

CANDIDATE BULLETIN



State of New Jersey
Licensed Site Remediation Professional

Prepared By

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INTRODUCTION

Welcome! Thank you for your interest in the New Jersey Licensed Site Remediation Professional (LSRP) credential. By earning your license, you will have demonstrated your knowledge and competence in the identification, evaluation, reduction, and elimination of environmental and public health risks presented by contaminated sites in the State of New Jersey. You will be authorized by the State to oversee the remediation of contaminated sites in accordance with the New Jersey Department of Environmental Protection's (NJDEP) applicable standards and regulations for responsible parties. You will be subject to strict ethical standards established by statute and regulation and must ensure that remediations are protective of human health, safety and the environment. The conduct of LSRPs is overseen by the Site Remediation Professional Licensing (SRPL) Board (Board).

This Candidate Bulletin outlines the licensing process and contains information on registering for and taking the licensing exam. This Candidate Bulletin DOES NOT provide information regarding Licensure fees, renewals, suspensions, revocations, reinstatements or other pertinent information once your License has been issued. Please visit the SRPL Board's website at www.nj.gov/lsrpboard for more information.

Note: The information contained in this document was current at the time of publication. The rules and requirements pertaining to the licensing process are subject to change by the State of New Jersey. Candidates are advised to check the NJDEP and SRPL Board web sites for the most current information.

The information on the NJDEP Site Remediation web site and the SRPL Board web site supersedes the information in this bulletin. The NJDEP Site Remediation Web Site can be found at <http://www.nj.gov/dep/srp/> and the SRPL Board Web Site can be found at <http://www.nj.gov/lsrpboard>.

ABOUT THE LICENSED SITE REMEDIATION PROFESSIONAL (LSRP) CREDENTIAL

The Licensed Site Remediation Professional (LSRP) program was created by New Jersey's Site Remediation Reform Act (SRRA), P.L. 2009, c.60. The Act created a SRPL Board (Board). The NJDEP has contracted with The Caviart Group of Vienna, Virginia to develop and administer the licensing examination program.

TRADEMARKS AND COPYRIGHTS

"Licensed Site Remediation Professional" and "LSRP" are designations assigned under law by the State of New Jersey. Individuals who earn the LSRP credential may use these designations as long as the license has not expired, been suspended, revoked, or voluntarily relinquished. Use by unauthorized persons is subject to civil and/or criminal action.

Examination materials and publications are copyrighted by NJDEP and The Caviart Group, LLC and protected under U.S. law. NJDEP and The Caviart Group aggressively enforce the appropriate use of its property, and unauthorized use may result in sanctions or other penalties as permitted by law.

STATEMENT OF NON-DISCRIMINATION

The State of New Jersey and The Caviart Group do not discriminate among applicants, candidates or licensees on the basis of age, sex, race, religion, national origin, or marital status.

ELIGIBILITY

All persons wishing to become a Licensed Site Remediation Professional must meet the following statutory requirements below: Please note that this is just a synopsis of the requirements and you are encouraged to view additional information on the SRPL Board's web site that can be found at <http://www.nj.gov/l srpboard> .

Education – All candidates must hold a bachelor's degree or higher in natural, chemical or physical science, or an engineering degree in a discipline related to site remediation, from an accredited institution of higher education.

Experience – All candidates must have a minimum of eight years of full-time professional experience in the field of site remediation, of which five years shall have occurred in New Jersey and at least three years shall have occurred in New Jersey immediately prior to submission of the application. The NJDEP and/or the Board may allow applicants with relevant advanced degrees up to two years of credit for professional experience, of which one year of credit may be awarded for applicants who have earned a master's degree in a relevant field of study and up to two years of credit may be awarded for applicants who have earned a doctorate degree in a relevant field of study. Candidates must also have a minimum of 5,000 hours of relevant professional experience within the State of New Jersey over the five years immediately prior to submission of the application that is of a professional grade and character that indicates the applicant is competent to issue a response action outcome.

Training – All candidates must have attended and completed the minimum environmental health and safety education and training provided pursuant to 29 C.F.R. Section 1910.120 no more than one year prior to submission of an application for a license pursuant to this section and have attended and completed a course approved by the NJDEP and the SRPL Board on the State's rules and regulations concerning the technical requirements for site remediation no more than three years prior to submission of the application.

Background – Candidates must not have been convicted of, or pled guilty to, an environmental crime, any similar or related criminal offense under federal or state law, or any crime involving fraud, theft by deception, forgery or any similar or related offense under federal or state law; and must not have had a professional license revoked by any state licensing board or any other professional licensing agency within the previous 10 years.

