

Registered Environmental Manager
Examination

CANDIDATE INFORMATION
HANDBOOK



**National Registry of
Environmental Professionals
P.O. Box 2099, Glenview, IL 60025**

This Candidate Information Handbook is designed to provide comprehensive information concerning the Registered Environmental Manager (REM) Certification Program, offered by the National Registry of Environmental Professionals.

Please direct all communications in writing to:



National Registry of Environmental Professionals
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Welcome, and thank you for your interest in the Registered Environmental Manager Certification Program. This Candidate Information Handbook details the policies and procedures involved in earning the REM[®] credential. It contains the program application, describes the eligibility and experience requirements, the examination content outline, reference recommendations, and information about registering for, and taking the REM examination. The REM program is administered by the National Registry of Environmental Professionals (NREP).

The NREP is the premier non-profit organization dedicated to the promotion of legal and professional recognition of individual training and experience as environmental managers, engineers, technologies, scientists and technicians. This recognition is supported by the NREP Registry, offering a central source for the public, government, and insurers to confirm environmental professional credentialing. The NREP supports environmental professionals through its certification programs, recognizing the competency of Registered Environmental Managers, the subject of this Information Handbook. The NREP also offers certification of Associate Environmental Professionals, Certified Environmental Auditors, Registered Environmental Property Assessors, Certified Environmental Systems Managers, and Certified Indoor Air Quality Managers, and others. Founded in 1988, the NREP has certified over 18,000 environmental professionals. It is a non-member, nonprofit certification organization serving many public sector organizations and agencies including the U.S. Postal Service, U.S. Environmental Protection Agency, U.S. Army and Navy, the Federal Bureau of Investigation, laboratories and research facilities, and many state and local governments. NREP registrants are also active in the public sector serving many financial institutions and industrial corporations.

The NREP provides a platform for the sharing of information. It sponsors educational programming and meetings promoting both the exchange of information and education among its Registrants, and the role of the environmental professional worldwide. The NREP holds an annual meeting which includes educational workshops, seminars, and presentations concerning the latest innovations and technologies for environmental professionals.

The NREP created the REM Certification Board in 1987, with the charter to serve as the formal body responsible for the certification program for Registered Environmental Managers. The REM program is designed and operated to meet the highest International Standards established for certification examinations.

The designation as a Registered Environmental Manager is meant to assure the public that the REM has demonstrated an established level of competence in the field of Environmental Management. Through the research performed in the development of the REM certification program, candidates are measured against standards that reflect competence in the role as it is practiced today.

The goal of the REM certification program is to:

- I. Provide a Registry of Certified REMs, serving the public need for identification of qualified environmental professionals.
- II. Provide a means for environmental managers to demonstrate the critical knowledge, skills, and abilities necessary to perform safely and competently.
- III. Establish legally defensible criteria against which competency as an REM may be measured.
- IV. Encourage personal and professional growth.
- V. Recognize REMs demonstrating and maintaining competency as an REM.

To be considered for candidacy in the REM program candidates must:

- § Submit the examination fee;
- § Assert that he or she possesses a minimum of five years of **professional experience** in the Environmental Field;
- § Arrange for the submission of a properly completed and executed **Endorsement Form** supporting the experience attestation;
- § Provide documentation supporting the education requirement;
- § Complete the Certification Agreement, attesting to the truth of his or her assertions regarding professional experience and education, and legally commit to abide by the NREP Code of Ethics;
- § Successfully answer six questions regarding criminal history and related background.

To qualify for REM Certification, candidates must pass the REM examination with a scaled score of 700 or better.

Eligibility Requirements

To be eligible to for the REM program, candidates must be able to document the following:

Education: A Bachelor's degree or higher in an environmentally-related discipline. Recognized majors include the physical, biological and health sciences; engineering and environmental majors.

Candidates who do not meet the Education Requirements may substitute 3 years of recognized environmental management work experience for one year of education. Education waivers are subject to review and approval by the REM Certification Board, based upon a protocol established by the Certification Board.

Work Experience: Candidates must document five (5) year's work experience at a professional level, directly related to environmental engineering, health, science, or management. Examples of recognized experience follow:

Project Management coordination, supervision, or team member
Biologist, Chemist, Hydrologist, Hydrogeologist, Geologist
Environmental Field Work
Lab Analyst
Environmental Regulatory Experience
Environmental or Civil Engineer
Health and Safety Officer
Industrial Hygienist
Safety Professional
Permit and Application Implementation Experience
Environmental Technician
Remediation Reclamation Specialist

Questions concerning eligibility should be directed to the NREP Director of Operations at (847) 724- 6631, or via email correspondence to NREP@nrep.org. Candidates denied approval for the REM program may submit a written request for an application review which will be performed by the REM Certification Board. Responses will be provided in writing.

Applying for REM Certification

An application for the REM program may be found in this booklet, or in a downloadable format on the NREP website at www.nrep.org. Applications must be submitted in writing, filled out completely, and signed by the candidate. The fee to apply for the REM program is \$300.00.

Payment must accompany all applications. All correspondence, scores, and certificates will be mailed to the candidate's preferred address indicated on the application. Applicants are responsible for notifying the REM Board of Certification in writing of any change of name or address.

Candidates are required to have applications endorsed by a NREP credential holder before the application will be considered. If an NREP credential holder is not available, another qualified professional with knowledge of certification and accreditation or an officer of the candidate's corporation may validate the candidate's professional experience. The endorser attests that the candidate's assertions regarding professional experience are true to the best of their knowledge, and that the candidate is in good standing within the certification and accreditation industry.

The application contains a checklist of requirements that is designed to use prior to submission. Incomplete applications will not be considered. Applications will be processed within 14 days of receipt. Once an application is approved, candidates will receive email or USPS mailed instructions concerning examination registration procedures and options.

Verification of Candidate Eligibility

The REM Certification Board reserves the right to verify the experience and/or education attested to by the applicant. This may be accomplished by a phone interview with the REM providing the application endorsement, or through verification of education transcripts. Additional documentation may be requested to support the application attestations.

