

1  **Certified Professionals**

OAC 3745-300-05

Certified Professional  
8-Hour Training

2  **CP qualification requirements**

- Minimum Bachelor's Degree
- Acceptable Majors: biology, chemistry, environmental sciences, geology, hydrogeology, toxicology, engineering or in the sub disciplines of public health or hazardous waste management.

3  **Qualification requirements (cont.)**

- Eight years full-time relevant professional experience
- Three of the eight years supervisory or project management.
- Possesses the professional competence and knowledge to perform the tasks required of a certified professional.

4  **Application requirements**

- Applicant must attend this course
- Initial application fee = \$2,500
- CP initial application <http://epa.ohio.gov/derr/volunt/certification/cpapp.aspx>

5  **If your application is approved**

- The certificate is good for one year
- CP seal. The seal itself must be embossed, but you can get a separate stamp for the date that you replace annually.

6  **During your certification period**

- Seal is used when issuing voluntary action opinions, such as NFA letters and urban setting designation requests.
- Keep track of end date of certification – cannot issue voluntary actions during a lapse

7  **Professional development**

- Attend 12 hours of pre-approved PDHUs (Professional Development Hour Units) during the certification period
- Six of the 12 PDHUs must be courses offered by Ohio EPA that have been approved for PDHUs

8  **What qualifies as PDHUs**

- Any educational activity which will maintain, improve, or expand the skills and knowledge relevant to the investigation, assessment or remediation of hazardous substances or petroleum in Ohio.
- Technical guidance document: <http://www.epa.ohio.gov/portals/30/vap/tgc/va30005-14-002.pdf>

9  **Examples of PDHUs**

- CP coffees
- CP annual training
- Training offered by DERR such as soil classification, vapor intrusion
- Courses that are listed as pre-approved on the VAP web page: <http://epa.ohio.gov/derr/volunt/certification/cpapp.aspx>

10  **Courses that don't qualify**

- OSHA 8-hour refresher
- Participation in meetings as part of your CP duties
- Courses on legal issues, funding, cost recovery, project management
- Courses involving the regulatory programs of other states

11  **Renewal of certification**

- Confirm that all your PDHUs were taken during your certification period.
- Initial training must be taken every four years if you don't issue an NFA letter for a CNS (we try to notify you when due)

- <http://epa.ohio.gov/derr/volunt/certification/cpapp.aspx>

12  **Reminders**

- Renewal letter will include reminder regarding the requirement to take the initial training in the certification period
- E-mail reminder from admin staff 30 days before expiration date

- Automatic renewal as long as complete application received prior to expiration date

13  **Standards of conduct**

- Public health, safety and environmental protection first priority for CP.
- Notify volunteer or owner of the property of any imminent hazard at property. Also notify Ohio EPA if volunteer or owner does not notify OEPA or address the hazard.

14  **Standards of conduct (cont.)**

- Only render a voluntary action opinion if you managed or actually performed the work required, or reviewed the work performed by other qualified persons.
- After an NFA letter was issued, if you discover facts that indicate that applicable standards were not met, you must notify the volunteer and then the Ohio EPA.

15  **Conflicts of interest**

- Rendering a voluntary action opinion if you have an interest in the property.
- Soliciting or accepting money for endorsing products/services of a person in connection with a voluntary action.

16  **Conflicts of interest (cont.)**

- Accepting compensation from more than one person for professional services regarding a property unless everybody is aware.
- Advertising or promising the issuance of a no further action letter unless all the requirements of the VAP statute and rules have been met.

17  **When can certification be suspended?**

- The CP has used his or her seal in an unauthorized manner.
- The CP has been convicted of a felony or fraud.
- The CP has failed to comply with the standards of conduct.
- The CP has failed to substantially comply with VAP's document retention and production requirements.

18  **Document retention**

- A CP must retain all documents prepared and acquired in connection with a voluntary action for at least 10 years. (CP, not company requirement)
- A CP must also submit any documents upon request by Ohio EPA within the time period specified by Ohio EPA.