

COMMONWEALTH OF MASSACHUSETTS
Board of Registration
of
Hazardous Waste Site Cleanup Professionals

Instructions for the Application to Qualify for Examination

[Revised March 2010]

1. INTRODUCTION

The Board of Registration of Hazardous Waste Site Cleanup Professionals has prepared the following **Application Instructions** for those individuals who are seeking to become eligible to take the Board's licensing examination. The Board must vote to approve your Application before you will be eligible to take the exam. Please read these instructions carefully before you begin preparing the Application forms.

NOTE: If you are reapplying and the Board has previously approved an Application you submitted, you may not need to submit this type of Application. Please check with the Board's staff at 617-556-1091 to determine whether you are eligible to file a "Limited Application to Re-Qualify for Examination."

The Board's process for evaluating Applications is designed to ensure that each applicant receives a fair and impartial decision based on the information presented to the Board. You can assist the Board in accomplishing this goal by remembering the following as you complete the Application:

- ***All applicants should read these instructions carefully before beginning to complete the LSP Application forms.*** Applicants should also read the following sections of the Board's regulations at 309 CMR: Sections 3.01, 3.02, 3.03, and, in Section 2.02, the definitions of the terms "Relevant Professional Experience," "Total Professional Experience," "Waste Site Cleanup Decision-Making Experience," "Practical Experience," "Principal Decision Maker," "Proficiency," and "Good Moral Character." The Board's regulations can be found on its website at <http://www.Mass.Gov/lsp/>. Applicants who fail to review these regulations, and to apply them when filling out their Applications, may make mistakes that cause their Applications to be processed more slowly or denied.
- ***Applicants have the burden to both claim and demonstrate in their Applications that they meet the requirements for licensure.*** Applicants should review their completed Applications to ensure that the Board's questions on each form are answered fully. The Board relies primarily upon the written information provided in the Application forms to

decide whether an applicant is qualified to take the examination.

- *Each applicant should ensure that the information s/he provides in the Application forms stands alone and does not depend upon any other information or knowledge not contained in the Application about the applicant or his or her reputation, firm, or professional experience.* Unless specifically requested to do so by the Board, applicants will not have the opportunity, once an Application is submitted, to add any other written or oral information to their Applications. Also, please do not submit additional materials such as sample site assessment reports, publications, or letters from your supporters. These unrequested materials are not considered to be part of the Application and will be returned to you.
- *Applicants should not rely upon their general understanding of the Board's mission or upon information from other sources as a basis for completing the Application forms.* To understand the criteria that the Board uses to evaluate applicants' qualifications, applicants should rely only on these Instructions, the LSP Board's regulations at 309 CMR 3.00, and the definitions of terms in the regulations.

If applicants have questions or need additional information during the preparation of this Application, they may call the Board's offices at 617-556-1091. Please note that staff will answer general questions about the Application and the evaluation process, but they must refrain from discussing the specifics of any applicant's qualifications.

Applicants with special needs may contact the Board for assistance or additional information.

2. GENERAL INFORMATION ABOUT THE APPLICATION PROCESS

Overall Summary of Application and Licensing Process: The first step in applying to become an LSP is to submit (i) a complete, written Application and (ii) an Application Fee of \$245 (mailed separately to a lockbox).

A complete, written Application is composed of eight (8) separate forms (Forms 1 – 8), original documentation of the educational degree that qualifies the applicant for the educational Track claimed, and four (4) professional reference forms. This information should be mailed or delivered by hand to the Board. No other material should be submitted unless requested by the Board.

After reviewing an Application (and any additional information the Board has requested during its review of the Application), the Board determines whether the applicant has the education, experience, and good moral character to be an LSP. The Board votes to approve or deny each complete Application submitted to the Board. The affirmative vote of at least a majority of the

Board members present at an official Board meeting is required to approve or deny an Application.

Those whose Applications are denied may reapply at any time unless the Board's denial letter imposes a prohibition on reapplying for a specified period (up to five years).

Approved applicants are notified that they have two years to pass the Board's licensing examination. Approved applicants are not licensed until they pass the examination. The examination tests an applicant's overall technical and regulatory understanding, and it includes many questions pertaining to the Massachusetts 21E program and its regulations (the Massachusetts Contingency Plan or "MCP") at 310 CMR 40.0000. The Examination Fee is \$325 per exam.

An approved applicant who fails to pass the examination may re-take the exam repeatedly on three conditions: (i) the re-take must occur at least 90 days after the previous exam; (ii) the retake must occur no more than two years after the date the Board voted to approve the applicant's written Application; and (iii) the applicant must pay the \$325 exam fee for each re-take. The Board administers the exam every 6 to 8 weeks on fixed dates, depending on demand.

An approved applicant who passes the Board's examination will receive an LSP license valid for a 3-year period. Each LSP must renew his or her license every three years thereafter to maintain his or her license. For more information about license renewal, see the Board's regulations at 309 CMR 3.06.

Public Availability of Information on the Application Forms: Since the Board is a Massachusetts state agency, it is subject to the state's Public Records Law. The Board is compelled by this law to release most information from an applicant's file to other people or to the general public whenever requested.

- *The Application Forms themselves are generally considered to be public records.*
- *The Board will seek to keep Professional Reference Forms confidential, as they are not considered by the Board to be public records.*
- *The original documentation you submit that demonstrates that you received the degree you have selected as your qualifying degree is considered to be a public record.*
- *Any personal data (e.g., a Social Security Number) contained within any public records you submit will be redacted before being released to the public in response to a public records request.*

Application Time Frames: Applications are accepted by the Board continuously, and the Board intends to continue to make decisions on Applications at each of its monthly meetings. Applicants can expect 6 to 10 weeks between the date their complete Application is submitted and the date the Board takes action on the Application. This time frame will likely be extended if the Board asks an applicant to submit additional information.

Board Action on Applications: The Board's staff will first review each Application for administrative completeness. If the Application is determined to be "incomplete," a letter will be

sent to the applicant specifying what is missing. The applicant assumes full responsibility for the timely submission of all materials.

Complete Applications are sent to an ***Application Review Panel*** for substantive review and evaluation. Each panel consists of three of the LSP Board members. (New panels, with different Board members, are formed each month.) The three members of the panel carefully read and evaluate the Applications they are assigned. Then, at a meeting of the panel, the members discuss each Application and decide whether the Application (and any other relevant information gathered by the panel) demonstrates that the regulatory application standards have been met. If a majority of the panel agrees that, based on this information, the applicant meets the regulatory application standards, the panel presents the full Board with a recommendation that it approve the Application. However, if a majority of the panel concludes that the Application (and the other relevant information gathered) does not demonstrate that the application standards have been met, the panel will recommend that the full Board deny the Application. Alternatively, the panel may postpone action on an Application if the members decide they need additional information prior to making a recommendation to the full Board.

If action on an Application is postponed, the panel will hold the Application pending its receipt of the additional information they have requested from the applicant, supervisors, references, and/or other sources. If additional information is requested from an applicant, the applicant may provide the information to the Board, voluntarily withdraw his or her Application, or ask the Board to make a decision based upon the information available to the Board at that time.

*After my Application is submitted, is there anything I can do to increase the chances that the Board will vote to approve it?
Does the Board allow applicants to present additional information at the Board meetings?*

The Board has a responsibility to applicants and the public to ensure that the Application review process is as objective and fair as possible. The Board's Application evaluation process requires that information supplied by applicants must come to the Board on the Application forms or in response to specific questions asked by *Application Review Panels* or the full Board. After an Application is submitted, the applicant is not permitted to add unrequested information to his or her Application by submitting additional written materials or by making oral presentations to the Board. It should be noted, however, that all Board meetings are open to the public.