Ethics Certification and Attestation

Candidates are required to attest and certify to the veracity and accuracy of the application, and to agree to abide by the NREP Code of Ethics, available for download from the NREP website at

<http://www.nrep.org/code.html>. Candidates must also provide the NREP with permission to audit the veracity of their education and experience. Any misrepresentation or misconduct related to the application or examination may result in disqualification or revocation of certification. By applying for the REM certification program, candidates agree to the terms set forth in the application and this Candidate Information Handbook regarding certification requirements and the examination.

Refunds

Should an application be denied, the application fee will be reimbursed, less a processing fee of \$25.00. Likewise, refunds are available to candidates who wish to withdraw from consideration, if the request is put forth in writing within ten (10) days of their postmarked NREP application. The refund for withdrawal from consideration is the application fee less the \$25.00 processing fee.

Candidates suspecting that they may not meet REM eligibility requirements are encouraged to contact the NREP prior to application submission.

The NREP REM Certification Board shall admit applicants regardless of age, sex, sexual orientation, race, religion, ethnicity, national origin, handicap, or marital status, and provide all rights and privileges, as well as open access to programs, examinations, and certifications.

The NREP grants reasonable special accommodations for candidates with documented disabilities, in compliance with the Americans with Disabilities Act. If special assistance or arrangements are required, the following protocol must be followed:

1. A request for accommodations must be made by the candidate, in writing, at the point of REM application submission. This request must include a complete description of the requested accommodation.
2. Documentation of the disability from a qualified health care professional must accompany the accommodation request.

Candidates requesting accommodations will be contacted by the NREP Operations Manager to discuss the situation. In conference with a psychometrician and with consideration of examination security and examination administration guidelines, a reasonable accommodation will be made.

Examination Development

The content validity (relevance), fairness and accuracy of the REM examination is assured: The NREP and its professional testing company mandate that all aspects of the examination development, administration, scoring and reporting adhere to international professional standards and guidelines required in the testing and certification industry. The most important of these standards are promulgated by such key organizations as the American National Standards Institute (ANSI), International Organization for Standardization (ISO) 17024 Standards, American Psychological Association (APA), the National Council on Measurement in Education (NCME), the American Educational Research Association (AERA), and the Council on Licensure, Enforcement and Regulation (CLEAR). This body of standards provides a means for

ensuring that the assessment process is a fair measure of competence and is legally defensible. The examination content outline is based upon the Job Analysis Study, (also called a Role Delineation) which is revalidated on a periodic basis. The most recent Study findings were implemented in the Fall of 2006, and utilized a focus group methodology using a panel of REM Subject Matter Experts (SMEs) representing the full compliment of diversity in the field. This research provides a documented link between the content of the examination and practice on the job as an environmental manager. The passing standard (cut score) for the REM examination was determined using methodologies involving a representative panel of SMEs and empirical judgments (Angoff Design V). New forms and versions of the examination are systematically implemented to protect the integrity and security of the examination program and to conform to testing industry standards. Each new form contains a significant percentage of new questions that are unique from the prior form. Psychometric procedures are employed to score the examinations in compliance with relevant technical guidelines. Ongoing item writing, item review, examination and question analyses are conducted to ensure that the validity, reliability and other psychometric characteristics of the examinations conform to testing industry standards. New questions written by Subject Matter Experts are reviewed multiple times, verified to an approved reference, and linked to the examination content outline. All questions undergo statistical review to ensure that they operate properly. All of these activities are overseen by trained test developers and psychometricians provided by NREP’s testing service. The NREP is highly confident that the validity of content, the reliability of the test instruments, and the measurement processes employed to analyze, score and establish reporting scales are of the highest caliber.

Examination Design

The REM examination is comprised of 150 4-option multiple choice questions, administered in paper-pencil and computer based examinations. Candidates are allotted two hours and 45 minutes for completion of the exam. Each multiple-choice question has four answer choices; only one answer choice is correct. Candidates are encouraged to read the questions carefully, choosing the single best response. Questions with multiple answer choices marked will be scored as incorrect. Candidates are advised to first answer the questions that they are sure of, returning to the more difficult questions as time allows. Credit is given only for questions that have responses. Questions left blank will be scored as incorrect: There is no penalty for guessing.

All answers for paper-pencil administrations must be recorded on the answer sheet that is provided at the beginning of the written examination administration. No credit is given for answers recorded in the examination booklets. The answer sheet must be filled in using a #2 pencil, which examinees must provide. Answer sheets are scored by optical read scanners, so candidates are responsible for the quality of the answer sheet gridding. Answers for examinations administered at the NREP computer test centers are posted into the system as directed.

The examination score is based upon the total number of correct responses, and is unrelated to the performance of other candidates taking the examination. Test scores are statistically validated prior to reporting. To pass the examination candidates must earn a scaled score of 700 or higher.



As described earlier, the examination content outline is based upon a Job Analysis study of the role of the REM. The examination is constructed based upon the importance rating of the six main content areas. A complete content outline follows:

I.	Knowledge of Regulatory Compliance as related to: Weighting: 28%/42 questions		
A.	Comprehensive Environmental Response, Compensation and Liability		

	Act (CERCLA) - Superfund, 1980								
	1	Hazardous Substance Definition under CERCLA							
	2	Liability							
	a.	Potentially Responsible Party (PRP)							
	3	Determination of Regulatory:							
	a.	Thresholds							
	b.	Enforcement							
	c.	Penalties							
	d.	Monitoring							
	e.	Record Keeping							
	4	Assessment and Remediation (Comprehensive Environmental Response, Compensation and Liability Information System-CERCLIS)							
	a.	RCRA Facility Investigation							
		1 Preliminary Assessment/Site Inspection							
		2 Hazard Ranking System Scoring							
		3 National Priorities List							
		4 Remedial Investigation/Feasibility Study (RI/FS)							
		5 Records of Decision (ROD)							
		6 Remedial Design/Remedial Action (RD/RA)							
		7 Construction Completion							
		8 Post-Construction Completion							
	5	National Contingency Plan CERCLA Section 105/CWA Section 311							
	a.	Remedial Action Considerations							
	6	Reportable Quantities (RQ)							
	7	Small Business Liability Relief and Brownfields Revitalization Act of 2002 (the Brownfields Law)							
B.	Superfund Amendments and Reauthorization Act (SARA) 1986								
	1	SARA Title III - Emergency Planning and Community Right-to-Know Act (EPCRA)							
	a.	Community Awareness and Emergency Response (CAER) program							
	b.	Chemical Emergency Preparedness Program (CEPP)							
	c.	State Emergency Response Commission (SERC)							
	d.	Threshold Planning Quantity (TPQ)							
	e.	Reporting/Recordkeeping							
C.	Clean Air Act (CAA) - 40 CFR								
	1	CAA amendment of 1990							
	2	CAA amendment of 1997							
	3	Section 112 - National Emissions Standards for Hazardous Air Pollutants (NESHAP)							
	4	Sources and Pollutants							
	a.	State Implementation Plans (SIP)							
		i. Emission Standards/Compliance Schedules							
	5	Part 60 - New Source Performance Standards							
	6	Part 70 Permits - State Operating Permit Programs							
	a.	Title V Permits							
		i. Major							
		ii. Minor							
		iii. Synthetic Minor							

