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# LSP - Licensed Site Professional Limited Application

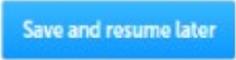
Licensed Site Professional



**EEA ePlace Portal**

# General Navigation

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- ❑ 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

## First time users:

- ❑ Click or type this address on your browser:

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

- ❑ Follow the prompts to create a new user account

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

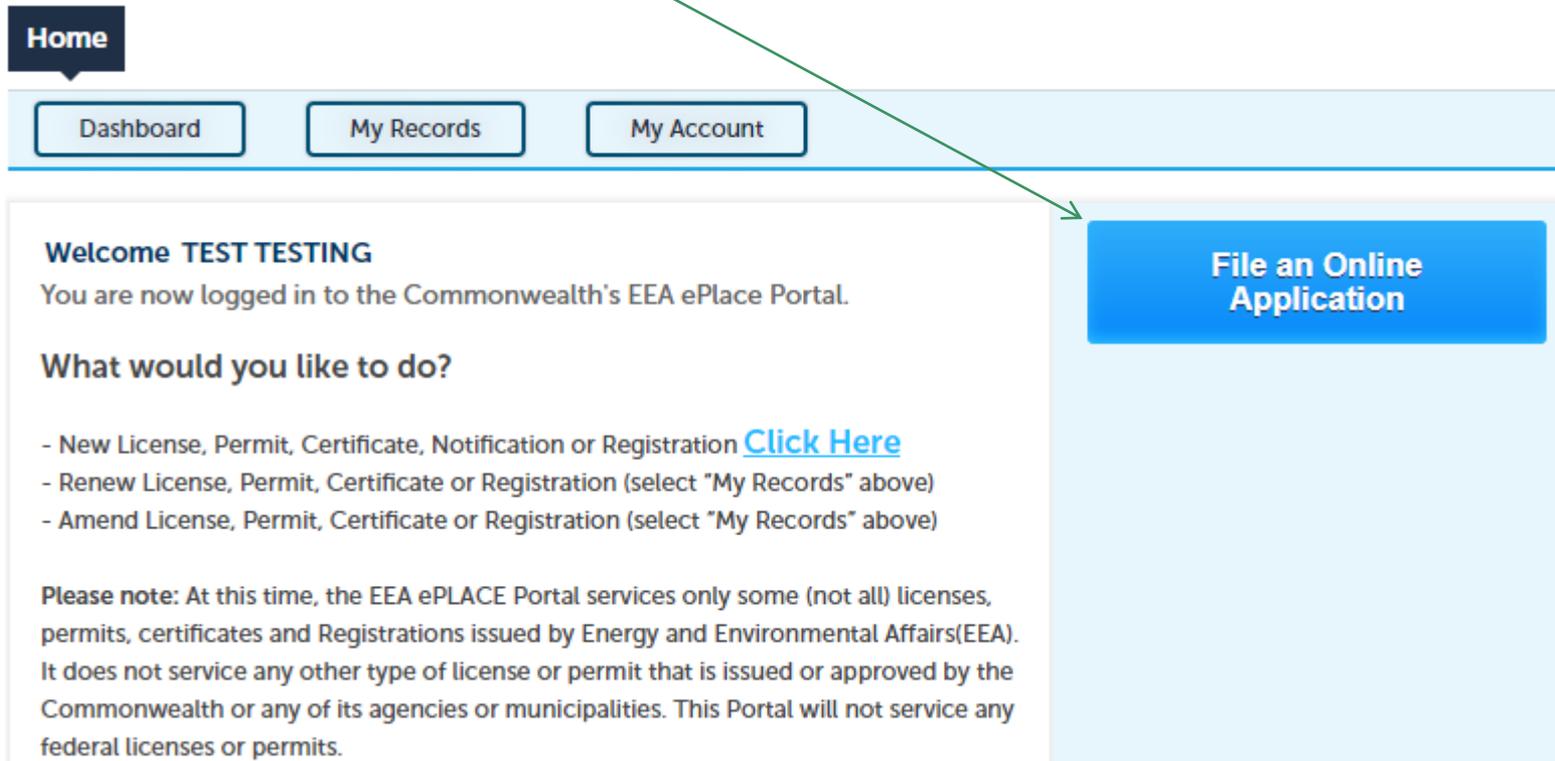
The screenshot shows the EEA ePLACE Portal website. At the top, there is a navigation bar with links for "State Offices & Courts", "State A-Z Topics", "State Forms", and "Accessibility FAQs". Below this is the "EEA ePLACE Portal" header. A navigation menu includes "Announcements", "Accessibility Support", "Register for an Account", "Reports (2)", and "Login". A green arrow points from the "Register for an Account" link in the navigation menu to the "Register for an Account" link in the main content area. Below the navigation menu, there is a "Need Help?" section with contact information for the ePLACE Help Desk Team. A "Contact:" section lists "Energy and Environmental Affairs, MASSDEP", "Energy and Environmental Affairs, MDAR", and "Energy and Environmental Affairs, DCR". A "Home" button is visible. The main content area features a "Welcome to the Commonwealth of Massachusetts ePLACE Portal" section, a "Login" form with fields for "User Name or E-mail:" and "Password:", and a "Login" button. A green arrow points from the "Login" button in the main content area to the "Login" button in the navigation menu. Below the login form, there is an "Options for Licensees and Applicants:" section with links for "Apply for, Renew, or Amend a License, Permit, Certificate, Notification or Registration" and "Make Payments Online". An "ePLACE Portal Account Registration:" section provides information on how to register for an account. A "Remember me on this computer" checkbox and links for "I've forgotten my password" and "New Users: Register for an Account" are also present. A "Please note:" section at the bottom right explains that ePLACE Portal services only cover some licenses, permits, and certificates issued by Energy and Environmental Affairs (EEA).



