



Continuing Professional Development Requirements

Purpose

This document contains the mandatory Continuing Professional Development (CPD) requirements for Certified Professional Environmental Auditors (CPEAs). It also specifies the method of reporting by CPEAs who wish to keep their certification in good standing.

Throughout this document, the term "EHS" will be used to signify environment, health, safety, security, sustainability, and social responsibility.

Continuing Professional Development

CPEAs are responsible for:

- Updating their knowledge and skills related to improvements and current developments in EHS auditing standards, procedures, and techniques.
- Maintaining their technical knowledge and skills in EHS regulations and standards.

CPD Reporting Requirements for CPEAs

Each CPEA should submit a signed CPD reporting form every two years to comply with CPD requirements. Forms submitted serve as signed statements that all applicable continuing professional development requirements have been met. BEAC will issue an acknowledgment of compliance to each CPEA meeting the requirements of this guidance via a wallet card.

Additionally, BEAC will keep information on the active/inactive status of CPEAs.

The signed form will include the statement "I attest that the statements on this form are true and correct to the best of my knowledge. I also attest that during the period covered by this worksheet I have not been made aware of any charges against me of unethical practice of EHS auditing, nor have I been convicted of a felony. I also agree to adhere, to the best of my ability, to the BEAC Code of Ethics."

Unless you have been selected for an audit, you do not need to include supporting documents.

Each CPEA should maintain a copy of the CPD reporting form, along with all supporting documentation, for at least three years. Records must be made available to BEAC for verification upon request. The records maintained by the CPEA in support of the reporting form filed with BEAC should include, as appropriate, the following information:

- a) Title of program and/or description of content.
- b) Dates attended.
- c) Location of course or program.
- d) Sponsoring organization.
- e) Contact hours of credit as recommended by the course sponsor.
- f) A letter, certificate, or other written independent attestation of course completion.
- g) Documentation supporting publications, oral presentations, and committee or other participation.

The BEAC Board of Directors, upon request, may grant partial or complete exemption from CPD requirements for individuals when good cause exists, such as military service or individual hardship.

Certification Status

Active CPEAs:

A CPEA who is performing EHS auditing functions must complete a total of 40 hours of acceptable CPD every two years and pay an annual certification fee.

Inactive CPEAs:

A CPEA who no longer practices EHS auditing due to a career change, but still wishes to maintain the CPEA designation may request, *in writing*, **Inactive Status**.

- Inactive CPEAs must maintain 20 hours of Continuing Professional Development every two years and pay half of the full annual certification fee (\$75).
- An Inactive CPEA may not practice EHS auditing or endorse audit reports under the CPEA designation. To do so will be considered a violation of the BEAC Code of Ethics.
- To be reinstated to active status, an Inactive CPEA must request a return to active CPEA status by notifying BEAC in writing, report 40 CPD hours for the prior two years when applying for restoration to active status, and pay the full annual fee for reinstatement.
- Return to active status must be accomplished before two (2) CPD cycles have elapsed. A CPD cycle is defined as a two year period.
- After two (2) CPD cycles have passed, an Inactive CPEA who has not returned to active status will be placed in Emeritus Status. From that point forward, a return to active CPEA status will require a new application and completion of all qualification requirements.

Emeritus CPEAs:

A CPEA who no longer practices EHS auditing due to retirement or a withdrawal from active work for any other reason, with no intention of returning to active EHS audit practice, but still wishes to maintain the CPEA designation may request, *in writing*, **Emeritus Status**.

- Emeritus CPEAs are not required to maintain Continuing Professional Development, but are required to pay one-third of the full annual certification fee (\$50).
- An Emeritus CPEA may not practice EHS auditing or endorse audit reports under the CPEA designation. To do so will be considered a violation of the BEAC Code of Ethics.
- An Emeritus-CPEA who re-enters the auditing field and who wishes be reinstated to active CPEA status, must notify BEAC in writing, report 40 CPD hours for the prior two years when applying for restoration to active status, and pay the full annual fee for reinstatement
- Return to active status must be accomplished before one (1) CPD cycle has elapsed. A CPD cycle is defined as a two year period.
- After one (1) CPD cycle has passed, a return to active CPEA status will require a new application and completion of all qualification requirements.