			iv.	FESOP (Federally Enforceable State Operating Permit)						
			b.	New Source Performance Review						
			c.	Determination of Regulatory:						
			i.	Thresholds (Threshold planning quantities TPQ)						
			ii.	Enforcement						
			iii.	Penalties						
			iv.	Monitoring						
			v.	Record keeping						
			7 National Ambient Air Quality Standards (NAAQS) as set by the Office of Air Quality Planning							
			and Standards (AOQPS)							
			a.	Criteria Pollutants						
			i.	Attainment/Non Attainment Areas						
			b.	Hazardous Air Pollutants						
			c.	8-hour Ozone Standard						
			d.	Particulate Matter (PM) (PM10) Standard						
			e.	Fine Particulate matter (PM2.5) Standard						
			8 Maximum Achievable Control Technology - (MACT)							
			9 Emission Factors/AP-42							
			10 Prevention of Significant Deterioration							
			11 Protection of Stratospheric Ozone							
			a.	Refrigerant management						
		D.	Clean Water Act (CWA)							
			1	Water Quality Standards -						
			a.	Total Maximum Daily Loads (TMDL)						
			b.	New source performance standards (NSPS) -						
			2	Water Quality Criteria						
			a.	Priority Pollutants						
			b.	Designated Use						
			c.	Water chemistry (TOD/BOD/pH)						
			3 National Pollutant Discharge Elimination System Program (NPDES)- discharge from point sources							
			a.	Storm water provisions						
			i.	Exemptions						
			b.	Discharge Monitoring Reports (DMR)/Non-Compliance Reports (NCR)						
			c.	Wastewater discharge / Industrial and POTW						
			i.	Pretreatment Standards for Existing Sources (PSES)						
			ii.	Pretreatment Standards for New Sources (PSNS)						
			d.	Enforcement						
			4 Effluent Limits (Effluent Limitation Guidelines ELG)							
			a.	Best Conventional Pollutant Control Technology (BCT)						
			b.	Best Available Technology/Economically Achievable (BAT) - existing						
			c.	Water Quality-Based Effluent Limits (WQBELS)						
			5 Nonpoint Source Program (NSP)							
			6 Wetlands Program							
			a.	Criteria and identification						
			b.	Off-site mitigation (404 Permit)						

			vii.	Injection Wells						
			viii.	Waste Piles (temporary)(SWMU)						
		f.	Permits: Part A, Part B							
		g.	Closure/Post Closure							
		h.	Used Oil							
		i.	Universal Waste							
		6	Subtitle I - Underground Storage Tanks (USTs)							
		a.	Registration							
		b.	Construction code of practice:Petroleum Equipment Institute (PEI)/ American Petroleum Institute (API) (cont)							
		c.	Release Detection/Leaking Underground Storage Tank Trust Fund (LUST Trust)							
	H.	Solid Waste Disposal Act								
		1	Land Disposal Restrictions (LDR)							
	I.	Toxic Substance Control Act (TSCA)								
		1	Import/Export Regulations							
		2	New Products							
		a.	Significant New Use Report (SNUR)							
		3	Polychlorinated Biphenyl (PCBs)							
		a.	Storage Requirements							
		b.	Disposal Requirements (six 9s)							
		c.	Residues							
		d.	Carcass Management							
		e.	Terminology/Definition							
		f.	Spills and releases							
		4	Asbestos							
		a.	Friable							
		b.	Non-friable							
		5	Lead-Based Paint							
		6	Mercury							
	J.	Federal Insecticide, Fungicide and Rodenticide Act (FIFRA)								
		1	Food Quality Protection Act (FQPA) of 1996							
		2	Pesticide Registration Improvement Act of 2003/EPA							
		3	Federal Food, Drug and Cosmetic Act (FFDCA)							
	K.	Endangered Species Act (ESA) 1973 -								
		1	Determination of Endangered and Threatened Species/Critical Habitat							
		2	Assessment performed as part of National Environmental Policy Act (NEPA)							
		3	Land Acquisitions							
	L.	Department of Transportation (DOT)/Hazardous Material Transportation Act								
		1	Hazardous Material Security Program							
		a.	Plan							
		b.	Training							
		c.	Implementation							
		d.	Record Keeping							
		2	Enforcement:							
		a.	Regulatory Authorities:							

i. Pipeline and Hazardous Materials Safety Administration (PHMSA)

3 Shippers and Carriers Responsibilities

4 Material Designation/Hazard Communication

a. Hazard Identification System

b. Hazard Packaging Requirements

M. OSHA - OSH Act of 1970

1 Threshold Quantities (permissible occupational exposure limits - PELs)

2 Record Keeping

3 Hazard Communication Standard (HAZCOM/ Right-to-Know)

4 Hazardous Waste Operations (HAZWOPER)

5 Enforcement

N National Environmental Policy Act (NEPA) - 1969

1 Title I - Environmental Impact Statements (EIS)

2 Jurisdictions: (e.g., land with endangered species, Wetlands, Bureau of Land Management)

3 Evaluation - Context, Intensity, Impact vs. Assessment

4 Categorical Exclusions

O. National Historic Preservation Act (NHPA) - 1966

1 Implementation (Section 106 review)

P. Pollution Prevention Act of 1990 - US Code Title 42 Chapter 133

2 Genesis and Implementation

Q. International Protocols

1 E.U. Product Directives

2 Global Reporting Initiatives

3 Sustainability

II. Knowledge of Program/Project Management as related to: weight 15%/22 items

A. Environmental Management Systems/ISO 14001

1 Development, Implementation, Plan-Do-Check Act

B. Health and Safety

C. Training Requirements

D. Documentation/Reports

E. Risk Management

F. Cost and Schedule

G. Regulatory Liaison

III. Knowledge of Science as related to: weight: 17%/26 items

A. Chemistry

1 Testing/Analytic Methods

a. Interpret

b. Evaluate

c. Appropriateness

d. Toxicity Characteristic Leaching Procedure (TCLP)