EEA ePlace Portal

# File an Online Application

- ❑ Click here to start



The screenshot shows the EEA ePlace Portal dashboard. At the top left, there is a 'Home' button. Below it are three navigation buttons: 'Dashboard', 'My Records', and 'My Account'. The main content area displays a welcome message for 'TEST TESTING' and a list of actions: 'New License, Permit, Certificate, Notification or Registration' (with a 'Click Here' link), 'Renew License, Permit, Certificate or Registration', and 'Amend License, Permit, Certificate or Registration'. A 'Please note' section explains the portal's scope. On the right side, a large blue button labeled 'File an Online Application' is highlighted with a green arrow pointing from the text 'Click here to start'.

**Home**

Dashboard My Records My Account

**Welcome TEST TESTING**  
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)

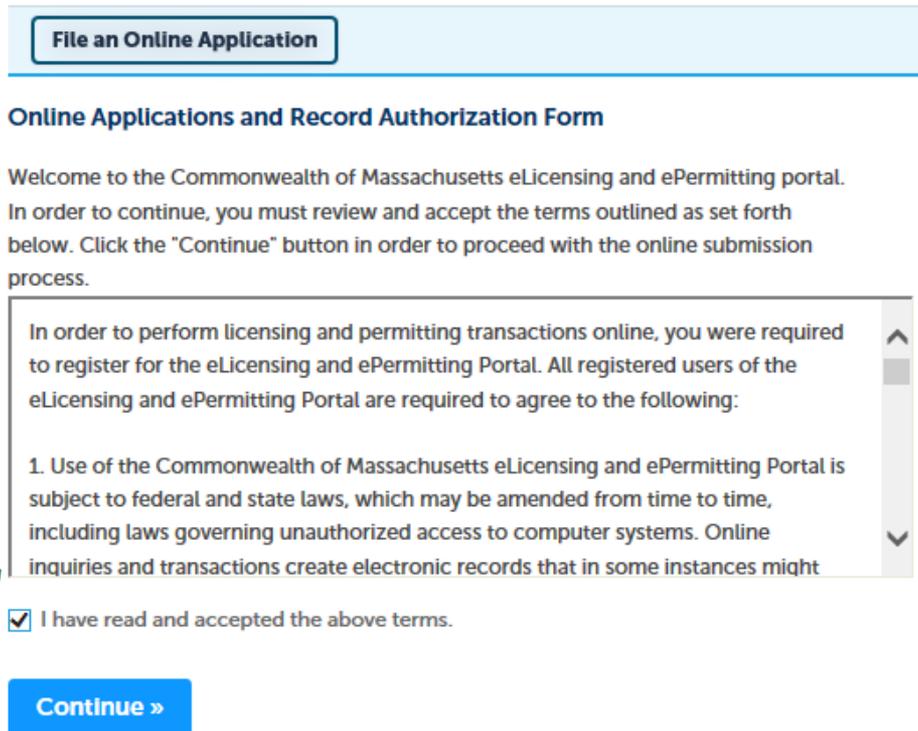
**Please note:** At this time, the EEA ePLACE Portal services only some (not all) licenses, permits, certificates and Registrations issued by Energy and Environmental Affairs (EEA). It does not service any other type of license or permit that is issued or approved by the Commonwealth or any of its agencies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

**File an Online Application**



# File an Online Application

- ❑ Read and accept the Terms and Conditions
- ❑ Click the checkbox and click “Continue”



**File an Online Application**

### Online Applications and Record Authorization Form

Welcome to the Commonwealth of Massachusetts eLicensing and ePermitting portal. In order to continue, you must review and accept the terms outlined as set forth below. Click the "Continue" button in order to proceed with the online submission process.

