS

Confirmation of Parent Association Membership and Academic Background

Applicants must meet item (1) of the Eligibility Criteria at the time of registration. Applicants for members In Training must send a Confirmation Request Form 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 fax 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. Retired former CSAP members are not subject to this requirement.

REQUIREMENTS TO MAINTAIN NON-VOTING CATEGORIES OF CSAP MEMBERSHIP

1. Fees must be kept up to date annually
2. Maintain professional status with parent organization.

ASSOCIATE MEMBERSHIP FEES

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

APPENDIX 1: ASSOCIATE MEMBERSHIP APPLICATION



ASSOCIATE MEMBER APPLICATION FORM

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		Daytime Fax	

Associate Member Type

- In Training Retired

Professional Registration Requirements:

1. Applicant must be fully qualified professional members of, or hold an appropriate license, in good standing, with one of the following four Parent Associations:
 - i. The Engineers and Geoscientists of the Province of British Columbia (EGBC), P. Eng. / P. Geo.
 - ii. The British Columbia Institute of Agriologists (BCIA), P. Ag.
 - iii. The British Columbia College of Applied Biology (CAB) R. P. Bio., or
 - iv. The Association of the Chemical Profession of British Columbia (ACPBC). P. Chem.
2. Fees must be kept up to date annually

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

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

Affidavit

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

I hereby certify that the foregoing and all written and verbal submissions made by me in connection with this application is a true record of my qualifications.

Signature: _____

Date: _____

Checklist and Mailing Address

Please submit your:

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

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

Remember to send a **Confirmation Request Form** to each of the British Columbia Parent Associations of which you are a member.

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