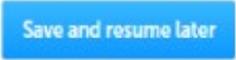

LSP - Licensed Site Professional Exam Application

Licensed Site Professional



EEA ePlace Portal

General Navigation

- ❑ Always Click  to move to the next page.
- ❑ Do NOT use the Browser Back Button  as this will take you out of the system
- ❑ Any field with a red asterisk (*) is required before you can move off the page.
- ❑ Click  to save your work and resume at a later time.
- ❑ Click on the tool tips where applicable to get more details. 
- ❑ Suggested preferred browsers are Chrome and Microsoft Edge



How to Apply

Log in to your account:

- ❑ Click or type this address on your browser:

<https://eplace.eea.mass.gov/citizenaccess>

- ❑ Log into your account in EEA ePlace using your username/password

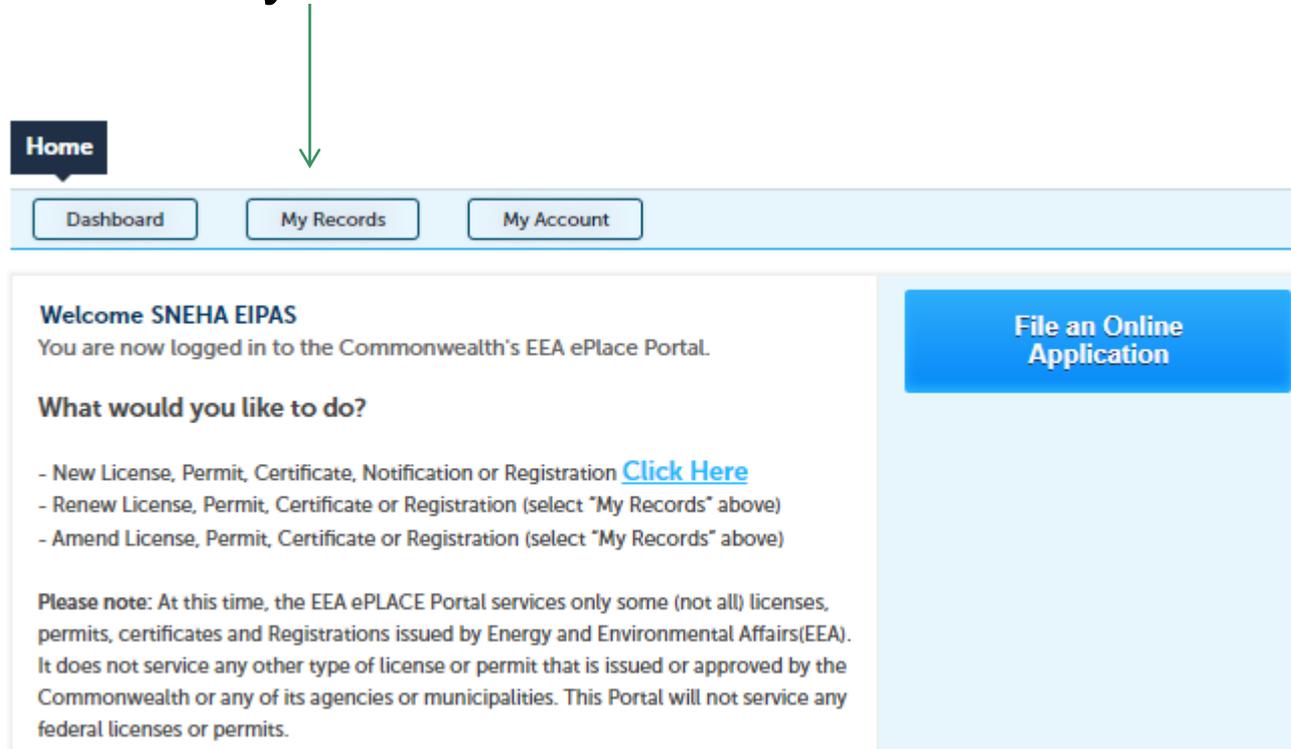
The screenshot displays the EEA ePLACE Portal interface. At the top, there is a navigation bar with links for 'State Offices & Courts', 'State A-Z Topics', 'State Forms', and 'Accessibility FAQs'. Below this is the 'EEA ePLACE Portal' header, featuring the state seal and the text 'An Official website of the Commonwealth of Massachusetts'. A secondary navigation bar includes links for 'Announcements', 'Accessibility Support', 'Register for an Account', 'Reports (2)', and 'Login'. The main content area contains a 'Need Help?' section with contact information for the ePLACE Help Desk Team, a 'Contact:' section listing various departments, and a 'Convenience Fee' notice. A 'Home' button is visible. The login section is highlighted with a green arrow, showing a 'Login' form with fields for 'User Name or E-mail:' and 'Password:', a 'Remember me on this computer' checkbox, and a 'Login >' button. Below the login form, there are sections for 'Options for Licensees and Applicants' and 'ePLACE Portal Account Registration'.



