



Certified Professional in Erosion and Sediment Control

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CPESC CERTIFICATION PROCEDURES AND STANDARDS

Article I – Certified Professional Status

Section 1. Definition

A CPESC is a recognised specialist in soil erosion and sediment control. CPESCs have approved educational training, demonstrated expertise, experience in controlling erosion and sedimentation, and meet certification standards.

Section 2. Application Procedure

Interested individuals should follow the steps below to apply to become a CPESC.

1. Receive and review CPESC Application Forms. Forms are available from IECA (Australasia) web site (www.austieca.com.au) or an IECA (Australasia) representative.
2. Assemble the following materials:
 - Application fee, see Article II, Section 3
 - Originals and electronic copies of the following:
 - Application for CPESC
 - Education, Training, and Professional Accreditations
 - Professional Experience Profile for each job (*that is, employment position*) that you wish to report erosion and sediment control experiences (make additional copies as needed from original)*
 - Referees, provide contact information for four (4) referees.
 - College/ University transcripts, if anyAdditional documentation such as a resume/vitae

* Professional Experience must detail pertinent work experience. Copies of relevant consulting reports, publications, manuscripts, and other significant professional activities may also be submitted. All materials received by the certification review committee will be kept confidential. The experience materials must demonstrate competence in erosion and sedimentation control principles and methods and knowledge of federal and state/provincial laws relating to erosion and sediment control.

Important!

It is imperative that prospective referees are fully qualified to provide information about your skills and experience in erosion and sediment control. It is recommended, where possible, that at least one individual familiar with the applicant's expertise be a CPESC. These individuals may be peers or clients but no more than two should be coworkers. Please make sure that at least one of the referees chosen is able to comment on work undertaken 3 or more years ago.

Please let your referees know that you are using them as a reference and that they may be contacted.

3. Send all materials from Step 2 to IECA (Australasia) PO Box 33 Picton NSW 2571, electronic copies to admin@austieca.com.au.

Important!

Candidates whose materials are not complete will be notified of missing portions. The application review process will not begin until the application is deemed complete.

Section 3. Application Review Committee

- A. Application materials are forwarded to the Application Review Committee (ARC). The ARC will review applications and return to IECA (Australasia) within 30 days.
- B. Approval to proceed with the examination process requires a majority affirmative vote of the ARC.
- C. All decisions are vested in the ARC and are considered final after due provisions for an appeal have been satisfied.
- D. Applicants who are denied qualification for exam may:
 1. Appeal, providing they are able to furnish additional supportive data to the ARC, or
 2. Pursue Associate status

Article II – Standards for Professional Certification

Section 1. General information

- A. Certification shall be valid for the calendar year in which it is granted and must be renewed annually in December.
- B. Each applicant must subscribe to the Code of Ethics, which shall be the standard of conduct.
- C. Professional Development is a requirement for certification maintenance (see Section 5 of this Article).

Section 2. Eligibility Requirements

- A. Each applicant must successfully pass a written and a practical examination designed to determine proficiency in the principles, practices, and legislation of erosion and sediment control. Applicants must also meet one of the following requirements:
 1. Earn a qualifying BS degree* or higher plus three (3) years of professional experience** in the soil erosion and sediment control profession – university transcripts are required.
 2. Complete seven (7) years or more of professional level experience** in the erosion and sediment control profession.

* Degree in engineering (agricultural, civil, or environmental), geology, soil science, environmental science or management, or a related field.

** The time requirement for professional level experience may be reduced by obtaining Associate status. See

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Article III for information about Associate status.

- B. Through the professional experience profile, references, and written exam, the applicant must demonstrate an ability to observe, evaluate, and synthesize information; to consider alternatives; and to propose appropriate recommendations in a clear, logical manner.
- C. International applicants must provide documentation to assure that educational degrees obtained and work experiences are comparable to the requirements described in Section 2A above.

Qualification under a delegated program
(e.g. CPESC-Australasia) meets this requirement.

Section 3. Fees

- A. The application fee is: \$450 for members of IECA (Australasia) and \$495 for nonmembers of IECA (Australasia). The fee is non-refundable.
- B. The application fee entitles the applicant to sit for the exam, upon approval. **Note, the exam sponsor may charge an additional fee to cover their costs.** If a qualified applicant fails the exam, there is a \$120 re-test fee for all subsequent exams. After 2 re-tests the applicant must reapply through the application process. The appropriate application fee is required.
- C. Certification must be renewed annually. Payment must be received by December 31st of each year. The renewal fee is US\$85 for SWCS or IECA members and US\$100 for nonmembers. The renewal fee is paid to CPESC, Inc. and is subject to change.

