

3745-6-04

Application for initial certification and renewal of certification.

(A) Application for certification. All persons wishing to become a certified professional under this chapter shall meet the requirements in rule 3745-6-03 of the Administrative Code, and shall apply for such certification as follows:

- (1) An applicant seeking certified professional status under this chapter shall submit to Ohio EPA a complete application on current forms provided by Ohio EPA. Applications may be deemed incomplete if insufficient information is provided.
- (2) The application shall include a certificate demonstrating that the applicant successfully completed the required training and testing for the certification requested as described in rule 3745-6-03 of the Administrative Code.
- (3) The applicant shall submit copies of official transcripts from an accredited educational institution to verify that the applicant meets the educational requirements set forth in rule 3745-6-03 of the Administrative Code, unless the professional is requesting a waiver from the director under paragraph (B)(3) of rule 3745-6-03 of the Administrative Code.
- (4) The applicant shall submit documentation adequately demonstrating stream and wetland assessment experience to verify that the applicant meets the professional experience requirements set forth in rule 3745-6-03 of the Administrative Code.
- (5) The applicant shall certify that all information submitted in support of the application is true, accurate, and complete.
- (6) Applications shall be submitted within the time limits for completion of training and testing for all specialties in which certification is sought as provided in rule 3745-6-03 of the Administrative Code. Ohio EPA may grant a waiver extending the period during which the applicant may apply for certified professional status if the applicant can document that extenuating circumstances prevented a timely submission.
- (7) The applicant shall comply with the annual fee requirements in paragraph (B) of rule 3745-6-09 of the Administrative Code.

(B) Renewal of certification. All certified professionals applying to renew any certification or combination of certifications under this chapter shall meet the following requirements:

- (1) The certification shall be valid for three years from the date of approval, contingent upon the certified professional's compliance with the requirements in this chapter.
- (2) A WQCP seeking renewal of any certification shall submit a renewal

application on forms provided by Ohio EPA, no later than sixty days prior to the date of expiration of the certification which the professional is applying to renew. Applications may be deemed incomplete if insufficient information is provided.

- (3) The renewal application shall include a certificate demonstrating that the WQCP successfully completed the refresher testing within the previous calendar year, which includes all of the testing listed in rule 3745-6-03 of the Administrative Code that applies to each certification that the WQCP holds and seeks to renew.
- (4) A WQCP shall demonstrate to the director's satisfaction that the certified professional actively participated in each specialty for which they are certified when requesting renewal. The certified professional shall submit documentation with the renewal application of two stream or wetland assessments filed and approved by the Ohio EPA within the past three years.
- (5) The WQCP shall demonstrate that they have complied with the professional development requirements in paragraph (E) of rule 3745-6-03.
- (6) The WQCP shall certify that all information submitted in support of the renewal application is true, accurate, and complete by signing a certification statement.
- (7) The WQCP shall comply with the annual fee requirements in rule paragraph (B) of rule 3745-6-09 of the Administrative Code.

(C) Agency review of application.

- (1) Ohio EPA shall conduct a completeness review of the initial or renewal application and shall notify the applicant if the application is deemed incomplete. Ohio EPA shall take no further action on an incomplete application and shall notify the applicant of the reasons the application is incomplete and of any additional information required for further consideration.
- (2) The director shall either approve or deny a complete initial or renewal application by notifying the applicant. If the director denies the application, the deficiencies upon which the denial of the application is based will be identified.
- (3) Ohio EPA may require the applicant furnish additional documentation pertaining to the initial or renewal application if determined necessary by Ohio EPA.

(D) Ohio EPA shall maintain a list of certified professionals on Ohio EPA's website. The list shall provide the name of the certified professional, the WQCP's qualifications

and credentials, the status of WOCP's certifications, documents and reports submitted by the certified professional, documentation and results of audits of the certified professional's work, and any final disciplinary action related to the certified professional's performance.