

FREQUENTLY ASKED QUESTIONS

BEAC CERTIFICATION

How do I become certified?

The first step is to submit an application and payment. For all of the certification programs, the application fee is \$165 (\$130 for AR and IIA members). Once you apply, you have five years to complete all of the requirements. The [application](#) can be found on the BEAC website. You can complete the form and submit it online, or print it out to either fax or mail.

What will be required?

The [qualification criteria](#) for each of the BEAC certification specialties can be viewed on our website.

What is the certification process?

After you submit your application, the BEAC office will send to you all of the forms you need to complete. These [forms](#) can also be downloaded from the website. Once you have submitted all of the required information and successfully passed the exam, your application file will be sent to the BEAC Certification Committee for their review, and they will make a recommendation to the Board of Directors.

How long does the certification process take?

Once your application is complete and has been sent to the Certification Committee, it takes from one to three weeks for them to complete their review.

Do I need to have all of the forms completed before I take the exam?

No! Once you submit your application, you can take the exam at any point in the certification process. You DO need to register in order to take the exam.

What do I get when I become certified?

You will be granted the designation Certified Professional Environmental Auditor (CPEA). You will be sent a printed certificate, showing the specialty in which you have been certified, along with a wallet card. Active CPEAs in good standing are also included on the [CPEA registry](#) on our website.

What do I need to do to maintain my certification?

You will need to pay an annual certification fee, and to submit a biennial report of Continuing Professional Development (training) activities. The annual fee is due on the anniversary of the initial application.

I submitted my application last year, but haven't been certified yet. Why did I get a fee renewal notice?

BEAC certification applicants need to pay the annual fee to maintain their applicant status.

Do I need to keep a log of my audits?

BEAC does not require you to maintain an audit log.

If I have more than one certification, do I need to pay multiple renewal fees?

No, the annual fee is the same no matter how many BEAC certifications you hold.

I'm already certified in Environmental Compliance, but also want to be certified in Management System. What do I need to do?

- You will need to submit an application, along with the application fee.
- You will need to take the Management System exam (if you took the three part Environmental Compliance exam and passed Part 1, you do not need to re-take Part 1). You will need to pay the exam registration fee for each part you take.
- You will not need to submit all of the forms; the BEAC Certification Administrator will send you a letter indicating which forms will be required.

How do I pay the annual fee?

You will receive an annual fee notice in the mail. You can pay either by check or credit card; we accept Visa, MasterCard, American Express, and Discover. If you pay by credit card, you can fax the renewal notice to +1 407 830 7495, or you can call the BEAC office at +1 407 831 7727 and provide the credit card information by phone. You can also complete the payment form [online](#).

I've moved/changed jobs. How do I update my address information?

You can send an email to info@beac.org, call the office at +1 407 831 7727, or complete an Information Update [form](#).

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EXAM QUESTIONS

I've been working as an auditor for many years. Why do I have to take an exam?

The BEAC exams have been developed by industry professionals, and are required in order to document your professional competency.

What is the exam fee?

The exam fee is \$150 per part, and the exams are three parts. There are exemptions available for some of the exam parts. IIA and AR members are eligible for a discounted fee of \$120 per exam part.

How do I register for the exam?

The [exam registration form](#) can be found on the BEAC website. You can either complete the information and submit it online, or print out the registration form and fax to the BEAC office at (407) 830-7495. No one will be allowed to sit for the examination who has not pre-registered.

Where and when will the exams be given?

- Exams are offered online through [ACT test](#) centers.
- Paper / pencil exams may also be given in various locations throughout the year; applicants will receive email notification if a paper / pencil exam is scheduled.
- You can also arrange to take an exam at the BEAC office, either online or paper/pencil. A minimum 45 day advance notice is required for this option.
- You can arrange for BEAC to proctor an exam at your location; you will be charged proctor travel fees for this option, unless there are more than six examinees.

Can I take the exam without submitting an application?

Only for Responsible Care® Auditor certification (non-BEAC applicants who successfully complete the RC® examination will be granted a "Certificate of Attainment"). For all other certification programs you must submit an application before you can register for the exam.

What is the format of the exam?

All of the BEAC exams consist of three parts. Part 1 consists of multiple choice questions and is focused on Basic Principles of Auditing; Part 2 contains multiple choice questions and possibly short answer questions, focused on the core discipline; Part 3 is essay questions, focused on both Auditing principles and the core discipline. Exam Study Guides are available [here](#).