Section 4. Revocation or Suspension of Certification

- A. The right to revoke or suspend certification is vested in the CPESC Council.
- B. Certification may be revoked or suspended for any of the following reasons:
 - 1. Violations of the Code of Ethics.
 - 2. Misrepresentation on an application or submission of incorrect information to CPESC, Inc.
 - 3. Proven charges of incompetence.
- C. Any action to deprive a certified individual of his/her status (for the reasons in Section 4.B) shall be handled according to the "Procedure for Investigating Complaints Against Registrants" contained in Section 3, General Info.
- D. Failure to renew registration by the end of the calendar year (December 31) for which an individual is invoiced is a basis for suspension of certification. Reinstatement following a lapsed time can be obtained by submission of proper justification and payment of all past renewal fees including a \$25 late fee for each year. If renewal has lapsed for three or more years, re-application for certification will be necessary.
- E. Failure to maintain CPESC Associate status as specified in Article III, Section 3 is a basis for suspension or revocation of Associate status.
- F. CPESC Associate registrants who fail to pass the Practical Application part of the CPESC exam as specified in Article III,

Section 5 is a basis for suspension or revocation of CPESC Associate status.

Section 5. Professional Development

- A. CPESC's are required to accumulate a minimum of sixty (60) professional development units over a three year period.
- B. CPESC Associates are required to accumulate a minimum of ten (10) professional development units per year.
- C. The program relies on the honesty and integrity of each individual registrant.
- D. Units must be earned in at least two different categories.
 - 1. Continuing education and training;
 - 2. Professional publications, reports, or presentations;
 - 3. Professional activity;
 - 4. Other professional activity.
- E. Registrants with multiple certifications may be audited for all certifications.
- F. Registrants who are selected to be audited for compliance with professional development requirements must submit their documentation to the Administrative Office within thirty (30) calendar days of receiving the audit notice. Registrants who fail to meet this requirement may have their certification suspended by action of the CPESC Council. If the requested documentation is not received within ninety (90) calendar days, the registrant's certification may be revoked by action of the CPESC Council.

Section 6. Time Limit for Professional Certification

- A. Applicants must complete certification requirements within one (1) year of receiving full certification candidacy.
- B. An extension of time may be granted only for extraordinary reasons upon written petition to the ARC.

Article III – Associate Status

Section 1. Definition

Individuals who do not qualify for professional certification under the existing standards (see Article II, Section 2) may apply for CPESC Associate status. Associate status allows the individual increased standing, but does not allow them to take personal responsibility (to be in charge) as a CPESC. These individuals may include graduating seniors, graduate and post graduate students from accredited institutions, or practicing professionals who do not meet the eligibility requirements shown in Article II, Section 2.

Important!

Applicants must have either an approved Bachelor Degree with less than three (3) years professional level experience or, where no approved tertiary qualifications are held, two (2) years professional level experience to qualify.

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Section 2. Application

Applicants may attain Associate status by either of the following two methods:

- Applying for Associate status following the application requirements for professional certification in Article I, Section 2 (mark box for Associate on application), and successfully pass the written examination. If the Application Review Committee determines that an applicant meets the eligibility requirements in Article I, Section 2, Associate status will NOT be allowed.
OR
- Being offered Associate status by Application Review Committee and pass the written examination.

Section 3. Maintaining CPESC-Associate Status

The Associate registrant must:

- A. Provide annual updates of professional experience to the CPESC, Inc. Administrative Office to ensure work experience is appropriate and applicable.
- B. Meet professional growth requirements (see Article II, Section 5).
- C. Pay the annual renewal fee (see Article II, Section 3).
- D. Gain full CPESC status within six (6) years of the date that they obtain CPESC Associate status.

Failure to meet these requirements is a basis for suspension or revocation of CPESC-Associate status. A registrant whose CPESC Associate status has been suspended or revoked may appeal the decision by submitting written notice to the Council showing why the registrant should be given special consideration. The right to suspend or revoke Associate status is vested in the CPESC Council.

Section 4. Achieving Full CPESC Status

Associate registrants desiring to move to full CPESC status must be in good standing as described in Section 3. Maintaining CPESC Associate Status. Additionally, they must have completed the additional years of qualifying experience specified by the Application Review Committee.

