

NATIONAL REGISTRY OF ENVIRONMENTAL PROFESSIONALS

Recertification Program

This handbook contains information about the recertification process administered by the National Registry of Environmental Professionals. It is essential that you keep it readily available for reference until you are notified of the result of your recertification review. **YOU ARE RESPONSIBLE FOR KNOWING ITS CONTENTS.**

All correspondence and requests for information concerning NREP certification program should be directed to:

NREP
P.O. Box 2099
Glenview, IL 60025-6099
(847) 724-6631
FAX (847) 724-4223
email: nrep@nrep.org

NREP does not discriminate on the basis of age, sex, race, handicap, marital status, religion, or national origin.

National Registry of Environmental Professionals Recertification Program

Purpose: The purpose of the NREP Recertification Program is to promote professional growth through continuing education in environmental technology, science, and practices.

Procedure: NREP is responsible for overseeing the recertification process and maintaining recertification and continuing education (CE) procedures.

SUMMARY OF PROCEDURES:

1. Each recertification cycle is one (1) year in length beginning the year following initial successful completion of the certifying examination. The cycle ends on the annual expiration date of the credential.
2. Fifteen (15) approved continuing education or community environmental service hours are required during each recertification cycle in order to maintain certified status.
3. You are responsible for maintaining your own records during your one-year recertification cycle. When you have completed the requirements of the cycle, you are further responsible for submitting a Summary of Activities form and fee to NREP. You should keep supportive documentation for two years.
4. A random sample of CE summaries submitted each year will be audited by NREP for recertification program accountability.
5. Failure to meet the requirements will result in revocation of your certified status. Restoration of certified status will be contingent upon completion of the required number of CE hours and/or testing in accordance with the restoration procedures.
6. Individuals meeting the recertification requirements will be awarded a recertification seal, to be attached to their NREP certificate.
7. A Summary of Activities report form will be distributed by the NREP at the end of each individual's recertification cycle. Requirements must be submitted in the prescribed format, with signature, POSTMARKED NO LATER THAN certification expiration date. Failure to submit the report within this time frame will result in initiation of procedures leading to revocation of certification. The nonrefundable fee for recertification is issued for 1 year. Recertification material submitted after the certification expiration date postmark deadline must include an additional \$45.00 penalty fee.

Your Responsibilities:

1. Retain the supporting documentation of CE hours earned upon completion of each CE activity for a period of two years. Acceptable supporting documentation includes:

- a. Educational programs (Category I): certificate of completion, or outline of program(s) with cancelled check or attendance roster
 - b. College courses (Category II): final official grade reports indicating a passing grade and course descriptions
 - c. Individual self-study (Category III): typed summary
 - d. Lecturer/speaker (Category IV): program outline including speaker names
 - e. Relevant published material (Category V): copy of article
2. Calculate the number of CE hours earned for each activity. CE calculations are defined under each activity category.
 3. List your CE activities on the Summary of Activities form. No more than forty (40) CE hours should be listed.
 4. Submit the Summary of Activities form and recertification renewal fee postmarked no later than annual expiration date of your credential to be recertified. Retain a copy for your personal records. Mail to NREP, P.O. Box 2099, Glenview, IL 60025-6099.
 5. Enclose the nonrefundable recertification fee with the Summary of Activities form. Make check or money order payable to National Registry of Environmental Professionals.
 6. If notified that you have been selected for audit, submit copies of supporting documentation for at least 15 of the CE hours listed on your form. Documentation must be sent by the deadline specified in the audit notification letter. Do not send originals; they will not be returned.
 7. Submit name changes with supporting legal documentation immediately to National Registry of Environmental Professionals, PO Box 2099 Glenview, IL 60025-6099.
 8. Submit address changes immediately to same addressee as listed in #7. (See form in the back of this Handbook.)

Responsibilities of NREP:

1. Acknowledge receipt of recertification material.
2. Review each complete Summary of Activities form for compliance with the requirements of the recertification program.
3. Conduct a random audit of supporting documentation.
4. Send a congratulatory letter, identification card, new Recertification Handbook, and recertification seal.
5. Identify individuals who fail to submit the required materials within the time frame specified and issue Notice of Placement to Inactive Status.
6. Revoke certification of individuals failing to meet recertification requirements.
8. Evaluate and assign CE hours for individual and self study activities.
9. Assess the NREP recertification program periodically to insure its continued validity.
10. Serve as a resource for recertification questions (847) 724-6631.

