



QEP[®] Candidate Handbook

Your guide to qualifying for the Qualified Environmental ProfessionalSM (QEP[®]) Exam

September 15, 2021



Please visit the BGC website for the most up-to-date version of this handbook.

September 15, 2021.

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**Board for Global EHS Credentialing
6005 W. St. Joe Hwy, Suite 300
Lansing, MI 48917**

**Phone: (517) 321-2638
Fax: (517) 321-4624**

**Email: applications@GoBGC.org
URL: www.GoBGC.org**



Welcome...

I and the Directors of the Board for Global EHS Credentialing (BGC) would like to thank you for your interest in advancing your career by obtaining a BGC credential. We wish you success in achieving this tangible expression of your dedication to the health of your community.

The Qualified Environmental Professional (QEP) certification program enables you to establish your professional level knowledge and skills in environmental practice. My BGC credential has provided opportunities that would not have been possible if I had not taken the time and effort required to achieve it. A BGC credential is a globally respected standard that is only granted to those who meet our education and experience requirements along with successfully completing an examination. Once granted, you can proudly use your BGC designation as long as you follow our certification maintenance process and uphold the *BGC Code of Ethics*.

Our staff is here to help you with any questions that might arise during your journey to join the BGC family. We are committed to world-class customer service and value your feedback on any areas of excellence or where we can improve.

**Alan Leibowitz, CIH, CSP, FAIHA
BGC Chair (2021)**



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Overview

The Qualified Environmental Professional (QEP) is the first and only multi-media, multi-disciplinary, fully accredited credential that requires environmental professionals to have a broad perspective and to have the knowledge and skills to solve real world problems. Through the QEP certification, environmental professionals demonstrate the breadth and depth of their knowledge and experience. They also agree to abide by *BGC's Code of Ethics*.

The Environmental Professional In-Training (EPI) program is an **optional** first step toward obtaining QEP status for environmental students and professionals just beginning their careers. Holding the EPI designation allows students who anticipate entering the environmental field, or for graduates who have entered the field within the last five years, to demonstrate personal knowledge of general environmental science.

Qualified Environmental Professional (QEP)

The Qualified Environmental Professional (QEP) is the first and only credential of its kind. It is a multi-media, multi-disciplinary, board-certified credential which requires environmental professionals to see "the big picture" and to have the skills and knowledge to solve "real world problems." The QEP credential is international. The examination contains no questions related to policies or regulations specific to any particular country. Through QEP certification, environmental professionals demonstrate the breadth and depth of their knowledge and experience. They also agree to abide by the *BGC Code of Ethics*.

The QEP is distinguished from other certifications by its cross-disciplinary nature, its qualifying education prerequisites, its continuing education requirement for recertification, and by its rigorous application and examination process. The QEP evaluates the environmental professional by establishing a professional standard and by providing a career track for new professionals entering the field. It does not take the place of specialized certifications or registrations, but rather is a unique credential, which serves to link and coordinate environmental fields.

The QEP credential shows your commitment to excellence in applied environmental science, adherence to a strict code of ethics, and the dedication to make contributions to the environmental profession and community. This helps you to advance your career and stand out among your peers as a group of highly skilled environmental professionals. The QEP also provides opportunities for networking. Our online roster of QEPs increases the visibility of this elite group among their peers and professional contacts. QEPs also have access to our professional badging service, LinkedIn group, can participate in our Mentoring program, and can post resumes on our Career Center free of charge.

You can achieve the QEP by meeting eligibility requirements and passing both a General Environmental Science (GES) Exam and also a QEP specialty exam in either 1) Air Quality, 2) Water Quality, 3) Waste Management, or 4) Environment Science, Management, and Policy. The process can be done through one of two routes, depending on whether you have at least five years or professional environmental work experience when you apply for the QEP.

Route 1: If you have 5 or more years of professional environmental work experience, and have the academic prerequisites and appropriate letters of recommendation, you will obtain the QEP after you pass two exams:

- The GES Exam
- A QEP Specialty Exam

Route 2: If you are early in your career with less than 5 years of professional environmental work experience, you can work toward your QEP through a three-stage process that will give you an interim designation as an Environmental Professional In-Training (EPI). This helps in your career search and gives you access to information, networking, mentoring, and organization discounts for up to seven years:

1. Pass the GES Exam. This gives you the EPI designation.
2. Obtain at least 5 years of professional environmental work experience and meet any remaining eligibility requirements.
3. Pass a QEP Specialty Exam.

The following table summarizes the two routes is available to you:

Eligibility	Professional Level Environmental Work	Minimum Education	References from Three Environmental Professionals
QEP	Five Years	Bachelor's degree or equivalent in physical sciences, earth sciences, natural sciences, engineering, or mathematics	Must include a supervisor with personal knowledge of your professional work and responsibilities
	Eight Years	Bachelor's degree in any discipline	
EPI to QEP	Less than five years	College or University Senior: Enrollment in a bachelor's degree program in physical sciences, earth sciences, natural sciences, engineering, or mathematics	Must at least be familiar with your academic abilities and achievements
		Early-career professional: Bachelor's degree or equivalent in physical sciences, earth sciences, natural sciences, engineering, or mathematics	

Application Requirements

To qualify for admission to the BGC examinations as an applicant, you must comply with all Board requisites. Documents and forms sent by you and third parties will be needed to assess your eligibility to sit for the exam(s). BGC will evaluate all applicants using the criteria established for the certification eligibility and will not discriminate on the basis of race, creed, national origin, religion, age, disability, political affiliation, sex, sexual orientation, or marital, parental, military, or any other legally protected status. We may ask you for additional documentation when initial review of your application (or reapplication) indicates that pertinent information is missing or unclear. In that case, review of your application or reapplication will not proceed until we receive the requested information. Submitting your application well in advance of deadlines may give you sufficient time to provide additional information without delaying your approval to sit for the exam. Your application packet is active for two years. If you do not pass the exam within the two years, you are required to submit an updated supervisory reference and pay a reapplication fee every two years to keep your application active.

Qualifications and Evaluation

To qualify for admission to the BGC examinations as an applicant, you must comply with all Board requisites:

- Submit only one application per person.
- Meet academic requirements.
- Meet the professional environmental experience requirement documented by references.
- Agree to adhere to the *BGC Code of Ethics* and to be governed by the *BGC Ethics Case Procedures*.
- Pay your application fee and examination fee.

Documents and forms sent by you and third parties will be needed to assess your eligibility to sit for QEP exams. These include:

- Application Form and Ethics Attestation
- Record of Work Experience
- Transcripts
- Reference Forms

Your application packet is active for two years. You are required to submit an updated supervisory reference and pay a reapplication fee every two years to keep your application active.

Evaluation

BGC will evaluate all applicants using the criteria established for QEP eligibility and will not discriminate on the basis of race, creed, national origin, religion, age, disability, political affiliation, sex, sexual orientation, or marital, parental, military, or any other legally protected status.

We may ask you for additional documentation when initial review of your application (or reapplication) indicates that pertinent information is missing or unclear. In that case, review of your application or reapplication will not proceed until we receive the requested information.



Tip

Submitting your application well in advance of deadlines may give you sufficient time to provide additional information without delaying your approval to sit for the exam.

Confidentiality

Original applications and supporting documentation are treated by the BGC Board of Directors and staff as confidential information. As noted in the *BGC Privacy Policy*, all reasonable precautions are taken to prevent unauthorized access to individual information. BGC does not disclose personal information obtained from you or any other applicant to third parties except when authorized in writing by you or if necessary to complete the process – for example, arranging for you to sit for the exam.

Record Retention

In accordance with the BGC record-retention policy, paper files that have been inactive for three years will be destroyed. Prior to destroying a file, the staff will attempt to notify you using your last known address.



Tip

BGC Director Assessment of Your Eligibility

A Director of the Board is not authorized to give you a determination on your eligibility, either before or after your application is filed.

Academic Requirements

Your stage in your career determines whether you qualify to apply for the EPI designation or the full QEP credential. Your career stage also determines the academic requirements that you must meet to qualify to sit for an exam.

Individuals with less than five years of professional work experience are only eligible for the EPI. College or university seniors working toward a bachelor's degree in physical sciences, earth sciences, natural sciences, engineering, or mathematics are eligible for the EPI as are graduates who already have that degree.

Individuals who have 5 or more years of professional work experience are only eligible for the QEP and must have a bachelor's degree or equivalent degree in physical sciences, earth sciences, natural sciences, engineering, or mathematics. Individuals with eight years of professional work experience may apply with a bachelor's degree or equivalent degree in any discipline.

Degrees must be conferred by a regionally accredited college or university or from another college that is acceptable to the Board (see details below).

Eligibility	Professional Level Environmental Work	Minimum Education Required
EPI	Less than five years	College or University Senior: Enrollment in a bachelor's degree program in physical sciences, earth sciences, natural sciences, engineering, or mathematics
		Early-career professional: Bachelor's degree or equivalent in physical sciences, earth sciences, natural sciences, engineering, or mathematics
QEP	Eight Years	Bachelor's degree in any discipline
	Five Years	Bachelor's degree or equivalent in physical sciences, earth sciences, natural sciences, engineering, or mathematics

U.S. and Canadian Degrees

Official transcripts must be submitted for each degree. An "official" transcript is one sent directly to BGC by your college or university through mail or as secure e-transcripts. Alternatively, you may submit official transcripts if they are in a sealed envelope with the registrar's stamp across the seal. When a degree includes credits that were transferred from another college or university, official transcripts for those course credits must be sent upon request.