Applicants whose Applications are approved by the Board will receive letters informing them that their Applications were approved and, therefore, they are eligible to take the Board's licensing exam. Each applicant whose application is denied by the Board will receive a letter explaining the Board's decision, describing appeal rights, and offering an opportunity for an over-the-phone interview with the staff Applications Coordinator to discuss the reasons for the Board's decision.

Information from Other Sources: It is possible that the Board may receive unrequested written information regarding an applicant's qualifications from other sources. In addition, the law establishing the LSP program requires the Board to notify the Department of Environmental Protection (MassDEP) of all applicants. In response to this notification, it is conceivable that MassDEP may comment on an applicant's qualifications.

How will the Board deal with letters from MassDEP or others such as disgruntled clients regarding an applicant?

The Board may receive comments regarding applicants from MassDEP and from members of the public. The Board will consider this “outside information” if it is credible and relevant to whether the applicant should receive a license. However, before any “outside information” is provided to the *Application Review Panel* reviewing an Application, that information will be reviewed carefully to ensure that it is not frivolous or false.

Board may contact References and Other Persons: With or without notifying the applicant, the Board may contact the applicant’s references, other persons identified in the Application (e.g., former supervisors), and/or others to obtain additional information about an applicant’s qualifications to become an LSP.

Substitutions for Requirements: All applicants must meet all requirements to obtain a license. There are a limited number of instances in which the regulations provide substitutions for meeting these requirements. For example, up to two years of *Total Professional Experience (TPE)* may be obtained through specific educational substitutions. In those limited instances where substitutions are allowed, the applicant has the burden of proof and must specifically provide sufficient information in support of the substitution.

Interview: While the Board usually does not do so, it can require an in-person interview with an applicant to obtain additional information pertaining to the Application. That interview may be with the entire Board, an *Application Review Panel*, or a subcommittee of the Board.

Reapplication: If the Board does not approve an Application, the applicant may reapply at any time unless the Board specifies otherwise in the decision letter denying the Application. The Board is allowed by law to prohibit an applicant from reapplying for a period of not more than five years. To reapply, an applicant must submit a complete set of Application materials and another Application Fee (\$245). If the reapplication occurs within 6 months of the date the Board issues its notice of denial of the prior Application, applicants are permitted to use the references they submitted with the prior Application. Once original documentation of a qualifying degree has been submitted in support of an Application, it need not be submitted again when an applicant reapplies.

Fees: The Board charges fees to recover certain costs of its operation. Applicants and licensees are required to pay the following fees:

- ◆ *an Application Fee* of \$245 payable at the time the Application is submitted;
- ◆ *an Examination Fee* of \$325 payable before each exam is taken;
- ◆ *an Annual Fee* of \$225 payable during a licensee’s initial year of licensure and annually thereafter; and
- ◆ *a Renewal Application Fee* of \$100 payable when an LSP applies to renew his or her license every three years (or applies for a 90-day extension).

The Application Fee (\$245) must be paid by check or money order and mailed to a special lockbox. The fee should NOT be submitted with the Application. All checks or money orders must be made payable to the **Commonwealth of Massachusetts/LSP Board**. The name of the applicant must clearly be identified on the front of the check. Thus, if the applicant's company pays the fee, the applicant's name must be printed in large block letters on the front at the top of the check. Otherwise, the Board may not be able to identify for which applicant a fee has been submitted. The check must be placed in a separate envelope (separate from the Application) and mailed to the following lockbox:

**COMMONWEALTH OF MASSACHUSETTS
LSP BOARD
P.O. BOX 4062
BOSTON, MA 02241-4062**

The Application Fee must be mailed to the lockbox at the same time the completed Application is submitted to the Board. While the fee should be submitted separately from the Application, both should be mailed at the same time. If the Board cannot determine that an applicant has paid the Application Fee, the Board will stop processing that Application.

The completed Application must be mailed separately from the fee to the following address:

**LSP Board
1 Winter St.
Boston, MA 02108**

Examination: The Board administers a licensing examination to evaluate two of the attributes necessary to become an LSP: overall regulatory understanding and overall technical understanding. The Board will notify all those whose written Applications have been approved that they have two years to take and pass the licensing exam. The Board administers the Board's exams. Exams are offered by appointment only on pre-selected dates at intervals of approximately 6 to 8 weeks. When the Board notifies an applicant that his or her written Application has been approved, the applicant will be instructed to contact the Board to schedule an appointment to take an exam. Those whose Applications have yet to be approved may not schedule or take an examination.

Pre-Exam Continuing Education Credits: Please be aware that applicants who have been approved to take the licensing exam may take Board-approved continuing education courses and may utilize the credits earned at their first license renewal after passing the exam.

3. INFORMATION ABOUT QUALIFICATIONS FOR LICENSING

Attributes for Licensure as an LSP

The LSP program's enabling act defines an LSP as "*an individual who, by reason of appropriate education, training, and experience, is qualified, as attested by being licensed by the Board, to render waste site cleanup activity opinions that can be relied on as sufficient to protect public health, safety, welfare, and the environment.*" M.G.L. c. 21A, § 19.

The Board's regulations establish six attributes that an applicant must have to be licensed as an LSP. Two of these attributes – **overall technical understanding** and **overall regulatory understanding** – are evaluated through the examination.

The other four attributes are evaluated through the written Application process. Applicants must meet the Board's minimum requirements for all four of these attributes to be eligible to take an examination. The four attributes are in the following categories:

- **appropriate education;**
- **good moral character;**
- **Relevant Professional Experience** ("RPE"); and
- **Total Professional Experience** ("TPE").

Appropriate Education: The first attribute an applicant must have is "appropriate education." Depending on his or her level and field of education, each applicant must choose whether to apply under the *Standard Track* or under the *Alternate Track*.

(a) *Standard Track*

An applicant applying under the *Standard Track* must have earned a baccalaureate (bachelor's degree), master's degree, or doctorate 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.

(b) *Alternate Track*

An applicant who has at least a high school education but does not meet the education requirements for the *Standard Track* must apply under the *Alternate Track*.

Applicants who have not graduated from high school are not eligible to become LSPs and should not apply.

To qualify to take the exam, applicants who apply under the *Alternate Track* are required to have more experience than those who apply under the *Standard Track*. (See below.)

(c) **Documentation required to verify education**

Each applicant must submit **original** documentation from the appropriate educational institution(s) to verify that he or she meets the required educational qualifications for the Track he or she is using.

Important Note – Copies made by the applicant of documents he or she received from educational institutions do not meet this requirement. Please send only original documents that have been prepared by the educational institution that granted your degree.

Good Moral Character: The second attribute an applicant must have is "good moral character." Given the nature and importance of the work that LSPs do, and the reliance placed on their Opinions by MassDEP and the public, the Board is determined to license only those with good moral character. The Board's regulations define "good moral character" broadly as "*such*

character as will enable an individual to discharge the responsibilities of a licensed site professional.” Thus, the Board has considerable discretion in assessing an applicant’s character. If the Board learns that an applicant has exhibited any significant dishonesty or deceit in the past, or committed any felonies, it will ask the applicant to explain this conduct and demonstrate why it should not be grounds for denying the application.