2 Chemical/Physical Properties

a. pH

b. Specific Gravity

c. Relative Humidity

d. Flashpoint/Explosivity

	e.	Hydrocarbons																	
	f.	Halogenated Hydrocarbons																	
	g.	Acids/Bases																	
	h.	Metals																	
	i.	Inorganics																	
	3	Fate and Transport																	
B.	Biology/Ecology Terminology																		
	1	Bioassays																	
	2	Biodiversity																	
	3	Non-Native Species/invasions																	
	4	Sensitive Receptors																	
C.	Toxicology Terminology																		
	1	Threshold Limit Values/Permissible Exposure Limits(PELs)/STELs																	
	2	LD50/LC50																	
	3	Immediately Dangerous to Life and Health (IDLH)																	
	4	Carcinogens																	
	5	Acute																	
	6	Chronic																	
	7	Exposure Pathways																	
	8	Target Organs																	
	9	Mold/Mildew/Fungi																	
D.	Geology/Hydrology Terminology																		
	1	Surface water																	
	2	Groundwater																	
	3	Aquifers/ Aquaclude																	
	4	Permeability																	
	5	Darcy's Law																	
	6	Alluvial (Flood) Plain																	
	7	Subsidence/Karst																	
	8	Plume Identification/Delineation																	
E.	Mathematics																		
IV. Knowledge of Audits, Assessments, and Evaluations as related to: weight 15%/22 items																			
A.	Environmental Site Assessment (ESA)																		
	1	Phase 1 - ESA																	
	a.	ASTM International Standard E 1527-97 (American Society for Testing and Materials)																	
		i.	All Appropriate Inquiries (AAI)																
		ii.	Qualification Requirements of Environmental Professionals																
		iii.	Records Review																
		iv.	Site Reconnaissance																
		v.	Interviews of Owners, Occupants, Local Government Officials																
		vi.	Evaluation/Reporting																
		vii.	Non-scope Considerations (e.g., lead, asbestos, mold, radon)																
	2	Phase 2																	
	a.	ASTM International Standard E1903-97:Commercial Property w/Recognized Environmental Conditions																	

			i.	Expedited Site Characterization					
			ii.	Presumptive Site Assessment Approach: Sampling and Analysis					
				1 Electronic Site Assessment Information Directory (E-SAID)					
			iii.	Dynamic Work Plan					
		3	Phase 3						
	B.			Environmental Audits					
		1		Audit Protocols					
		2		Audit Types					
		3		Self-audit: Privilege, Liability and Immunity					
	V.			Knowledge of Technology as related to: weight: 15% ²²					
	A.			Monitoring					
		1		Instrumentation Terminology					
		a.		Direct Reading/Field Instruments					
			i.	Fiber Optic Chemical Sensors (FOCS)					
			ii.	Gas Chromatography/Mass Spectrometer					
				1 analysis of volatile organic chemicals (VOC)					
				a. soil gas					
				b. static headspace					
				c. purge and trap					
				2 analysis of semi-volatile organic chemicals (SVOC)					
			iii.	Photo ionization Detector (PID)					
			iv.	Infrared Surveys					
			v.	Flame Ionization Detector (FID)					
			vi.	Electron Capture Detector					
			vii.	Electrolytic Conductivity Detector					
			viii.	Thermal Conductivity Detector					
			ix.	Immunoassay					
			x.	Test Kits - Chemical Reaction					
			xi.	X-Ray Fluorescence Analyzers (XRF)					
			xii.	Direct Push Analytical Instrumentation/Rotary Drilling					
			xiii.	Geophysics					
				1 Magnetics					
				2 Ground Penetrating Radar (GPR)					
				3 Seismic Refraction Surveys					
			xiv.	Hydrocarbon Penetrometer					
			xv.	GPS/GIS					
			b.	Laboratory Instruments					
			c.	Calibration and Use					
			d.	Limits of Detection/Resolution					
		2		Laboratory Services					
			a.	QA/QC					
			b.	Certification					
			c.	Precision and Accuracy					
		3		Sampling Protocols and Procedures					
			a.	Collection and Handling					

C.	Personal Liability								
D.	Corporate Liability								
E.	Emergency Communications								
F.	Insurance								
	1 Environmental								
	2 Errors and Omissions								
G.	Infrastructure Preparedness/National Incident Management Systems								

The following 16 questions are provided as examples of the types of questions found on the REM examination. All questions have four options, with only one correct. EXCEPT questions are negatively phrased, and require candidates to identify the single *incorrect* response. Some questions are offered in sets, with a single stimulus providing the information required to answer all items in the set. No questions test the same concept. Questions contain no superfluous information and are not designed to be tricky or confusing. All questions are reviewed and approved by Subject Matter Experts for validity and accuracy, and undergo psychometric review to ensure reliability and legal defensibility.

1. Hazardous waste generators must keep copies of Biennial and Exception Reports a minimum of
 - (A) 3 years from the date of filing.
 - (B) 5 years from the date of filing.
 - (C) 7 years from the date of filing.
 - (D) 10 years from the date of filing.

2. The CAA program that provides for air quality control regions is the
 - (A) Air Pollution Control Plan.
 - (B) National Air Quality Standards.
 - (C) State Implementation Control Technique.
 - (D) National Environmental Policy Act.

Questions 3– 7 refer to the following information:

A home-buyer has made an offer on a house in the Pittsburgh, PA area. The home was built in 1923. The current owner is the fourth owner of the house and does not know of any environmental issues related to the property. The buyer — aware of the environmental issues that arise in older homes— hires a consultant to conduct a Phase I environmental site assessment of the property before proceeding with the purchase.