CPESC Associate registrants who meet these eligibility requirements should submit a CPESC Associate Evaluation package to the IECA (Australasia) office. This package must contain the following items:

1. Cover letter requesting evaluation for full CPESC certification
2. Completed CPESC Associate Professional Experience Profile sheets showing erosion and sediment control experiences gained since the original application was made
3. Transcripts for any education completed since the original application was made
4. Any other relevant information, including professional development training courses, etc. that you want the Application Review Committee to consider.

Allow a minimum of 45 days for the Application Review Committee to determine the status of the request. The CPESC, Inc. Administrative Office will send an appropriate letter to the Associate registrant who requested evaluation.

Section 5. CPESC-Associate Retest Policy

A CPESC Associate registrant is allowed up to two (2) retests on the Practical Application part of the CPESC Exam. Failing to achieve a passing score on the second retest is a basis for suspension of CPESC Associate status. If suspended, the registrant will have three (3) years in which to get the suspension lifted and to pass the retest. After that, the CPESC Associate status may be revoked by action of the CPESC Council (see Article II, Section 4).

To lift the suspension, the registrant must petition the CPESC Council with evidence showing training courses the registrant has taken to improve their knowledge of erosion and sediment control principles and practices. If approved by the Council, the registrant will be granted one additional retest. The registrant may appeal the decision of the Council by providing additional supportive data. Failing to achieve a passing score on this retest is a basis for revocation of CPESC Associate status.

CODE OF ETHICS

Certified Professional in Erosion and Sediment Control™ Certified Professional in Storm Water Quality™

Article I. General Principles

1. The privilege of practice imposes obligations of morality and responsibility as well as professional knowledge.
2. Each Certified Professional in Erosion and Sediment Control and Certified Professional in Storm Water Quality (hereafter called Registrant) agrees to be guided by the highest standards of ethics, personal honor, and professional conduct.

Article II. Relation of Registrant to the Public

1. A Registrant shall avoid and discourage sensational, exaggerated, and/or unwarranted statements that might induce participation in unsound enterprises.
2. A Registrant shall not knowingly permit the publication of his or her reports or other documents for any unsound or illegitimate undertaking.
3. A Registrant shall not give professional opinion or make a recommendation without being as thoroughly informed as might reasonably be expected considering the purpose for which the opinion or recommendation is desired, and the degree of completeness of information upon which it is based should be made clear.
4. A Registrant may publish dignified business, professional, or announcement cards, but shall not advertise his or her work or accomplishments in a self laudatory, exaggerated, or unduly conspicuous manner.
5. A Registrant shall not issue a false statement or false information even though directed to do so by employer or client.

Article III. Relation of Professional to Employer and Client

1. A Registrant shall protect, to the fullest extent possible, the interest of their employer or client insofar as such interest is consistent with the law and his or her professional obligations and ethics.
2. A Registrant who finds that his or her obligations to their employer or client conflict with his or her professional obligation or ethics should have such objectionable conditions corrected or resign.
3. A Registrant shall not use, directly or indirectly, any employer's or client's information in any way that would violate the confidence of the employer or client.
4. A Registrant retained by one client shall not accept, without client's written consent, an engagement by another if the interests of the two are in any manner conflicting.

A Registrant who has made an investigation for any employer or client shall not seek to profit economically from the information gained, unless written permission to do so is granted, or until it is clear that there can no longer be a conflict of interest with the original employer or client.

5. A Registrant shall not divulge information given in confidence.
6. A Registrant shall engage, or advise his employer or client to

engage, and cooperate with other experts and specialists whenever the employer's or client's interests would be best served by such service.

7. A Registrant shall not accept a concealed fee for referring a client or employer to a specialist or for recommending professional service other than one's own.

Article IV. Relation of Registrant to Each Other

1. A Registrant shall not falsely or maliciously attempt to injure the reputation of another.
2. A Registrant shall freely give credit for work done by others to whom the credit is due, shall refrain from plagiarism in oral and written communications, and not knowingly accept credit rightfully due another person.
3. A Registrant shall endeavor to cooperate with others in the profession and encourage the ethical dissemination of technical knowledge.
4. A Registrant having knowledge of unethical practices of another Registrant shall avoid association with that Registrant in professional work.

Article V. Duty to the Profession

1. A Registrant shall aid in exclusion from certification those who lack moral character, who have not followed this Code of Ethics, or who do not have the required education and experience.
2. A Registrant shall uphold this Code of Ethics by precept and example and encourage, by counsel and advice, other Registrants to do the same.
3. A Registrant having positive knowledge of deviation from this Code by another Registrant shall bring such deviation to the attention of the CPESC, Inc. Executive Director.