Step-by-Step CEP-IT Application Process

Thank you for applying for the Certified Environmental Professional (CEP) designation. Since 1979, the CEP designation has been awarded to senior managers and other qualified individuals as a way to demonstrate their professional skills and high standards of conduct. The CEP designation is a national system of excellence and says to employers, clients, colleagues and the public that an individual is a knowledgeable, experienced, and dedicated professional. The CEP is awarded after a comprehensive review of their background, their abilities, and their knowledge. Most CEPs have at least ten years of experience in the field. Certification credentials exceeds requirements of the US EPA's definition of Environmental Professional and conforms to ASTM's requirements for conducting Phase I Environmental Site Evaluations.

Applicants are responsible for getting transcripts, letters of reference, and other application materials to ABCEP within one year of the application fee payment.

You may access your application online at any time and work on it as you please. However, once you chose to submit your application as Complete, you will no longer be able to access the materials submitted to ABCEP and the review process will begin.

Please contact ABCEP's Executive Administrator by clicking on CONTACT ABCEP if you have any questions regarding the CEP, CEP by Eminence, CEP-IT, the CEP Emeritus status, if you would like a mentor assigned to help you through the application process, or any other questions.

HOW TO APPLY FOR THE CEP-IT

1. Start by clicking **Submit New Submission** at www.abcep.org

2. **Provide your Contact Information** (please use an email address to which you want to receive all ABCEP communications)

3. **Select CEP-IT as the application type for which you are applying**

4. **Pay initial fee of $75** (upon approval of your application, the final certification fee of $62.50 will also be required).

5. **You will receive the following confirmations:**
    a. Application submittal confirmation with password and additional instructions
    b. Application payment fee receipt

6. **Submit all Application Components**. Applicants are responsible for submitting all online application components, including transcripts, resume, letters of reference, signed Code of Ethics Agreement, and other application materials to ABCEP within one year of the application fee payment. You may access your application online at any time and work on it as you please. However, once you chose to submit your application as Complete, you will no longer be able to access the materials submitted to ABCEP and the review process will begin.

A complete application includes:
- ☐ All contact information and details requested throughout the entire online application form
- ☐ Transcripts for all Undergraduate and Graduate schools attended
- ☐ Resume
- ☐ Four Letters of Reference
- ☐ Signed Code of Ethics Agreement

7. **Complete Submission** – once you select the Submit Application option, your application will be submitted for review. Review will not be final until all references are received, and payments have been verified. Once you chose to submit your application as Complete, you will no longer be able to access the materials submitted to ABCEP, nor will you be able to make any changes. Please ensure all information is correct and complete before submitting your application.

8. **Next Steps** – Your application will be reviewed by the ABCEP Administrative Offices and you will be contacted if there are any questions pertaining to your application. The overall review process takes approximately 3-4 weeks.

9. **Notifications** – You will be notified with an Approval or Denial of your application.
   a. Approvals will receive a congratulatory email with a link to pay their final certification fee of $62.50, along with a PDF of your CEP-IT Certification and email for your files.
   b. Denials will receive an explanatory email with potential next steps identified.

10. **Maintain your CEP-IT** – The CEP-IT requires an annual renewal. To maintain your CEP:
   a. Pay your $60 annual maintenance dues by December 31 of each year.
   b. Submit your annual maintenance points (20 hours of continuing professional development – details can be found on our website.)
   c. Submit your Annual Plan
   d. E-mail your Mentor and send a request to your CEP-IT mentor for review

QUESTIONS?
Academy of Board Certified Environmental Professionals
Post Office Box 460
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office: 866-767-8073
fax: 856-210-1619
e-mail: Office@abcep.org
web: www.abcep.org

More information pertaining to the CEP-IT and the application process, including requirements, can be found on ABCEP's website at www.abcep.org, including a detailed slide packet with information about the certification.