Relevant Professional Experience (“RPE”) and Total Professional Experience (“TPE”):

The final two attributes noted above both pertain to the minimum **experience** requirements that an applicant must meet to be licensed. The following portion of these Instructions describes these two experience requirements in detail.

Minimum Experience Requirements

The minimum experience requirements are set forth in Section 3.02(2) of the Board’s regulations:

Standard Track applicants must have eight (8) years of “**Total Professional Experience**,” five (5) years of which must be “**Relevant Professional Experience**.” These terms are specifically defined in Section 2.02 of the Board’s regulations. 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 applicants must have fourteen (14) years of “**Total Professional Experience**,” seven (7) years of which must be “**Relevant Professional Experience**.” Here, too, 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.

Total Professional Experience (referred to as “**TPE**”) is defined in Section 2.02 of the Board’s regulations as

“all of an applicant’s professional experience that is determined by the Board to be experience applying scientific or engineering principles in the environmental, scientific, or engineering fields where the resultant conclusions form the basis for reports, studies, and other similar documents.”

Relevant Professional Experience (referred to as “**RPE**”) is the kind of experience that comes closest to the work that LSPs do. It is defined in Section 2.02 of the Board’s regulations as

*“experience that the Board determines, separately for each position held by an applicant, is a concurrent combination of **Waste Site Cleanup Decision Making Experience** and **Practical Experience**, both performed with **Proficiency**.”*

All those who are considering applying for licensure should carefully study the definitions of **RPE** and these three other bolded terms in the Board’s regulations at Section 2.02. Most of the applicants whose Applications are not approved by the Board are found to lack the requisite **RPE**. And most of the time the Board spends reviewing Applications is devoted to reviewing the **RPE** that applicants claim to have. Frequently, the Board finds that the experience an applicant claims to be **RPE** does not meet the regulatory requirements to qualify as **RPE**.

Applicants have the burden of both claiming and demonstrating that they meet the regulatory requirements for **RPE**.

The next section describes how the Board will evaluate the information provided by applicants about their **RPE**.

Relevant Professional Experience (“RPE”)

The Board’s determination of whether an applicant possesses sufficient **RPE** is a central component of the licensing process. RPE is viewed by the Board as core experience that must be demonstrated to receive an LSP license.

Described below are (a) the procedure the Board uses to evaluate an applicant’s claim that s/he has the requisite years of RPE, and (b) the substantive standards the Board uses to assess Positions held by the applicant that are claimed to be RPE.

(a) Procedure for determining RPE

Procedurally, the Board examines an applicant’s experience on a Position-by-Position basis. Each applicant is instructed to fill out one **Form 2 Position Description** (see Application forms) for each Position s/he has held that the applicant claims is RPE. After the Board appoints an Application Review Panel – three Board members – to review an Application, the panel carefully reviews each Form 2 Position Description. Each of these Position Descriptions is scrutinized to determine whether the candidate’s work meets the regulatory definition of RPE for the duration of the Position. The panel may try, but is not required, to assign partial RPE “credit” to any Position that the ARP concludes does not meet the requirements for RPE for the entire duration of the applicant’s tenure in the Position.

Thus, if a Form 2 Position Description is viewed by the panel as showing that the applicant’s responsibilities increased at some point during the time the applicant held the Position, and that after that increase in responsibility (but not before) the work constituted RPE, the ARP might find that the entire Position described on that Form 2 did not constitute RPE. This would certainly happen if the Position Description did not specify clearly the month and year when the increased responsibilities took effect.

For this reason, the Board instructs all applicants to use each Form 2 Position Description to describe one set of job responsibilities. When your job responsibilities change in any material way, switch to a new Form 2 and call it a new Position, even if your job title did not change.

Each Form 2 must be filled out to demonstrate that the Position to which it relates (that set of job responsibilities) was RPE throughout – from “start date” to “end date” for that Position.

For each Form 2 Position submitted, the Board requires a minimum of two (2) **Form 3 Project Descriptions** that each provides an example of a hazardous waste site project on which the applicant worked while in that Position. Applicants should use these Form 3 Project Descriptions to support their claim that the Form 2 Position held by the applicant at that time constituted RPE.

(b) Substantive standards for determining RPE

General Information

What standards does the Board apply in determining whether a Position described by an applicant constitutes Relevant Professional Experience (**RPE**)? First and foremost, the Board looks for guidance in the relevant regulatory definitions. The Board's regulations at Section 2.02 not only define **RPE** as "a concurrent combination of waste site cleanup decision making experience and practical experience, both performed with proficiency." The regulations also define the terms "waste site cleanup decision making experience," "practical experience," and "proficiency." **Please read all these important regulatory definitions carefully.** (The Board's regulations are posted on the Board's website at: www.Mass.Gov/lsp)

Also please note that in the regulatory definition of **RPE**, following the sentence quoted above, the Board has listed a number of the criteria that the Board will consider in evaluating whether a given Form 2 Position constitutes **RPE**. All applicants should review these criteria in the regulatory definition of **RPE**.

Following these criteria, the regulatory definition of **RPE** offers this important limitation on what constitutes **RPE**:

***RPE** "does **not** include experience involving only or primarily non-scientific or non-technical activities associated with a disposal site, such as contract management, budget control, legal analysis, and other similar management activities."*

Another important limitation on what constitutes RPE is found in the regulatory definition of **Waste Site Cleanup Decision Making Experience**, a key component of the definition of **RPE**. Such experience

"does not include experience with landfills, septic systems or similar non-hazardous material disposal facilities, water supply systems, or with the management of hazardous waste under M.G.L. c. 21C, Resource Conservation Recovery Act, 42 U.S.C. § 6901 et seq. or similar statutes unless the applicant clearly demonstrates to the board that the assessment, containment, and/or removal of oil or hazardous materials released to the environment was the subject of the applicant's decision making in such contexts, and that the other criteria of this definition have been met."

In other words, RPE is experience that is generally gained only through working on hazardous waste sites, i.e., sites where oil or hazardous materials have been released to the ground and/or groundwater.

But what *type* of work constitutes RPE at such sites?

The definitions of both **Waste Site Cleanup Decision Making Experience** and **Practical Experience** make it clear that earning **RPE** comes only through working on "assessments, containments, and removals." This phrase comes from M.G.L. c. 21E, which defines each of these terms. For all intents and purposes, this phrase is interpreted broadly by the Board to mean site assessments, risk characterizations, and both short- and long-term remedial actions at hazardous waste sites.

For a Position I have held to qualify as RPE, does it require experience in all these areas – site assessment, risk characterization, and remedial actions?

No. The Board can approve as RPE work that falls into only one of these categories.

Remember, the Board's regulations require not only that a Standard Track applicant demonstrate 5 years of RPE and that an Alternate Track applicant demonstrate 7 years of RPE. They also require that at least three years of an applicant's RPE have occurred within five years prior to submission of the application. This requirement applies regardless of whether the applicant is applying under the Standard or Alternate Tracks.

*What will the Board accept as a demonstration that I have the needed **RPE**?*

In the LSP Application, the Board's questions on **Form 2 (Position Descriptions)** and **Form 3 (Project Descriptions)** are designed to elicit detailed and relevant information about the nature of an applicant's work experience and decision-making responsibilities. Applicants may provide additional information (up to 250 words) about their RPE on **Form 5**. Applicants have the burden of making their case for RPE on these forms. Applicants should not submit sample project reports or any other information not requested in the Application to support their claims for RPE.