The Board will consider a U.S. college or university to be acceptable when it holds institutional accreditation from one of the six U.S. Regional Accrediting Bodies or the Distance Education Accrediting Commission (DEAC), which are recognized by the Council for Higher Education Accreditation (CHEA) and the U.S. Department of Education. Your degree must be awarded during the time that the institutional accreditation is in effect. A Canadian college or university will be considered acceptable if it is recognized under applicable provincial standards, depending on where the school is located. In addition, it may hold specialized program accreditation as noted by membership in the Association of Universities and Colleges of Canada (AUCC).

International Degrees

A degree from a college or university that is located outside the United States or Canada will be considered for acceptability based on the institution's accreditation status in the education system that has jurisdiction. Applicants with international degrees will be required to submit their transcript(s) for a credential evaluation unless the academic program is authorized by BGC or through a BGC-recognized accreditation agency to issue BGC verification statements.¹

A member of the National Association of Credential Evaluation Services, Inc. (<http://www.naces.org/members.htm>) or a member of the Association of International Credential Evaluators (<http://www.aice-eval.org>) must be used to prepare a General (Document-by-document) credential evaluation report. You must request that the report be forwarded to BGC.

¹ BGC verification statements streamline and shorten the review for applicants. Please contact your program director to find out if verification statements are available for you.

Experience Requirements

Eligibility	Professional Level Environmental Work
EPI	Less than five years
QEP	Five years or more

Early career professionals with less than 5 years of professional environmental work experience and students are only eligible to apply for the EPI designation, which does not require documentation of professional work experience to sit for the General Environmental Science Exam.

Environmental professionals who are applying for the QEP credential must use the *Record of Work Experience Form* (included in your packet) to document at least 60 months (five years) of experience in professional environmental practice and currently be engaged in active practice at the time of application. If your environmental career has been interrupted for one year or less (because of unemployment, medical leave, or so on), we will consider you to be “in practice” for up to one year following your last position for the purpose of determining examination eligibility. Time outside of employment, however, cannot be counted toward experience credit.

Professional-Level Experience

To be recognized as “**professional-level**” work acceptable to the Board, your experience must meet the following four criteria:

- **Independence of actions.** This relates to the amount of planning, self-direction, decision-making, and autonomy involved in your work experience.
- **Depth of work.** This relates to the extent to which your work experience requires data-gathering, analysis, and interpretation.
- **Level of interaction.** This relates to the degree to which you interact with a broad spectrum of contacts, including decision-makers.
- **Responsibility for work outcome.** This relates to accuracy and the extent to which you are held accountable for your work and decisions.

Research, teaching, or Environmental program administration can also satisfy experience requirements if you have done them at a professional level.

Experience Equivalency

A **maximum** of one year of **experience equivalency** may be credited for certain environmental degrees from institutions acceptable to the Board. Only the completed degree will be credited toward experience equivalency.

- For bachelor’s level environmental degrees, six months’ experience credit will be awarded only when the program is accredited by the National Environmental Health Science & Protection Accreditation Council (EHAC).
- For master’s level environmental degrees, one year of experience credit will be awarded only when the program is accredited by EHAC.

Internships (not receiving university credit) where you performed professional-level activities and where you can provide a supervisory reference may be counted toward the work experience requirement.



Tip

Ineligible Experience

The following do not count toward the work experience requirement:

- Pre-professional level experience
- Courses or research done for academic credit
- Teaching course content that is pre-professional level

Professional References

Eligibility	References from Three Environmental Professionals
EPI	Must at least be familiar with your academic abilities and achievements
QEP	Must include a supervisor with personal knowledge of your professional work and responsibilities

Individuals wishing to apply for an EPI designation or a QEP designation must provide three references from environmental professionals; however, the minimum level of reference that is acceptable differs based on whether you are a new graduate or have actual work experience.

Applicants for the EPI must minimally have references submitted from three environmental professionals who are familiar with your academic abilities and achievements such as professors from your degree program. Applicants for the EPI who also have actual environmental work experience are encouraged to obtain references from supervisors.

Applicants for the QEP must have references submitted from three environmental professionals who have personal knowledge of your professional work, particularly those who can substantiate and provide an evaluation of "time in responsible charge." That is, a leadership role or position of influence held in direct relationship to work assignments, job responsibilities, and to key roles in the projects or program assigned. The three references must include an applicant's immediate supervisor. References will be used to corroborate your work experience documented in your Record of Experience form.

Submitting References

References are required to document, from firsthand experience, your abilities, achievements, and the nature of your environmental practice using a QEP *Professional Reference Questionnaire Form (PRQ)*. A PRQ must comply with the requirements of this section. Each PRQ will remain confidential between the author and BGC.

- You must initiate communication with your references to request that they submit the completed QEP *Professional Reference Questionnaire Form (PRQ)* that you will send them. BGC does not initiate communication with references for you.

Each reference must be provided on the Board's QEP *Professional Reference Questionnaire Form (PRQ)*, have a hand-written signature (not a typed or script font) or a digital signature, and be prepared only by the person giving the reference. This form can be found on the BGC website in the QEP section at https://GoBGC.org/qep_documents/.

- It is *unacceptable* for you to provide the response on the form and then have it signed by your reference. We may use the contact information provided to verify authenticity of the reference and confirm who prepared the text.
- Each PRQ must be submitted on the BGC website by the person writing the reference.

It is your responsibility to communicate with your reference(s) as frequently as needed to ensure that the PRQ is submitted in time to meet BGC application deadlines.

Unqualified and Suspicious Documentation

PRQs that appear to have been prepared by any of the following individuals may result in your application being delayed or rejected:

- Your spouse or other relative
- A person whom you supervise
- Yourself, preparing your own PRQ (even when it is for someone else to sign)

Ethics Requirement

Regardless of any other professional affiliation, the *BGC Code of Ethics* applies to each individual seeking certification (candidates) and each individual certified by BGC credentialing programs or holding a BGC designation (certificants). The Code serves as the minimum ethical standards for your professional behavior and is designed to provide both appropriate ethical practice guidelines and enforceable standards of conduct. The Code also serves as a professional resource for EHS professionals, as well as for those served by BGC candidates and certificants. Consequently, you are required to adhere to the *BGC Code of Ethics* and to be governed by the *BGC Ethics Case Procedures*. Both documents are available at <https://GoBGC.org/ethics>.



Tip

Avoid Investigations about the Validity of Your Reference and Documents

When references from different people have identical wording, they will be investigated to determine who actually prepared the *PRQs*. This can cause delays that may cause you to be prevented from taking the exam or being blocked permanently if you are found to have prepared the content of the *PRQ*. Sometimes your supervisors who are providing your references may need a memory jog about the work that you have done for them so provide it verbally, not in writing or from a written job description, so that they are not tempted to cut and paste. Make sure that what you tell them is unique to the job that you did to avoid giving exactly the same information to other references.

Reapplicants

An application is considered to be active for four consecutive exam windows, which equals two years. After the second year, your application expires. You must update the description of your current practice, provide an updated supervisory reference, and pay a reapplication fee to reactivate an expired application in order to sit for the exam. To reactivate an expired application and sit for the exam, you must complete the following steps:

- Submit a *Reapplication Form* (found at https://GoBGC.org/qep_documents/)
- Obtain a *Professional Reference Questionnaire Form (PRQ)* (found at https://GoBGC.org/qep_documents/) submitted to BGC by a work supervisor that is no more than 12 months old (see the [Professional References](#) section)
- Update your work experience information
- Meet all current application requirements
- Pay the \$150 reapplication fee (non-refundable)



Tip

Don't Lose Your Application!

If your application file is inactive for more than three years without being approved for the exam, it will be automatically purged, and you will have to follow the procedure as a new applicant if you wish to apply again. Please notify us in writing before three years of inactivity to keep your file open and contact information up to date.

Application/Reapplication Deadlines

Student applicants approved to be admitted into the EPI exam process will take Part I, General Environmental Science written exam, no sooner than the last semester/quarter of their senior year. All others may schedule their exams within their two-year exam eligibility period. You are required to submit an updated reference and pay a reapplication fee every two years to keep your application active if you do not pass an exam. Examinations are held at PSI testing centers. If you fail an exam, you must wait 120 days before you will be allowed to retake it.

QEP Fees

The application, examination, and credential maintenance processes require you to pay fees on or before the due dates. The fees are listed in the table below. Fees may be subject to change, so please check the BGC website to obtain the most current fee schedule.

Fee	Amount	Description
QEP Application Fee <ul style="list-style-type: none"> • Non-EPIs • EPIs 	\$150 No Fee	The fee to have your documents reviewed and to maintain your file. Your application/reapplication fee is valid for two years. You must pay a reapplication fee and submit updated documents every two years to keep your file active until you pass the exam.
QEP Reapplication Fee	\$150	
Examination (Scheduling) Fee <ul style="list-style-type: none"> • Non-EPIs • EPIs 	\$500 \$250	The payment to schedule an exam and reserve a seat at the testing center. Individuals who do not have the EPI credential must sit for the QEP Part 1 General Environmental Science Exam and QEP Part 2 Specialty Exam (each exam is \$250). Individuals holding the EPI designation only have to sit for the QEP specialty exam.
Annual (Maintenance) Fee	\$150	The yearly fee to maintain your credential after it is awarded. Normally, your annual fee is paid by the beginning of each year. Your first annual fee will be prorated depending on the month in which you sit for the exam.