CALCULATION OF CONTINUING EDUCATION HOURS:

EDUCATIONAL CONTENT FOR THE FOLLOWING CATEGORIES MUST RELATE TO ENVIRONMENTAL EDUCATION TO BE ACCEPTED.

Category I. Educational portions of technical, trade or civic or community association meetings, in-house training relevant workshops, institutes, conferences and seminars. Recertification hours are based on educational contact hours (i.e., 60 minutes of attendance at an educational program equals 1 CE hour). Only educational portions of a meeting are eligible for CE hours. Business meetings, tours, and exhibits are not considered educational portions. Time allotted for registration, greetings or welcomes, breaks, and meals must be deducted from the eligible credit time.

Fractional hour amounts in increments of 15 minutes may be recorded as 0.25, 0.50 or 0.75.

Category II. College courses, correspondence courses, audit or academic courses.

To assign your CE hours to this category, you must have participated in formal programs of study for academic credit at a college or university and received a passing grade, or you must have officially audited courses. Non-credit academic courses, including extension courses, also belong in this category. CE hours are assigned as follows:

College Credit:

- One (1) semester credit = 15 CE hours
- One (1) quarter credit = 10 CE hours
- One (1) trimester credit = 15 CE hours

Audit Academic Course:

- One (1) semester credit = 6 CE hours
- One (1) quarter credit = 4 CE hours
- One (1) trimester credit = 6 CE hours

Note: For classes without academic credit, calculate 1 CE hour for each classroom hour.

Category III. Individual study: Three (3) CE hours will be awarded for each topic summarized in no less than three single spaced typewritten pages. Contact the NREP to assure your topic can be approved for CE hours. Examples of individual study may include review of articles in periodicals, books, video/audio cassettes.

Category IV. Participation in relevant civic or community environmental activities as an instructor, lecturer, or speaker. Two (2) CE hours are awarded for each on (1) hour presentation.

Category V. Published articles in professional journals will be considered for CE hours. Four (4) CE hours are awarded for each published page. Poster presentations at association meetings are recognized for four (4) CE hours for the author.

NOTE: Activities that are unacceptable for use as CE hours include:

1. CE hours calculated for paid presentations, consultations or programs presented/performed by you for your employer as part of your regular paid duties.
2. Hours obtained in any year prior to the current recertification cycle.
3. Program/course content that does not relate to environmental, health and safety education.

INSTRUCTIONS FOR COMPLETION OF SUMMARY OF ACTIVITIES FORM:

1. Complete all identification information at the top of the Summary of Activities form.
2. Make an entry for each activity for which credit is sought (refer to Calculation of Continuing Education Hours in this Handbook.).
3. Avoid the use of acronyms or abbreviations in all parts of the form.
4. Submit the signed Summary of Activities form and renewal invoice to the NREP postmarked no later than annual certification expiration date (include late fee if applicable). Make check or money order payable to National Registry of Environmental Professionals.
5. Retain supportive documentation for all CE hours listed on your Summary of Activities form for two years.
6. Mail all materials to NREP, P.O. Box 2099, Glenview, IL 60025-6099.
7. The Summary of Activities form may be photocopied as needed.

RETIREMENT OF NREP CREDENTIAL OPTION

Policy:

All NREP registrants are afforded the opportunity to retire their professional credential in lieu of revocation when they retire from the field. Retirement is defined as leaving employment permanently or changing to a profession other than environmental management, auditing, assessment, science, engineering or analysis.

Retired status means that the NREP designation may not be used in connection with any job-related activities, either as an employee or as a consultant. Retired individuals wishing to re-activate their NREP designation may do so by complying with all recertification requirements within the restoration period defined as one calendar year following the end of the current recertification cycle. Once the restoration period has expired, the credential may only be restored by retaking the examination.

An NREP registrant who wishes to retire his/her professional credential must notify the NREP of this intent in writing by the end of the current recertification cycle.

REVOCAION OF CREDENTIAL APPEAL MECHANISM POLICY:

The NREP shall develop procedures by which certified professionals may submit grievances relating to revocation of their certification status. The NREP shall develop procedures by which certified professionals are informed of their revocation.

Certification will be revoked for failure to comply with recertification requirements. This revocation will become effective as of the date of the Notice of Placement to Inactive Status. Individuals will have the right to appeal the revocation of certification to the NREP. Individuals whose credentials have been revoked may not use the credential designation of NREP in representing themselves.