EEA ePlace Portal

File an Online LSP Exam Application

- ❑ Click on “My Records” tab to start



The screenshot shows the EEA ePlace Portal interface. At the top, there is a dark blue 'Home' button. Below it is a light blue navigation bar with three tabs: 'Dashboard', 'My Records', and 'My Account'. A green arrow points from the 'My Records' tab to a blue button on the right side of the page that says 'File an Online Application'. The main content area on the left has a white background and contains the following text:

Welcome SNEHA EIPAS
You are now logged in to the Commonwealth's EEA ePlace Portal.

What would you like to do?

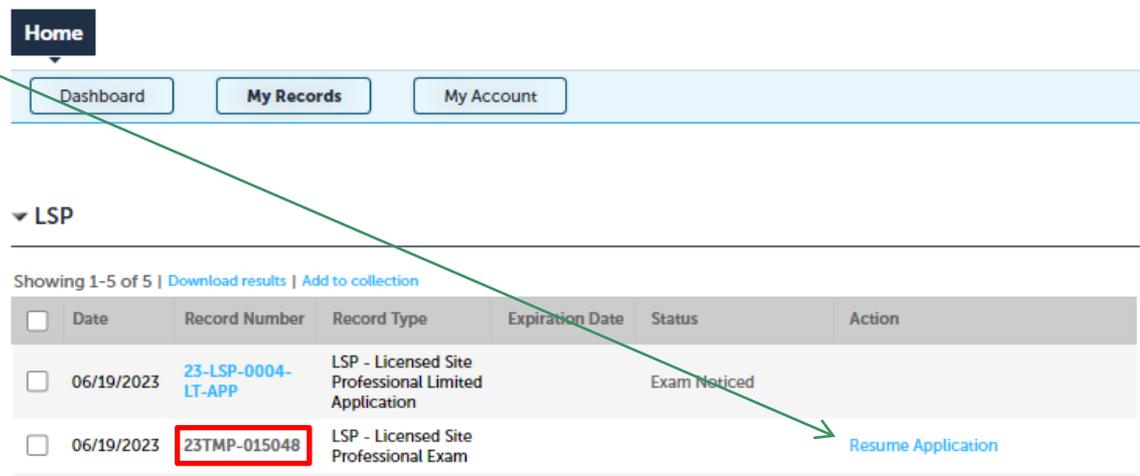
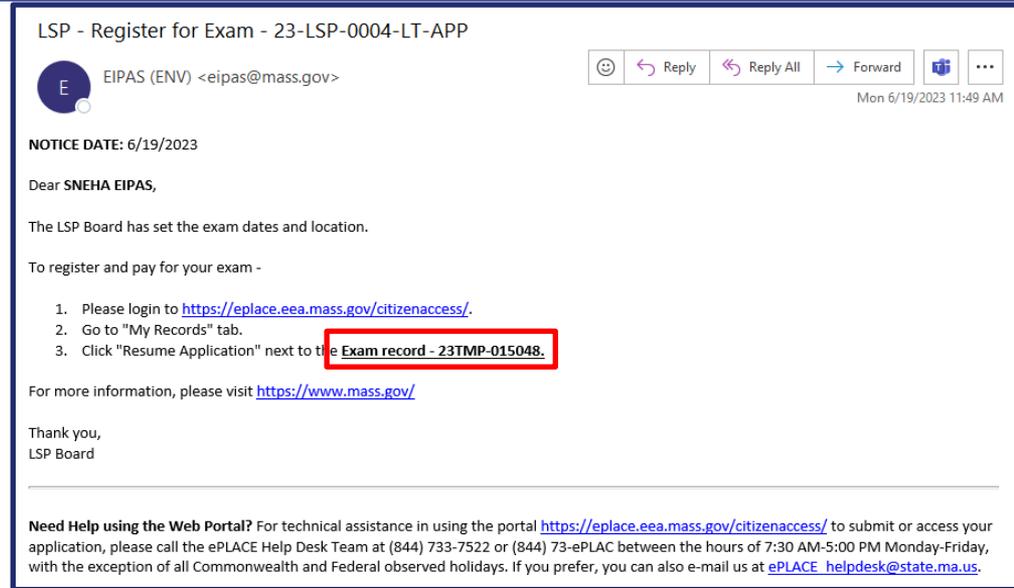
- New License, Permit, Certificate, Notification or Registration [Click Here](#)
- Renew License, Permit, Certificate or Registration (select "My Records" above)
- Amend License, Permit, Certificate or Registration (select "My Records" above)