In order to perform licensing and permitting transactions online, you were required to register for the eLicensing and ePermitting Portal. All registered users of the eLicensing and ePermitting Portal are required to agree to the following:

1. Use of the Commonwealth of Massachusetts eLicensing and ePermitting Portal is subject to federal and state laws, which may be amended from time to time, including laws governing unauthorized access to computer systems. Online inquiries and transactions create electronic records that in some instances might

I have read and accepted the above terms.

**Continue »**



# Apply for a LSP Limited Application

- ❑ Click on “Apply for a Licensed Site Professional” to expand the list of applications
- ❑ You can also search for the application on the search bar field

## Commonwealth of Massachusetts EEA ePLACE (ePermitting) Online Services

### New Applicants:

The Commonwealth of Massachusetts EEA ePLACE (ePermitting) portal provides the ability to file applications for licenses, permits, certificates, notifications and registrations. From the listing below, please click on the appropriate link to expand the options, select the service that you would like to use and click the continue button.

### Existing Applicants:

Click Home and use the “My Records” tab to renew or amend a license, permit, certification or registration. If they are not listed under the “My Records” tab, please select the “Link your account” option found in section below. You will be prompted for a “record identification code” and “authorization code.” from the Account Link notification you received. If you have not received a notification letter, please contact the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLACE between the hours of 7:30 AM - 5:00 PM Monday-Friday.

For easier and quicker way to find your application from the list below, Use Search Bar. Type in the name of your application or a keyword in the search field and click search for results.

- ▶ Apply for a DCR Authorization - Construction and Vehicle Access Permits
- ▶ Apply for a DCR Authorization - Special Use Permits
- ▶ Apply for a DEP Authorization - Air Quality (AQ)
- ▶ Apply for a DEP Authorization - Drinking Water (DW)
- ▶ Apply for a DEP Authorization - Hazardous Waste (HW)
- ▶ Apply for a DEP Authorization - NPDES (WM)
- ▶ Apply for a DEP Authorization - Laboratory Certification Program (LES)
- ▶ Apply for a DEP Authorization - Solid Waste (SW)
- ▶ Apply for a DEP Authorization - Toxic Use Reduction (TUR)
- ▶ Apply for a DEP Authorization - Watershed Management (WM)
- ▶ Apply for a DEP Authorization - Water Pollution Residuals (WP)
- ▶ Apply for a DEP Authorization - Water Pollution Wastewater (WP)
- ▶ Apply for a DEP Authorization - Waterways Chapter 91 (WW)
- ▶ Apply for a DEP Authorization - 401 Water Quality Certification (WW)
- ▶ Apply for a MDAR Authorization
- ▶ **Apply for a Licensed Site Professional**
- ▶ Apply for an EEA General Request
- ▶ Link Your Account - For MassDEP Only



# Apply for a LSP Limited Application

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- ❑ Select “LSP - Licensed Site Professional Limited Application” and click continue at the bottom of the page to start your application

- ▶ Apply for a MDAR Authorization
- ▼ Apply for a Licensed Site Professional
  - LSP - Licensed Site Professional Application
  - LSP - Licensed Site Professional Limited Application
- ▶ Apply for an EEA General Request
- ▶ Link Your Account - For MassDEP Only
- ▶ Other

Continue »



# Step 1: Pre-Application Information

Please note that the eligibility for this application will be determined by LSP Board.

- ❑ LSP Board will send an email (or) Pin Letter containing a Record Identification Code and a Pin Code
- ❑ Please follow the instructions, enter the information in the Pre-Application Information section
- ❑ If you do not have this information, please reach out to LSP Board
- ❑ Click “Continue Application” to proceed

## LSP - Licensed Site Professional Limited Application

1	Pre-Application Information	2	Contact Information	3	Application Information	4	Documents	5	Review	6	7
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Step 1: Pre-Application Information > Page 1 of 1

Instructions

\* indicates a required field.

### Pre-Application Information

**Please note:** Eligibility for this application will be determined by LSP Board. Before proceeding you should have received a notification from the LSP Board containing a Record Identification Code and a Pin Code.

In order to proceed with this application, please follow the instructions received in the notification from the LSP Board.

If you do not have this information, please reach out to LSP Board.

\* Record Identification Code:

\* Pin Code:

Continue Application »

Commonwealth of Massachusetts  
Executive Office of Energy and Environmental Affairs

**Board of Registration of Hazardous Waste  
Site Cleanup Professionals**

100 Cambridge Street, 9th Floor | BOSTON, MA 02114  
PHONE: 617-556-1091 | EMAIL: [lsp.board@mass.gov](mailto:lsp.board@mass.gov)

Maura T. Healey  
Governor

Rebecca L. Tepper  
Secretary

Kimberly Driscoll  
Lieutenant Governor

**Limited Application Pin Information**

You are receiving this notification because the LSP Program has determined you qualify for a LSP Limited application process. Please follow the instructions below to start your LSP Limited Application.

