



Certified Professional Renewal Application

INSTRUCTIONS

1. The application consists of:

SECTION 1 – Applicant Information

SECTION 2 – Renewal Requirements

CP Initial Training or NFA Letter Submittal Requirement

Documentation of Qualifying PDHUs

SECTION 3 – Affidavit

2. Applicants should carefully read these instructions, the certified professional rule (OAC Rule 3745-300-05), and all other information in the application package before starting the certified professional renewal process. Failure to read or understand this information may cause applications to be delayed or denied.
3. To renew certification, a certified professional must demonstrate completion of a minimum of twelve professional development hour units (PDHUs), as set forth in paragraphs (C)(3) through (C)(7) of rule 3745-300-05, of relevant continuing education during the previous certification year. PDHUs earned outside the certification period do not count toward this requirement.
4. Applicants must demonstrate that they meet the requirements for certification renewal. Applicants must review their renewal applications to ensure completeness and accuracy.
5. Please keep a copy of the completed application for future reference.
6. By applying for certification renewal, applicants who are or become located outside the state of Ohio consent to service and personal jurisdiction of any Ohio court of the Ohio Environmental Review Appeals Commission in proceedings which adjudicate any rights or obligations under chapter 3746 of the Ohio Revised Code. Applicants also consent to the right of entry for inspection and investigation by the Director, or his authorized representative, and to the service of warrants, for any purpose permitted under chapter 3746 of the Ohio Revised Code.
7. The VAP rules describe in detail the qualifications and standards of conduct required of a certified professional. A copy of the certified professional rule (OAC Rule 3745-300-05) can be found on the VAP website: <http://epa.ohio.gov/derr/volunt/certification/cpapp.aspx>.



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8. The certification payment is to be made payable to: "Treasurer, State of Ohio" and should be sent to:

Ohio Environmental Protection Agency
Fiscal Officer/DERR
Lazarus Government Center
50 W. Town Street, Suite 700
P.O. Box 1049
Columbus, OH 43216-1049

An amount of \$2,000 is due with the renewal application.

9. Send the completed application to:

Ohio Environmental Protection Agency
Voluntary Action Program/DERR
Lazarus Government Center
50 W. Town Street, Suite 700
P.O. Box 1049
Columbus, OH 43216-1049

10. If you have any questions or need assistance, please call the VAP at (614) 644-2924.



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SECTION 1

APPLICANT INFORMATION

Please check here if ANY information has changed since last application.

Applicant's Name:

<input type="text"/>			<input type="text"/>
(Last Name)	(First Name)	(Middle Initial)	(CP number)

Applicant's Mailing Address: The VAP will use the address you provide here for ALL correspondence.

(Company Affiliation)

(Street Address)

(City/Town)

(State/Province)

-

(Zip or Postal Code)

(Country, if other than US)

Applicant's Telephone Number(s):

() - ext.

(Daytime phone number)

() -

(Fax number)

Applicant's e-mail address:

Renewal Fee:

\$2,000 (include copy of check)



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SECTION 2

RENEWAL REQUIREMENTS

CP Initial Training or NFA Letter Submittal Requirement:

Date CP Initial Training taken:	
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Date most recent NFA Letter submitted to the VAP for a CNS:	
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Note: If the more recent of these two dates is more than four years ago, you are not eligible to renew your certification and must take the initial training before applying for renewal. You must have taken the CP Initial Training within five years of submitting your renewal application, or have submitted an NFA letter to the VAP for a CNS (from date NFA Letter submitted, not date CNS issued) within five years of submitting your renewal application. For example, if your certification expires on November 1, 2015 and you attended the initial training on August 1, 2011 and have not submitted an NFA letter requesting a CNS, then you must take the training prior to renewing your certification or face a lapse until you do.

Documentation of Qualifying PDHUs (minimum of 12 hours required):

Documents used to support the professional development hour units claimed must follow this section and must at least include, but are not limited to:

- (1) A log showing the date of the activity, the type of activity claimed, sponsoring organization, location, instructor’s or speaker’s name, course summary, and the actual hour(s) of instruction; or
- (2) Attendance verification documents in the form of completion certificates from the sponsoring entity or other documents supporting evidence of attendance if provided, course summary or conference agenda, and indicating the actual hour(s) of instruction; or
- (3) Agendas from multi-track conferences with the specific courses attended highlighted by the applicant.
- (4) Whether or not the course is offered by Ohio EPA and is approved for PDHUs. **(Please note: six of your PDHUs must fall into this category.)**

Number the attached document in the upper right hand corner for each activity being claimed in Section 2.



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If the applicant is unable to complete the continuing education requirements due to health reasons (as certified by a physician) or active service in the armed forces of the United States, then the applicant must provide appropriate documentation with the renewal application. This documentation is subject to review and approval by the Agency.

Fill in the PDHU Table as completely as possible. Use the category and conversion tables below to determine the number of PDHUs that can be credited for each activity. Provide a brief description and the date(s) of each activity. Fill in the corresponding document number provided in Section 3. Be sure to number the attached documents in the upper right hand corner.

CONVERSION TABLE:

OTHER UNITS OF CREDIT	PDHUs
One hour of attendance at seminars, in-house courses, workshops, or professional or technical presentations made at meetings, conventions, or conferences	1 PDHU
One hour technical presentation made at a meeting, convention or conference	2 PDHUs (i.e., 2x length of presentation)
One college or unit semester hour	20 PDHU
One college or unit quarter hour	15 PDHU
One continuing education unit	10 PDHU
Teaching courses (for the first time only) – (course must qualify for PDHUs in order to get credit)	2x # of PDHU credited for attending course



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PDHU TABLE

PDHUS CLAIMED FOR CERTIFICATION PERIOD

From (Month/Day/Year) To (Month/Day/Year)
 [Date certification begins]: [Date certification ends]:

Duplicate this blank page to provide sufficient extra pages to adequately document your hours. Only information presented on this form will be considered. A minimum of twelve hours accrued within the certification period are required for renewal.

If you plan on attending a training event that is occurring after you have submitted your renewal application (but before your certification period ends) indicate the proposed date of the training on the table and submit your documentation under affidavit as an addendum to your application once you've attended. If you haven't received pre-approval for a course for PDHU credit listed in the table, provide sufficient documentation (such as a detailed course description or agenda) in addition to any certificate so that the course can be evaluated for eligibility.

Description of Activity	Agency PDHUs (y/n) - at least 6	# of PDHUs	Date	Doc. #

PDHUs claimed:



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SECTION 3

AFFIDAVIT

State of _____)
) SS:
 County of _____)

I, _____ [Name of Affiant], CP ____, being first duly sworn according to law, depose and state that:

1. I am an adult over the age of eighteen (18) years old and competent to testify herein.
2. All statements made in this application for VAP certified professional renewal certification, and all documents attached to the application, are true, accurate, and complete to the best of my knowledge, information, and belief.

Further affiant sayeth naught.

 Name of Affiant

Sworn to and subscribed before me this ____ day of _____, 20____.

 Name of Notary Public
 My commission expires:

seal