Applicants as "Principal Decision Makers"

Not just any kind of decision-making experience at a contaminated site will constitute **Waste Site Cleanup Decision Making Experience**. Included in the requirements for **RPE** (in the definition of **Waste Site Cleanup Decision Making Experience**) is a requirement that the applicant "**demonstrate that [he or she has] been an active participant and a principal decision maker**" in performing waste site cleanup activities.

The term **Principal Decision Maker** is also defined in Section 2.02 of the Board's regulations. It means:

"an individual who regularly bears all or a significant portion of the responsibility and accountability for the overall conduct of one or more major components (site investigation, risk characterization, remediation) of response actions at disposal sites. In general, this denomination will not include individuals with responsibility and accountability only for sub-tasks (e.g., field exploration program, groundwater modeling, data manipulation) within the major components of response actions."

Applicants do not have to demonstrate that they were the *sole* decision maker for each Form 2 Position and Form 3 Project they claim was RPE. However, applicants must clearly demonstrate that their technical decisions arose out of having a "significant portion of the responsibility and accountability for the overall conduct" of one of the major components of response actions at disposal sites.

It seems as though only LSPs can be “principal decision makers.” How can I gain such decision-making experience in Massachusetts if I’m not already an LSP?

Under the Massachusetts Contingency Plan (“MCP”) there are many opportunities for scientific and technical recommendations and decisions to be made regarding work at 21E sites. Only a small number of those decisions are “waste site cleanup activity opinions” reserved by law solely to LSPs. All other technical recommendations and decisions may be made by other experienced individuals, depending upon the particular requirements of the project and organizational modes of the firms carrying out the work. An applicant’s recommendations and decisions may be made under the supervision of a more senior individual who may or may not hold an LSP license. In such cases the applicant’s burden is to demonstrate that he or she is a principal decision maker, not the principal decision maker.

The Board recognizes that in performing decision-making activities, the applicant may have engaged in collaborative work with others possessing expertise in different fields. In deciding whether the applicant was a “principal decision maker,” the Board will evaluate whether the applicant exercised significant overall technical and managerial decision-making responsibility in that position as a whole, and the extent to which the applicant was responsible and accountable for the overall conduct of at least one or more major components of the work at contaminated sites.

In evaluating whether an applicant was a “principal decision maker” in a given position, the Board will also consider the nature of the position, the size and complexity of the corresponding projects, the applicant’s decision-making role in those projects, and the extent to which the applicant was involved in technical and managerial aspects of the significant assessment and cleanup decisions made at sites.

Must all of my work have been done in Massachusetts?

No. The Board’s regulations do not specify that Positions described in the **Form 2s** or the Projects described in the **Form 3s** must have occurred in Massachusetts. Keep in mind, however, that after an applicant’s application has been approved, the Board’s licensing exam assesses each applicant’s “overall technical understanding” and “overall regulatory understanding,” the latter being specific to Massachusetts.

Not all positions or projects that involve waste site cleanup activities will meet the principal decision maker requirement. For example, in positions that primarily involve the provision of field or analytical support for other decision makers, or project management without demonstrated technical decision making, an applicant would not make the types of decisions that would qualify the applicant as a “principal decision maker” as defined in the Board’s regulations.

Also not regarded as **RPE** are positions or projects in which the applicant’s work was limited to sub-parts of site assessments, risk characterizations, or remediation. Such positions or positions do not involve regularly bearing “*all or a significant portion of the responsibility and*

accountability for the **overall** conduct of one or more major components (site investigation, risk characterization, remediation) of response actions at disposal sites.” 309 CMR 2.02 (definition of “Principle Decision Maker”) [emphasis added].

I do risk assessment. Can I become an LSP with a specialty in such a narrow field? There is nothing in the regulations to prevent a person who has a narrow specialty within the hazardous waste site cleanup field from becoming an LSP, as long as they meet all the regulatory requirements, including that of being a principal decision maker for assessment, containment, or removal activities.

Assessment, Containment, or Removal Activities as an Integral and Substantial Component of Position Responsibilities

Included among the requirements for **RPE** (again in the regulatory definition of Waste Site Cleanup Decision Making Experience) is a requirement that “*an applicant’s assessment, containment, or removal responsibilities were an **integral and substantial component** of his or her position.*”

The Board recognizes that most applicants spend less than 100% of their time making decisions and applying technical knowledge and skills at disposal sites. Other common activities include supervising employees, conducting or receiving training, developing client relationships, or conducting other environmental work. Having a position that includes some amount of such work is acceptable. However, applicants must demonstrate that their “**assessment, containment, or removal responsibilities were an integral and substantial component**” of their position responsibilities. In other words, those responsibilities cannot be peripheral or an insubstantial part of what the applicant did during the time frame specified for a Position.

*I work in manufacturing 60% of the time and do contaminated sites work 40% of the time. Will this position count as **RPE**?*

Assuming all other requirements are met, an applicant may receive RPE credit for a Position if his or her “assessment, containment or removal responsibilities were an integral and substantial component of his or her position.” The regulations do not specify that a certain minimum percentage of time in a position must be spent doing work at disposal sites. It is within the portion of the Position involving work at disposal sites that applicants must demonstrate that they exercised sufficient decision-making responsibility to meet all requirements for RPE.

Thus, a Position that includes waste site cleanup activities as but one of many functions may still qualify as RPE, provided that performance of these activities is a regular, integral, and substantial part of the position. Where performance of these activities is only rare, occasional, or merely tangential to other functions, the Position will not be credited as RPE. Of course, a qualifying Position must always meet all other RPE requirements.

The Board does not use any particular quantitative measure in determining whether a Position meets this requirement. The Board will instead make a qualitative determination about whether

an applicant's waste site cleanup activities composed a significant or substantial portion of the Position's overall responsibilities. In addition to examining information provided by the applicant on the Application's Form 2s and Form 3s concerning the frequency or time spent on performing waste site cleanup tasks, the Board will consider the depth and breadth of the waste site cleanup tasks performed, their technical or regulatory complexity, and the applicant's overall role in performing them.

Applicants' Relationships with Consultants

The Board is aware that, in connection with work at hazardous waste sites, many applicants have worked with contractors, consultants, or other site assessment, risk characterization, or remediation specialists to perform some or all of the technical, regulatory, oversight, or management aspects of the work at disposal sites. In such circumstances, it is often difficult for the Board to assess the applicant's precise decision-making role in performing waste site cleanup activities unless applicants provide detailed information that gives the Board the full context.

Therefore, applicants are directed [in Form 2, box c.] to set forth the circumstances under which they supervised or coordinated such experts and/or consultants. Applicants are advised to describe what their roles were in relation to these experts and consultants, what level of authority and degree of control they assumed over their work, and what the average size was of the teams the applicant coordinated or supervised.

Since I work in a small company, I do not directly supervise other people doing work at disposal sites. What must I do to have the Board accept that I supervise or coordinate other people's work?

Describe whatever you do to coordinate the work of contractors and consultants at your sites, if any. The regulations generally refer to "supervise" or "coordinate" in order to recognize that applicants may direct the work of someone over whom they do not have direct supervisory authority. For example, some applicants may direct the activities of teams of workers who work for other firms. Each applicant should describe the manner and degree to which others' work was done at the applicant's direction and coordination.