Record Identification Code: LSP-1234

PIN Code: 390737650

**To start your LSP Limited Application:**

- 1) Login to your account by visiting <https://eplace.eea.mass.gov/citizenaccess>
- 2) Once you are login to your account, click "File an Online Application".
- 3) Read and accept the "General Disclaimer."
- 4) Click on "LSP-Limited Application" then select "LSP\_LimitedAPP" option and press Continue.
- 5) Enter your Record Identification Code and Pin Code provided above.
- 6) Click the "Continue Application" button to start your LSP Limited Application process.
- 7) For step-by-step instructions on how to submit your LSP Limited Application please go to - [www.lsp.com](http://www.lsp.com)

**Important Note:**

- This is a one-time code. It should be kept confidential.
- For technical assistance in using the portal, please call the ePLACE Help Desk Team at (844) 733-7522 or e-mail at [ePLACE\\_helpdesk@state.ma.us](mailto:ePLACE_helpdesk@state.ma.us).



EEA ePlace Portal

# Step 2: Contact Information

- ❑ **Permittee:** The system will auto-populate the Permittee's information from the registration process
- ❑ **Published Information:** This information will be listed publicly on the Board's website; Click on "Add New" and follow the prompts
- ❑ Click "Continue Application" to proceed



LSP - Licensed Site Professional Limited Application

1 Contact Information	2 Application Information	3 Documents	4 Review	5 Pay Fees	6
-----------------------	---------------------------	-------------	----------	------------	---

Step 1: Contact Information > Page 1 of 1

[Instructions](#)

**NOTE:** If you applied previously, and you took but did not pass the Board's licensing exam, contact LSP Board to check if you are eligible for the "Limited" Application Form prior to proceeding with this application.

\* indicates a required field.

**Permittee**

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**Permittee is the Licensee to whom the LSP License will be issued.**

**Note:** The mailing address information associated to Permittee (below) will be used by Board's Staff to mail official Board correspondence. This information will not be listed publicly on the Board's website.

If you need to modify the information, please follow the steps below:

- Select 'Save and resume later' button (below) on this application.
- Go to 'Account Management' and update your information under Contact Information section.
- For any Contact Name changes, please reach out to ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLAC
- Please resume your application from 'My Records' tab.

**Permittee:**

LSP TEST USER

200 Winter St  
Boston, MA, 12323  
Telephone #: 123-453-2536 Email: sneha9717@gmail.com

[Edit/View](#)

**Published Information**

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'Published Information' will be used for the "Searchable LSP List" on the Board's website.

To add the information, click the 'Add New' button. To update/modify

[Add New](#)

[Continue Application »](#)

**Contact Information**

Employer (if used)

\* Country:

\* P.O. Box / Address Line:

\* City:  \* State:  \* Zip:

\* E-mail:  \* Telephone #:  Ext #:

[Continue](#) [Clear](#) [Discard Changes](#)

# Step 3: Application Information

- ❑ Select the appropriate Application Type
- ❑ Enter your **Education Information** in the table by selecting the “Add a Row” button and follow the prompts
- ❑ Click “Continue Application” to proceed

## LSP - Licensed Site Professional Limited Application

1 Pre-Application Information	2 Contact Information	3 Application Information	4 Documents	5 Review	6	7
-------------------------------	-----------------------	---------------------------	-------------	----------	---	---

Step 3: Application Information > Page 1 of 4

Instructions

\* indicates a required field.

### Application Type

Please select your application type

\*Based on the Minimum Education Requirements in 309 CMR 3.02(1) of the regulations, indicate under which "Track" you want to be considered for licensure and provide the requested information about your qualifying educational degree:

Alternate Track

--Select--  
Alternate Track  
Standard Track

### Education Information

#### Education Information

Click the "Add a Row" button to enter each qualifying educational degree.

Showing 1-1 of 1

<input type="checkbox"/>	Field of Study of Qualifying Degree (e.g., Civil Engineering)	Type of Degree (eg., BS, MS)	Year of Graduation	
<input type="checkbox"/>	ert	rwet	ertw	Actions ▼

Add a Row Edit Selected

Continue Application »

#### EDUCATION INFORMATION

\*Field of Study of Qualifying Degree (e.g., Civil Engineering):  
\*Type of Degree (eg., BS, MS):  
\*Year of Graduation:

Submit

Cancel



# Step 3: Application Information

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- ❑ Please note before proceeding to complete the upcoming sections, first you will need to complete the individual LSP forms below accordingly
  - ▶ LSP Form 1 - RPE-Position Description - [Click here to download](#)
  - ▶ LSP Form 1 - RPE-Project Description - [Click here to download](#)
  - ▶ LSP Form 1 - TPE-Position Description - [Click here to download](#)
  
- ▶ Jona - Can we add something here??



