

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 reduced letter-size copy of the Diploma(s) OR a copy of ALL your college transcript(s) must be forwarded directly to the Academy from the institution(s) included with the application package.
 - B. Item 4: Highlight your Environmental Science 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. A detailed resume may be attached and can be used to provide detail that might otherwise be included on the Application Form.
 - C. 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, the form provided by the Academy plus any supplemental sheets together with a non-refundable processing fee of \$75. If your application is approved, an examination fee for \$175 will be required. These fees are waived if your company/organization is an AAEEES Patron (<https://www.aaees.org/patronsprogram>).

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. It is preferred that one reference be a BCEE, BCEEM or BCES of AAEEES. 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.
2. College transcripts sent by your University or College to the Academy OR diploma copies provided by you.
3. Two (2) reference forms mailed directly to the Academy by your references.
4. A passport size photo of the applicant.

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

Applications and all supporting documents may be submitted online at <https://www.aaees.org/submitapplication>. The application fee is \$75. Questions regarding your application may be emailed to Susannah Walz at SWalz@aaees.org. Applicants are responsible for ensuring that reference forms and transcripts are also received by the Academy.

Peer review examinations are given virtually under the proctorship of an Academy Board Certified Environmental Scientist. Examinations are given between June and August each year. Candidates will be advised of the exact date. Written examinations are proctored via an online testing service.

Examinations are scored and the results evaluated by the Admissions Committee in September. The Committee then makes a recommendation to the American Academy of Environmental Scientists Certification Board (AAESCB) for each candidate based upon its evaluation. The AAESCB 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 Board Certified Environmental Scientists 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 AAESCB 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 SCIENCE 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. Susannah Walz, the Manager of the Admissions and Membership, is available from 9:00 a.m. to 3:00 p.m. Eastern Time to take your call; her email is SWalz@aaees.org.



OF ENVIRONMENTAL ENGINEERS & SCIENTISTS®
 147 Old Solomons Island Road, Suite 303
 Annapolis, MD 21401
 410.266.3311, FAX: 410.266.7653
 http://www.aaees.org

Application for Board Certified Environmental Scientist (BCES)

I have read the information on page 4 of this form pertaining to certification and hereby file this application for issuance to me of a Certificate of Special Knowledge in Environmental Science in the specialty judged by the American Academy of Environmental Scientists Certification Board (AAESCB) based on my record and supporting data submitted as part of my application. (Form must be completed in full to be considered for certification, otherwise, it will be returned for additional information.)

**Attach passport-size
 photograph**

GLUE SECURELY

I apply for certification under one of the following procedures:

- (1) Certification by Written Examination and Peer Review
- (2) Certification Without Written Examination — By Peer Review and Accomplishments in a Specialty
- (3) Certification in Additional Specialty Fields
- (4) Certification in an Alternative Specialty — Certification to Replace an Existing Specialty
- (5) Re-Examination Written Oral Both

1. GENERAL INFORMATION

Name in Full (no abbreviations): _____

Business Title: _____

Business Affiliation: _____

Business Address (Street, City, State, Zip Code): _____

Business Telephone: _____ Business E-Mail Address: _____

Home Address (Street, City, State, Zip Code): _____

Home Telephone: _____ Home E-Mail Address: _____

Birthplace: _____ Date of Birth: _____ Citizenship: _____

Cell Number: _____ Referred by: _____ Preferred Address to use Office Home

2. EDUCATION

List in chronological order the name and location of each college or university attended; also list graduate and research work and other appropriate education training.

<i>Name and Location of Institution</i>	<i>Years From - To</i>	<i>Date Graduated (mm/dd/yy)</i>	<i>Degree Received*</i>	<i>Field in Which Degree was Issued</i>

Please include reduced copy of Diploma or arrange for College Transcript to be forwarded with application for ALL degrees earned.

Is reduced letter-size copy of diploma enclosed with application? Yes No
 or have you arranged for college transcript to be forwarded? Yes No

3. CERTIFICATION/REGISTRATION (if any)

Name the State(s) in which you now hold a valid registration in any specialty areas of environmental science (example: Professional Geologist) giving (1) State, (2) registration number, (3) classification, (4) date issued.

<i>State</i>	<i>Number</i>	<i>Classification</i>	<i>Date</i>
First Issued:			
Other(s)			

List the other states in which you hold a valid registration _____

Please provide a copy of CURRENT (including expiration date) certificate of registration. (if any)

Have you included a copy of your certificate? Yes No

4. EXPERIENCE RECORD OF ENGAGEMENTS IN, OR RELATED TO, ENVIRONMENTAL SCIENCE

Under this item, candidate shall give special attention and provide full details of ALL WORK, HIGHLIGHTING ENVIRONMENTAL-RELATED WORK, particularly in the specialty in which certification is requested. Support claimed time in responsible charge¹ in work description.

