

Ohio EPA
Ohio Environmental Protection Agency
Division of Emergency and Remedial Response
Voluntary Action Program

Instructions for the VAP
CERTIFIED PROFESSIONAL RENEWAL APPLICATION FORM

(Updated January, 2010)

PLEASE DO NOT RETURN
THESE INSTRUCTIONS WITH THE APPLICATION

1. This application consists of:

SECTION 1 - Application Information
SECTION 2 - Professional Development Hour Units
SECTION 3 - Documentation
SECTION 4 - Affidavit
2. Applicants should carefully read these instructions, the certified professional rule (OAC Rule 3745-300-05), and all other information in the application package before beginning to complete the certified professional renewal form. Failure to read or understand this information may cause applications to be delayed or denied.
3. Applicants must demonstrate that they meet the requirements for certification renewal. Applicants must review their renewal applications to ensure completeness and accuracy.
4. Please keep a photocopy of the completed application for future reference.
5. By applying for certification renewal, applicants who are or become located outside the state of Ohio consent to service and personal jurisdiction of any Ohio court of the Ohio Environmental Board of Review in proceedings which adjudicate any rights or obligations under chapter 3746 of the Ohio Revised Code. Applicants also consent to the right of entry for inspection and investigation by the Director, or his authorized representative, and to the service of warrants, for any purpose permitted under chapter 3746 of the Ohio Revised Code.

6. The VAP rules describe in detail the qualifications and standards of conduct required of a certified professional. A copy of this certified professional rule (OAC Rule 3745-300-05) is included in this packet.

7. The certification payment is to be made payable to: "Treasurer, State of Ohio/Voluntary Action Program Administrative Fund" and should be sent to:

Ohio Environmental Protection Agency
Office of Fiscal Administration
Lazarus Government Center
50 W. Town Street, Suite 700
Columbus, OH 43215-1049

8. Send the completed application to:

Ohio EPA, DERR
ATTN: Voluntary Action Program
Lazarus Government Center
50 W. Town Street, Suite 700
Columbus, OH 43215-1049

9. If you have any questions or need assistance, please call the VAP at (614) 644-2924.

Applicant's Moral Character:

1. Have you been disbarred, suspended, reprimanded, censured, disqualified or otherwise disciplined as a member of any profession or holder of any public office, or have you voluntarily surrendered a professional license or certification?

Check either: Yes _____ No _____ If yes, explain the circumstances on a separate page

2. Are you the subject of pending professional disciplinary proceedings?

Check either: Yes _____ No _____ If yes, explain the circumstances on a separate page

3. Have you ever

- (i) been convicted of a felony? Yes _____ No _____
- (ii) been convicted of a misdemeanor involving fraud, deceit, misrepresentation or forgery? Yes _____ No _____
- (iii) had a civil judgment against you for professional errors, negligence, incompetence or professional malpractice in the conduct of your business? Yes _____ No _____
- (iv) had a civil judgment against you for an action involving fraud, deceit, misrepresentation or forgery? Yes _____ No _____

If you answer yes to any question, explain the circumstances on a separate page.

SECTION 2

PROFESSIONAL DEVELOPMENT HOUR UNITS

Instructions: Fill in the table on page 4 as completely as possible. Use the category and conversion tables below to determine the number of PDHUs that can be credited for each activity. Provide a brief description and the date(s) of each activity. Fill in the corresponding document number provided in Section 3. Be sure to number the attached documents in the upper right hand corner.

CONVERSION TABLE:

OTHER UNITS OF CREDIT	PROFESSIONAL DEVELOPMENT HOUR UNITS
One college or unit semester hour	20 PDHU
One college or unit quarter hour	15 PDHU
One continuing education unit	10 PDHU
One hour of attendance at seminars, in-house courses, workshops, or professional or technical presentations made at meetings, conventions, or conferences	1 PDHU
Teaching courses (for the first time only)	2x # of PDHU credited for attending course

CATEGORY TABLE:

CATEGORY	CORRESPONDING #
Colleges courses	1
Relevant continuing education courses	2
Presentation or attendance at seminars, in-house courses, workshops, or professional or technical presentations made at meetings, conventions, or conferences pertaining to investigation or remediation of hazardous substances and petroleum	3
Teaching or instructing at any courses or other meeting identified above	4

PROFESSIONAL DEVELOPMENT HOUR UNITS

(Duplicate this blank page to provide sufficient extra pages to adequately document your hours. Only information presented on this form will be considered.)

CATEGORY NUMBER	DESCRIPTION OF ACTIVITY	PDHU CLAIMED	DATE	CORRESPONDING DOCUMENT #

PROFESSIONAL DEVELOPMENT HOUR UNITS CLAIMED: _____

SECTION 3

DOCUMENTATION

Documents used to support the professional development hour units claimed must follow this section and must at least include either:

- (1) A log showing the type of activity claimed, sponsoring organization, location, duration, instructor's or speaker's name, and professional development hour units earned, or
- (2) Attendance verification documents in the form of completion certificates from the sponsoring entity or
- (3) Other documents supporting evidence of attendance and indicating the actual hour of instruction.

Please be sure to number the attached document in the upper right hand corner.

If the applicant is unable to complete the continuing education requirements due to health reasons (as certified by a physician) or active service in the armed forces of the United States, then the applicant must provide appropriate documentation with the renewal application. This documentation is subject to review and approval by the Agency.

CERTIFIED PROFESSIONAL RENEWAL APPLICATION CHECKLIST

To assure efficient procession of your certified professional application, please make sure that the following items have been completed and/or attached: (check blocks as applicable)

- Proper fee mailed to Ohio EPA, Fiscal Administration
- Completed application with signed affidavit
- Documents to support professional development hour units claimed

Send application to: Ohio EPA, DERR
ATTN: Voluntary Action Program
Lazarus Government Center
50 W. Town Street, Suite 700
Columbus, OH 43215-1049

OHIO EPA

CONTENTS OF THE CERTIFIED PROFESSIONAL RENEWAL APPLICATION PACKAGE

- Application Instructions
- Certified Professional Rule (OAC rule 3745-300-05)
- One Certified Professional Renewal Application
- Application checklist

If you are missing any items contact the VAP at (614) 644-2924.