# Step 3: Application Information

- ❑ Please read the instructions specific to each section
- ❑ Enter the information in the table by selecting the “Add a Row” button and follow the prompts
- ❑ Summary of Relevant Professional Experience
- ❑ Summary of Total Professional Experience

## LSP - Licensed Site Professional Limited Application

1 Contact Information	2 Application Information	3 Documents	4 Review	5 Pay Fees	6
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Step 3: Application Information > Page 2 of 4

[Instructions](#)

Please note, before proceeding to complete the sections below, first you will need to complete the individual LSP forms below.

1. LSP Form 1 - RPE-Position Description - [Click here to download](#)
2. LSP Form 2 - RPE-Project Description - [Click here to download](#)
3. LSP Form 3 - TPE-Position Description - [Click here to download](#)

\* indicates a required field.

### Summary of Relevant Professional Experience

#### Summary of RPE

For the table below, please summarize each of your Form 1 Positions and identify which Form 2 Project Descriptions corresponds with each Form 1 Position. Here you will also claim how many years and months of Relevant Professional Experience you believe you have earned in each Position and in total

Click the “Add a Row” button to enter each relevant professional experience claimed.

**NOTE:** Applicants applying under the Standard Track must claim at least 5 years of RPE. Applicants applying under the Alternate Track must claim at least 7 years of RPE. In addition, all applicants must claim at least 3 years of RPE within 5 years of submitting this Application. If you do not claim the requisite amount of RPE, this Application will be deemed incomplete.

Showing 0-0 of 0

Position # from LSP Form 1	Position Description	Start Date in Position (mo/yr)	End Date in Position (mo/yr)	Corresponding Project Description Number	RPE Claimed (yrs/month)
No records found.					

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

### Summary of Total Professional Experience

#### Summary of TPE

For the table below, please summarize each of your Form 3 (“TPE”) Positions, use the Position numbers from your Form 3s and list your employer for each Position. In the middle column, indicate the month and year you started and finished working in each Position. (You should bring that information forward from the Position Duration line on page 1 of each Form 3.) Here you will also claim how many years and months of TPE you earned for each Position.

Click the “Add a Row” button to enter each total professional experience claimed.

Showing 0-0 of 0

Position # from LSP Form 3	Employer	Start Date in Position (mo/yr)	End Date in Position (mo/yr)	TPE Claimed (yrs/month)
No records found.				

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)



# Step 3: Application Information

- ❑ Please read the instructions and enter the information (if any) in the table - **Summary of Extra Education Credit** by selecting the “Add a Row” button and follow the prompts

- ❑ Depending on the information provided in the tables, please enter the total number of years and months in the **Summary of Experience Section**

- ❑ **Note:** Click  button next to each field for additional information

- ❑ Click “Continue Application” to proceed

## Summary of Extra Education Credit

### Summary of Extra Education

Click the “Add a Row” button to enter each extra education credit claimed.

This “extra” credit may not be claimed for degrees used to meet the minimum education requirements for the Standard Track or Alternate Track. For detailed information please click the “Instructions” button above.

**Note** - The request for extra credit must not exceed two years

Showing 0-0 of 0

Field of Study	Type of Degree	Time Requested (whole years only)
No records found.		

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

## Summary of Experience Information

\*Enter the total number of years and months of Relevant Professional Experience you claimed on the “Summary of RPE” table above: 

\*Enter the total number of years and months of Total Professional Experience you claimed on the “Summary of TPE” table above: 

\*Enter the total number of years of Extra Education Credit you claimed on the “Summary of Extra Education” table above. **Note** - The request for extra credit must not exceed two years: 

\*Enter the claimed total experience that is the sum of the three above fields i.e., Relevant Professional Experience, Total Professional Experience and Extra Education Credit. Please enter year/month(s):

[Continue Application »](#)

[Save and resume later](#)



# Step 3: Application Information

- ❑ Please read the instructions and select each row, click on “Edit” to provide the required information
- ❑ Please note – Ensure the email addresses are correct. Each reference will receive an email on how to submit the “Professional Reference Form.”
- ❑ Click “Continue Application” to proceed

## LSP - Licensed Site Professional Limited Application

1 Pre-Application Information	2 Contact Information	3 Application Information	4 Documents	5 Review	6	7
-------------------------------	-----------------------	---------------------------	-------------	----------	---	---

Step 3: Application Information > Page 3 of 4

Instructions

\* indicates a required field.