While conducting the assessment, the consultant identifies what appears to be a fill pipe for an underground storage tank in the basement of the house. During an interview the home owner tells the consultant that the house was originally heated with oil, but the previous owner converted to natural gas in the early 1980's. The home owner has never used the tank. The consultant notes some old staining on the ground around the fill pipe, and an odor in the basement. The consultant is unable to establish if the odor is due to heating oil, or exhaust fumes and motor oil coming from the home's adjacent garage.

3. The presence of the fill pipe and stained soil should be included on the Phase I report as

- (A) a recognized environmental condition.
- (B) a reportable environmental incident.
- (C) an environmental impact.
- (D) an environmental aspect.

4. At the buyer's request, the consultant performs a series of tests on the tank. Which of the following procedures and tests would best confirm whether the tank had ever leaked?

- (A) Seal the tank and pressurize to a low PSI; then wait 24 hours to see if the pressure drops.
- (B) Check the level of water in the tank using a probe and indicator paste that turns color in the presence of water.
- (C) Take soil borings around the tank to a level below the bottom of the tank and test for total petroleum hydrocarbons (TPH).
- (D) Take soil borings at 6" and 10" depths from the area near the fill pipe where the soil is stained and test for total petroleum hydrocarbons (TPH).

5. The test results indicate that the tank is not leak-tight, and that the soil is contaminated with 7,000-15,000 mg/kg of total petroleum hydrocarbons (TPH). Based on this information, the consultant should

- (A) advise the owner to register the tank with the state regulatory agency and obtain a permit.
- (B) advise the owner the value of the property may be negatively impacted by the contamination.
- (C) advise the owner to have an engineer conduct more thorough tightness-testing of the tank in accordance with 40 CFR Part 280.
- (D) withhold the results from the owner, as the information affects the bargaining position of the home buyer, who is the client.

6. Which of the following remediation technologies would be most appropriate for removing the contamination from the soil in-situ?

- (A) Bioventing
- (B) Landfarming
- (C) Low-temperature thermal desorption
- (D) Soil vapor extraction

7. The buyer is still interested in the house, and asks an engineering firm to provide an estimate to remove the tank and remediate the contaminated soil. The requested estimate is \$27,000. If the remediation does proceed, who would be most likely to be responsible for the cost?

- (A) the owner of the property at the time the tank was originally installed
 - (B) the company that installed the tank
 - (C) the current owner of the property
 - (D) the prospective home-buyer
-

8. The DOT classifies hazardous materials as "Poison Inhalation Hazards" based on the hazard's

- (A) specific gravity and LC50.
- (B) boiling point and LD50.
- (C) volatility and LD50.
- (D) volatility and LC50.

9. All of the following are terms used by DOT to describe hazardous materials for transportation EXCEPT

- (A) Hazard Zone.
- (B) Dermal Hazard.
- (C) Marine Pollutant.
- (D) Packing Group.

10. All of the following are characteristics of radon EXCEPT:

- (A) Radon is a chemically inert, colorless gas.
- (B) Early symptoms of exposure to radon include watering eyes and a slight metallic taste.
- (C) The primary route of exposure to radon is through inhalation.
- (D) Radon sources include infiltration into buildings, building materials, and water supplies.

11. A substance that is present in greater than natural concentration as a result of human activity resulting in a net detrimental effect on its environment is a

- (A) mutagen.
- (B) benchmark indicator.
- (C) carcinogen.
- (D) pollutant.

12. The online database of liability information, environmental response, compensation and system that names sites that are on the National Priorities List (NPL) or being considered for the NPL and includes the name, state, ZIP code, contaminants, Hazard Ranking System (HRS) score and remedial activities of the site is

- (A) CERCLA.
- (B) CERCLIS.
- (C) RCRA.
- (D) EnviroMapper.

13. All of the following are procedures followed in the operational response phases for oil removal under Superfund regulations EXCEPT

- (A) discovery and notification.
- (B) preliminary assessment.
- (C) documentation and cost recovery.

(D) cleanup and disposal.

14. During a site assessment, one method for identifying a variety of VOCs in soil, sediment, air, and water is through the use of

- (A) a portable Photo Ionization Detector.
- (B) a mass spectrometer.
- (C) a thermal conductivity detector.
- (D) pH strips.

15. New source performance standards for the Clean Air Act may be referenced in

- (A) State Implementation Plans.
- (B) NAAQS.
- (C) 40CFR Part 60.
- (D) NESHAP.

16. The primary compliance monitoring mechanism for assessing compliance with RCRA requirements for handling and disposal of solid and hazardous waste is

- (A) an EPA notice of Violation.
- (B) an ATSDF permit.
- (C) a RCRA implementation plan.
- (D) a RCRA compliance Evaluation Inspection.

Keys: 1= A, 2= B 3 =A, 4 = C, 5 = B, 6 = A, 7 = C, 8 = D, 9 = B, 10 = B, 11 = D, 12 = B, 13 = A, 14 = A, 15 = C, 16 = D

Content Areas tested: 1 = I.A.3.e	2 = 1.C.7
3 = IV.A.1.a.iv	4 = IV.A.2.a.ii
5 = IV.A.1.a.vi	6 = V.B.3.e
7 = IV.A.3	8 = I.L.4
9 = I.L.4.a	10 = III.C.7
11 = III.C	12 = I. A.4.a
13 = I.A	14 = V.A.1.a
15 = I.C.5	16 = 1.G

The NREP provides the following reference listing as a source for information that may be useful to supplement the education and experience related to competent performance as an REM. Candidates are encouraged to review resources and information in content areas where skills or knowledge may be weak, keeping in mind that some questions on the examinations are developed from information gained through practical experience. The NREP does not recommend that candidates memorize all of the references and regulations listed. The information tested on the examination pertains to the common body of knowledge

which is delineated in the Content Outline for the REM examination. All examination items and tasks are confirmed by one of the references on the list. Additional information about obtaining recommended texts and study guides may be found on the NREP website at www.nrep.org.

The NREP and the REM Certification Board do not endorse any particular text or author; this list is not intended to be inclusive, but reflects references used to support the test development process. References not included on this list may be perfectly adequate. Use of the references does not guarantee successful performance on the examination.