4. APPLICATION INSTRUCTIONS

To complete an Application, the applicant must submit a full set of Application forms (Forms 1 through 8) along with four Professional References. The following pages contain detailed instructions for each set of Forms in the Application. The Board will use the information presented on these Forms as critical indicators of an applicant's ability to render competent waste site cleanup decisions.

Applicants should thoroughly read these Application Instructions and the applicable LSP regulations before attempting to complete the Application Forms. Failure to understand the nature of the information the Board is seeking in each section of each Form may cause your answers to fail to demonstrate that you meet the requirements for licensure.

The Board Requires Typed Applications: Handwritten Applications will be deemed incomplete and will not be forwarded to an Application Review Panel for evaluation or to the Board for a decision. **Applications must be typed, and the font size may be no smaller than 11 point type.** The Application Forms are designed to be downloaded from the Board’s website and filled out electronically before being mailed to the Board. They have been created as Microsoft Word “forms” to make them easy to complete electronically. All Applicants need to do is to fill out the shaded text fields and check boxes on the forms. To maneuver through the Forms, simply press the *Tab* key to move the insertion point forward to the next text field or check box., or press *Shift + Tab* to move the insertion point back to the previous text field or check box.

The Board requires that the answers on the Application Forms be provided in the space provided. Do not use additional pages to provide a more lengthy answer to the Application’s questions. Also, do not submit additional information unless specifically requested to do so by the Application Review Panel that reviews your Application. Information provided by applicants that is not requested in the Application Forms or by an Application Review Panel or the Board, will not be used by the Board to make its licensing decisions.

Applicants have a responsibility to both claim and clearly demonstrate that they meet the requirements for licensure. Applicants should provide information in the Application (on the Forms) that is relevant to the licensing criteria, and they should refrain from providing information not germane to the LSP Application requirements.

Each Application, once it is submitted and deemed administratively “complete,” must stand on its own merits and may not be supplemented thereafter unless the Application Review Panel or the Board requests additional information. This means that if you learn that the Application Review Panel is recommending that the Board deny your Application due to lack of sufficient RPE, you may not submit unsolicited additional information in an attempt to bolster your claim of having sufficient RPE.

Because an LSP license is issued only to an individual, and not to a firm, applicants should use the first person singular to describe their own work experience and responsibilities. Do not simply describe what the firm as a whole did. The Board strongly disfavors “passive” sentences that make it unclear who did what work or who made what decisions (e.g., “A decision was made to install a sub-slab depressurization system”).

Completed Applications should be mailed (separate from the Application Fee) to the following address:

**LSP Board
1 Winter St.
Boston, MA 02108**

5. FORM-BY-FORM INSTRUCTIONS

Purpose of the Application Forms: The purpose of these Forms is to provide the Board with the relevant information it needs to determine whether you meet the qualifications for licensure. After asking for general information (**Form 1**), the forms focus upon your:

- *Relevant Professional Experience* (“RPE”) – (Forms 2, 3, 4, and 5), and
- *Total Professional Experience* (“TPE”) – (Forms 6 and 7).

The Board will decide whether to grant *Relevant Professional Experience* for each **Form 2** Position based upon all the information made available to the Board, including your references.

FORM 1

APPLICANT INFORMATION

Submit one Form 1. This form gathers basic contact information about you, including the mailing address you want the Board to use in all correspondence to you. Form 1 also gathers information concerning your educational background, your selection of either the Standard Track or Alternate Track, information regarding your moral character and proficiency in past work, and a statement you write in your own handwriting that attests to the correctness of the information in this Form.

Line by Line Instructions

(a) Basic Information

If this is a re-application (i.e., an Application submitted after a previous Application denial), write your previous Application Number in the space provided at the top of **Form 1**, page 1.

[Note: An applicant whose previous Application was approved should not use these Application Forms but should call the Board’s office at 617-556-1091 to request the “limited” Application Forms.]

Using the *Tab* key to move forward from one text field to the next (and *Shift + Tab* to move back to the previous text field), type your name, address (either home or business), and telephone number(s) exactly as you want them to appear in your LSP Application file. The Board will use the information provided in this Form for its official records and for all communications with you about your Application. (If your address and/or phone number changes after your Application has been submitted, please call 617-556-1091 and inform the staff.)

If educational records or the professional references you submit to the Board in support of your Application refer to you under a different name, type that name in the text fields provided.

Please provide an e-mail address where you can be reached by the Board’s staff if they have questions about your Application.

(b) Educational Information

Check the appropriate box to indicate under which Track (Standard or Alternate) you want the Board to consider your Application.

Use the next line to identify the degree that qualifies you for the Track you checked. Fill in the field of study, the type of degree you received (e.g., High School, AA, BA, BS, MS, Ph.D.), and the year you obtained this degree. Describe your other education using the text fields in the table provided at the top of page 2.

If I am relying upon a Masters Degree to qualify for the Standard Track, do I also need to submit documentation to the Board for my high school and Bachelor's degrees?

No. As noted in the instructions above, you will be selecting the degree you wish to use to qualify for the Standard or Alternate Track. For the purposes of verifying your qualifying degree, the Board requires documentation for that **one degree only**.

Note: Applicants requesting to use a second degree in order to receive educational credit towards Total Professional Experience will need to submit additional documentation. See Instructions for Form 7.

When you submit your Application to the Board, attach following **Form 1** original documentation from an accredited educational institution that demonstrates that you received the degree you have selected as your qualifying degree.

Could the Board be more specific in defining what it will accept as “original documentation” from schools? When do I need to submit transcripts?

The Board needs to receive an original document, sent initially from a high school, college, or university, that contains information verifying that each applicant has in fact received or achieved the educational degree he or she is claiming as a qualifying degree. For those relying on a high school diploma or a degree in a field of study listed in Appendix A of Section 3.00 of the Board's regulations; the original document need not show specific courses or grades. It needs to show only that the applicant obtained the degree claimed. Thus, for these applicants a transcript (a list of courses and grades) is not necessary. However, for applicants who are relying on a degree claimed to be “equivalent” to one listed in Appendix A, the original documentation submitted must verify not only that the degree was obtained; it must also list the courses taken to achieve the degree. For such applicants, a transcript would typically meet this need. All documents submitted must be originals; copies will not suffice.

Not every bachelor's or higher degree is a qualifying degree for the Standard Track. The degree must be in an approved degree field. The Board has listed qualifying degree fields in Appendix A of 309 CMR 3.00.

If your qualifying degree field is not listed in Appendix A and you want the Board to consider approving it as “equivalent” to one listed in Appendix A, **explain on a separate page why the**

degree should be considered equivalent. Then attach that page following **Form 1** when you mail in your Application. The original documentation you submit from your college or university must list the courses taken to achieve that degree. Each applicant must decide the best way to make a claim of equivalency, whether based on similarity of courses, program requirements, general purposes of the major, or other basis.

(c) Moral Character and Proficiency

You must answer each question in the section regarding moral character and proficiency. Use the *Tab* key to move from one check box to the next. *Left click* on a check box to select it. If you answer “**yes**” to any question, explain the circumstances on a separate page and attach it following **Form 1**.

(d) Affidavit and Handwriting Sample

The Board will use the Affidavit and handwriting sample you provide here for two purposes: (1) to ensure that the information you provide is accurate, and (2) as a means of establishing the authenticity of your signature if questions arise in the future about your signature on an LSP Opinion or other document. **Fill this section out with pen and ink** after you have completed and carefully reviewed all the Forms that compose your Application. Obviously, you must print out Form 1 before inserting this handwritten Affidavit.

