

CERTIFICATION APPLICATION INSTRUCTIONS AND INFORMATION

APPLICATION FORM COMPLETION

1. One copy of the standard Application Form is supplied by the Academy for submission.
2. The items on the Application Form are self-explanatory with the following amplifications:
 - A. Item 2: A copy of a current (including expiration date) certificate of professional licensure/registration **must be included** with the application package. **This item is not applicable to persons applying for Board Certified Environmental Engineering Member of AAEE.**
 - B. Item 3: A copy of **ALL** your college transcript(s) must be forwarded directly to the Academy from the institution(s) OR a reduced letter-size copy of the Diploma(s) included with the application package.
 - C. Item 4: Experience documentation is to be provided in a manner similar to that used to complete a P.E. license application. However, be sure to highlight your Environmental Engineering experience in the specialty for which you are requesting certification, and include the name, address, and phone number of the individual most familiar with your work.
 - D. If sufficient space is not provided on the form to completely describe your career information, please use supplemental sheets. Identify each sheet with the Application Form **ITEM** to which it relates; use separate sheets for each Application **ITEM**.
3. Submit one original application package, the form provided by the Academy plus any supplemental sheets, **PLUS** two (2) copies of the entire application package to the Academy together with a non-refundable processing fee of \$75. If your application is approved, an examination fee for \$150 will be required.

REFERENCE TESTIMONY FORMS

Each candidate is charged with the responsibility of having at least two (2) references regarding the candidate's qualifications sent **DIRECTLY** to the Academy using forms provided by the Academy. Business partners, immediate subordinates or relatives may not be used for references. Supervisors are preferred references. At least one reference **MUST** be a BCEE or BCEEM of AAEE. Insert information on the references in Item 6 on the Application Form.

COMPLETE APPLICATION CONTENTS

A complete application is required before the Academy may begin processing your application. A complete application consists of:

1. An original Application Form with supplemental sheets and two (2) copies sent by you to the Academy.
2. A copy of a current certificate of professional licensure/registration (**unless applying for BCEEM certification**).
3. College transcripts sent by your University or College to the Academy OR diploma copies provided by you.
4. Two (2) reference forms mailed directly to the Academy by your references.

APPLICATION PROCESSING

A complete application is reviewed by the Academy Admissions Committee for completeness and to determine if all pre-examination requirements are satisfied. In the event the Admissions Committee judges the application to be incomplete, it will be returned for correction. If the Admissions Committee determines that you are not qualified for examination, you will be notified of the reasons for such determination in writing.



EXAMINATION PROCEDURES

All applications are due March 31. Applications received after that date will be processed in the succeeding year. Applicants are responsible for ensuring that reference forms and transcripts are also received by the Academy by this deadline.

Examinations are given under the proctorship of an Academy BCEE or BCEEM at locations throughout the U.S. and Canada based on the locations of the candidates to be examined each year. Examinations are given between June and August each year. Candidates will be advised of the exact date and location of the examinations at least 30 days in advance.

Examinations are scored and the results evaluated by the Admissions Committee in September. The Committee then makes a recommendation to the Board of Trustees for each candidate based upon its evaluation. The Board of Trustees votes to grant or deny certification during its Annual Meeting each November.

The Written Examination consists of one hundred multiple-choice questions covering the specialty for which certification is requested. The written examinations are developed by experts in the field. Three hours are allowed to take the written examination. No reference materials or other aids, other than a non-scientific calculator, may be brought into the examination.

The Peer Review is given by a panel of no less than two and no more than four BCEEs or BCEEMs of the Academy. The Peer Review is used to develop fully and satisfactorily the candidate's professional and technical qualifications. The time allotted for this examination is approximately one hour.

CERTIFICATION

Certification requires:

1. A passing score on the written examination, if taken.
2. Recommendation of the Peer Review Panel for certification.
3. Admissions Committee recommendation for certification after the Committee review written and/or oral examination results.
4. Approval by two-thirds of the Trustees of the Academy.



HINTS TO EASE APPLICATION PREPARATION

The following suggestions are based on years of experience of many applicants who have preceded you on the path of specialty certification.

Generally, it is recommended that you subdivide the application preparation into a few discrete tasks generally as outlined below so that you work on the application as time permits.

1. Select your references, mail them the Reference Testimony forms and insert their names and other information into Item 6 on the Application.
2. Order your college transcript(s) and complete Item 3 on the Application.
3. Locate a photo or make an appointment to have one taken.
4. Jot down some notes on your prior places of employment and locate your previous supervisors for each engagement. As this information is compiled enter it on a draft of Item 4 on the Application.
5. Draft Item 4 on the Application, your Experience Record. Provide concise descriptions of your ENVIRONMENTAL ENGINEERING work. You are encouraged to provide supplemental data from already published documents to amplify these descriptions. However, DO NOT just list the position and employer.
6. As the foregoing is proceeding, complete the other items on the Application.

Please do not hesitate to call the Academy in Annapolis, Maryland, at 410-266-3311 if you have any questions as you proceed. J. Sammi Olmo, the Manager of the Admissions and Membership, is available from 8:30 a.m. to 5:00 p.m. Eastern Time to take your call; her email is JSOlmo@aaee.net.



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