Number of Engagement ²	DATE: From - To (MM/YY)	TITLE OF POSITION, NAME OF EMPLOYER, DUTIES, DEGREE OF RESPONSIBILITY, ETC. OF EACH ENGAGEMENT — Make statements clear and concise. Amplify further on separate sheets or with resume; supporting materials should be coded with the number of each engagement.	(1) Total Professional Time (Years)	(2) Of the Time in Col. (1), Time in responsible charge (Years)	NAME, TITLE, ADDRESS, and CURRENT PHONE number of superior or person most familiar with your work
TOTAL EXPERIENCE IN YEARS		SUMMARY BY APPLICANT			
Admissions Committee Use Only		VERIFIED SUMMARY			

1. TIME IN RESPONSIBLE CHARGE is the time spent in direct control and supervision of work requiring exercise of technical judgement.

2. Engagement means project, assignment, or employer.

5. SPECIALTIES RECOGNIZED FOR CERTIFICATION BY THE AMERICAN ACADEMY OF ENVIRONMENTAL ENGINEERS AND SCIENTISTS

Write after each specialty "first choice and "second choice", as appropriate.

- | | | |
|--|---|---|
| <input type="checkbox"/> Air Resources _____ | <input type="checkbox"/> Environmental Biology _____ | <input type="checkbox"/> Environmental Chemistry _____ |
| <input type="checkbox"/> Environmental Microbiology _____ | <input type="checkbox"/> Environmental Toxicology _____ | <input type="checkbox"/> Groundwater and the Subsurface Environment _____ |
| <input type="checkbox"/> Hazardous Waste Management and Site Remediation _____ | | <input type="checkbox"/> Solid Waste Management _____ |
| <input type="checkbox"/> Surface Water Resources _____ | <input type="checkbox"/> Sustainability Science _____ | |

6. REFERENCES

Give names and addresses of at least two (2) references who are currently practicing Environmental Engineering and who have personal knowledge of your professional work — particularly those who can substantiate and provide an evaluation of "time in responsible charge of environmental related engineering work". At least one (1) reference must be a BCEE, BCEEM or BCES of the American Academy of Environmental Engineers and Scientists. **Do not list partners, immediate subordinates, or relatives.** It is the responsibility of each applicant to see that all references are (1) furnished on the form enclosed and provided by the Academy for this purpose, and (2) are mailed on a confidential basis to the office of the Executive Director. *If you need the name of a BCEE, BCEEM or BCES to use as a reference, please contact your State Representative or AAEEES Headquarters.*

Name, Title, Affiliation, and Mailing Address

- (1) _____
(2) _____

7. MEMBERSHIP IN SOCIETIES, ASSOCIATIONS OR INSTITUTES

(Will be printed in Who's Who. If necessary, amplify on separate sheet.)

<i>(Professional, Honorary or Scientific) Name of Organization</i>	<i>Grade of Membership</i>	<i>Date Originally Joined</i>

8. SPECIAL HONORS, AWARDS, AND OFFICES HELD IN PROFESSIONAL SOCIETIES

(Will be printed in Who's Who. If necessary, amplify on separate sheet.)

9. EXAMINATION CONSIDERATIONS

I **have** **do not have a disability as defined by the American Disabilities Act.** If you have a defined disability, arrangements to accommodate that disability during the examination will be provided.

The Academy tries to provide examinations in reasonably convenient locations (usually within the state or region of a state where the candidate resides). However, this may not always be possible, and by filing this application, the candidate agrees to travel to the closest available examination site provided by the Academy.

10. OBLIGATION

I hereby agree (a) to be bound by the terms and provisions of the Certification of Incorporation of the American Academy of Environmental Engineers and Scientists, its by-laws and such other regulations as may from time to time be in force, so far as they effect me; (b) to indemnify and hold harmless each and all of your members, trustees, officers, examiners, and agents from and against any liability whatsoever in respect of any act(s), error(s), or omission(s) by you or them or any of them in connection with this application, the examination, the grades given upon such examination, and/or the granting or issuance of or failure to grant or issue a certificate to me; (c) that any prescribed fee paid by me is not refundable; and (d) that any certificate granted or issued me shall remain the property of the Academy.

I certify that all the information contained in this application is correct to the best of my knowledge.
I further pledge myself hereby to the highest ethical standards in the practice of environmental science.

Signature in Full _____

Date _____ 20_____

Applications can be submitted online at <https://www.aaees.org/submitapplication> or emailed to Susannah Walz at SWalz@aaees.org. Application processing fee is \$75.00. This fee is waived if your company/organization is an AAEEES Patron (<https://www.aaees.org/patronsprogram>). If you need submit a check, make it payable to American Academy of Environmental Engineers and Scientists and mail it to 147 Old Solomons Island Road, Suite 303, Annapolis, MD 21401.

NOTE: All information submitted as part of certification is kept confidential and is released only to authorized persons, i.e. Admissions committee members, the applicant or those authorized access by a court of law.