### Professional References

#### Professional References

The Board requires a total of two (2) professional references in support of your application.

In the table below, list the names, addresses, email, and phone number of the four individuals who will serve as your professional references. Select each row accordingly and click on “Edit” to provide the information required.

Please note – Ensure the email addresses are correct. Each reference will receive an email on how to submit the “Professional Reference Form.”

⚠ 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"/>	Reference #	Full Name	Address	Email	Phone Number
<input type="checkbox"/>	1				
<input type="checkbox"/>	2				

Edit Selected

Continue Application »

Professional References

The Board requires a total of four (4) professional references in support of your application.

In the table below, list the names, addresses, email, and phone number of the four individuals who will serve as your professional references. Select each row accordingly and click on “Edit” to provide the information required.

Please note – Ensure the email addresses are correct. Each reference will receive an email on how to submit the “Professional Reference Form.”

\*Reference #:  \*Full Name:  \*Address:

\*Email:  \*Phone Number:

Submit Cancel



# Step 3: Application Information

- ❑ Enter information accordingly in the section (if applicable)
- ❑ **Please note:** In the Moral Character and Proficiency section - If you select "Yes" to any of the questions, you will be required to attach the supporting document(s) in the Documents section of this application

## LSP - Licensed Site Professional Limited Application

1 Pre-Application Information	2 Contact Information	3 Application Information	4 Documents	5 Review	6	7
-------------------------------	-----------------------	---------------------------	-------------	----------	---	---

Step 3: Application Information > Page 4 of 4

Instructions

\* indicates a required field.

### Optional Statement of Qualification for RPE

In 250 words or less, you may provide additional information in support of your claim that you meet the requirements for Relevant Professional Experience (RPE):

### Moral Character and Proficiency

If you select "Yes" to any of the questions below, you will be required to attach the supporting document(s) in the Documents section of this application.

- \* Have you ever been disbarred, suspended, reprimanded, censured, or otherwise disciplined as a member of any profession or holder of any public office, or have you voluntarily surrendered a professional license?:  
 Yes  No
- \* Are you currently the subject of pending professional disciplinary proceedings?:  
 Yes  No
- \* Have you ever been convicted of a felony?:  
 Yes  No
- \* Have you ever been convicted of a misdemeanor involving Fraud, Deceit, Misrepresentation or Forgery?:  
 Yes  No
- \* Within the last seven years have you had a civil judgment rendered against you or your company for professional errors, omissions, negligence, incompetence, or professional malpractice committed by you in the conduct of your business?:  
 Yes  No
- \* Within the last seven years have you had a civil judgment rendered against you or your company for an action you took (or failed to take) involving Fraud, Deceit, Misrepresentation, Forgery, or the Massachusetts Consumer Protection Act (M.G.L. Chapter 93A)?:  
 Yes  No
- \* Are you currently a defendant in a criminal proceeding?:  
 Yes  No



# Step 3: Application Information

- ❑ Read the Affidavit and check the box to accept
- ❑ Click “Continue Application” to proceed

## Affidavit

By checking “I agree”, you are making a formal declaration under the pains and penalties of perjury that the information you are providing in your application is true and correct.

“Under the pains and penalties of perjury, I state that I have personally reviewed all of the information contained in this application, and all of this information is true and correct to the best of my knowledge. I understand that any misrepresentation I make on these forms will constitute grounds for the rejection of my application.”

\* I agree:

\* Applicant Name:

\* Date:

[Continue Application »](#)

[Save and resume later](#)



# Step 4: Documents

- ❑ Upload all required documents for your application
- ❑ The required documents will be listed on the table
- ❑ To begin attaching documents, click “Add”

## LSP - Licensed Site Professional Limited Application

1	2 Contact Information	3 Application Information	4 Documents	5 Review	6 Pay Fees	7
---	-----------------------	---------------------------	-------------	----------	------------	---

Step 4: Documents > Page 1 of 1

Instructions

\* indicates a required field.

### Documents

Documents:

**Please upload 3 Required Document(s) which are mandatory to submit this Application:**

1. LSP Form 1 - RPE-Position Description
2. LSP Form 2 - RPE-Project Description
3. LSP Form 3 - TPE-Position Description

### Attachment

When uploading file document(s) the maximum file size allowed is 50 MB.

The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.

The document 'Description' MUST NOT exceed 50 characters in length.

Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.

.bat;.bin;.dll;.exe;.js;.msi;.sql;.vbs;.ade;.adp;.chm;.cmd;.com;.cpt;.hta;.ins;.isp;.jar;.jse;.lib;.lnk;.mde;.msc;.msp;.mst;.php;.pif;.scr;.sct;.shb;.sys;.vb;.vbe;.vxd;.wsc;.wsf;.wsh are disallowed file types to upload.