Sign and date Form 1 only **after** you have completed the entire Application and carefully reviewed all the information in it (on all Forms) for accuracy. Do not forget to sign and date your Application. An Application that is not signed and dated will be deemed incomplete.

FORM 2

RELEVANT PROFESSIONAL EXPERIENCE POSITION DESCRIPTIONS

Submit one Form 2 for each Position you held that you are claiming qualifies as Relevant Professional Experience (“RPE”).

For each such Position, **Form 2** asks you to describe in detail the type and scope of your “waste site cleanup decision making experience,” which is a key component of **RPE**. It includes questions regarding your duties and responsibilities in the Position, your role in selecting methods for site assessments and cleanups, your supervisory experience, and the degree to which you exercised independent judgment. **Form 2** enables applicants to both claim and demonstrate that a Position they held meets the requirements for **RPE**.

Download and then complete (and save) one copy of Form 2 for each of your waste site cleanup decision making Positions that you claim constitutes RPE.

Use discrete time periods for each of your Positions. The time period for each of your Form 2 Positions should end before the time period for your next Form 2 Position begins. In other words, no one **Form 2** Position should overlap with any other **Form 2** Position.

Describe your most recent Position first; then work back in time, numbering the Positions consecutively in the upper right hand box on page 1 of each Form 2.

*What is the difference between **Form 2** and **Form 3**?*

When completed by the applicant, each **Form 2** describes a single **Position** (i.e., a single set of job responsibilities) held by the applicant that the applicant claims constitutes **RPE** for the period of time between the “start date” and the “end date.” By contrast, each **Form 3**, when completed, describes a single, specific but representative contaminated site **Project** on which the applicant worked while holding one of the Positions described in a **Form 2**. The answers applicants give to the questions on both forms as well as information contained in the references and other information obtained by the ARP are used by the Board to determine whether each of the Positions described on a **Form 2** qualifies as **RPE** by being a concurrent combination of “waste site cleanup decision making experience” and “practical experience” performed with “proficiency.”

Note that the Board will examine both Form 2s and Form 3s to determine whether an applicant has demonstrated that a Position constituted RPE.

In order to obtain as full and accurate a description of your decision-making responsibilities as possible, the Board expects you to regard the term “**Position**” as a single set of particular waste site cleanup responsibilities, rather than as an organizational rank or title. Using this definition, whenever your waste site cleanup decision making responsibilities changed in any material way, even if your formal title or rank stayed the same, the Board considers this to be a new Position, and you should complete a separate **Form 2**.

What if my title or rank changed but my responsibilities did not change in any material way?

In such situations, applicants may choose to describe their responsibilities as one Position. However, if you go to work for a new employer, you should describe your new job as a new Position on a separate **Form 2**, even if your responsibilities were identical to those you had with your previous employer.

You are urged to provide enough information to the Board so that it can make an informed evaluation of your decision-making responsibilities over time. If your decision-making responsibilities changed materially over time (increased or decreased), the Board expects that you will submit multiple **Form 2s** so that you may accurately describe those changes in responsibilities.

You may have gaps in time for which you submit no Form 2s. If you believe that the work you were doing during certain periods would not qualify as RPE, do not submit a Form 2 for these periods.

Follow these steps in filling out each **Form 2**:

STEP 1: At the top of Page 1, provide the general information requested about the Position, including the name and telephone number of your supervisor. Remember, use the *Tab* key to move from one text field to the next, and use *Shift + Tab* to move back to the previous text field.

The question regarding average number of hours worked does not refer to the number of hours doing waste site cleanup work; it refers to the number of hours in the position. If you worked in the position for an average of less than 20 hours per week, state the average number of hours that you worked.

Applicants who work in a Position for less than 20 hours per week, on average, can still receive credit for **RPE**, but it will be prorated. (See below.)

If the Board has some question about whether I worked 20 hours per week in a Position, will the Board examine time sheets to verify my claim?

If the Board has questions about any of the information on the Application, it will begin its search for additional information using the resources made available to it within the Application process (e.g., the applicant, supervisors, those who provided professional references, etc.). If questions are answered to the Board's satisfaction, it will not proceed further. If questions remain, the Board can choose to seek additional information, including documentation.

I work at my Position 60 hours a week, and I can document that time. Can I receive additional years of credit for working more than 40 hours per week and earn my 5 years of Relevant Professional Experience in, say, 2½ or 3 years?

No. If an applicant works 60 hours per week, even at two different jobs, the applicant gets credit for only that one week of work.

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STEP 2: Include a short description of your field(s) of expertise when you served in this Position. The Board will evaluate your suitability to become an LSP in part upon your own definition of your field or fields of expertise. While the Board does not require that any applicant possess a predetermined breadth or depth of knowledge in the assessment, containment or removal fields, it will closely examine your application and supporting materials to ensure that you have sufficient expertise within your field or fields of expertise to render waste site cleanup activity opinions.

STEP 3: Form 2 then asks a series of questions regarding the nature of your waste site cleanup decision-making responsibilities in this Position. Using only the space provided (do

not add attachments), answer these questions thoughtfully and carefully. Be as specific as possible in your answers. Use the first person singular whenever possible rather than the “passive” voice.

Question d of Form 2 asks you about the level of responsibility and independent judgment you exercised in this Position. The Board recognizes that waste site cleanup decision making experience may, and often does, consist of work that includes the contributions of others in reaching decisions on waste site cleanup activities. Applicants must demonstrate that they have been an active participant and a principal decision maker, as required in the regulations. (See prior instructions.)

STEP 4: At the bottom of page 3, list the number of years and months of RPE you are claiming for in this 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 this Position.

How do I handle a leave of absence within a single Position?

The best way to do this is to submit separate **Form 2s**, one for the portion of the Position before the leave of absence and a second for the portion after the leave of absence. Normal vacations do not count as leaves of absence.

Note that the Board’s regulations do not allow any educational substitutions for Relevant Professional Experience. In order to claim employment as a teacher or as a student research assistant as RPE, the applicant must demonstrate that his/her responsibilities in that Position meet the requirements for RPE in the same manner as any other Position. In addition, there are further restrictions upon an undergraduate student’s ability to claim RPE (see Section 3.02(2)(c) of the Board’s regulations).

*Many graduate students work while going to school. While getting my Masters degree, I worked for an environmental firm 15 hours per week during the school year doing technical work at contaminated sites. My work was not part of my degree requirements, and I did earn the Masters. Can I count this work as **RPE** and get credit for my degree?*

The answer to this question depends upon individual circumstances. Assuming that the work done meets all other requirements for **RPE** (e.g., you were a Principal Decision Maker), and assuming that the work done was not required as part of the graduate degree requirements, applicants could claim and receive credit for both the degree and the work. Since work in a Position less than 20 hours per week must be prorated, a person working 15 hours per week for 8 months during a calendar year could claim 6 months of RPE ($15/20 \times 8$ months).

FORM 3

RELEVANT PROFESSIONAL EXPERIENCE PROJECT DESCRIPTIONS

Submit at least two Form 3s for each Form 2 Position you held that you are claiming qualifies as Relevant Professional Experience.

The **Form 3s** you submit will aid the Board in evaluating whether the experience you gained in each of your **Form 2** Positions constitutes **Relevant Professional Experience** (“RPE”). Each **Form 3** describes both (a) a single site assessment, risk characterization, and/or remediation project on which you worked while serving in one of your **Form 2** Positions and (b) your duties and responsibilities on this project. The form includes questions regarding the application of your technical expertise, the nature and extent of contamination associated with the project, and your decision-making role on the project.