APPLICATION INFORMATION

PLEASE NOTE THAT THERE ARE TWO SEPARATE EXAMINATION APPLICATION FORMS. PLEASE READ CAREFULLY TO DETERMINE WHICH FORM TO USE.

You can also view Frequently Asked Questions (FAQs) which can be found at http://www.nj.gov/dep/srp/srra/lrsp/LSRP_Application_FAQ.pdf

1. LSRP Licensure Examination Application Form with Limited Credential Review

Examination applicants who currently hold a Temporary LSRP License or Applicants who are Reapplying for Licensure Examinations must use this form.

An applicant who currently holds a valid Temporary LSRP License in the State of New Jersey or an applicant who is reapplying for Licensure examination after failing the examination, must submit a LSRP Licensure Examination Application Form with Limited Credential Review, along with the applicable fee. Once your application has been reviewed by the NJDEP, you will receive a notice from the NJDEP indicating whether or not you qualify to sit for the examination. If your application has been accepted, you will be provided with a Candidate Identification Number and an Examination Authorization Number in the notice that will allow you to register for the examination one time.

Note that applicants who have a valid Temporary LSRP license who are unsuccessful at passing the examination may sit for up to two (2) additional examinations within a nine (9) month time period from the date the first examination is offered. A LSRP Licensure Examination Application Form with Limited Credential Review, along with the application fee, shall be submitted each time the applicant reapplies within the nine (9) month time period. An applicant who does not pass the examination within the 9 month time period may not apply to retake an exam for a period of at least one (1) year. After the one (1) year period is over, an applicant reapplying for Licensure will be considered a new applicant and must submit a LSRP Licensure Examination Application with Full Credential Review.

An applicant who holds a valid Temporary LSRP License for the Remediation of Underground Storage Tank Discharges Only, who is unsuccessful at passing the initial examination, may sit for up to two (2) additional examinations within a nine (9)

month time period from the date the first examination is offered. The LSRP Licensure Examination Application with Limited Credential Review, along with the application fee, shall be submitted each time the applicant reapplies within the nine (9) month time period. An applicant who does not pass the examination within the 9 month time period may not apply to retake the Examination for a period of at least one (1) year, and until all education requirements for permanent licensure are met.

The LSRP Licensure Examination Application Form with Limited Credential Review and instructions for the application can be found at <http://www.nj.gov/dep/srp/srra/l srp/application.htm>.

2. LSRP Licensure Examination Application Form – Full Credential Review

Exam Applicants who do Not hold a valid Temporary LSRP License must use this form.

An applicant who does **NOT** hold a valid Temporary LSRP License in the State of New Jersey is considered a first time applicant and must submit a LSRP Licensure Application Form with Full Credential Review, along with the applicable fee. Once your application has been reviewed by the NJDEP, you will receive a notice from the NJDEP indicating whether or not you qualify to sit for the examination. If your application has been accepted, you will be provided with an Candidate Information Number and a Examination Authorization Number in the notice that will allow you to register for the examination one time.

Note that new applicants who are unsuccessful at passing the initial examination, may sit for up to two (2) additional examinations but must submit a LSRP Licensure Application Form with Limited Credential Review along with the applicable fee each time they reapply to take the examination. Note that the two (2) additional examinations are not required to be taken within the nine month time frame that is applicable to Temporary LSRP license holders. If a new applicant does not pass the examination after taking it a maximum of three times over four consecutive dates that the examination is offered, the applicant may not reapply to take the examination for a period of at least one (1) year. After the one (1) year period is over, an applicant reapplying for Licensure must use the LSRP Licensure Application Form with Full Credential Review.

The LSRP Licensure Examination Application Form with Full Credential Review and instructions for the application can be found at

<http://www.nj.gov/dep/srp/srra/l srp/application.htm>.

EXAMINATION APPLICATION FEE

If you are a first time applicant who does not have a Temporary LSRP License and are submitting the LSRP Licensure Application Form with Full Credential Review, the fee is \$400.00. If you currently hold a Temporary LSRP License or are reapplying for examination using the LSRP Licensure Application Form with Limited Credential Review, the fee is \$50.00.

APPLICATION APPROVAL

Upon approval of the application NJDEP will contact all applicants in writing to inform them if their application has been accepted. Approval of the application does not guarantee licensure. A license will be issued only after NJDEP receives notification from The Caviart Group that the applicant has taken the LSRP licensing exam and received a passing score and any licensure fees that may be due from the applicant are paid to the NJDEP.

APPLICATION DENIAL

If the application is denied, the NJDEP will contact the applicant in writing and explain the reason(s) for the denial. If the applicant disagrees with the NJDEP's decision, the applicant must provide a written statement with an appropriate rationale. If the applicant chooses to resubmit the application, a new fee must accompany the subsequent application.