File Name	Document Type	Description	Size	Action
No records found.				

Add

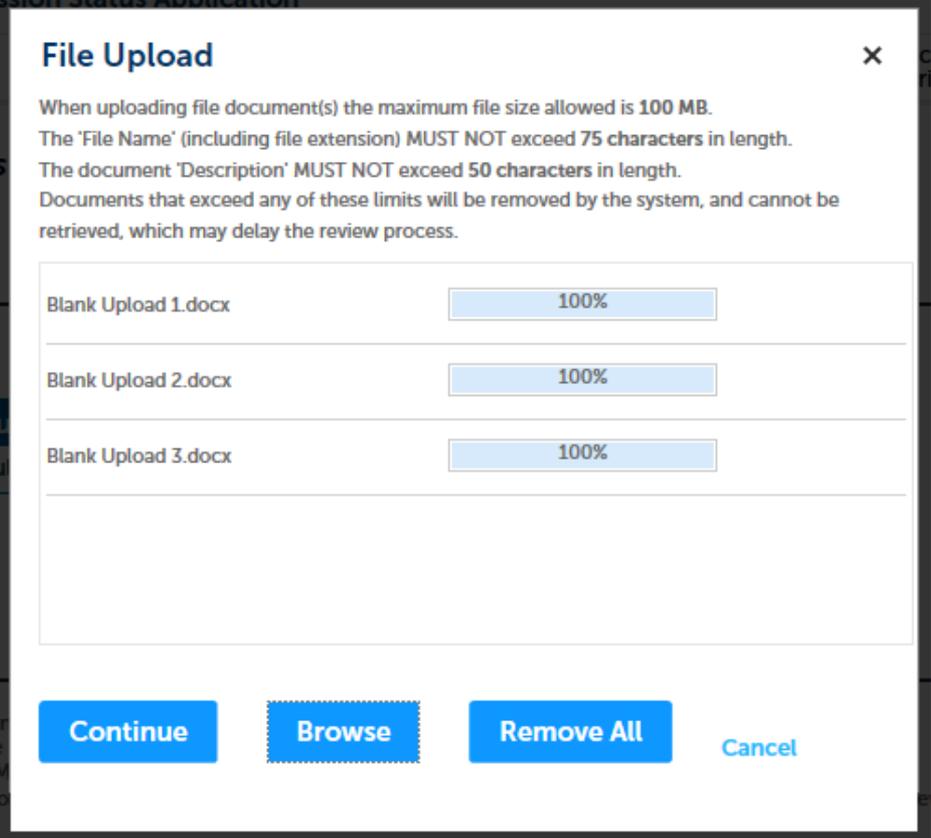
Continue Application >

Save and resume later



# Step 4: Documents (Attaching)

- ❑ A “File Upload” window opens
- ❑ Click “Browse”
- ❑ Choose the file(s) you want to attach.
- ❑ When all files reach 100%, click “Continue”



**File Upload** ✕

When uploading file document(s) the maximum file size allowed is **100 MB**.  
The 'File Name' (including file extension) **MUST NOT** exceed **75 characters** in length.  
The document 'Description' **MUST NOT** exceed **50 characters** in length.  
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.

Blank Upload 1.docx	100%
Blank Upload 2.docx	100%
Blank Upload 3.docx	100%

**Continue** **Browse** **Remove All** Cancel



# Step 4: Documents (Attaching)

- ❑ Select the document type
- ❑ Provide a description of each document that you uploaded
- ❑ Click “Browse” to add more documents
- ❑ When all documents are uploaded and described, click “Save”

The screenshot displays the document upload interface. It features three document entries, each with a file name, a progress indicator (100%), a description field (maximum 50 characters), and a type dropdown menu. The interface includes buttons for 'Save', 'Browse', 'Remove All', 'Continue Application', and 'Save and resume later'.



# Step 4: Documents (Attaching)

❑ You should see a message that you have successfully attached documents

❑ Review the list of attached documents

❑ When ready, click on “Continue Application” to proceed

 The attachment(s) has/have been successfully uploaded.  
It may take a few minutes before changes are reflected.

LSP - Licensed Site Professional Limited Application

1	2 Contact Information	3 Application Information	4 Documents	5 Review	6 Pay Fees	7
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Step 4: Documents > Page 1 of 1

[Instructions](#)

\* indicates a required field.