Download and then complete (and save) as many Form 3 Project Descriptions as you need.

On each **Form 3**, using only the space provided (no attachments), describe one of the site assessment, risk characterization, and/or remediation projects on which you worked while you served in one of your Form 2 Positions.

In the upper right hand box on page 1 of **Form 3**, number each Project Description (# ___ of ___ [total number of all Form 3 projects for all Positions]), and identify the number of the **Form 2** Position Description that refers to the Position you were in while working on that project.

For each Position, you should select at least two representative projects that (a) best describe the type of work you performed in the Position and (b) allow the Board to evaluate your decision-making responsibilities **throughout** the time you served in the Position.

For each Position lasting more than a year, include at least one **Form 3** that describes your work early in this Position. The Board would like to see the type of work you were doing throughout your time in each Position, not just at the end.

If you claim you have sufficient Relevant Professional Experience from only one or two Positions, submit at least a total of five (5) **Form 3** Project Descriptions.

You do not have to include projects in all components of waste site cleanup work. However, you should carefully select the projects you describe so that they accurately convey the type of site assessment, risk characterization, and/or remediation work that you performed and decisions you made in each **Form 2** Position. The Board will look for supporting information in this and other parts of the Application to determine whether each of your **Form 2** Positions constitutes **RPE**. Remember, RPE is a concurrent combination of “waste site cleanup decision making experience” and “practical experience,” both performed in a proficient manner.

How does the Board define a “project”? Can I separate a site into operable units, or separate a site into phases, and claim each as a separate project?

Yes. However, if you decide to do this, you should clearly describe the overall project and your role in that overall project.

You may choose to describe projects that you believe are “equivalent” to site assessment, risk characterization, and/or remediation projects at contaminated sites. If you do so, use **Form 3** and/or **Form 5** (“*Optional Statement of Qualifications*”) to explain clearly why you believe those projects are equivalent. The Board will determine whether such projects support your claim for Relevant Professional Experience for the Position you were in when the project was undertaken.

If my Project Descriptions suggest that my main responsibilities in a given Position appear to be something other than site assessment, risk characterization, and/or remediation at contaminated sites (e.g., landfill assessment, asbestos removal, or hazardous waste coordination), can that Position ever be credited as Relevant Professional Experience?

Normally not, unless the circumstances are such that the Board concludes the work is “equivalent” to waste site cleanup work. If those circumstances are presented clearly and convincingly by the applicant, the Board may accept that work as Relevant Professional Experience.

If I come from this type of background, how do I demonstrate that this experience is equivalent and qualifies as Relevant Professional Experience?

RPE consists of both waste site cleanup decision making experience and practical experience. The definition of waste site cleanup decision making experience requires that an applicant’s assessment, containment or removal responsibilities were an “integral and substantial component” of his or her position. Applicants whose responsibilities appear not to be assessment, containment or removal must demonstrate that they meet the regulatory requirements. **Form 5**, the Optional Statement, can be used by all applicants to provide information that may not fit into the other forms.

If your work on a given project continued from the time you performed in one **Form 2** Position into the time you performed in another **Form 2** Position, please explain how your role on the project may have changed as your job responsibilities changed.

In filling out each **Form 3**, provide all information requested about the project, including identification of the client. Do not leave any lines or boxes unfilled. Be aware that while listing a client as “confidential” does not render your Application incomplete, the Board’s ability to verify the information you provide, or to obtain further information regarding your project, may be impeded if you do not identify a client.

FORM 4

SUMMARY OF POSITIONS AND

LSP Application Instructions
Rev. 03/10

RELEVANT PROFESSIONAL EXPERIENCE CLAIMED

Submit one (1) Form 4. This form summarizes each of your **Form 2** Positions and identifies which **Form 3** Project Descriptions correspond with each **Form 2** Position. Here you will also claim how many years and months of **Relevant Professional Experience** you believe you have gained in each Position and in total.

Using the Position numbers from your **Form 2s**, briefly identify each Position.

Then indicate the month and year that you started and finished that Position. (You should bring that information forward from the Position duration portion of each **Form 2**.)

Next, list the numbers of the **Form 3s** (*Project Descriptions*) that correspond to the projects you have described for each Position.

In the right-hand column, list the number of years and months of Relevant Professional Experience ("RPE") you are claiming for each Position.

In the box at the bottom of **Form 4**, total the years and months of **Relevant Professional Experience** you have claimed for all your Positions. That resulting number is the total time you are claiming as **Relevant Professional Experience**.

The Board's regulations require that at least three years of an applicant's Relevant Professional Experience must have occurred within the five-year period prior to submission of the Application. This requirement applies regardless of whether the applicant is applying under the Standard Track or the Alternate Track. Please do not apply if your Relevant Professional Experience does not meet this requirement.

FORM 5

OPTIONAL STATEMENT OF QUALIFICATIONS

Form 5 is optional. Using Form 5, you may write a statement of up to 250 words in length to provide additional information in support of your claim, as demonstrated in your Application, that you meet the applicable requirements for **Relevant Professional Experience** for your Track. You may submit no more than one Form 5 with your Application.

FORM 6

TOTAL PROFESSIONAL EXPERIENCE POSITION DESCRIPTIONS

Submit as many Form 6s as needed.

Using this form, you will describe any additional (i.e., apart from your RPE Positions listed on **Form 4**) scientific, engineering, or environmental Positions you held that you claim meet the Board's requirements for **Total Professional Experience ("TPE")**.

Total Professional Experience is defined in the Board's regulations at 309 CMR 2.02 to mean

all of an applicant's professional experience that is determined by the Board to be experience applying scientific or engineering principles in the environmental, scientific, or engineering fields where the resultant conclusions form the basis for reports, studies and other similar documents. The Board will consider the following criteria in evaluating an applicant's Total Professional Experience: the description of work activities, the field or fields of activities, the duration of employment, the types of reports, studies and documents prepared and any other factors the Board deems relevant.

Given this broad definition, all of your **Form 2** Positions that are credited by the Board as RPE also count as TPE. **RPE is a subset of TPE.** **Form 6** Position Descriptions supply the Board with information about other positions you held that qualify as TPE but are not listed on your Form 2s.

If I have more than 8 years of Relevant Professional Experience and am on the Standard Track, do I have to fill out any Form 6s?

That decision is at the discretion of the applicant. If you choose not to fill out any **Form 6s**, include one blank **Form 6** in your application and mark it "NA" (for Not Applicable). Before you do this, however, be sure that you have claimed in **Box 4** on **Form 7** at least the number of years of **TPE** required for your Track:

- Standard Track = **8** years of **TPE**
- Alternate Track = **14** years of **TPE**

Download and then complete (and save) one copy of Form 6 for each of your additional environmental, scientific, or engineering Positions that you claim constitutes TPE.

Do not include any Positions you already claimed as **Relevant Professional Experience** in your **Form 2s**. All Form 2 Positions that qualify as RPE also qualify as TPE. (**Form 7, Box 1**, provides a way for you to carry forward your **RPE** into the calculation for **TPE**.)

Note that claims for TPE during a period of full-time undergraduate education are significantly restricted by the LSP regulations. See 309 CMR 3.02(2)(c).

Is teaching experience considered by the Board to be Total Professional Experience?