Please note: At this time, the EEA ePLACE Portal services only some (not all) licenses, permits, certificates and Registrations issued by Energy and Environmental Affairs (EEA). It does not service any other type of license or permit that is issued or approved by the Commonwealth or any of its agencies or municipalities. This Portal will not service any federal licenses or permits.



Access your Record

- ❑ LSP Board will send a notification once they set the exam dates
- ❑ The exam record will be associated to your account
- ❑ Click on the “Resume Application” link next to the Exam Record specified in the notification to start the process



Step 1: Exam Information

- ❑ Please read the instructions and select each row, click on "Edit" to update the preference for that Exam Date

LSP - Licensed Site Professional Exam

1 Exam Information	2 Review	3 Pay Fees	4 Record Submitted
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Step 1: Exam Information > Page 1 of 1

[Instructions](#)

* indicates a required field.

Exam Information

EXAM INFORMATION

LSP Board has scheduled the exam dates/location below.

Please provide your preference by selecting each row accordingly and click on "Edit".

Preference is not guaranteed, your selections are subject to LSP Board approval.

You will receive an email notification with confirmation of your final exam date and location information.

 Required forms have not been completed in the section below. For each of the indicated rows, please click Edit from the Actions drop-down menu to complete the form.

Showing 1-2 of 2

<input type="checkbox"/>	Exam Date	Exam Location	Preference	
<input type="checkbox"/>	 06/08/2023	4r		Actions ▼
<input type="checkbox"/>	 06/21/2023	re		Actions ▼

[Edit Selected](#)



Step 1: Exam Information

❑ Select your preference for each exam date option provided accordingly

❑ Please note that Preference is not guaranteed, your selections are subject to LSP Board approval

❑ Click “Continue Application” to proceed

Exam Information

EXAM INFORMATION

LSP Board has scheduled the exam dates/location below.

Please provide your preference by selecting each row accordingly and click on "Edit".

Preference is not guaranteed, your selections are subject to LSP Board approval.

You will receive an email notification with confirmation of your final exam date and location information.

 Required forms have not been completed in the section below. For each of the indicated rows, please click Edit from the Actions drop-down menu to complete the form.

Showing 1-2 of 2

<input type="checkbox"/>	Exam Date	Exam Location	Preference	
<input type="checkbox"/>	06/08/2023	4r		Actions ▾
<input type="checkbox"/>	06/21/2023			

Edit Selected

Continue Application >

EXAM INFORMATION

LSP Board has scheduled the exam dates/location below.

Please provide your preference by selecting each row accordingly and click on "Edit".

Preference is not guaranteed, your selections are subject to LSP Board approval.

You will receive an email notification with confirmation of your final exam date and location information.

* Exam Date:

06/08/2023

* Exam Location:

4r

Submit

Cancel

Preference:

--Select--

--Select--

1st Preference

2nd Preference

3rd Preference

4th Preference

5th Preference



Step 2: Review

- The entire application is shown on a single page for your review
- If you note something you want to change, click “Edit Application”
- Read the Certification Statement and check the box to complete.
- Click on “Continue Application” to proceed with the submittal of your application

LSP - Licensed Site Professional Exam

1 Exam Information	2 Review	3 Pay Fees	4 Record Submitted
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Step 2: Review

[Continue Application »](#)

[Save and resume later](#)

Please review the information below prior to submission. After the application has been submitted, you will not be able to make changes. To make changes after submittal you must contact the Department directly.

Review and Certification

[Edit Application](#)

Exam Information

EXAM INFORMATION

Exam Date	Exam Location	Preference
06/29/2023	Testing Center 1	1st Preference
06/30/2023	Testing Center 2	2nd Preference

Application Submitter

Individual
SNEHA DEEPU L
1 winter street
Melrose, MA, 01928
United States

Alternate Phone:123-123-1231
E-mail:sneha.kalagarla@mass.gov

I hereby certify under the pains and penalties of perjury that I have personally examined the information provided and that it is true, accurate, and complete.

