



COMMONWEALTH OF MASSACHUSETTS

Board of Registration of Hazardous Waste Site Cleanup Professionals

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Instructions for LSP Limited Application

If you are eligible to file an online LSP Limited Application, you must contact the LSP Board staff at lsp.board@mass.gov to request a Record Identification Code and Pin Code.

You may submit the Limited Application when you receive the Record Identification Code and Pin Code from the Board staff. To submit the Limited Application, you must complete all forms, provide two Professional References, and pay the \$245 application. An Application Review Panel (ARP) of three LSP Board members will review your application to determine whether you meet the regulatory standards. The ARP presents its recommendation to the full Board. The Board votes to approve or deny the ARP's recommendation. If approved, you have two years to pass the licensing examination. The Examination Fee is \$325 per exam.

Please read these instructions as well as the Board's regulations at 309 CMR 3.01, 3.02, 3.03, and 2.02. The Board's regulations can be found on its website at <https://www.mass.gov/doc/regulations-of-the-board-of-registration-of-hazardous-waste-site-cleanup-professionals-0/download>.

STANDARD TRACK

Under the Standard Track, you have earned a bachelor's, master's, or doctorate degree from a recognized educational institution with a major or concentration in one of the fields of study listed in Appendix A of the [Board's licensing regulation](#), 309 CMR 3.00. You must also have eight (8) years of "Total Professional Experience," five (5) years of which must be "Relevant Professional Experience." At least three (3) years of the Relevant Professional Experience must have been acquired by the applicant during the five (5)-year period immediately prior to the submission of the Application.

ALTERNATE TRACK

Under the Alternate Track you have earned a high school diploma. You must also have fourteen (14) years of "Total Professional Experience," seven (7) years of which must be "Relevant Professional Experience," at least three (3) years of the Relevant Professional Experience must have been acquired during the five (5)-year period immediately prior to the submission of your application.

Relevant Professional Experience/Total Professional Experience/Principal Decision-Maker

The minimum experience requirements are set forth in 309 CMR 3.02(2) and 309 CMR 2.02. Please refer to the LSP Regulations at <https://www.mass.gov/doc/regulations-of-the-board-of-registration-of-hazardous-waste-site-cleanup-professionals-0/download>.

FORM 1 - RELEVANT PROFESSIONAL EXPERIENCE (“RPE”) **POSITION DESCRIPTIONS**

You must complete a Form 1 for each Position that you claim qualifies as Relevant Professional Experience (“RPE”). Form 1 asks you to describe in detail the type and scope of your “waste site cleanup decision making experience.” You are urged to provide enough information to the Board so it can make an informed evaluation of your decision-making responsibilities. No one Form 1 position should overlap with any other Form 1 position. Include a brief description of your field(s) of expertise when you served in each position. Form 1 also asks a series of questions regarding the nature of your waste site cleanup decision-making responsibilities in each position. Form 1 asks you about the level of responsibility and independent judgment that you exercised in each position. You must demonstrate that you were an active participant and principal decision maker. List the number of years and months of RPE you claim for each position. If you worked in the position for an average of less than 20 hours per week, you must prorate your experience. To do this, divide the average number of hours you worked per week by 20 and multiply that fraction times the total number of months you were in the position.

FORM 2 - RELEVANT PROFESSIONAL EXPERIENCE (“RPE”) **PROJECT DESCRIPTIONS**

You must complete a Form 2 for each Form 1 position you claim qualifies as Relevant Professional Experience. Each Form 2 describes a single site assessment, risk characterization, and/or remediation project you worked on while serving in one of your Form 1 positions, and your duties and responsibilities on each project. On each Form 2, you must describe one of the site assessment, risk characterization, and/or remediation projects you worked on while serving in one of your Form 1 positions. For each position that lasted more than a year, include at least one Form 2 that describes your work early in this position. You may describe projects that you believe are “equivalent” to site assessment, risk characterization, and/or remediation projects. If you do so, use Form 2 and/or the section “Optional Statement of Qualifications,” to explain why those projects are equivalent.

FORM 3 - TOTAL PROFESSIONAL EXPERIENCE (“TPE”) **POSITION DESCRIPTIONS**

You may complete any additional scientific, engineering, or environmental positions that you claim meets the Board’s requirements for Total Professional Experience (“TPE”). You may submit as many Form 3s as needed.

SUMMARY OF RELEVANT PROFESSIONAL EXPERIENCE

You must indicate how many years and months of Relevant Professional Experience you have earned for each position in total. Using the position numbers from your Form 1s, briefly identify each position. Then indicate the month and year that you started and finished each position. Next, list the numbers of the Form 2s, Project Descriptions, that correspond to the projects you described for each position.

SUMMARY OF TOTAL PROFESSIONAL EXPERIENCE

You must indicate the total number of years and months of Total Professional Experience you claimed on “Summary of Total Professional Experience.”

SUMMARY OF EXTRA EDUCATION

You may indicate any claims “extra education credit,” for Total Professional Experience. Pursuant to the Board’s regulations at 309 CMR 3.02(4), applicants who have earned degrees in addition to those required to meet the minimum educational requirements set forth for their Track in 309 CMR 3.02 may request that the Board credit some or all of that additional education towards their requirement for TPE.

Standard Track applicants may earn one year of TPE credit for each master’s degree and two years of credit for a doctorate, so long as the degrees are from an accredited educational institution in one of the curricula listed in Appendix A of Section 3.00 of the Board’s regulations or in a curriculum found to be equivalent to one listed in Appendix A. The maximum TPE credit that can be awarded is two years.

Alternate Track applicants may earn one year of TPE credit for each associate degree and two years of credit for a baccalaureate or higher degree, regardless of the curriculum, from an accredited educational institution. The maximum TPE credit that can be awarded is two years.

NOTE: Extra credit may not be claimed for degrees used to meet the minimum education requirements for the Standard Track or Alternate Track.

PROFESSIONAL REFERENCES

You must indicate **two (2)** professional references in support of your application. These references should come from individuals who have direct knowledge of the applicant’s professional work at contaminated sites. A Professional Reference Form will be sent to each person who will supply a reference for you.

OPTIONAL STATEMENT OF QUALIFICATIONS

You may provide statement as additional information in support of your application.