



# QEP Eligibility Checklist



BOARD FOR GLOBAL  
EHS CREDENTIALING

This is a simple checklist of eligibility requirements for people interested in pursuing the QEP® 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 five (5) years of professional-level environmental work with a 4-year bachelor's degree in the physical, earth, or natural sciences, engineering, or mathematics.  OR I have eight (8) years of professional-level environmental work with a 4-year bachelor's degree in a different field.
Professional Practice Experience	
<input type="checkbox"/>	<b>B.</b> I have a minimum of 5 years of professional-level environmental work including a leadership role or position of influence held in direct relationship to work assignments, job responsibilities, and key roles in the projects or program assigned. With a bachelor's degree in a different field, a minimum of 8 years of professional-level environmental work is required.
Professional References	
<input type="checkbox"/>	<b>C.</b> Professional Reference Questionnaires (PRQ) should be sent on my behalf from three environmental professionals who have firsthand knowledge of my professional work.
<input type="checkbox"/>	<b>D.</b> Reference writers can substantiate and provide an evaluation of "time in responsible charge," meaning work done in a leadership role or position of influence held in direct relationship to work assignments, job responsibilities, and key roles in the projects or program assigned.
<input type="checkbox"/>	<b>E.</b> At least one of the three references is an immediate supervisor.
Ethical Practice	
<input type="checkbox"/>	<b>F.</b> I have not been involved in any unethical behavior, and I 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>• Annual Dues (after passing the exam)</li> </ul>

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

1. Review the *QEP Candidate Handbook* website pages, as they contain information on the application process, eligibility, and exam requirements. Complete the eligibility checklist for your own benefit.
2. Complete the QEP Application Form: profile information, educational background, work experience information, and description of duties.
3. Pay the non-refundable Application Fee.
4. Request *official* transcripts, or secure e-transcripts, or an *official* Evaluation Report.
5. Request that your references complete the online *Professional Questionnaire Reference (PRQ)*.

CIH-to-QEP Applicants: (Applicant must be a current CIH® holder in good standing)

1. Complete steps 1-3.
2. *Official* transcripts or evaluation reports are waived.
3. Only 1 *PRQ* from an environmental professional is required.

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