



Colorado Department of Labor and Employment
Division of Oil and Public Safety – Remediation Section
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Instructions

Recognized Environmental Professional (REP) Application

(Revised 3/23/2017)

The REP Applicant assumes full responsibility for providing a complete application and having complete reference forms submitted on their behalf. Each applicant should ensure that the information provided in the application stands alone and does not depend upon any other information or knowledge not contained in the application regarding the applicant's reputation or professional experience.

Completed applications and references should be emailed to cdle_remediation@state.co.us.

Do **not** collate your application. Submit each completed form via email as individual attachments using the naming convention identified below.

- **REP Application:** <<REP Applicant Name>> - REP Application (*example: John Smith - REP Application*)
- **REP Decision-making Experience form:** <<REP Applicant Name>> - Decision-making Experience form #<<Number>> (*example: John Smith - Decision-making Experience form #3*)
- **REP Decision-making Project Description form:** <<REP Applicant Name>> - Project Description form #<<Number>> (*example: John Smith - Project Description form #2*)
- **REP Total Professional Experience form:** <<REP Applicant Name>> - Total Professional Experience form #<<Number>> (*example: John Smith - Total Professional Experience form #1*)
- **REP Reference form:** <<Reference Name>> reference for <<REP Applicant Name>> Applicant Name (*example: Jim White reference for John Smith*)

The following subsections provide instructions for specific information required for each section of the application and associated forms.

Applicant Information

Type your contact information exactly as you want it to appear in your REP Application file.

Education

Check the appropriate box to indicate which Track you are pursuing.

For the standard track, a B.S. or higher in the fields of engineering, industrial hygiene or biological, chemical, environmental or physical science is required.

An alternate track of 15 years of total professional experience and eight years of decision-making experience may also be considered in lieu of the standard track educational background.

Professional Ethics

You must answer each question regarding moral character and proficiency truthfully. If appropriate, you may provide clarifying explanations for any of the answers.

Summary: Decision-making and Total Professional Experience

This section summarizes all position descriptions claimed for both Decision-making and Total Professional Experience. The summary section must clearly identify that the applicant meets the requisite experience identified for the track selected.

Professional References

Each applicant must select three professional references (at least one of which is a client) who will complete the professional reference form in support of their application.

These references should have direct knowledge of the applicant's professional work as it relates to site assessment, risk characterization or remediation.

The references must not disclose the information they include in the reference form to the applicant; rather, the references will email the completed reference form directly to cdle_remediation@state.co.us.

Decision-making Experience

Applicants have the burden of both claiming and demonstrating that they have the appropriate number of years of decision-making experience. An applicant's decision-making experience will be evaluated based on the nature of the position, the size and complexity of specific projects, the decision-making role and the extent to which the applicant was involved in the technical aspects of site assessment and remediation decisions. Applicants do not have to demonstrate that they were the sole decision maker, but must clearly demonstrate that they were responsible and accountable for providing significant technical input on site assessment, risk characterization or remediation determinations.

Please provide enough information to demonstrate adequate documentation of decision-making experience.

Decision-making experience will be evaluated on a position-by-position basis. An applicant must fill out a Position Description for each position on which the applicant is claiming decision-making experience. The applicant must clearly identify the number of years and months for which they are claiming decision-making experience for each position submitted.

The applicant must also submit a minimum of one Project Description for each position description submitted. Project Descriptions are used to support the applicant's claim that the work performed constituted decision-making experience. Position Description and Project Description forms should be added to the application as appropriate to demonstrate the requisite experience for the appropriate track.

Position Descriptions and Project Descriptions will be evaluated to determine whether the work claimed is demonstrative of decision-making experience. Applicants are urged to complete all pages as thoroughly as possible to support their claim on decision-making experience.

Total Professional Experience

Applicants have the burden of both claiming and demonstrating that they have the relevant number of years of Total Professional Experience (i.e., 8 years for the standard track or 15 years for the alternate track). Total Professional Experience Position Description sheets should be used to describe any additional (i.e., apart from positions identified in the Decision-making Experience section) position experience claimed to meet the requirements. Total Professional Experience Position Descriptions may not need to be completed if the relevant number of years is satisfied through Decision-making Experience Position Descriptions.