Documents

Documents:

**Please upload 3 Required Document(s) which are mandatory to submit this Application:**

1. LSP Form 1 - RPE-Position Description
2. LSP Form 2 - RPE-Project Description
3. LSP Form 3 - TPE-Position Description

Attachment

When uploading file document(s) the maximum file size allowed is 50 MB. The 'File Name' (including file extension) MUST NOT exceed 75 characters in length. The document 'Description' MUST NOT exceed 50 characters in length. Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.  
.bat;.bin;.dll;.exe;.js;.msi;.sql;.vbs;.ade;.adp;.chm;.cmd;.com;.cpl;.hta;.ins;.isp;.jar;.jse;.lib;.lnk;.mde;.msc;.msp;.mst;.php;.pif;.scr;.sct;.shb;.sys;.vbs;.be;.vxd;.wsc;.wsf;.wsh are disallowed file types to upload.

File Name	Document Type	Description	Size	Action
invite_1 - Copy - Copy (2).png	LSP Form 2 - RPE-Project Description	test	88.12 KB	<a href="#">Actions</a> ▼
invite_1 - Copy - Copy.png	LSP Form 3 - TPE-Position Description	test	88.12 KB	<a href="#">Actions</a> ▼
invite_1 - Copy - Copy - Copy.png	LSP Form 1 - RPE-Position Description	test	88.12 KB	<a href="#">Actions</a> ▼

[Add](#)

[Continue Application >](#)

[Save and resume later](#)



# Step 5: Review

- ❑ The entire application is shown on a single page for your review
- ❑ If you note something you want to change, click “Edit Application”
- ❑ Otherwise, continue to the bottom of the page

## LSP - Licensed Site Professional Limited Application

1	2 Application Information	3 Documents	4 Review	5 Pay Fees	6 Record Submitted
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### Step 4: 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](#)

#### Permittee

Individual  
LSP TEST USER  
200 Winter St  
Boston, MA, 12323  
United States

Telephone #:123-453-2536  
E-mail:sneha9717@gmail.com

#### Published Information

Individual  
Testing LSP  
Test Org  
200 Mail Road  
Boston, MA, 23434  
United States

Telephone #:111-111-1111  
E-mail:test@lsp.com

#### Application Type

Based on the Minimum Education Requirements in 309 CMR 3.02(1) of the regulations, indicate under which "Track" you want to be considered for licensure and provide the requested information about your qualifying educational degree: Alternate Track

#### Education Information

##### Education Information

Field of Study of Qualifying Degree (e.g., Civil Engineering)	Type of Degree (eg., BS, MS)	Year of Graduation
234	234	234

#### Summary of Relevant Professional Experience

##### Summary of RPE

Position # from LSP Form 1	Position Description	Start Date in Position (mo/yr)	End Date in Position (mo/yr)	Corresponding Project Description Number	RPE Claimed (yrs/month)
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# Step 5: Review

- Read the Certification Statement
- Click the check the box to complete your certification
- Click on “Continue Application” to proceed with the submittal of your application

## Application Submitter

Individual  
LSP TEST USER  
200 Winter St  
Boston, MA, 12323  
United States

E-mail:sneha9717@gmail.com

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.

I agree to the above certification.

Date:

[Continue Application >](#)

[Save and resume later](#)



# Step 6: 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

## LSP - Licensed Site Professional Limited Application

1	2	3 Application Information	4 Documents	5 Review	6 Pay Fees	7 Record Submitted
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### Step 6: 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 Application Fees	\$245.00
<b>TOTAL FEES</b>	<b>\$245.00</b>

[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 two-column form. The left column is titled "Billing Information" and contains fields for First Name, Last Name, Street, City, State/Territory (a dropdown menu), Zip, Phone Number, Email, and Confirm Email. The right column is titled "Payment Information" and contains a "Card Type" dropdown menu (with "Credit/Debit Card" and "Electronic Check/ACH" tabs), a "Card Number" field (containing "TEST MODE"), a "CVW Code" field (containing "123"), and an "Expiration" field (with "01" and "2011" dropdowns). Below these fields is a checkbox labeled "I Accept" and a section titled "Commonwealth of Massachusetts Terms Agreement" with a text box containing the terms and a link to "nCourt 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 7: Successful Submission

- ❑ When you submit your application, you will receive a transaction Record Number so you can track the status of your application online
- ❑ Upon submission of your application please make sure to check your email for system notifications

Home

Search Applications

## LSP - Licensed Site Professional Limited Application

1	2	3 Application Information	4 Documents	5 Review	6 Pay Fees	7 Record Submitted
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### Step 7: Record Submitted



Your application has been successfully submitted.

Thank you for using our online services.

**Your Record Number is 23-LSP-0004-LT-APP.**

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?

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For technical assistance:

Contact the ePlace Help Desk Team at (844) 733-7522

Or send an email to: [ePLACE\\_helpdesk@state.ma.us](mailto:ePLACE_helpdesk@state.ma.us)

For business related questions, please visit the link below:

<https://www.mass.gov/how-to/ww-24-general-license-certification>