1	29 CFR: Hazardous Communications		
2	40 CFR: sub: 122.41, 262, 264, 265, 268, 273, 279, 280, 300, 761, 4062		
3	American Society for Testing and Materials Standards/ISO 14,000/14001		
4	Attorney-Client Privilege Doctrine		
5	Basic Biology Text		
6	Basic Chemistry Text		
7	Basic Geology/Hydrology Text		
8	Clean Air Act		
9	Clean Water Act		
10	Comprehensive Environmental Response Compensation and Liability Act		
11	Department of Transportation Regulations for Hazardous Materials		
12	Emergency Management System		
13	Endangered Species Act		
14	Federal Facilities Compliance Act		
15	Federal Insecticide, Fungicide, and Rodenticide Act		
16	Freedom of Information Act		
17	National Ambient Air Quality Standards		
18	National Environmental Policy Act		
19	National Historic Preservation Act		
20	National Incident Management System Regulations		
21	National Pollutant Discharge Elimination System		
22	North American Industry Classification System		
23	OSHA - Industrial Ventilation Standards, General Regulations		
24	Pollution Prevention Act		
25	Resource Conservation and Recovery Act		
26	Resource Manual for Indoor Air Quality		
27	Safe Water Drinking Act		
28	Superfund Amendment and Reauthorization Act		
29	Toxic Substance Control Act		

The NREP does not offer workshops or review courses. However, several educational institutions and independent contractors do provide such training, which is designed to provide the public with a mechanism

for reviewing the common body of knowledge associated with the practice of Environmental Management, as well as other topics. Attendance at a review course is not a prerequisite to sitting for the REM examination, nor are the courses designed to serve as examination preparation classes, nor do they serve any ancillary examination-related purposes: The course curriculums are designed specifically to review broad concepts and offer high-level overviews the role of the REM. More information about educational opportunities may be found at the Education area of the NREP website <http://www.nrep.org/workshops.html>. Education Courses are neither designed nor marketed to provide the level of detailed review of technical knowledge required for examination preparation.

As the REM Certification Board recognizes that the use of acronyms is a recognized practice for Environmental Managers, the following listing has been adopted. Only acronyms appearing on this list will be used on the REM examination. Candidates are encouraged to familiarize themselves with these acronyms.

AAI	All Appropriate Inquiry
ASTM	formerly American Society for Testing and Materials
AST	Aboveground Storage Tank
BACT	Best Available Control Technology
BAT	Best Available Technology
BTEX	Benzene, Toluene, Ethyl-benzene, Xylene
CAA	Clean Air Act
CAMU	Corrective Action Management Unit
CAS #	Chemical Abstracts Registry Number - Chemical Abstracts Service
CERCLA	Comprehensive Environmental Response Compensation and Liability Act
CERCLIS	Comprehensive Environmental Response Compensation and Liability Information System
CFM	Cubic Feet per Minute
CWA	Clean Water Act
CZMA	Coastal Zone Management Act
CZMP	Coastal Zone Management Program
DMR	Discharge Monitoring Report
DNAPL	Dense Non-Aqueous Phase Liquid
DOT	U.S. Department of Transportation
DUNS	Data Universal Numbering System
EIS	Environmental Impact Statement
EMS	Emergency Management System
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right to Know Act
ESA	Environmental Site Assessment
FESOP	Federally Enforceable State Operating Permit
FINDS	Facility Index System
FIFRA	Federal Insecticide, Fungicide, and Rodenticide Act

GPD	Gallons per Day
HAP	Hazardous Air Pollutants
HAZCOM	Hazardous Communications
HAZWOPER	Hazardous Waste Operations and Emergency Response
HWCA	Hazardous Waste Communications Act
IDLH	Immediately Dangerous to Life and Health
LAER	Lowest Achievable Emission Rate
LD-50	Lethal Dose to 50% of the Population
LDR	Land Disposal Restrictions
LEPC	Local Emergency Planning Committee
LNAPL	Lighter than Water Non-Aqueous Phase Liquid
MACT	Maximum Achievable Control Technology
MSDS	Material Safety Data Sheet
NAAQS	National Ambient Air Quality Standards
NAICS	North American Industry Classification System
NEPA	National Environmental Policy Act
NESHAP	National Emissions Standard for Hazardous Air Pollutants
NFPA	National Fire Protection Association
NIMS	National Incident Management System
NOAA	National Oceanic & Atmospheric Association
NPDES	National Pollutant Discharge Elimination System
OSHA	U.S. Occupational Safety and Health Administration
P2	Pollution Prevention
P3	Pollution Prevention Plan
PCB	Polychlorinated Biphenyls
PE	State Licensed Professional Engineer
PG	State Licensed Professional Geologist
PEL	Permissible Exposure Limit
PM	Particulate Matter
POTW	Publicly Owned Treatment Works
PSD	Prevention of Significant Deterioration
RACT	Reasonably Available Control Technology
RCRA	Resource Conservation and Recovery Act
RFI	Remedial Field Investigation
RI/FS	Remedial Investigation/Feasibility Study
ROD	Record of Decision
RQ	Reportable Quantity
SARA	Superfund Amendment and Reauthorization Act
SDWA	Safe Drinking Water Act
SHPO	State Historic Preservation Office/Officer
SIP	State Implementation Plan
SMWU	Solid Waste Management Unit
SWPP	Storm Water Pollution Prevention Plan
SPCC	Spill Prevention Control and Countermeasures
SWDA	Solid Waste Disposal Act

TCLP	Toxicity Characteristics Leaching Procedure
TMDL	Total Maximum Daily Load
TPQ	Threshold Planning Quantity
TSCA	Toxic Substance Control Act
TSD	Treatment, Storage and Disposal
TSDF	Treatment, Storage and Disposal Facility
UST	Underground Storage Tank
VOC	Volatile Organic Compound
WAP	Waste Analysis Plan

The Examination Administrator or Proctor is NREP's designated agent for maintaining a secure and valid examination administration. Any individual found by NREP or its agent to have engaged in conduct which compromises or attempts to compromise the integrity of the examination process will be subject to disciplinary action as sanctioned by NREP, and delineated in the Code of Ethics. Examinations are administered according to a strict protocol to ensure the security of the examination and the right of each candidate to a standardized testing experience. In addition to the attestation on the REM Application, as a prerequisite to distribution of examination materials, candidates are required to sign a Security Affidavit agreeing to abide by all rules and regulations, including the following:

§ During the registration procedures at the test site, candidates must sign the test roster and provide two forms of government issued identification, one of which must include a photograph, such as a driver's license or passport.