Tip

Refund Information!

Application or reapplication fees are not refundable or transferrable.

Your examination fee is not refundable either, but if you cancel your examination with the testing center at least 48 hours in advance of the exam time, the fee will be carried over to your next exam. If your cancellation is made less than 48 hours in advance, your fee is forfeited.

EPI Fees

The application, examination, and credential maintenance processes require you to pay fees on or before the due dates. The fees are listed in the table below. EPIs may apply for full QEP certification status when they have obtained five full years of environmental work experience acceptable to BGC. At that time, an EPI must submit a QEP application and applicable fees in order to apply to take Part II of the QEP exam in a specialty-practice area. Fees may be subject to change, so please check the BGC website to obtain the most current fee schedule.

Fee	Amount	Description
Application/Reapplication Fee <ul style="list-style-type: none"> • Non-Students • Students 	\$75 \$50	<p>The fee to have your documents reviewed and to maintain your file. Student examinees can submit an application to take the general EPI exam no sooner than the last semester/final quarter of their junior year. Proof of current enrollment is required to pay the student fee.</p> <p>Your application/reapplication fee is valid for two years. You must pay a reapplication fee and submit updated documents every two years to keep your file active until you pass the exam.</p>
Examination (Scheduling) Fee	\$250	The payment to schedule an exam and reserve a seat at the testing center.
Annual (Maintenance) Fee	\$75	<p>The yearly fee to maintain your EPI designation after it is awarded. You are only allowed to hold the EPI designation for 7 years.</p> <p>Normally, your annual fee is paid by the beginning of each year. Your first annual fee will be prorated depending on the month in which you sit for the exam.</p>



Tip

Refund information!

Application or reapplication fees are not refundable or transferable.

Your examination fee is not refundable either, but if you cancel your examination with the testing center at least 48 hours in advance of the exam time, the fee will be carried over to your next exam. If your cancellation is made less than 48 hours in advance, your fee is forfeited.

Examination Information

BGC conducts a Job Task Analysis (JTA) study, also known as the Role Delineation Study (RDS) or Practice Audit, and prepares supporting documentation and reports consistent with ISO/ANSI17024, NCCA, and CESB accreditation standards.

A panel of professionals is selected and convened who must represent a variety of practice settings, geographic regions, educational levels, gender, ethnicity, and years of experience. A BGC board member is also included on the panel to assist in documenting the credibility of the process for the BGC board.

Panel members must identify the domains, tasks, knowledge, and skills essential to performing the work of the practitioner. A large sample of professionals who were not involved in the JTA meetings are asked to review and validate the information and to ensure that the certification exam reflects the essential knowledge necessary for competent practice as a professional. The results are analyzed from the context to become the basis of the final Examination Blueprint, the document, which lists the domains and elements for the credential. The subject matter experts also determine eligibility requirements and recertification requirements for the credential. As an additional validation step, participants can compare and contrast their work against documents prepared by other groups (if available), which identify tasks and supporting knowledge and skills in practice.

In order to ensure that credentialed practitioners protect the public through their work, BGC conducts a JTA every five to seven years so that eligibility, domains, tasks, knowledge, skills, examination, recertification, and ethical requirements reflect current, real-world practice.

Examination Purpose and Format

The QEP examination is a two-part exam with 100 questions each. You may schedule to take both exams on the same day or on different days.

- Part 1 is a multiple-choice General Environmental Science (GES) Exam.
- Part 2 is a multiple-choice test of the specialty area(s) of your choice:
 - Air Quality
 - Water Quality
 - Waste Management
 - Environment Science, Management, and Policy.

You may go back and review questions at any time during the exam. There is a short tutorial prior to the examination and a short survey following the exam. Instructions for the exam also explain how you can submit comments about the content of specific questions during the exam. BGC staff will review your comments; however, for exam security reasons, staff will not be able to discuss your comments with you.

Also see the [Examination Process](#) and [Examination Scoring](#) sections.

Examination Scheduling

The Board for Global EHS Credentialing's certification examinations are delivered at PSI Test Centers located throughout the United States and internationally. A current listing of PSI Test Centers, including addresses and driving directions, may be viewed at <http://schedule.psiexams.com>. The examinations are administered by appointment only, Monday through Saturday.

Your eligibility to take the examination is valid for two years from the last day of the month when your application was approved and will expire after that time. If you fail to schedule an appointment for this examination within the two-year period, you will forfeit the application and all fees paid to take the examination. A complete application and examination fee are required to reapply for the examination.

Scheduling Your Appointment

After your application information is received by PSI from the Board for Global EHS Credentialing, you will receive confirmation of eligibility to schedule an examination appointment. You may schedule the examination by one of the following methods (be prepared to confirm a date and location for testing. Individuals are scheduled on a first come, first-served basis.

Online Scheduling

When you receive the email confirming your eligibility to sit for the examination, you may schedule an examination appointment online at any time at <http://schedule.psiexams.com>. Internet scheduling is available 24 hours-a-day.

Go to <http://schedule.psiexams.com> and select "Begin Scheduling" from the home page.

1. Select a category – choose "Other" from the pull-down menu.
2. Select a program – choose "Board for Global EHS Credentialing" from the pull-down menu.
3. Select an examination – choose the BGC QEP examination listed on the pull-down menu.
4. Click the "Register for this Exam" option. Enter your Username and Password to log in if returning to this site.
5. First time users of PSI's online scheduling must select "New User."
6. Enter the information requested to create an account. When finished, select the "Continue" button to proceed.
7. If account creation is successful, a page requesting you to confirm/enter your contact information will appear. Enter the required information. When finished, select the "Next" button to proceed.
8. Select three security questions and provide answers which can be used to verify your identity when retrieving a username or password. Click the "Submit" button to proceed to the scheduling page.
9. Begin typing the zip code or city name of your preferred test area and select the name from the list displayed. Click "Search" to find the closest Test Centers. The closest Test Center may be in a neighboring state.
10. Select a test center location to see available dates (all available dates are shown in green). Select the date, then time you want. Submit your request by clicking on the "Schedule" button. You will be sent a confirmation email of the appointment scheduled.

Telephone Scheduling

Call PSI at 833-256-1420 to schedule an examination appointment. This toll-free number is answered from 7:00 a.m. to 9:00 p.m. (Central Time) Monday through Thursday, 7:00 a.m. to 7:00 p.m. on Friday, and 8:30 a.m. to 5:00 p.m. on Saturday.

If you contact PSI by 3:00 p.m. Central Time on:	Depending on availability, your examination may be scheduled beginning:
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday/Saturday
Thursday	Monday
Friday	Tuesday

Confirmation Number

When you schedule your appointment, either by telephone or online, you will receive an email from PSI containing your confirmation number, appointment date, time, location, and driving directions to the center. Make sure you keep a record of your confirmation number and appointment information. You will need your confirmation number if you want to confirm, reschedule, or cancel your appointment. BGC will not have your confirmation number in our records.

Test Site Location

You may take your examination at PSI Testing Centers in the United States, Canada, and internationally.

Determine the best PSI location for taking your examination by performing the following steps:

1. Go to <http://schedule.psiexams.com> and select “Begin Scheduling” from the home page.
2. Select a category – choose “Other” from the pulldown menu.
3. Select an examination – choose the examination listed from the pulldown menu.
4. Select “Locate a Testing Center.”
5. From the map, select the state in which you wish to test. This will show you all available testing centers in that state.

When scheduling your appointment, you should confirm the address of your test center and obtain directions. You may obtain directions to the PSI Testing Center at PSI’s website at <https://schedule.psiexams.com/> or by calling customer service at 833-256-1420.

Confirming Your Appointment

It is your responsibility to verify that you have been scheduled for the date, time, and place you have requested.

You may confirm your appointment in two ways.

- Call (833) 2561420 and speak to the customer service representative.
- Confirm your appointment online at <https://schedule.psiexams.com/>.
- International candidates may confirm their appointment by emailing AMPIntlExamServices@goAMP.com.

You can confirm your appointment online even if you scheduled your appointment by telephone.

Special Arrangements for Candidates with Disabilities

PSI and the Board for Global EHS Credentialing comply with the Americans with Disabilities Act and strive to ensure that no individual with a disability (as defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment) is deprived of the opportunity to take the examination solely by reason of that disability. PSI will provide reasonable accommodations for candidates with disabilities. Candidates requesting special accommodations must call PSI at 833-256-1420 to schedule their examination.

1. Wheelchair access is available at all established Test Centers. Candidates must advise PSI at the time of scheduling that wheelchair access is necessary.

2. Candidates with visual, sensory, physical, or learning disabilities that would prevent them from taking the examination under standard conditions may request special accommodations and arrangements.