The Board will examine all the work done in association with a teaching position (including any research and scholarly writing) to determine whether it meets the regulatory requirements of

Total Professional Experience (“TPE”). Applicants who want to claim teaching as TPE must demonstrate in their Applications that these positions meet those requirements.

In the upper right-hand box on page 1 of **Form 6**, number your **Form 6** Positions (# ___ of ___ [total number of **Form 6** Positions]). List your most recent **Form 6** TPE Position first; then work back in time, numbering each Position consecutively.

Provide all the information requested, using only the space provided. If you worked in a Position for an average of less than 20 hours per week, list the average number of hours that you worked. In the bottom right box on page 2 of each **Form 6**, list the number of years and months of TPE you claim for the Position described on that form. If you worked in a Position for an average of less than 20 hours per week, you must prorate your experience: divide the average number of hours you worked per week by 20 and multiply that fraction times the number of months you worked in this Position.

FORM 7

SUMMARY OF TOTAL PROFESSIONAL EXPERIENCE CLAIMED

Submit one (1) Form 7.

By adding together the amount of time you spent in **Form 2** Positions obtaining *Relevant Professional Experience* (**Box 1**), the additional time you spent in **Form 6** Positions obtaining *Total Professional Experience* (**Box 2**), and any credits (see below) for extra education (**Box 3**), **Form 7** summarizes the total number of years of *Total Professional Experience* (“TPE”) you are claiming (**Box 4**).

First, in **Box 1** on the top right-hand side of **Form 7**, list the total number of years and months of **Relevant Professional Experience** (“RPE”) you claimed on **Form 4**.

Note that Form 7 automatically counts your claimed RPE (from Form 4) as TPE.

Second, in the **Form 7** table labeled *Summary of Form 6 (“TPE”) Positions*, use the Position numbers from your **Form 6s** 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 6**.) In the right-hand column, list the number of years and months of TPE you are claiming for each Position. In **Box 2**, list the total number of years and months of additional TPE you claimed on **Form 6s**.

Third, enter any claim you may have for an “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 (here on **Form 7**) that the Board credit some or all of that additional education towards their requirement for TPE.

When an applicant has such “extra” education, the Board can credit an applicant with **up to two additional years** of TPE, as follows:

Standard Track applicants can 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 can earn one year of TPE credit for each associate's 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.)

This "extra" credit may not be claimed for degrees used to meet the minimum education requirements for the Standard Track or Alternate Track.

If you request an "extra education credit" for **TPE**, enter this request in the table in the middle of **Form 7** by listing the field(s) of study, the type(s) of degree(s) obtained, and the amount (in whole years) of additional TPE you believe each "extra" degree listed entitles you to receive.

Then total up the amount of **TPE** requested for your "extra" education and list the total (in years only) in **Box 3**. (The request for extra credit must not exceed two years.)

There is one more step in making a claim for "extra" education TPE credit. Immediately following **Form 7**, attach original documentation from the colleges or universities that awarded you the qualifying "extra" degrees, confirming that you received the degrees you have listed here. Do not submit photocopies.

Finally, to complete **Form 7**, total up the years and months of all the **TPE** you have claimed in Boxes 1, 2, and 3, and list the total in **Box 4**. This is the total amount of **Total Professional Experience** you are claiming you have.

FORM 8

SUMMARY OF PROFESSIONAL REFERENCES

The Board requires each applicant to supply four (4) professional references in support of his/her Application. These references should come from individuals who have direct knowledge of the applicant's professional work at contaminated sites. Additional references are not allowed. Each of these four references must be typed and submitted on the Board's **LSP Professional Reference Form**. This form (along with Instructions for those who provide your references) is available for downloading on the Board's website. (This is **not** one of the numbered Application forms.) Handwritten references are not accepted.

After completing and signing the **LSP Professional Reference Form**, each of your reference suppliers will seal it in a standard, letter-size envelope and return this sealed envelope to you for submission with your Application. **You are not allowed to open the envelope to review the completed Reference Form before submitting it to the Board.**

On **Form 8**, list the names, addresses, and telephone numbers of the four people whose references you are submitting with your Application. Carefully follow the “*Reference Handling Instructions*” on the form.

Professional Reference Forms

The *LSP Professional Reference Form* is **not** one of the eight numbered (8) Applications forms. Download and save a master copy of the *LSP Professional Reference Form* from the Applications section of the LSP Board’s website: <http://www.mass.gov/lsp/>. This form is a Word document. Following the instructions below, fill out the first page and then save your work. You will e-mail one copy of this personalized *Professional Reference Form* to each person who will be supplying a reference for you. When e-mailing this form, please use an e-mail account with your name in it so that it will be recognized as authentic by your reference supplier.

The Form (on page 2) contains the Instructions your reference suppliers will need to follow. The form is designed to be completed electronically on one’s computer. After completing this form electronically, your reference suppliers should save the completed form and then print it out. Next, your reference suppliers need to sign and date the form by hand. They will then seal them in a standard, letter-size envelope (placing their signatures across the seals on the backs of the envelopes), and return them to you. **Do not open the sealed envelopes.** You must submit the four sealed references to the Board as part of your completed Application.

Instructions for Applicant

Before e-mailing the *Professional Reference Form* to each person you select to provide a reference, you need to do two things: (1) fill in the information about each person in **Box 1** (on page 1); and (2) fill in the waiver of liability information in **Box 2** (also on page 1) (“Waiver”).

Often an applicant has known a person supplying a reference for many years, but the applicant may want the reference to focus on a particular time period, e.g., the period when the applicant worked under this person’s supervision. In such circumstances, it is helpful to indicate in **Box 1** the period of time for which the reference is sought.

In the Waiver section on page 1 of each *Professional Reference Form*, you must make two decisions. First, you must choose whether or not to waive any claims you may have against the supplier of the reference arising from the giving of information about you to the Board. Second, you must decide whether or not to waive any right you may have to review the reference after it has been reviewed by the Board. Make these decisions in each instance by selecting either the word “DO” or the words “DO NOT” on the form before sending it to the person.

Then provide an electronic signature (by typing your name where indicated) and date the Waiver on the line provided.

*In connection with the waiver section on the Reference Forms,
what will happen if I choose “do not” for one or both of the
waiver statements?*

You are free to make that choice. As long as the rest of the
Professional Reference Form is complete, the Board will accept

the form and consider the information provided in the reference, regardless of the choices you make on the Waiver.

Be sure to arrange for each reference supplier to return **to you** his/her completed Reference Form inside a standard-size envelope (9½" x 4") with the reference's handwritten signature across the sealed back flap of the envelope. Our instructions direct reference suppliers to mail these sealed envelopes inside another envelope addressed to you.

When you receive the envelopes containing the completed *Professional Reference Forms*, **do not open the sealed return envelopes with the handwritten signatures across the back.** You must submit these four sealed envelopes containing *Professional Reference Forms* with the rest of your Application. Upon receiving your Application materials, the Board's staff will verify that the envelopes are sealed.

Please note the following:

- 1) The Board will reject an Application when it is evident that one or more reference envelopes have been opened or otherwise tampered with.
- 2) Failure to provide up-to-date telephone numbers for each of your reference suppliers may delay the processing of your Application.

IF YOU HAVE ANY QUESTIONS ABOUT THE APPLICATION FORMS OR THESE INSTRUCTIONS, PLEASE CALL THE LSP BOARD STAFF AT 617-556-1091.