

Licensed Site Professional New Online System Overview





LSP Online Processes

LSP Applications

- ✓ Initial Application
- ✓ Limited Application
- ✓ Exam Registration
- ✓ Renewal Application
- ✓ Supplemental Renewal Application
- ✓ Change of Status Amendment
- ✓ Change of Address Amendment

LSP Process

- ✓ Annual Fees Payment Process





LSP Online System Advantages

- ✓ Ability to fill out an online form, attach documents
- ✓ Ability to save and resume the online application at any point
- ✓ Make Online Payments via Credit/Debit cards or ACH (e-Check)
- ✓ Ability to check status of the application process
- ✓ Post application changes can be submitted online
- ✓ Receive system notifications at key steps of the application process
- ✓ Renewal reminders, Annual Fees reminders
- ✓ Detailed step-by-step instructions for the online system process are available at mass.gov
- ✓ Help desk service is available for any technical assistance with online system





LSP Initial/Limited Application Overview

- ✓ Application process is online, where you fill out required information and attach required documents
- ✓ System has validations in place based on LSP Regulations
- ✓ The Professional Reference Forms will be requested to be submitted electronically
- ✓ If the agency needs additional information, the request and the information will be provided through the new online system
- ✓ Notifications are sent out by the system at key steps during the application process
- ✓ No need to mail in any documents to LSP Board
- ✓ The review and processing the application by the LSP Staff will be online
- ✓ Online Payments





LSP Exam Registration Overview

- ✓ All eligible exam applicants will receive an email notification regarding exam dates/locations
- ✓ Ability to select preferred exam date and location through online application
- ✓ Ability to pay the exam fees online instantly to guarantee your exam registration
- ✓ Notifications are sent out by the system at key steps during the exam registration process

Please note that the LSP eligible exam applicants will still take the LSP Exam in-person as directed by the LSP Board.





LSP Renewal/Supplemental Renewal Overview

- ✓ LSP Applicants will receive a renewal reminder 60 days prior to expiration date
- ✓ The system notifications have detailed instructions regarding the process and next steps
- ✓ LSP Applicants will have a Renewal Link to complete the online process
- ✓ Ability to list all your continuing education credits and attach supporting documents
- ✓ The system will provide guidance for you to opt for 90-day extension
- ✓ Online payments
- ✓ System will send constant reminders to Applicants to complete their renewals





LSP Amendments Overview

Change of Address Amendment

- ✓ Ability to update your mailing address and publish address electronically
- ✓ A confirmation notification will be sent out by the system

Change of Status Amendment

- ✓ Ability to request for a change of status for your LSP License can be submitted online
- ✓ Track the status changes online
- ✓ System will send reminders accordingly to status change period





LSP Annual Fees Process

- LSP Applicants will not receive any paper invoices
- Yearly invoices will be sent out as an email notification by [Do-Not-Reply-EEA \(eipas@mass.gov\)](mailto:Do-Not-Reply-EEA@eipas@mass.gov)
- Pay your annual fees by clicking the payment link via credit/debit cards or ACH (e-Check)
- System will send **constant reminders** for your annual fee due **to avoid missing the deadline**





Next Steps

- ❑ Mass.gov LSP webpage updates:
 - ❑ [Board of Registration of Hazardous Waste Site Cleanup Professionals | Mass.gov](#) will be updated with latest instructions and guides to reflect the LSP Online System processes.
- ❑ Existing LSP Licensees will receive a notification from the new online system with guidance/instructions on how to associate(link) their current License in the the system.
- ❑ Email notifications from the system will come from: [Do-Not-Reply-EEA \(eipas@mass.gov\)](#)
- ❑ Next renewal cycle for October and onward will be online. All LSPs that have October expiration date will receive an email notification when LSPs can start their renewal online





Key Links:

- For guidance/instructions about the new process, please visit LSP Licensing <https://www.mass.gov/lists/lsp-licensing>

- To register and link your LSP License in the new Online system, please visit EEA ePLACE Portal <https://eplace.eea.mass.gov/CitizenAccess/>

- To find a Licensed Site Professional please visit the EEA Data Portal: <https://eeaonline.eea.state.ma.us/>





Questions?