§ No books, papers, texts, references, or calculators are allowed into the examination room. Scratch paper will be provided for use during the examination, and will be collected by the test proctor. No electronic devices of any kind are permitted in the testing room. If any are found, the candidate will be disqualified. If at all possible, personal belongings should not be brought to the testing site. If they are, they will be placed in a secure location, and may not be accessed by the candidate during the administration.

§ No food or drink is allowed in the examination site. Candidates with a specific medical conditions (e.g.: hypoglycemia, pregnancy, diabetes) requiring the consumption of water or food during the examination period must submit a written request to the NREP Operations Manager prior to the examination.

§ Visitors are not permitted in the examination room.

§ At no time during the examination may candidates give or receive help to one another, or communicate in any way. Examination Proctors have the authority to remove a candidate suspected of cheating from the examination room, at which time scores will be cancelled, and disciplinary action will be taken.

§ Candidates are expected to follow all instructions from examination proctors, printed in test booklets and answer sheets, and displayed in the computer testing program. Candidates will be

provided with the opportunity to ask questions prior to beginning the examination.

Paper-pencil versions of the REM examination contain detailed instructions concerning the proper completion of the answer sheet.

All computer-delivered examinations include a detailed 5-minute tutorial program designed to give candidates confidence the use of the program, as well as to test the system prior to beginning the examination. The tutorial questions are for demonstration purposes only, and do not impact examination scores. Candidates are encouraged to take the time to complete the tutorial as it explains the features of the computerized testing system. The candidate name and the name of the examination will be shown at the upper left corner of the screen. If either of these is incorrect, candidates are asked to inform the proctor. A navigation grid is posted on the upper right of the screen, depicting the number of questions on the examination, and the status of those questions (answered, bookmarked for review, or skipped). A digital clock is also posted on the screen, with a countdown of available time. Candidates may take a sample test by accessing the testing contractor's website, at www.smttest.com, clicking on **Candidate** in the main menu, and selecting the **Take a Demo Test** option.

§ Candidates may leave the testing room with express permission from the proctor. Candidates must sign out and sign in from the room and must surrender their testing materials when they exit. Exit from the testing room is permitted for washroom and drinking fountain visits only. Candidates may not access cell phones, nor may they leave the building during breaks.

§ **Disqualifying behaviors include:**

- Ø creating a disturbance;
- Ø aiding or asking for aid from another candidate;
- Ø any attempt to remove copy, buy, sell, or reproduce testing materials;
- Ø unauthorized possession of test materials;
- Ø impersonation of another candidate;
- Ø use of contraband materials or equipment in the testing site;
 - Ø any falsification or misrepresentation of information provided during the REM application process.

Candidates taking the paper-pencil version of the REM examination are provided with a comment form on which they are encouraged to document any questions or concerns they may have concerning individual test questions or the examination experience. Candidates testing via computer have the opportunity to post comments simply by clicking on the icon titled *Comment on this Question*. Once the computer examination is completed, candidates may provide additional feedback and comments on the examination exit survey. Examination proctors may not discuss or comment on the examination contents. All comments and questions are reviewed and considered by the REM Examination Committee; however, security procedures preclude discussion with candidates concerning individual test questions. Candidates should not expect a response to a comment, unless it relates to a problem with the examination administration. Candidate comments or lack thereof may be taken into consideration as evidence during the Appeals process (details of Examination Appeal protocol follows).

Once an REM application is approved, candidates will receive official notification of their right to register to take the REM examination, and instructions on how to do so. The examination is offered in the three following settings:

Regular Administrations

§ The NREP offers regularly scheduled administrations of the paper-pencil version of the REM examination at central locations, in conjunction with independent training and educational programming. Registration for these examination administrations is independent of registration for education or training. Schedules and registration deadlines for paper-pencil examinations are posted on the NREP website at <http://www.nrep.org/workshops.html>. Registrations for most regular administrations must be submitted three (3) weeks prior to the examination administration

Computer Administrations

§ Computer Administrations of the REM Examination are offered at over 300 test sites in the U.S. and Puerto Rico, and 15 locations in Canada. Test sites operate in all 50 states and most are open from Monday-Saturday from 9:00am–9:00pm, and Sundays from 1:00 pm – 6:00 pm, excluding holidays. These sites are operated by the NREP testing contractor, Schroeder Measurement Technologies: information concerning testing center locations and hours of operation may be found at www.smttest.com, by clicking on the *Candidates* menu, then the *Find a Testing Center* icon for complete information.

Special Examination Administrations

§ Special examination administrations may be arranged for candidates who are unable to access the established test site administrations. There are two modes of Special Administration Testing, via paper-pencil, or computer delivery. Candidates bear all costs associated with the securing of a proctor and the rental of the testing center, with the understanding that remote testing will be offered only if proctor staff and testing sites meet NREP security and conflict of interest requirements. If remote testing centers meet minimum computer equipment and internet connection requirements, the examination will be provided via computer. If paper-pencil examinations are administered at a Special Administration, candidates will also bear responsibility for shipping costs for test materials. If more than one candidate wishes to coordinate a remote examination administration, the associated costs will be shared among the candidates.

Written requests for special administrations must be received by the NREP a minimum of **ten weeks** in advance, and must include the specific date and location requested, and the number of candidates participating.

Candidates scheduled to take the examination at a **regular examination administration** in conjunction with training and educational programming may reschedule if a written request is received by the NREP Operations Manager a minimum of 10 days prior to the exam date. The fee for rescheduling a regular administration is \$75.00. Candidates must reschedule their exam within a one-year window of the originally scheduled test date. Failure to reschedule within this time frame will inactivate the application and forfeit the full fee for the REM application.

Computer Administrations scheduled at established test sites may be rescheduled without charge, if the

request is made four working days in advance of the scheduled administration date. Rescheduling may be performed by accessing the test registration menu at www.smttest.com. The fee for rescheduling a missed computer administration appointment is \$75.00.

Candidates may reschedule or postpone a **special examination administration** if a written request is received by the NREP Operations Manager a minimum of 21 days prior to the examination date. The fee for rescheduling a special administration is \$100.00.