By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

Date:

[Continue Application »](#)

[Save and resume later](#)



Step 3: Pay Fees

- You will have the option to select the payment method:
 - Pay Online
 - Pay by Mail
- Online payment will require a service charge
- Select the payment method you prefer to continue

Home

Search Applications

LSP - Licensed Site Professional Exam

1 Exam Information 2 Review **3 Pay Fees** 4 Record Submitted

Step 3: Pay Fees

Listed below is the fee for the authorization that you are applying for. The following screen will display your total fees.

Payment may be made by electronic check or credit card for a nominal processing fee. The electronic check fee is \$0.35 per transaction. Credit card payments are 2.35% per transaction. Clicking on the PAY ONLINE button will bring you to the secure online payments portal. Once you have made payment, you will be returned to your application for submittal.

Payment may also be made by mail. However, review of your permit will not begin until payment is received. By clicking on the Pay by Mail button, you will have submitted your application. You will receive a notification email with the location and address to send your payment. That information is also available in the instructions for this authorization.

Application Fees

Fees	Amount
LSP Exam Fee	\$325.00
TOTAL FEES	\$325.00

[Pay Online »](#) [Pay by Mail »](#)



Pay Online

- ❑ When you select “Pay Online”, you will be brought to this screen
- ❑ Provide all payment and billing information
- ❑ Select any card type from the dropdown.
- ❑ Accept the terms and conditions and click submit
- ❑ You will be e-mailed a receipt

The screenshot shows a payment form with two main sections: Billing Information and Payment Information. The Billing Information section includes fields for First Name, Last Name, Street, City, State/Territory, Zip, Phone Number, Email, and Confirm Email. The Payment Information section includes a Card Type dropdown menu, Card Number (with 'TEST MODE' in red), CVW Code (with '123' in red), and Expiration date (with '01' and '2011' in dropdowns). Below the Payment Information section is a checkbox for 'I Accept' and a link to the 'Commonwealth of Massachusetts Terms Agreement'. A 'Back' button is located at the bottom left of the form area.

Please Verify above information before the Submit Payment Button is pressed. Do not click Submit Payment button more than one time.



Pay By Mail

- ❑ If you choose “Pay By Mail”
- ❑ Check your email for instructions



NOTICE DATE: 6/12/2023

Dear LSP USER,

Thank you for submitting your online application form for record type: **LSP - Licensed Site Professional Application**. Your transaction Record Number is: **23-LSP-0033-APP**. Please find attached copy of your submitted application.

Payment online: If you have paid online by credit card or ACH you will receive an additional notification from the epayment vendor that your payment is complete. That notification will include a Reference ID # for your records.

Pay by Mail: If you chose the “Pay by Mail” option, your payment must be in the form of a check or money order made payable to the Commonwealth of Massachusetts. Do not send cash. You must include your transaction Record Number 23-LSP-0033-APP on the check or money order that must be sent to the address below.

Department of Environmental Protection
Commonwealth of Master Lock Box
LSP Board
PO Box 3982
Boston, MA 02241-3982

Please note - The individuals listed as your professional references will also receive an email notification with instructions on how to submit the Professional Reference Form.

You can track the progress of your submission through the review process at the following link:

<https://testaca.eea.mass.gov/citizenaccess/>.

Thank you,
LSP Board



Step 4: Successful Submission

- ❑ When you submit your application, you will receive a transaction Record Number
- ❑ Upon submission of your exam application please make sure to check your email for system notifications

Home

Search Applications

LSP - Licensed Site Professional Exam

1 Exam Information	2 Review	3 Pay Fees	4 Record Submitted
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Step 4: Record Submitted

 Your application has been successfully submitted.