Verification of the disability and a statement of the specific type of assistance needed **MUST BE MADE IN WRITING TO the Board for Global EHS Credentialing** at least 45 calendar days prior to your desired examination date by completing the *Test Accommodation Request Form* (<https://GoBGC.org/testing-accommodations>). BGC will review the submitted forms, consult with the vendor, and contact you regarding the decision for accommodations.

Missed Appointments/Forfeitures

You will forfeit the examination registration and all fees paid under the following circumstances:

- You wish to reschedule an examination but fail to contact PSI at least two business days prior to the scheduled testing session.
- You wish to reschedule a second time.
- You appear more than 15 minutes late for an examination.
- You fail to report for an examination appointment.

A completed application form and examination fee are required to reapply for examination.

Inclement Weather/Power Failure/Other Emergency

In the event of inclement weather or unforeseen emergencies on the day of an examination, PSI will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the Test Center personnel are able to open the Test Center.

You may visit www.psonline.com/openings prior to the examination to determine if PSI has been advised that any Test Centers are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at a Test Center, all scheduled candidates will receive notification following the examination regarding rescheduling or reapplication procedures.

If power to a Test Center is temporarily interrupted during an administration, your examination will be restarted. The responses provided up to the point of interruption will be intact.

Examination Day

Plan to arrive at the test center at least 30 minutes prior to your scheduled exam time. If you arrive more than 15 minutes after the scheduled testing time, you will not be admitted. You may bring a non-programmable calculator to the examination. Calculators built into cellular/smart phones are not permitted in the Test Center. Calculators with text storage capability are not permitted in the Test Center. PSI will provide both onscreen and handheld calculators.

What to Bring

The Test Center will provide materials for working out calculations. You must bring the following items:

- A copy of the confirmation that you received via email.
- To gain admission to the Test Center, you must present two forms of identification. The primary form must be government issued, current, and include your name, signature, and photograph. Temporary ID is not accepted. You will also be required to sign a roster for verification of identity.
 - Examples of valid primary forms of identification are current: driver's license with photograph, state identification card with photograph, passport, or military identification card with photograph.
 - The secondary form of identification must display your name and signature for signature verification (e.g., credit card with signature, social security card with signature, or employment/student ID card with signature).
 - If your name on your registration is different than it appears on your identification, you must bring proof of your name change (e.g., marriage license, divorce decree, or court order).

You must have proper identification to gain admission to the Test Center. Failure to provide appropriate identification at the time of the examination is considered a missed appointment.



Tip

Avoid Identification Headaches

The name on your government-issued photo identification document must match the name that you used to register for the exam. If you have a name change, such as by marriage, please immediately notify BGC (at applications@GoBGC.org) and PSI via the scheduling portal or by contacting customer service at (833) 256-1420. This information must be submitted no less than 48 hours before your exam. If you do not provide the required identification or fully participate in the identity validation process during check-in and breaks, you will not be permitted to test, and you will forfeit your testing fees.

Examination Restrictions

You are prohibited from bringing items into the examination room except for the items specified above. Banned items include, but are not limited to, the following:

- Pencils will be provided during check-in.
- You will be provided with one piece of scratch paper at a time to use during the examination, unless noted on the sign-in roster for a particular candidate. You must return the scratch paper to the proctor at the completion of testing, or you will not receive your score report.
- The use of reference materials is not allowed.
- No documents or notes of any kind may be removed from the Test Center.
- No questions concerning the content of the examination may be asked during the examination.
- Eating, drinking, or smoking is not permitted in the Test Center.
- You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks.

Security

PSI administration and security standards are designed to ensure all candidates are provided the same opportunity to demonstrate their abilities. The Test Center is continuously monitored by audio and video surveillance equipment for security purposes.

The following security procedures apply during the examination:

- Examinations are proprietary. No cameras, notes, tape recorders, pagers or cellular/smart phones are allowed in the testing room. Possession of a cellular/smart phone or other electronic devices is strictly prohibited and will result in dismissal from the examination.
- Only silent, non-programmable calculators without alphabetic keypads or printing capabilities are allowed in the testing room.
- No guests, visitors, or family members are allowed in the testing room or reception areas.

Personal Belongings

No personal items, valuables, or weapons should be brought to the Test Center. Only wallets and keys are permitted. Coats must be left outside the testing room. You will be provided a soft locker to store your wallet and/or keys with you in the testing room. You will not have access to these items until after the examination is completed. Please note the following items will not be allowed in the testing room except securely locked in the soft locker:

- Watches
- Hats
- Wallets
- Keys

Once you have placed your personal items into the soft locker, you will be asked to pull out your pockets to ensure they are empty. If all personal items will not fit in the soft locker, you will not be able to test. The site will not store or be responsible for any personal belongings.

If any personal items are observed or heard (cellular/smart phones, alarms) in the testing room after the examination is started, you will be dismissed, and the administration will be forfeited.

Cancellation and Rescheduling of Exams

You may reschedule your examination once, at no charge, online at <http://schedule.psiexams.com> or by calling PSI at 833-256-1420 at least two business days prior to your scheduled examination appointment. The following schedule applies:

If your examination is scheduled on:	You must contact PSI by 3:00 p.m. Central Time to reschedule the examination by the previous:
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday/Saturday
Thursday	Monday
Friday	Tuesday

Problems with PSI Scheduling and Testing

You should call the BGC office at (517) 853-5763 (between 8:00 AM to 5:00 PM, Monday through Friday, U.S. Eastern Time) if you encounter either of the following problems:

- You cannot schedule an exam because the PSI operator does not have a file with your name and identification number.
- You arrive at your scheduled examination appointment but are unable to test due to PSI technical or personnel difficulties.

Examination Process

After arriving at the Test Center and having your identification confirmed, you will be directed to a testing carrel. You will be instructed on-screen to enter your identification number. Your photograph, taken before beginning the examination, will remain on-screen throughout your examination session. This photograph will also print on your score report.

Practice Examination

Prior to attempting the examination, you will be given the opportunity to practice taking an examination on the computer. The time you use for this practice examination is NOT counted as part of your examination time or score. When you are comfortable with the computer testing process, you may quit the practice session and begin the timed examination.

Timed Examination

Each part of the QEP examination is 3 hours long. Before beginning the examination, instructions for taking it are provided on-screen. The computer monitors the time you spend on the examination. The examination will terminate if you exceed the time allowed. You may click on the Time box in the lower menu bar on the screen to monitor your time. A digital clock indicates the time remaining for you to complete the examination. The Time feature may be turned off during the examination.

Only one examination question is presented at a time. The question number appears in the lower right portion of the screen. Choices of answers to the examination question are identified as A, B, C, or D. You must indicate your choice by either typing in the letter in the response box in the lower left portion of the computer screen or clicking on the option using the mouse. To change your answer, enter a different option by typing in the letter in the response box or by clicking on the option using the mouse. You may change your answer as many times as you wish during the examination time limit.

To move to the next question, click on the forward arrow (>) in the lower right portion of the screen. This action will move you forward through the examination question by question. If you wish to review any question or questions, click the backward arrow (<) or use the left arrow key to move backward through the examination.

An examination question may be left unanswered for return later in the examination session. Questions may also be bookmarked for later review by clicking in the blank square to the right of the Time button. Click on the double arrows (>>) to advance to the next unanswered or bookmarked question on the examination. To identify all unanswered and bookmarked questions, repeatedly click on the double arrows (>>). When the examination is completed, the number of examination questions answered is reported. If all questions have not been answered and there is time remaining, return to the examination and answer those questions.

Candidate Comments

During the examination, you may make comments for any question by clicking on the Comment button to the left of the Time button. This opens a dialogue box where comments may be entered. Comments will be reviewed, but individual responses will not be provided.

Following the Examination

After completing the examination, you are asked to answer a short evaluation of your examination experience. Then, you are instructed to report to the test center supervisor to receive a score report.



Tip

Failing to Report for an Examination

If you fail to report for an examination, you will forfeit the registration and all fees paid to take the examination. A completed application form and examination fee are required to register for another examination.

Examination Scoring

The QEP exam is in two parts.

- Part 1 is a multiple-choice General Environmental Science (GES) Exam.
- Part 2 is a multiple-choice test of your specialty area(s) of your choice:
 - Air Quality
 - Water Quality
 - Waste Management
 - Environment Science, Management, and Policy

You must receive a passing score on both parts of the exam in order to pass the entire QEP Exam.

- All questions have the same point value.
- There is no penalty for incorrect answers (such as “number correct minus a percentage of the number of incorrect answers”).
- A “passing” score is **not** required in each of the individual subareas.

Examinees may request a review of their exam score by filling out the [Review of the Exam Score Form](#) (located at https://GoBGC.org/qep_documents), which will be forwarded to our testing vendor to conduct a score verification. The examinee should consider that, given the quality control procedures that are in place, it is highly unlikely that the score will change.

Notification of Examination Results

Examinees will receive their official results in writing approximately four to six weeks after completing a part of the examination. If you fail a part, we will inform you of your overall score.

All examinees will receive a performance report indicating their scores in the individual areas.

Confidentiality

As noted in the *BGC Privacy Policy*, examination reports, scores, and failures are not released outside of BGC without your authorization. Studies and reports concerning candidates will contain no information identifiable with any candidate, unless authorized by the candidate. The names of those who pass the examination will be listed on the BGC website and entered in the web rosters.