INFORMATION FOR APPLICANTS

THE CERTIFICATION PROCESS

(Excerpted from the AAEES Admissions Committee Manual)

Overview

Specialty certification by the American Academy of Environmental Engineers & Scientists is a voluntary process. People may seek certification as a Board Certified Environmental Scientist. Each person seeking certification as a Board Certified Environmental Scientist must possess certain pre-requisites including:

- Be engaged in environment science,
- A baccalaureate degree or higher in environment science or other science field acceptable to the American Academy of Environmental Scientists Certification Board (AAESCB),
- Experience in environment science subsequent to receipt of the college degree, and
- Good moral character and high ethical integrity.

Through a combination of credentials review, examinations, and assessment of work experience a judgment is made regarding qualification for specialty certification. This work is entrusted primarily to the Academy's Admissions Committee and staff. However, the final decision to grant a certificate rests with the AAESCB of the Academy. The process is completed when the person deemed worthy of certification accepts the certificate and the responsibilities that certification entails.

There are two examination paths to specialty certification by the Academy. They differ only in the experience pre-requisites pertaining to each. The elements, which distinguish each of these paths, are described in the following sections.

Certification by Written Examination and Peer Review

This is the principal path used by the Academy to grant specialty certification. Individuals possessing at least eight (8) years of acceptable environment science experience, four (4) of which are in responsible charge, are eligible. The experience must be obtained after the receipt of the baccalaureate degree.

Certification without Written Examination

Those persons possessing at least sixteen (16) years of environment science experience, twelve (12) of which are in responsible charge, after receipt of the baccalaureate degree may qualify for specialty certification by peer review only. The majority of the candidate's experience must be in the specialty for which certification is sought. Generally, "majority" is defined for these purposes to mean 10 years.

PART 1 — To be completed by the Applicant

Name: _____

Address: _____

Indicate the specialty areas in which you are applying for Certification (as on the Application, indicate first and second choices with a 1 and 2):

- Air Resources _____ Environmental Biology _____ Environmental Chemistry _____
 Environmental Microbiology _____ Environmental Toxicology _____ Groundwater and the Subsurface Environment _____
 Hazardous Waste Management and Site Remediation _____ Solid Waste Management _____
 Surface Water Resources _____ Sustainability Science _____

PART 2 — To be completed by Reference

The Academy's purpose is to identify and certify persons with special capability in environmental science for the public benefit. More particularly, based on a review of experience and by examination, it will decide whether or not the applicant has special knowledge in one of the two areas listed by the applicant in Part 1. Your opinion requested below will assist in that process.

1. Are you a Board Certified Environmental Engineer (BCEE), Board Certified Environmental Engineering Member (BCEEM), or Board Certified Environmental Scientist (BCES)? Yes No

2. Name one state in which you are licensed or registered to practice and list your license/ registration number (if applicable).

State _____ Number _____ Expiration Date _____

3. How long have you known the applicant? From _____ To _____

And in what connection? _____

4. In your opinion, does the applicant meet the Academy's requirement "to be of good moral character and of high ethical and professional standing"? Yes No No Opinion

5. Is the candidate in direct control and supervision of science work requiring exercise of environmental science judgement in responsible charge? Yes No

6. Please describe candidate's work as pertains to Question 5. _____

How long has the candidate been in responsible charge of environmental science work? At least _____ years.

Don't know. (Use other side to describe responsible charge.)

7. Do you recommend the applicant for Specialty Certification in the areas listed in Part 1? Yes No

8. Additional Comments _____

Your Name (please print): _____ Title: _____

Business Affiliation and Address: _____

Phone Number: _____ Signature: _____ Date: _____

PART 1 — To be completed by the Applicant

Name: _____

Address: _____

Indicate the specialty areas in which you are applying for Certification (as on the Application, indicate first and second choices with a 1 and 2):

- Air Resources _____ Environmental Biology _____ Environmental Chemistry _____
 Environmental Microbiology _____ Environmental Toxicology _____ Groundwater and the Subsurface Environment _____
 Hazardous Waste Management and Site Remediation _____ Solid Waste Management _____
 Surface Water Resources _____ Sustainability Science _____

PART 2 — To be completed by Reference

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1. Are you a Board Certified Environmental Engineer (BCEE), Board Certified Environmental Engineering Member (BCEEM), or Board Certified Environmental Scientist (BCES)? Yes No

2. Name one state in which you are licensed or registered to practice and list your license/ registration number (if applicable).

State _____ Number _____ Expiration Date _____

3. How long have you known the applicant? From _____ To _____

And in what connection? _____

4. In your opinion, does the applicant meet the Academy's requirement "to be of good moral character and of high ethical and professional standing"? Yes No No Opinion

5. Is the candidate in direct control and supervision of science work requiring exercise of environmental science judgement in responsible charge? Yes No

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Your Name (please print): _____ Title: _____

Business Affiliation and Address: _____

Phone Number: _____ Signature: _____ Date: _____