

Certified Professionals

OAC 3745-300-05

Certified Professional
8-Hour Training



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.



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.



Application requirements

- Applicant must attend this course
- Initial application fee = \$2,500
- CP initial application

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



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.



JON DOE
CERTIFIED PROFESSIONAL (CP001)
ORC Section 3746.04(B)(5)
OAC Rule 3745-300-05
My certification expires March 6, 2003



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



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



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>



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>



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



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>



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



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.



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.



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.



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.



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.



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.