Duplicate Score Report

Requests for a duplicate score report must be made in writing to PSI within one year of the examination date. The request must include the candidate's name, mailing address, telephone number, date of examination, and examination taken. Submit this information along with a fee of \$25.00 payable to PSI Services Inc., by cashier's check or money order. Duplicate score reports will be processed and mailed within approximately five business days following receipt of the request.

Re-Examination

If you are not successful in your examination attempt, you must wait 120 days before you may retake the examination.

Obligations of Credential Holders

After you pass the exam and are issued your credential, you are required to meet several obligations, not limited to:

- Paying your fees on or before the due date
- Continually updating your knowledge and skills
- Documenting knowledge and skills through the Certification Maintenance Process
- Upholding the *BGC Code of Ethics*

Please be aware that if the requirements for certification and recertification change, you will be required to meet them in order to hold your certification.

Examination Preparation

The BGC Board encourages you to consider your knowledge and experience and to assess your recognized strengths and weaknesses.

Self-study, specific training, and group discussions are recognized methods of improving perceived weaknesses. However, the Board does not endorse or support specific training courses, study guides, or other activities that are intended or purported to be preparation for its examinations.

Sample Questions

The following are provided to familiarize you with the nature and form of questions that may be found in the Board's examinations. Their subject matter and level of difficulty do not necessarily reflect the content of BGC examinations.

Part I: General Environmental Science

1. The deposits of stream-borne sediments are called
 - a. clays.
 - b. alluvium.
 - c. erosion.
 - d. silt.
2. The driving force for diffusion of a contaminant is
 - a. chemical species.
 - b. chemical gradient.
 - c. atomic number.
 - d. atomic weight.
3. The second law of thermodynamics says that
 - a. energy cannot be created or destroyed.
 - b. heat flows from a hotter to a colder surface.
 - c. for every action there is an opposite and equal reaction.
 - d. systems tend to gravitate toward a condition of greater order.

Part II: Air Quality

4. Two primary gaseous pollutants that transform to fine particles during long-range transport are
 - a. carbon monoxide and ozone.
 - b. NO_x and ozone.
 - c. NO_x and SO_x.
 - d. carbon dioxide and methane.
5. Gaussian dispersion models assume that pollutant concentrations are
 - a. normally distributed in a bell-shaped curve about the plume centerline.
 - b. higher at the leading edge of the plume and decrease exponentially toward the tail of the plume.
 - c. less than 1% of the total concentration of the plume.
 - d. inversely proportional to elevation.
6. A critical concern when sampling for particulate, which is not as important when sampling for gases, is
 - a. wet versus dry sampling.
 - b. sample fractionation.
 - c. isokinetic sampling.
 - d. time-averaging.

Part II: Water Quality

7. The most frequently used measure of water quality in domestic wastewater is
 - a. chemical oxygen demand.
 - b. biochemical oxygen demand.
 - c. total organic carbon.
 - d. total dissolved solids.

8. Iron and manganese in a water supply is typically
 - a. a health issue.
 - b. a regulatory issue.
 - c. an aesthetic issue.
 - d. a corrosion issue.

9. The typical cause of lakes turning eutrophic is
 - a. excess nutrients.
 - b. heavy metal contamination.
 - c. severe diurnal dissolved oxygen fluctuation.
 - d. high coliform count.

Part II: Waste Management

10. Transfer stations are used to control
 - a. rodents.
 - b. recyclables.
 - c. spread of disease.
 - d. cost.

11. In the hierarchy of solid waste management, incineration is considered
 - a. pollution prevention.
 - b. source reduction.
 - c. treatment.
 - d. disposal.

12. The single largest component of the residential solid waste stream in developed countries such as the U.S. is
 - a. plastics.
 - b. food waste.
 - c. paper products.
 - d. grass clippings/yard waste.

Part II: Environmental Science, Management, and Policy

13. Electric power plants can cause damage to aquatic life in their vicinity because
 - a. the chemical coolant of the plant mixes with the water body.
 - b. the gaseous effluent of the plant acidifies the water body.
 - c. warm water holds less dissolved oxygen than cold water.
 - d. ethylene glycol is toxic.

14. Exposure assessment of contaminated sediments and soils is considerably more complex than to air or water because
 - a. sediments and soils hold contaminants longer.
 - b. contaminants are more stable in solids.
 - c. solids hold more contaminants than gases and liquids.
 - d. life forms may ingest contaminants from air, water, and solids.

15. Regarding the greenhouse effect,
 - a. carbon dioxide is the major human-made contributor to global warming.
 - b. water vapor has little to do with this effect.
 - c. it is caused solely by man-made gases.
 - d. SO_x gases are precursors.

Publications and References

BGC examination questions are supported by many sources that reflect the underlying purposes and principles of environmental practice, as well as the current knowledge that is expected. The following study materials and textbooks have been selected by the EPI/QEP Exam Advisory Committee as recommended reading for candidates of written environmental certification examinations. Recommendations for each practice area (Air Quality; Water Quality; Waste Management; or Environmental Science, Management, & Policy) are in addition to the materials listed under "General Environmental Science." Frequently cited resources are provided, below, but the list is not exhaustive:

General Environmental Science

Chemical Fate and Transport in the Environment, H. F. Hemond, E. J. Fechner, Academic Press (San Diego), 1994.

Environmental Health: New Directions, J. Shields, Princeton Scientific (Princeton, NJ), 1991.

Fundamentals of Air Pollution, 3rd Edition, R. W. Boubel, D. L. Fox, D. B. Turner, A. C. Stern, Academic Press (San Diego), 1994.

Hazardous Waste Management, M. D. LaGrega, P. L. Buckingham, J. C. Evans, McGraw-Hill, Inc. (New York), 1994.

Introduction to Environmental Engineering & Science, G. M. Masters, Prentice-Hall (Englewood Cliffs, NJ), 1991.

Risk Assessment Methods, V. T. Covello, M. W. Merkhofer, Plenum Press (New York), 1993.

Air Quality

Air Pollution Engineering Manual, A. J. Buonicore, W. T. Davis, Van Nostrand Reinhold Publishing (New York), 1992.

Methods of Air Sampling and Analysis, 3rd Edition, J. P. Lodge, Jr., Lewis Publishers (Boca Raton, FL), 1989.

Water Quality

Wastewater Engineering: Treatment, Disposal, and Reuse, 3rd Edition, G. Tchobanoglous and F. L. Burton, McGraw-Hill (New York), 1992.

Water Quality, G. Tchobanoglous and E. D. Schroeder, Addison-Wesley (Reading, MA), 1985.

Water Supply and Pollution Control, 5th Edition, Viessman, Jr. and Hammer, Harper Collins (New York), 1992.

Waste Management

Applied Hydrogeology, 3rd Edition, C. W. Fetter, MacMillan College Publishing Company (New York), 1994.

Integrated Solid Waste Management, G. Tchobanoglous, Thiessen, Vigil, McGraw-Hill, Inc. (New York), 1993.

Hazardous Waste Site Remediation, O'Brien & Gere Engineers, Inc., Van Nostrand Reinhold (New York), 1988.

Environmental Science, Management, & Policy

Environmental Auditing: Fundamentals and Techniques, 2nd Edition, J. L. Greeno, G. S. Hedstrom, M. DiBerto, Arthur D. Little, Inc. (Cambridge, MA), 1987.

Environmental Science, 4th Edition, J. Turk and A. Turk, Saunders College Publishing (Philadelphia), 1988.

Environmental Science and Engineering, 2nd Edition, J. Glynn Henry, Gary W. Heinke, Prentice Hall (Upper Saddle River, New Jersey), 1996.

QEP® Exam Blueprint

The QEP examination has two parts:

- Part 1 is a multiple-choice General Environmental Science (GES) Exam, which is required for all approved EPI and QEP applicants.
- Part 2 is one of four multiple-choice specialty exams:
 - Air Quality
 - Water Quality
 - Waste Management
 - Environment Science, Management, and Policy

Each part takes up to three hours to complete and consists of approximately 100 multiple-choice questions. Both exams are international in scope and contain no regulations specific to any country. The focus is on technical environmental science.

Each QEP applicant must choose a specialty practice area exam from among the four options. EPIs do not take a specialty practice exam until they apply for full QEP status upon completing the minimum requirement of five years of professional environmental work experience.

PART I: General Environmental Science (GES) Exams

All approved EPI and QEP applicants are required to take this section. Up to three hours is given to complete the exam, which consists of 100 multiple-choice questions.