Revocation of certification:

CPEAs who do not maintain annual certification fees or provide evidence that they have met the CPD requirements will have their certification revoked. Three notices will be sent regarding delinquent requirements. If there is no response by the third notice, BEAC will send a final notice by certified mail. If there is still no response, the CPEA designation will be revoked. Once certification is terminated, the application process must be started over, including successful completion of the examination, unless there are extenuating circumstances.

Reinstatement must be reviewed and approved by the BEAC Certification Committee.

Qualifying CPD Activities

CPEAs are required to maintain the high standards of the profession by selecting educational programs of high quality to fulfill the CPD requirements. The following general criteria should be met in order for a continuing education program to be accepted:

- 1) The overriding consideration in determining whether a specific program is acceptable is that it shall be a formal program of learning which contributes directly to the professional competence of a CPEA.
- 2) Acceptable formal programs should:
 - a) contribute to the professional competence of participants;
 - b) state program objectives which specify the level of knowledge the participants should have attained, or the level of competence to be demonstrated upon completing the program;
 - c) be developed by individuals qualified in the subject matter and instructional design;
 - d) provide program content which is current;
 - e) be on a professional level.
- 3) The following general courses are acceptable as long as they meet other CPD program criteria:
 - a) Ethics and Standards of Conduct for Auditors
 - b) Audit Program Design and Management
 - c) Audit Procedures, Processes And Techniques
 - d) Internal Controls
 - e) EHS Risks (e.g. environmental impacts, health & safety hazards)
 - f) Process Operations and Related Pollution Controls
 - g) EHS specific Legal, Regulatory, and other requirements (e.g. standards, codes of practice, contractual agreements)
 - h) EHS Auditing Standards, Guidelines, and Practices
 - i) EHS Science And Technology
 - j) Technical And Environmental Aspects Of Facility Operations
 - k) EHS Management Systems Standards And Guidelines
 - l) Emergency Preparedness and Response
 - m) Sustainability
 - n) Social Responsibility
 - o) Climate Change (carbon footprint, greenhouse gas emission reporting, etc.)
 - p) Integrated Management Systems

Activities other than those listed in these guidelines may be deemed acceptable if the CPEA can demonstrate that they contribute to professional competence. Substantiating that a particular activity qualifies as acceptable and meets the requirements is the responsibility of the CPEA.

CPD credit will be awarded for whole hours only, with a minimum of 50 minutes constituting 1 hour. As an example, 100 minutes of continuous instruction would count for 2 hours; however, more than 50 minutes but less than 100 minutes of continuous instruction would count for only 1 hour. Only actual attendance or acceptable self-study hours are allowable. For continuous conferences and conventions when individual segments are less than 50 minutes, the sum of the segments should be considered one total program. For example, five 30-minute presentations would equal to 150 minutes and should be counted as 3 hours.

Education:

A maximum of **40** hours may be awarded in the education category for each reporting period. Educational activities include:

- a) Professional education and development programs, such as seminars and conferences, provided by national, regional and local organizations. This can include webinars requiring formal registration and verified by a certificate of completion or other verification documents.
- b) Technical sessions at meetings of national, regional, state and local environmental or health & safety auditing organizations and chapters.
- c) Formal in-house training programs.
- d) Formal correspondence and self-study programs relevant to EHS or auditing that include evidence of completion.
- e) College or university courses passed (credit and non-credit courses). Fifteen (15) hours of CPD credit are awarded for each semester hour of college/university credit earned; ten (10) hours of CPD credit are awarded for each quarter hour of college/university credit earned.
- f) Online or published magazine quizzes, related to EHS or auditing, and requiring verification that the quiz has been successfully completed. A maximum of 1 hour per quiz, for a total of 12 hours per each year period is allowed.

Publications Written:

A maximum of **12** hours may be awarded in the publications category for each **year** period. Generally, one full journal page of single-spaced print is equal to 2 hours of CPD credit, with the following limits on one publication:

- a) Books - 12 hours
- b) Articles - 8 hours
- c) Research papers - 8 hours.

Contributions to publications should pertain to EHS or auditing. Published articles or books not related directly to EHS or auditing are acceptable if CPEAs are able to demonstrate that these activities contribute to their professional audit proficiency.

Oral Presentations:

A maximum of **12** hours may be awarded in the oral presentations category for each **year** period. Courses you teach should be classified as "Oral Presentations".