How is the exam graded?

- Part 1 and Part 2 multiple-choice questions are graded either by computer (online) or by BEAC staff using a template (paper/pencil).
- Responses to short answer and essay questions are sent out to two members of the Examination Committee who grade independently, using a matrix which assigns points ranging all the way down to 1/2 of a point credit. Applicant names are blanked out on the copies provided to the graders.
- Upon receipt of the essay grades at the BEAC office, the two scores are compared and, provided they are within 20% of each other, are averaged together and stand as the score on the essay portion of the exam. Should the two grades differ by more than 20%, the exam is sent to a third person for grading.
- Scores for all required exam parts are averaged together, and **the overall Total Score determines whether or not the applicant has passed or failed** (i.e. not all individual parts must be passed).
- If the applicant fails the exam but passes any of the individual Parts, they can obtain an exemption from taking those Parts when they re-take the exam.

What happens if I fail part of the exam and thereby fail the exam? Will I have to retake the entire exam?

The overall score is an average of the scores of all required exam parts. You must achieve a total overall score of 70 to pass a BEAC examination. If you fail to achieve an overall passing score, you would only be required to retake those parts of the examination which you did not pass.

Is there a fee for having to retake the exam?

There is a retake fee of \$150 per exam part (\$120 per part for AR and IIA members).

How long does the exam take?

You are allowed two hours for each exam part.

I passed a BEAC exam, but want to be certified in another area as well. Do I need to take another six hour exam?

If you have already passed Part 1, you do not need to retake Part 1 again.

What time do the exams start?

Exams taken at ACT centers can be scheduled at your convenience. The paper / pencil exams usually begin at 8:00 a.m. (this may vary depending on the location). Examinees should arrive at the exam site 30 minutes before start to allow time for check in. All examinees must bring photo ID for sign-in.

What happens if I have to cancel the exam?

Once you make an online appointment, you will be allowed to re-schedule your exam without penalty 3 or more calendar days prior to your appointment. If you do not cancel at least 3 days in advance and do not

appear for your exam at your scheduled location on your scheduled date and time, you will be considered a "no-show," and you will be charged a penalty to reschedule your appointment.

For a paper / pencil exam, BEAC requires that you notify us at least 24 hours prior to the exam. If you fail to notify us within the stated time period, you will be charged a \$50 no show fee.

Are there any study materials?

Study Guides can be found on the BEAC website at <http://www.beac.org/training-sg.html>. BEAC's "Competency Framework" can be found on the BEAC website at <http://www.beac.org/guidance-gb.html> (under "Guidance" on the main menu).

How can I get a copy of the BEAC Standards?

A complimentary copy of the "Performance and Program STANDARDS for the Professional Practice of Environmental, Health & Safety Auditing" is sent to all applicants. Additional copies can be [ordered](#) from the BEAC website.

Are the exams open book? What materials can I bring?

You are not allowed to bring any materials or devices to the exam. For paper / pencil exams, the only items you should bring are a pencil for the multiple choice questions, and a pen or marker for the essay questions.

Is there a process for group exams? In other words do we get a break if we have more than one person sit for the exam?

There is no group discount available.

Is it possible to have a proctor from BEAC come to our office and give an exam?

Yes. BEAC will conduct an examination at your office; for fewer than 6 examinees you will need to pay the travel expenses for the BEAC proctor. BEAC requires a minimum of 45 days advance notice for special exam arrangements.

Is it possible for me to take an exam at the BEAC office?

Yes. BEAC will conduct an examination at our office. We require a minimum of 45 days advance notice to verify conference room availability.

What is the turn around time for the exam results?

The process for grading examinations takes four to six weeks. Exam graders are all volunteers and subject matter experts.

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BEAC RESPONSIBLE CARE® AUDITOR CERTIFICATION

Does the BEAC Responsible Care® Auditor certification cover both RC14001 and RCMS?

Both the BEAC and RABQSA certifications are for Responsible Care® Auditing. Auditors seeking to conduct RC14001 audits will need to conform with ISO 14001 requirements. The Audit Service Provider company is responsible for assuring the auditor meets these additional requirements. If you are already an ISO 140001 Auditor, BEAC Responsible Care® Auditor certification would also qualify you to perform RC14001 audits. If you are not already an ISO 14001 certified auditor, you would need to refer to the ACC's RC205.03 Section 4.6, see <http://www.rctoolkit.com/pdfs/RC205.03.pdf>.