



# CPEA Eligibility Checklist



BOARD FOR GLOBAL  
EHS CREDENTIALING

This is a simple checklist of eligibility requirements for people interested in pursuing the CPEA® credential. Please complete this form before contacting BGC® so that we can better assist you. If you are unable to check all the boxes below, it may mean that you have an eligibility gap that must be closed.

Academic Degree	
<input type="checkbox"/>	<b>A.</b> I have at least a U.S. bachelor’s degree or equivalent from a college/university that is accredited by an organization recognized by the U.S. Department of Education (USDE), Association of Universities and Colleges of Canada (AUCC) or a nationally- or regionally authorized agency. (Non-U.S./Canadian graduates require evaluation reports from a NACES or AICE member organization.)
Training	
<input type="checkbox"/>	<b>B.</b> I have evidence of at least 40 hours of training in the past three years in either: 1) Environmental Compliance, 2) Health and Safety, or 3) Management Systems
Professional Practice Experience	
<input type="checkbox"/>	<b>C.</b> I have a minimum of 4 years of work experience in either: 1) Environmental Compliance, 2) Health and Safety, or 3) Management Systems.
<input type="checkbox"/>	<b>D.</b> Over the last 3 years, I conducted at least 20 audits totaling 100 days or more in either: 1) Environmental Compliance, 2) Health and Safety, or 3) Management Systems. Of the 100 days, a minimum of 20 days may be conducted on-site or virtually.
<input type="checkbox"/>	<b>E.</b> <i>Character Reference Forms (CRFs)</i> will be submitted on my behalf from two responsible individuals, such as supervisors or managers, who have known me for a minimum of two years and have knowledge of my experience and skills relative to EHS auditing at the professional level.
Ethical Practice	
<input type="checkbox"/>	<b>F.</b> I have not been involved in any unethical behavior and will adhere to the <i>BGC Code of Ethics</i> .
Fees	
<input type="checkbox"/>	<b>G.</b> I am able to pay all fees required to obtain and hold the credential including: <ul style="list-style-type: none"> <li>• Application/Reapplication Fee</li> <li>• Examination Fee</li> <li>• Examination Exemption Fee (if needed)</li> <li>• Annual Dues (after Passing the exam)</li> </ul>

**Application Steps:** (Check the BGC website for any updates.)

1. Review the *CPEA Candidate Handbook* pages for information on eligibility, the application process, and exam requirements. Complete the eligibility checklist for your own benefit.
2. Complete the online CPEA Application: profile information and education. Select one of the specialty paths: Environmental Compliance, Health and Safety, or Management Systems.
3. Pay the non-refundable Application Fee to gain access to the next stage.
4. Request *official* transcripts and/or an *official* Evaluation Report.
5. Request *Character Reference Forms (CRFs)* be completed on your behalf.
6. Complete the *Audit Experience Form*, send to supervisor/s to sign off. The supervisor must submit this form.
7. Complete the *Work Experience Form*.
8. Complete the *Formal Training Form* with supporting documentation.
9. Upload the completed *Work Experience Form* and *Formal Training Form* with supporting documentation to your assigned SharePoint folder. Check the SharePoint folder for updates, progress, and incomplete documentation.

**Please Note:** BGC does not offer detailed preliminary reviews of applications/submissions. The review takes place after the application is complete, and the application fee is paid.