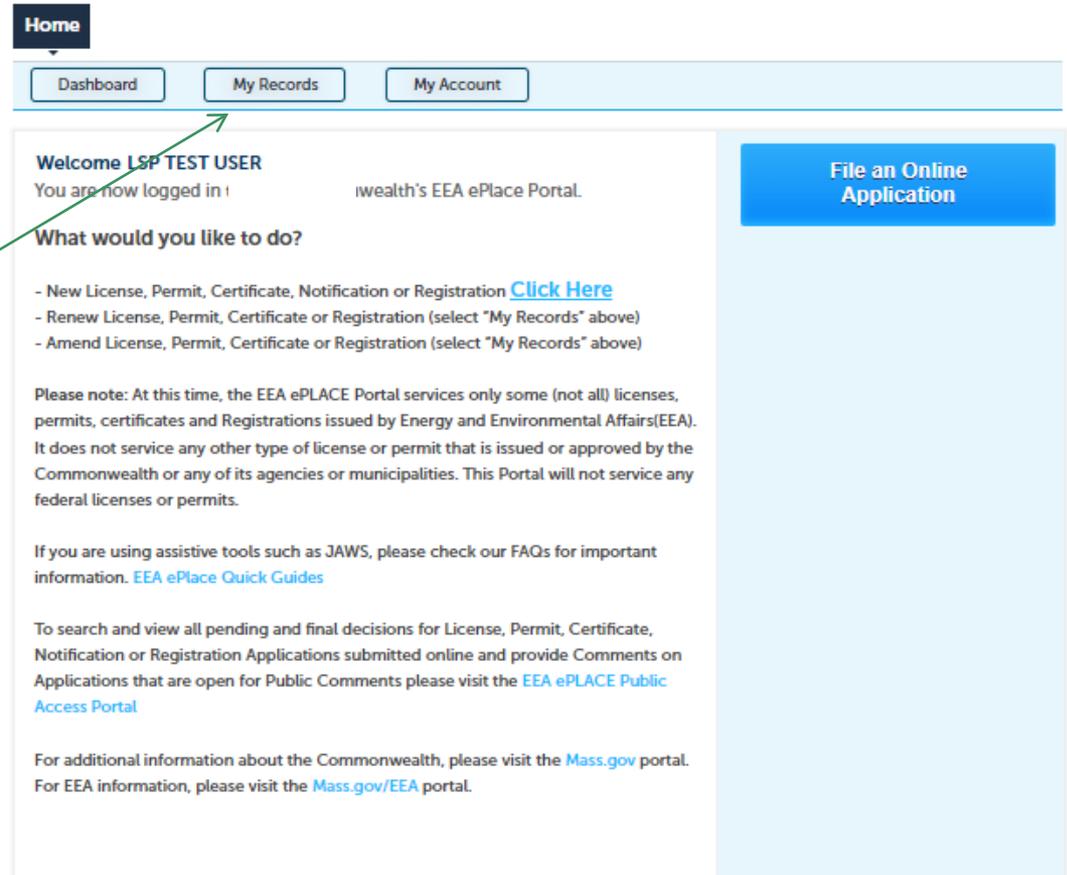
Thank you for using our online services.
Your Record Number is 23-LSP-0004-EXAM.

You will need this number to check the status of your application.



To check the status of an application

- ❑ Log on to EEA ePlace portal
- ❑ [Mass.gov Licensing and Permitting Portal](#)
- ❑ Go to your “My Records” page to see and/or track the status of an application



Home

Dashboard My Records My Account

Welcome LSP TEST USER
You are now logged in to the Commonwealth's EEA ePlace Portal.

What would you like to do?

- New License, Permit, Certificate, Notification or Registration [Click Here](#)
- Renew License, Permit, Certificate or Registration (select "My Records" above)
- Amend License, Permit, Certificate or Registration (select "My Records" above)

Please note: At this time, the EEA ePLACE Portal services only some (not all) licenses, permits, certificates and Registrations issued by Energy and Environmental Affairs (EEA). It does not service any other type of license or permit that is issued or approved by the Commonwealth or any of its agencies or municipalities. This Portal will not service any federal licenses or permits.

If you are using assistive tools such as JAWS, please check our FAQs for important information. [EEA ePlace Quick Guides](#)

To search and view all pending and final decisions for License, Permit, Certificate, Notification or Registration Applications submitted online and provide Comments on Applications that are open for Public Comments please visit the [EEA ePLACE Public Access Portal](#)

For additional information about the Commonwealth, please visit the [Mass.gov](#) portal. For EEA information, please visit the [Mass.gov/EEA](#) portal.

File an Online Application



Questions?

- For technical assistance:
 - Contact the ePlace Help Desk Team at (844) 733-7522
 - Or send an email to: ePLACE_helpdesk@state.ma.us

- For business related questions, please visit the link below:
<https://www.mass.gov/how-to/apply-for-lsp-exam>