Sub-Part A, Basic Sciences	Percent on Exam
1. Chemistry	6%
a. Atoms, molecules, elements, & compounds	
b. Reactions & equilibria	
c. Gas laws	
d. Dissolution/precipitation	
e. Degradation/breakdown (hydrolysis, substitution, biological/chemical)	
f. Organic pollutant categories - VOCs, SVOCs, pesticides, PCBs, dioxins	
g. Inorganic pollutant categories - metals, CN, anions, cations	
h. Properties of materials - solubility, boiling point, melting point, vapor pressure	
i. pH, acidity/alkalinity, oxidation-reduction (redox) potential (Eh)	
2. Physics	4%
a. Fluid flow - viscosity & turbulence	
b. Material characteristics - density, viscosity, flash point, volatility, partition coefficient, particle size distribution	
c. Thermodynamics - 3 laws & their meaning	
d. Diffusion - in air & solutions	
e. Particle size distribution/separation	
i. Radioactivity - natural & man-made	
3. Earth Science/Geology	5%
a. Permeability of materials	
b. Aquifers & aquitards	
c. Ground water flow pathways & rates	
d. Migration of contaminants in soils, sediments, & ground water	
4. Ecology	5%
a. Ecosystem sensitivities - flora, fauna, & people	
b. Bioaccumulation & biomagnification	
c. Major ecosystem characteristics - estuaries, wetlands, streams, forests, mountains, prairies, open oceans, & lakes	
d. Species diversity	
e. Endangered species	
5. Toxicology and Risk Assessment	5%
a. Dose - response relations	
b. Physiologic endpoints - neurotoxicity, cancer (carcinogens), mutation (mutagen), etc.	
d. Acute vs. chronic effects	
e. Extrapolation issues for toxicity	
e. Exposure/pathway concepts	
f. Methods of evaluating site risk characteristics	

Sub-Part B, Mathematics	Percent on Exam
6. Mathematics/Statistics	6%
<ul style="list-style-type: none"> a. Use of "powers of 10" b. Means & measures of variation (mean, medium, mode, variance, & standard deviation) c. Probability/statistical distributions d. Unit of measurements - metric (S.I.) versus English (lb., ft., etc.,) e. Statistical confidence limits/decision making f. Representative sampling requirements & methods 	
7. Data Management	6%
<ul style="list-style-type: none"> a. Omission & error identification b. Graphical representation of data c. Trend analysis d. Modeling e. Quality assurance & quality control - outlier identification 	
8. Environmental Economics (Risk & Cost Benefit Analysis)	5%
<ul style="list-style-type: none"> a. Management system capital cost, interest rate, discount rate b. Operations, maintenance, & monitoring costs c. Beneficial reuse of waste materials d. Environmental liability implications 	
Sub-Part C, Environmental Science, Management, & Policy	Percent on Exam
9. Environmental Quality Standards	5%
<ul style="list-style-type: none"> a. Ambient air quality standards - ozone, particulates, CO, NO_x, SO_x b. Surface water quality - DO, BOD, TOC, pH, TDS, TSS, TPH, VOCs, metals c. Drinking water standards - bacteria, metals, pH, turbidity, VOCs, THA d. Ground water quality - pH, VOCs, metals, bacteria, pesticides, persistent organic pollutants (POPs) e. Soil standards - VOCs, metals, pesticides, POPs, others 	
10. Basic Principles of Environmental Systems	5%
<ul style="list-style-type: none"> a. C, N, O, H₂O, S cycles (nutrient cycles) b. Ecosystem development & climax c. Population dynamics d. Primary productivity e. Sustainable development 	
11. Cross-Media Impacts of Pollution	4%
<ul style="list-style-type: none"> a. Migration across boundaries - non-point source run-off, permeation of solvent gases through synthetics liners, liner permeability b. Liquid phase/gas phase transport - VOC emissions from ground water air stripping or in-situ soil air sparging c. Solid/gas phase transport - products of incomplete combustion, byproduct emissions, biological decomposition gas generation, and fugitive emissions from area and mobile sources d. Solid/liquid phase transport - dredged contaminated sediments resuspension, leaching of solids from landfills 	
12 Health & Safety Requirements	4%
<ul style="list-style-type: none"> a. Properties of toxics, acute vs. chronic b. Confined space entry, toxic, anoxic c. System tagging/lockout d. Safety, Health, & Emergency Response Plans (SHERP) e. Risk communication f. Training & hazard identification g. Medical surveillance h. Personal protective equipment (PPE) 	

- 13. Public Information/Community & Regulatory Relations/Ethics** **5%**
- a. Not in my back yard (NIMBY) syndrome
 - b. Environmental justice
 - c. Community hazard right-to-know
 - d. Emergency preparedness & contingency planning
 - e. Environmental Ethics (QEP/BGC Ethics Code)

Sub-Part D, Waste/Pollution Management, Treatment, & Disposal	Percent on Exam
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- | | |
|---|-----------|
| 14. Waste Minimization, Recycling, Reuse | 6% |
|---|-----------|
- a. Materials substitution
 - b. Source reduction
 - c. Process modification
 - d. Separation & hazard reduction
 - e. Waste reduction

- | | |
|---|-----------|
| 15. Hazardous Materials/Waste Management and Transport | 3% |
|---|-----------|
- a. Hazardous material categories - flammable, poison, explosive, shock, or friction sensitive
 - b. Hazardous waste categories - toxic, corrosive, reactive, flammable, radioactive
 - c. Handling, packaging, manifesting

- | | |
|---|-----------|
| 16. Fate and Transport of Environmental Contaminants in Air/Water/Soil | 5% |
|---|-----------|
- a. Mass transfer
 - b. Biodegradation
 - c. Vaporization
 - d. Kinetic factors
 - e. Henry's Law and partition coefficients, K_{ow}
 - f. Natural attenuation

- | | |
|--|-----------|
| 17. Principles of Water, Soil, & Solid Waste Treatment & Residuals Disposal | 7% |
|--|-----------|
- a. Physical treatment - air/thermal stripping, sedimentation, clarification, filtration centrifugation, barriers, liners, soil washing.
 - b. Physical/chemical treatment - coagulation/clarification, absorption & adsorption, wet air oxidation, reduction, solvent extraction, solidification/stabilization
 - c. Thermal treatment - incineration, catalytic oxidation, desorption, vitrification
 - d. Biochemical treatment - aerobic/anaerobic degradation, in-situ, and ex-situ
 - e. Biosolids, treated soils, debris, and residuals management alternatives
 - f. Land disposal and leachate management practices, Hazardous vs. Non-Hazardous

- | | |
|----------------------------------|-----------|
| 18. Air Pollution Control | 5% |
|----------------------------------|-----------|
- a. Pollutant elimination/minimization
 - b. Physical separation - cyclone, bag house, electrostatic precipitator
 - c. Physical/chemical treatment - wet scrubber, carbon adsorption, thermal destruction (after burner), chemical oxidation, biofilter
 - d. Mobile sources - motor vehicles, aircraft, watercraft, agricultural and construction equipment.
 - e. Mobile source controls - clean burning fuels, combustion modifications, catalytic converters, diesel particulate traps, etc.
 - f. Stationary Sources - manufacturing processes, power generation, combustion, waste management facilities, fuel terminals, pipeline transfer stations, etc.
 - g. Stationary source controls - clean burning fuels, combustion modifications, flue gas cleaning, selective catalytic reduction, etc.

19. Air Emissions Monitoring & Inventories**5%**

- a. Greenhouse gases - sources, control strategies
- b. Toxic air emissions - point sources, non-point sources, fugitive dusts and vapors
- c. Stationary Source Priority pollutants
- d. Mobile source emissions
- e. Meteorological monitoring & Modeling
- f. Atmospheric chemistry, greenhouse gases, ozone depletion
- g. Emissions inventories

20. Surface & Ground Water Monitoring**4%**

- a. Monitoring methods, frequency, & reporting
- b. Toxic substances - metals, chlorinated hydrocarbons, PAH, PCBs, pesticides, POPs
- c. Conventional pollutants - BOD, pH, TSS, oil/grease, THP, VOC, turbidity, pathogens
- d. Non-conventional pollutants - NO₃, fluoride, sulfides, phosphorous, cyanide, radioactive materials

Part II: Air Quality

Each QEP applicant must choose to take a specialty practice area exam from among the four options: A. Air Quality, B. Water Quality, C. Waste Management, or D. Environmental Science, Management, and Policy. EPIs do not take a specialty practice exam until they apply for full QEP status upon completing the minimum requirement of five years of professional environmental work experience. Up to three hours is given to complete the exam, which consists of 100 multiple-choice questions.