Failure to appear at any scheduled examination site or failure to reschedule an examination date within a one-year window will cause the forfeiture of all application fees. Candidates may reapply for the REM program by paying the full application fee. It is the candidate's responsibility to contact the NREP to reschedule a test administration.

1. Candidates passing the examination will receive notice of successful performance. The REM examination is a minimum competency examination, and is not intended to distinguish scores above the passing point. Numeric scores are not reported above the passing point.
2. Failing candidates will receive a numeric score and a report indicating areas of weakness. This report is designed to provide a tool for study and preparation for retaking the examination.
3. Candidates testing with paper-pencil administrations (Regular or Special Administrations) will receive scores by mail within 4 weeks of the examination date.
4. Candidates testing via computer will receive a printed score notice upon completion of the examination.
5. Examination scores will be provided only to the candidate, and will NOT be provided over the phone, fax, or internet.

Failing candidates are allowed to reapply to retake the examination upon payment of a **\$150.00** retake fee.

Examination candidates have the right to appeal examination results within the following specified criteria established by the REM Certification Committee.

Section1: **Grounds for Appeal**

1.01 Appellants may appeal examination results in situations restricted to extraordinary circumstances that:

- § arise coincidentally with the examination administration;
- § are outside the control of the appellant;
- § made the appellant's experience different from other candidate's (related to the examination administration) AND/OR affected the candidate's ability to receive credit for a test question (related to the examination content) ;

- § were severe enough to account for examination failure;
- § were properly reported to the Examination Administrator and the NREP Operations Manager.

Unless **all** of the above circumstances are met, no circumstance will be considered grounds for appeal.

1.02 If written documentation of the extraordinary circumstances is not received by the NREP Director of Operations within seventy-two (72) hours of a computer administered examination, or within 14 days of the postmark date of paper-pencil exam results, an appellant will forfeit the right to appeal.

Section 2: Method of Appeal

Appeals shall:

- § be set out in writing;
- § detail the nature of the appeal and all particulars necessary for the appeal to be adjudicated;
- § be mailed or couriered to the NREP Director of Operations;
- § include a non-refundable fee of \$100.00.

Section 3: Appeal Procedure

3.01 Level One: Chairperson of the Appeals Committee and NREP Director of Operations

- a) An appeal shall be submitted to the Director of Operations within fourteen (14) days of the mailing of examination scores. All communication from the NREP will be mailed to the address stated on the submitted appeal.
- b) The Chairperson and the Director of Operations shall determine the validity of the appeal based upon the submitted documentation, as to the existence of extraordinary circumstances described in Section 1.01.
- c) The Director of Operations shall notify the appellant by mail within ten (10) business days of receipt of the appeal whether the appeal has been accepted or denied. Accepted appeals will be brought to the consideration of the Appeals Committee.

3.02 Level Two: Appeals Committee

- a) Only appeals brought forth for consideration by the Director of Operations will be reviewed by the Appeals Committee. Review will take place within sixty (60) days of receipt of the appeal from the Director of Operations.
- b) The Appeals Committee shall review the following:
 - § The appellant's statement of appeal;
 - § A statement from the Director of Operations concerning the exam process relative to the appeal;
 - § Examiner reports and comments submitted by the appellant at the time of the examination.

Note: While candidate comments concerning individual test questions and content will be considered in an appeal, candidates will not receive a response specific to the question or content. Comments filed at an examination administration do NOT constitute a formal complaint.

c) The Director of Operations shall notify the appellant of the Appeal Committee decision - by mail - within fifteen (15) business days of the hearing.

d) No member of the Appeals Committee will communicate directly with an appellant: Communication concerning the Appeal will be made between the NREP Director of Operations and the appellant.

Section 4: ***Appeal Committee Decisions***

4.01 The Appeal Committee may put forth the following decisions based upon evidence presented by the appellant and by the Director of Operations:

§ Grant the appeal;

§ Deny the appeal;

§ Deny the appeal and grant the appellant an attempt at the next examination administration without cost to the appellant.

4.02 All decisions of the Appeal Committee are final.

Upon notification from the REM Certification Board that a candidate has successfully completed all certification requirements, candidates may use the title of *Registered Environmental Manager* or REM, as long as all requirements for certification are maintained. Upon receipt of permission from the REM, newly certified REMs will be added to the NREP registry. The REM designation may be used as part of a signature, on letterheads, business cards, etc.

The REM Certification remains valid for one (1) year from the date of successful completion of the REM Certification requirements, including passing the examination. The continuing competence of REMs is documented through participation in continuing education, and maintaining status as an REM in good standing. To maintain this status REMs must:

- Abide by the NREP Code of Ethics;
- Submit the REM Annual Maintenance Fee; and
- Obtain and submit Continuing Professional Education (CPE) credits.

Complete information concerning recertification protocol may be found on the NREP website. Recertification credits may be posted online. REMs will receive annual notification concerning recertification status, including a recertification credit transcript and invoice (if one is due) on your anniversary date each year via the email address of record. Candidates are responsible for updating contact information which may be accessed online at **www.NREP.org**.

<u>REM Program Application:</u>	\$300.00 (\$25.00 non-refundable)
Test Center computer exam admin	No Charge
regular (paper-pencil) exam admin.	No Charge
special exam admin – paper/pencil	proctor, site rental and shipping fees
special exam admin – computer delivery	proctor, site rental
withdrawal from consideration	\$100.00 (\$150 of App.fee refunded)

Rescheduling an Examination within established deadlines:

computer examination administration	No Charge
regular (paper-pencil) exam admin.	\$75.00
special exam admin.	\$100.00

Rescheduling an Examination outside of established deadlines:

computer examination administration	\$100.00
regular (paper-pencil) exam admin.	\$100.00
special exam admin.	\$100.00 plus proctor, PLUS any site rental and shipping fees incurred

Failure to reschedule with a one-year window of the originally scheduled exam date will result in forfeiture of the entire \$300.00 REM Application fee.

<u>Submission of an Appeal</u>	\$100.00
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Retesting for Failing Candidates:

computer examination administration	\$100.00
regular (paper-pencil) exam admin.	\$100.00
special exam admin.	\$100.00 plus proctor, site rental and shipping fees

<u>Annual Maintenance/Recertification</u>	\$ 90.00
Reactivation of delinquent credential	\$ 45.00
Reactivation of retired credential	\$200.00

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