- a) The hours reported for the first presentation will be based on the presentation time, plus credit for preparation time equivalent to three times the presentation time.
- b) Subsequent presentations of the same material may be reported as presentation time only, up to a maximum of 6 CPD hours in each year period.

Participation activities:

A maximum of **12** hours may be awarded in the participation category in each **year** period for:

- a) Participation as an officer or committee member in a professional industry organization related to EHS or auditing. One CPD hour for each hour of qualifying participation will be awarded.
- b) Participation in a quality assurance review (also known as a "peer" review). One CPD hour for each hour spent on site will be awarded. No CPD hours will be awarded for activities such as preparation time and writing the report.
- c) **Pro bono** participation in a community volunteer program relevant to EHS or auditing issues. Documentation of the activity will be required:
 - Credit will be awarded for volunteer activities within, or for, an organization possessing an environmental, health, safety, homeland security, emergency response, public safety, or public health mission. One CPD hour for each hour of qualifying participation will be awarded.
 - Credits are awarded for activities which specifically involve the development or significant improvement of the beneficiary organization's abilities to audit or assess the

effectiveness of its program(s). For example, for participation in a community or regional public health emergency preparedness drill, credit would be awarded for the development or improvement of methods to assess the effectiveness of the various components of the emergency drill and identify prioritized opportunities for improvement, or for the implementation of such systems.

- Documentation of the volunteer activity should be obtained in the form of a letter or other written correspondence from the supervisor or director of the volunteer organization or activity, to be maintained by the CPEA.

Other activities:

a) Audit activities:

A maximum of **12** hours may be awarded in the audit category in each **year** period for:

- 1) Participation as an audit team member.
- 2) Management of an EHS auditing function.

b) Exam question writing:

A maximum of **12** hours may be awarded in the question writing category in each **year** period. BEAC CPEAs may submit questions to be included on future BEAC examinations. Question writers should follow the guidelines of the Question Writer's guide published on the BEAC website, and must include source references. Two (2) hours will be awarded for each question accepted by the BEAC Examination Committee.

c) Achievement of other certifications:

A maximum of **6** hours may be awarded in each **year** period for passing other certifications, which include the following: CIA, CPA, CSP, CIH, CHMM, CRSP. Other certifications may be allowed pending review and approval by the BEAC Examination Committee.

Audit of documentation

BEAC will randomly select 5% of all CPD reports for audit. BEAC may review the records of CPEAs and/or course sponsors in the manner it deems appropriate to determine compliance with the requirements set forth in this guidance. The potential penalty for submitting false information is revocation of the CPEA designation.

CONTINUING PROFESSIONAL DEVELOPMENT ACTIVITIES REPORTING FORM - **Sample**

| Date(s) of Activity | | Name and/or Description of Activity | Name and Address of Provider or Sponsoring Organization | # of Hours (See BEAC Requirements) | | | |
|-------------------------|----------------------|---|--|---------------------------------------|----------------------|-------------------|------------------------|
| Beginning Month/Date/Yr | Ending Month/Date/Yr | | | Courses | Publications Written | Oral Presentation | Participation Or Other |
| Jan 02 2008 | Feb 20 2008 | US DOL-OSHA 500 Trainer Course OSHA Standards for the Construction Industry | Rocky Mountain Education Center Red Rocks Community College Lakewood, CO | 30 | | | |
| June 8 2008 | June 8 2008 | ISO 14001 & Auditing as a Career | Industry Canada Ontario Business Service Centre | | | 8 | |
| Jan 1 2008 | Dec 31 2008 | BEAC Examination Committee | BEAC 247 Maitland Ave. Altamonte Springs, FL | | | | 12 |
| Jan 1 2008 | Apr 30 2008 | "Strategic CSR Roundup" | The Environmental Manger's Compliance Advisor magazine | | 8 | | |
| Jul 6 2008 | Jul 31 2008 | Environmental Compliance Audit Participated as Lead Auditor | ExxonMobil Corporation | | | | 12 |
| | | | | | | | |
| | | | TOTAL HOURS | 30 | 8 | 8 | 24 |

"I attest that the statements on this form are true and correct to the best of my knowledge. I also attest that during the period covered by this worksheet I have not been made aware of any charges against me of unethical practice of EHS auditing, nor have I been convicted of a felony. I also agree to adhere, to the best of my ability, to the BEAC Code of Ethics."

Signature of Reporting CPEA

Date