Detailed Exam Specifications	Percent on Exam
1. Fundamentals of the Atmosphere	20%
a. Physical structure & composition of the troposphere and stratosphere (temperature, pressure, density, spatial & temporal relationships)	
b. Natural composition of the atmosphere (gases, particulates, aerosols, moisture)	
c. Atmospheric pollutant definitions & characteristics (physical & chemical)	
d. Physical & chemical pollutant processes (transport, dispersion, dilution, transformation, scavenging & atmospheric lifetimes.)	
e. Global scale pollutant interactions (photochemistry, global warming, greenhouse effects, greenhouse gases, ozone formation & depletion)	
2. Air Pollution Sources & Impacts	20%
a. Sources of air pollutants (mobile, stationary, fugitive)	
b. Natural sources of air pollution (volcanoes, wildfires, earthquakes, etc.)	
c. Receptors (human, animal, plant, materials, atmospheric processes)	
d. Source/Receptor relationships (spatial & temporal)	
e. Adverse effects (respiratory illness, forest deterioration, materials corrosion, lake acidification, etc.)	
f. Air toxics and risk assessments (cancer burden, acute, chronic, etc.)	
3. Pollutant Modeling	15%
a. Reasons for modeling (Environmental Impact Analysis, plant siting, emergency response planning, accidental release, public relations, economic impacts)	
b. Modeling level of effort (screening, planning, compliance)	
c. Types of models (Box, Gaussian Dispersion, Photochemical, Physical, Numerical, etc.)	
d. Model limitations & assumptions	
e. Source/Receptor relationships	
4. Air Pollution Control	25%
a. Pollution prevention	
b. Control of gaseous pollutants - absorption, adsorption, condensation, incineration	
c. Particulate control - cyclone and inertial separators, wet scrubbers, electrostatic precipitators, and baghouses	
d. Management & disposal of waste streams (multimedia)	
e. Emission factors & estimates	
f. Compliance planning; limits, standards, technology, & documentation	
5. Ambient Air & Source Sampling & Analysis	20%
a. Site selection required for effective sampling	
b. Health & safety precautions	
c. Meteorological monitoring	
d. Isokinetic vs. constant rate vs. proportional sampling	
e. Effects of particle size on sampling accuracy	
f. Optical remote sensing	
g. Continuous emission monitoring (CEMs)	
h. Reference methods	
i. Instrumentation & data acquisition systems	
j. Real-time monitoring vs. intermittent discreet sampling/analysis	

Part II: Water Quality

Each QEP applicant must choose to take a specialty practice area exam from among the four options: A. Air Quality, B. Water Quality, C. Waste Management, or D. Environmental Science, Management, and Policy. EPIs do not take a specialty practice exam until they apply for full QEP status upon completing the minimum requirement of five years of professional environmental work experience. Up to three hours is given to complete the exam, which consists of 100 multiple-choice questions.

Detailed Exam Specifications	Percent on Exam
1. Water Systems - Surface and Groundwater	15%
a. Types of water systems (lakes, rivers, estuaries, oceans, wetlands, confined aquifers, unconfined aquifers, etc.)	
b. Hydrology and hydraulics of water systems	
c. Beneficial uses and related water quality requirements	
• Agricultural	
• Industrial/commercial	
• Residential (Potable Water)	
• Fish and wildlife habitat	
• Recreational	
d. Sources of contamination	
• Point source (outfalls, Treatment Works' discharges, etc.)	
e. Non-point source (agriculture runoff, urban storm water runoff, development air deposition, etc.)	
2. Water Quality Assessment	30%
a. Water Quality Characteristics and Significance	
• Physical (turbidity, solids [TSS], temperature, odor, color, dissolved oxygen, etc.)	
• Chemical	
○ Inorganic (pH, TDS, heavy metals, hardness, alkalinity, etc.)	
○ Organic (natural, BOD, synthetic - solvents, pesticides, surfactants, etc.)	
• Biological (pathogenic organisms, indicator organisms, etc., biological assessment)	
• Radiological	
• Groundwater changes with time and distance	
b. Sampling and Measurement Techniques	
• Sampling issues (representative, grab vs. composite, contaminant avoidance, etc.)	
• Analytical issues (usability and interpretation of results, accuracy and precision, interference, etc., data quality objects, levels of detection, quantification, etc.), treatment plant performance versus compliance.	
• Quality Assurance/Quality Control	
c. Hydraulics & Hydrology	
• In-plant hydraulics (flow measurement/control, distribution)	
• Surface water hydrology (run-off prediction, flow in open channels)	
• Hydrology (ground water well yields, draw down, well pollution-prevention methods)	
• Hydrology and hydraulics of water systems	

- 3. Collection, Treatment, and Disposal** **35%**
- a. Objectives of prevention, control, & treatment
 - Point source
 - Non-point source
 - Storm water run-off
 - b. Pollution Prevention Methods (audits, material substitution, best management practices & systems, wellhead protection, process modifications, etc.)
 - c. Pollution Control and Treatment Methods
 - Collection/distribution systems
 - Water and wastewater treatment processes
 - Physical (screening, sedimentation, filtration, etc.)
 - Chemical (coagulation, neutralization, ion exchange, etc.)
 - Biological (lagoons, suspended growth reactors, fixed film reactors, natural systems)
 - Sludge and/or biosolids management and stabilization, biological and chemical quality, use and disposal
 - Wastewater effluent management disposal
 - d. Water distribution and storage
- 4. Treatment Plant Operation & Management** **20%**
- a. Legal/Regulatory Compliance (general concepts, generic regulatory approaches)
 - Compliance criteria and documentation
 - b. Reuse specifications
 - c. Standard Operating Procedures
 - d. Best-In-Class type comparisons
 - e. Risk Assessment and Management
 - Toxicity assessment (aquatic bioassay, whole effluent, bioaccumulation, etc.)
 - Fate and transport of contaminants

Part II: Waste Management

Each QEP applicant must choose to take a specialty practice area exam from among the four options: A. Air Quality, B. Water Quality, C. Waste Management, or D. Environmental Science, Management, and Policy. EPIs do not take a specialty practice exam until they apply for full QEP status upon completing the minimum requirement of five years of professional environmental work experience. Up to three hours is given to complete the exam, which consists of 100 multiple-choice questions.

Detailed Exam Specifications	Percent on Exam
1. Waste Sources & Categorization	10%
a. Sources	
• Household (urban/suburban & rural)	• Municipal
• Commercial	• Industrial
• Medical	• Construction
• Agricultural	
b. Characteristics/Categories	
• Inert	• Putrescible
• Radioactive	• Infectious
• Toxic (acute & chronic)	• Corrosive (acid or base)
• Reactive physical (sodium in water or chemical (acid-base))	• Shock- or heat-sensitive
• Explosive	• Recyclable
	• Reusable
2. Waste Minimization	12%
a. Assessment of technical considerations	
b. Economic feasibility (with & without government incentives)	
c. Waste reduction planning & implementation	
d. Business & community participation	
3. Facility Siting, Operation, & Risk Communication	14%
a. Neighboring facilities issues	
b. Risk assessment	
c. Contaminant fate & transport	
d. Compliance management	
e. Use of best management practices	
f. Closure & post-closure activities	
g. Community relations	
4. Municipal Solid Waste	13%
a. Characterization & source segregation	
b. Collection & transport (odors, noise, emissions, traffic & safety control)	
c. Disposition alternatives	
d. Segregation & volume reduction	
e. Reuse & recycling	
f. Composting	
g. Physical/chemical treatment	
h. Thermal processing	
i. Land disposal	

- 5. Hazardous/Industrial Waste Management** **14%**
- a. Characterization
 - Sampling equipment & handling methodology
 - Laboratory sample management & analysis
 - Quality assurance/quality control
 - b. Hazardous waste handling
 - Generation, storage, & transport
 - Release prevention
 - Health & safety (personnel protection equipment)
 - Emergency preparedness & response
 - c. Treatment
 - Physical (segregation, size reduction, scouring, washing, solidification/stabilization)
 - Chemical (oxidation-reduction, precipitation, neutralization, dechlorination, solvent extraction)
 - Biological treatment
 - Thermal processing & destruction (desorption, incineration vitrification)
 - d. Compliance management
 - Regulatory limits & standards
 - Technological limitations
 - Documentation
- 6. Radioactive, Mixed, & Medical Waste Treatment/Disposal** **10%**
- a. Characterization
 - b. Health & safety issues
 - c. Physical, chemical, biological, & thermal treatment
 - d. Handling issues
- 7. Fundamentals of Contaminant Fate & Transport** **12%**
- a. Routes of contaminant transport via:
 - Air (gaseous, particulate, aerosol emissions)
 - Soils & fill material
 - Ground water & surface water
 - b. Geology, hydrogeology, geochemistry, geophysics, climatology
 - c. Data management & interpretation (statistical methods & modeling)
- 8. Site Remediation** **15%**
- a. Site characterization methodology
 - b. Health & safety planning & implementation
 - c. Remedial investigation methodologies
 - d. Treatability/Feasibility studies
 - e. Risk assessment
 - Hazard identification
 - Toxicity assessment
 - Exposure assessment
 - Risk characterization
 - f. Remediation technologies
 - Soil vapor extraction, capture, & destruction
 - Ex-situ treatment of soils (thermal, oxidation soil washing, etc.), sediments & ground water (pump & treat)
 - In-situ treatment of soils (solidification, vitrification, etc.), sediments & ground water (permeable reactive barriers, multi-point injection systems)
 - Containment in unsaturated and/or saturated zones (slurry walls, sheet piling, capping with engineering materials - low permeability soils, solidification/stabilization, geotextiles, geocomposites)
 - Excavation & off-site treatment or disposal
 - g. Land use implications after remediation (clean closure or closure with maintenance, monitoring, & deed restrictions)

Part II: Environment Science, Management, and Policy

Each QEP applicant must choose to take a specialty practice area exam from among the four options: A. Air Quality, B. Water Quality, C. Waste Management, or D. Environmental Science, Management, and Policy. EPIs do not take a specialty practice exam until they apply for full QEP status upon completing the minimum requirement of five years of professional environmental work experience. Up to three hours is given to complete the exam, which consists of 100 multiple-choice questions.