Procedure:

1. The NREP, through its designee, shall review the records maintained for credentialed individuals at the end of the continuing education cycle to determine whether the individual is in compliance with the requirements for recertification. If the individual is not in compliance, he/she will be advised of that fact within 30 days and will be sent a Notice of Placement to Inactive Status.
2. In order to maintain the certification status after receiving the Notice of Placement to Inactive Status, the individual must:
 - a) submit a Summary of Activities form listing activities completed during the applicable recertification cycle,
 - b) submit documentation verifying completion of the listed CE activities, and
 - c) submit the recertification fee plus \$45.00 delinquent fee.

The above items must be submitted to the NREP within 30 days from the date of the Notice of Placement to Inactive Status. The NREP will respond within 30 days of receipt of the above items.

3. If the decision is adverse to the individual, he/she has the right to request a review of the decision by the Executive Director of the NREP. The request must be in writing and submitted within 30 days after receipt of a decision from the NREP.
4. The Executive Director shall convene a three-person panel who will review all pertinent information within 30 days of receipt.
5. This panel's decision will be by two-thirds vote, and shall within 15 days, be communicated to the individual in writing.
6. This panel's decision will be final and binding upon notification to the individual.

7. Individuals who do not respond to the Notice of Placement to Inactive Status will have their certification revoked 45 days from the date of the Notice of Placement to Inactive Status.
8. Revocation notices will be sent via first class mail and/or fax.

RESTORATION OF CREDENTIAL PROCESS

Policy:

The NREP will establish a procedure whereby a professional can seek restoration of his/her NREP credential. The restoration period is defined as one calendar year following the end of the original recertification period.

Procedure:

1. A person wishing to restore his/her NREP credential will:
 - a) obtain applicable continuing education hours within the restoration period and submit a \$135.00 restoration fee, or
 - b) retake the certification examination.
2. Restoration by obtaining continuing education credits:
 - a) The individual must obtain thirty (30) CE hours during the recertification period and restoration period.
 - b) Written request for restoration must be submitted, after completion of CE hour requirements, to the NREP within 30 days following the end of the restoration period.
 - c) The \$135.00 restoration fee, Summary of Activities form, and supporting documentation must accompany the written request for restoration.
3. Restoration by retaking the certification examination: An individual wishing to restore his/her credential by retaking the certification examination must retake AND pass the certification examination through the established procedures for this process.
4. Individuals having their credential revoked may pursue the appeal procedure outlined in the policy titled Code of Professional Practice and Adopted Standards.
5. Candidates for restoration whose credentials are restored through continuing education will be notified by the Executive Director. Upon notification, they will reenter their original one year recertification cycle. Candidates restoring by examination will enter the recertification cycle beginning January 1 following the year they retake and pass the examination.
6. CE hours used for restoration may NOT be applied to the next recertification cycle.

SUMMARY OF ACTIVITIES CONTINUING EDUCATION FORM

NREP TYPE: **NUMBER:**
NATIONAL REGISTRY OF ENVIRONMENTAL PROFESSIONALS
CE HOURS FOR PERIOD OF:
NREP RECERTIFICATION PROGRAM MONTH, TO MONTH,

NAME: (Last) (First) (Middle)
PHONE: (Work) (Fax)

(If name has changed since examination or last recertification, please include previous name & documentation to verify change.)

(email):

MAILING ADDRESS:

(Street)(City) (State) (Zip)

Is this a change? previous address? No Yes:

CATEGORY	PROGRAM TITLE	PROGRAM: SPONSOR	LOCATION (City/State)	DATES (Start/End)	CE HOURS
(See below)					

Make check or money order for renewal recertification fee payable to National Registry of Environmental Professionals. Total hours recorded: (Maximum 60 Hrs.)

Include check # on this form. Mail to NREP, P.O. Box 2099, Glenview, IL 60025-6099.

I hereby verify the truth of the entries on the Summary of Continuing Education

CE CATEGORIES:

I Seminars & Meetings

II College Courses

III Self Study

IV Lecturer/Speaker

V Published Author

I affirm that I participated in the activities listed and that the number of CE hours represent the actual number of contact hours or hours approved by the NREP.

Date Submitted

Signature of Certificant (required)

FOR NREP USE ONLY:

TOTAL HOURS RECORDED BY NREP			RESULT
Check #	Amount	Validated by	Date

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