Detailed Exam Specifications	Percent on Exam
1. Environmental Science Fundamentals	15%
a. Types and origins of environmental contaminants	
b. Fate and transport of pollutants in the environment (air, water, land)	
c. Health and ecological effects of pollutants	
d. Data collection, analysis, and interpretation	
i. numerical calculations	
ii. statistics	
iii. modeling and uncertainty analysis	
e. Pollution control technologies (physical, chemical, and biological processes and their applications)	
f. Characterization of contaminated sites	
g. Remediation and restoration technologies	
2. Environmental Impact, Site Assessment, and Risk Assessment Processes	10%
a. EA, EIA, and EIS processes	
b. Site assessment process	
c. Risk assessment process	
3. Global and Multi-Media Environmental Issues	15%
a. Atmospheric ozone depletion	
b. Acid deposition (sources, dispersion, deposition, and effects)	
c. Global climate change	
d. Indoor air quality	
e. Nutrient enrichment of waters	
f. Habitat degradation/destruction, biodiversity, endangered species	
g. Bioaccumulative substances	
h. Unconventional pollutants (e.g., endocrine disruptors, pharmaceuticals)	
4. Environmental Management Systems	25%
a. Organizational environmental policy	
b. Identification of environmental aspects	
c. Establishing goals and objectives	
d. Environmental performance indicators (i.e., metrics)	
e. Reporting environmental performance	
f. Operational controls (e.g., processes, procedures)	
g. Emergency response planning and implementation	
h. Incident investigation and corrective/preventive action	
i. Environmental auditing and corrective action	
j. Environmental due diligence related acquisitions and divestitures	
k. Total quality environmental management (TQEM)	
l. Financial aspects of environmental management (e.g., environmental cost accounting, cost-benefit analysis)	

- 5. *Pollution Prevention, Design for Environment, and Sustainability*** **20%**
- a. Elements of pollution prevention (e.g., source control, recycle/reuse, green chemistry)
 - b. Life-cycle assessment
 - c. Industrial ecology
 - d. Elements of sustainable development
 - e. Land use and watershed issues
 - f. Product and environmental stewardship
- 6. *Development and Implementation of Environmental Public Policy*** **15%**
- a. Role of the public and other stakeholders in policy development
 - b. Geopolitical considerations (regional, state/provincial, international)
 - c. Role of science in public policy
 - d. Command-and-control regulatory mechanisms
 - e. Market-based regulatory mechanisms

Other Information

Included in this section are the EPI Eligibility and QEP Eligibility checklists. Also included is the current BGC Board of Directors as well as information on the staff at BGC.

EPI Eligibility Checklist

This is a simple checklist of eligibility requirements for people interested in pursuing the EPI® designation. Please complete this form before contacting BGC® so that we can better assist you. If you are unable to check all the boxes below, please check the QEP Eligibility Checklist. If you are unable to complete either checklist, you may have an eligibility gap that must be closed before applying for either the EPI or QEP.

Academic Degree
<p><input type="checkbox"/> A. I am a college or university senior enrolled in a 4-year bachelor's degree in physical sciences, earth sciences, natural sciences, engineering, or mathematics from a U.S. college or university that is accredited by an organization recognized by the U.S. Department of Education (USDE), Association of Universities and Colleges of Canada (AUCC) or a nationally- or regionally authorized agency. (Non-U.S./Canadian graduates may require evaluation reports from a NACES or AICE member organization.)</p> <p style="text-align: center;">OR</p> <p><input type="checkbox"/> I have less than five (5) years of professional-level environmental work and hold a 4-year bachelor's degree in physical sciences, earth sciences, natural sciences, engineering, or mathematics from a U.S. college or university that is accredited by an organization recognized by the U.S. Department of Education (USDE), Association of Universities and Colleges of Canada (AUCC) or a nationally- or regionally authorized agency. (Non-U.S./Canadian graduates may require evaluation reports from a NACES or AICE member organization.)</p>
Professional Practice Experience
<p><input type="checkbox"/> B. I have fewer than 5 years of professional-level environmental work experience.</p>
Professional References
<p><input type="checkbox"/> C. Professional references can be sent on my behalf from three environmental professionals who have personal knowledge of my professional work.</p>
<p><input type="checkbox"/> D. My references are familiar with my academic abilities and achievements, such as professors from my degree program or other individuals, such as supervisors who are familiar with my work related to environmental practice.</p>
Ethical Practice
<p><input type="checkbox"/> F. I have not been involved in any unethical behavior, and I will adhere to the <i>BGC Code of Ethics</i>.</p>
Fees
<p><input type="checkbox"/> G. I am able to pay all fees required to obtain and hold the credential including:</p> <ul style="list-style-type: none">• Application/Reapplication Fee• Examination Fee• Annual Fee (after passing the exam)

QEP Eligibility Checklist

This is a simple checklist of eligibility requirements for people interested in pursuing the QEP® credential. Please complete this form before contacting BGC® so that we can better assist you. If you are unable to check all of the boxes below, please check the EPI Eligibility Checklist. If you are unable to complete either checklist, you may have an eligibility gap that must be closed before applying for either the EPI or QEP.

Academic Degree
<input type="checkbox"/> A. I have eight (8) years of professional-level environmental work with a 4-year bachelor's degree from a U.S. college or university that is accredited by an organization recognized by the U.S. Department of Education (USDE), Association of Universities and Colleges of Canada (AUCC) or a nationally- or regionally authorized agency. (Non-U.S./Canadian graduates may require evaluation reports from a NACES or AICE member organization.)
OR
I have five (5) years of professional-level environmental work with a 4-year bachelor's degree in physical sciences, earth sciences, natural sciences, engineering, or mathematics from a U.S. college or university that is accredited by an organization recognized by the U.S. Department of Education (USDE), Association of Universities and Colleges of Canada (AUCC) or a nationally- or regionally authorized agency. (Non-U.S./Canadian graduates may require evaluation reports from a NACES or AICE member organization.)
Professional Practice Experience
<input type="checkbox"/> B. I have a minimum of 5 years of professional-level environmental work including a leadership role or position of influence held in direct relationship to work assignments, job responsibilities, and to key roles in the projects or program assigned.
Professional References
<input type="checkbox"/> C. Professional references can be sent on my behalf from three environmental professionals who have personal knowledge of my professional work.
<input type="checkbox"/> D. The reference can substantiate and provide an evaluation of "time in responsible charge," meaning work done in a leadership role or position of influence held in direct relationship to work assignments, job responsibilities, and to key roles in the projects or program assigned.
<input type="checkbox"/> E. At least one of the three references is an immediate supervisor.
Ethical Practice
<input type="checkbox"/> F. I have not been involved in any unethical behavior, and I will adhere to the <i>BGC Code of Ethics</i> .
Fees
<input type="checkbox"/> G. I am able to pay all fees required to obtain and hold the credential including: <ul style="list-style-type: none">• Application/Reapplication Fee• Examination Fee• Annual Fee (after passing the exam)

BGC's Decision-Making Body and Committees

BGC is governed by a board of 13 voting members. New board members are elected by the current board. The BGC chair appoints members of the BGC board to the following standing committees: Nominations, Quality Improvement, Financial Oversight/Audit, Bylaws/Policies (ANSI), and Awards.

Members of BGC Board of Directors (2021)

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Alan Leibowitz, CIH, CSP, FAIHA
BGC Director 2017-2021
EHS Systems Solutions, LLC

Vice Chair

Tom Grumbles, CIH, QEP, FAIHA
BGC Director 2019-2023
Retired

Past Chair

Cynthia Hanko, CIH
BGC Director 2016-2021
Honeywell International

Directors

Kari Brisolara, ScD, MSPH, QEP
BGC Director 2019-2022
LSU Health Sciences Center, School of Public Health

Subena Colligan, M.S., CIH, CSP
BGC Director 2020-2023
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BGC Director 2017-2021
Department of the Army
Surgeon General's Public Health Service Line Office

Kelly Fernandes, MSc, CIH
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Workplace Safety and Prevention Services

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BGC Director 2017-2021
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Allan Griggs, PE, QEP, QEP
BGC Director 2020-2021
AAGriggs Consulting

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BGC Director 2019-2022
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BGC Director 2021-2024
Covestro

Paula Steven, MSE, RS/REHS, CIH, CSP
BGC Director 2021-2024
United States Government

Public Member

Eileen J. O'Neill, PhD, BCES, Public Member
BGC Director 2020-2021
Retired

Volunteer Opportunities

If you are interested in serving on a BGC committee or the BGC Board of Directors, please contact us at applications@GoBGC.org.

BGC Staff, Services, and Information

Staff members of the Board for Global EHS Credentialing are available to provide consultation, guidance, and support for you to achieve eligibility to sit for BGC credentialing examinations and maintain your credential. Please email applications@GoBGC.org or call (517) 321-2638. Normal business hours are 8:00 AM to 5:00 PM Eastern Time, Monday through Friday.

Ulric K. Chung, MCS, PhD
Chief Executive Officer

Sherrie Arnoldy
Project Manager/Technical Writer

Ronald Drafta, CIH, CSP, SPHR
Examination Director

Jody DuBeau
Application Assistant

Gary Leisenring
Executive Accountant

Paul Rathe
Executive Office Administrator

Elizabeth Root
Certifications Coordinator

Yvette-M. Smith, PhD
Application Director

Pamela J. Trim
Certification Director

More Information

For more information or access to documents and forms for obtaining and maintaining your BGC certifications, please visit our website: <http://www.GoBGC.org>.



**BOARD FOR GLOBAL
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