Any written statements submitted in response to an application denial must be sent to:

New Jersey Site Remediation Professional Licensing Board
c/o New Jersey Department of Environmental Protection
Site Remediation Program
Licensed Site Remediation Professional License Program
P.O. Box 420, Mail Code 401-05A
Trenton, NJ 08625-0420

THE EXAMINATION

EXAM REGISTRATION

Once the NJDEP has determined an applicant meets the Education and Experience requirements to sit for the LSRP Licensing Examination, the NJDEP will send out an approval notification letter which will provide candidates with the information needed to register for the licensure examination. This information will include a candidate identification number and an examination authorization number. Candidates will also be provided with the internet address of The Caviart Group's NJ LSRP Examination Registration web site where they will complete the registration process.

At the examination registration web site, candidates will enter the candidate identification number and the examination authorization number provided by the NJDEP and will create a username and password. They will then be able to select an examination date and testing location from those available. Examination administration locations will have a specific number of spaces available for testing. Spaces for all examinations will be assigned on a first-come, first-served basis. If no more spaces are available for a candidate on the date or location of their choice, they will need to select an alternative date and or location from those available.

Upon completion of registration, candidates will receive (via email) an authorization to test letter, stating the date, time, and location of the scheduled examination as well as directions to the exam site. Candidates should verify that all personal information included in the authorization to test letter to ensure that it is correct. **Any errors should be communicated to NJDEP immediately.**

The information on the authorization to test letter MUST match the information on the Government issued identification (see Step 4, page 15) presented at the testing center, otherwise candidates will be refused entry to the examination and will be required to re-register for a future examination. This means you must use the name exactly the way it appears on your Government issued Identification when filling out the Licensure Application.

IMPORTANT: Candidates must bring their authorization to test letter e-mailed to them by The Caviart Group to the testing site on the day of the test.

ABOUT THE LSRP EXAMINATION

FORMAT

The LSRP examination is a paper-and-pencil multiple choice format examination. Candidates will be presented with a printed test booklet and a separate printed answer sheet. Candidates will record their answers by using a number 2 pencil to fill in the “bubble” or circle that corresponds to their intended answer. Candidates must take care to ensure that the bubble corresponding to their intended answer is completely filled.

Only one answer can be indicated for each question. Candidates may change their intended answer by erasing one bubble and filling in another bubble. Candidates must be certain to completely erase unintended answers. If there appear to be two or more answers to a question or it is unclear as to the intended answer, the question will be counted as incorrect.

While candidates may make marks or notes in the examination booklet, all answers must be recorded on the answer sheet. Answers marked in the examination booklet will not be counted.

There are 165 multiple-choice items on the NJ LSRP examination. Each item will present a question to be answered along with four answer choices. Candidates should read each question carefully, including all of the answer choices options and then select the answer choice that BEST responds to the question.

All examination items are of equal weight. Examinations are scored based on the number of correct responses and there is no penalty for incorrect answers. Candidates should answer all of the questions presented.

TIME

Candidates will be allowed 3.5 hours to complete the examination. Restroom breaks are allowed, but candidates will not be given extra time on the exam to account for any breaks taken.

EXAMINATION CONTENT

The LSRP examination addresses the knowledge, skills and abilities required to practice site remediation in the State of New Jersey at the level required to protect the health, safety and welfare of the public. The content of the examination was defined through a scientific study known as a Job/Task Analysis (JTA). This process is in accordance with

the accepted testing best practices and accreditation standards. The JTA process is the preferred method of defining appropriate test content in a legally defensible manner.

The JTA process included a panel of experts in site remediation from the State of New Jersey as well as a state wide survey of all professionals holding a temporary LSRP.

The test consists of items that address the following domains and sub-domains. Domains are major areas of practice and subdomains are the specific important tasks within that domain.

EXAMINATION OUTLINE

Define the Objectives of the Project (3% to 5%)

- Ascertain client's business goals and objectives
- Determine the applicable regulatory framework for a project

Information Gathering (25% to 40%)

- Review and evaluate the existing body of evidence and identify information that is pertinent to the required remediation
- Review and interpret government files
- Review aerial photography of the site
- Review historical fire insurance company maps
- Interpret client files
- Identify and interview persons who are knowledgeable about current and previous uses of the site
- Identify regulations that apply to the project
- Perform site inspection to identify characteristics of known or potential areas of concern
- Perform area reconnaissance to determine the extent of area to be investigated or remediated
- Assess visual evidence of areas of concern, potential migration paths, potential receptors, and prior investigations/remediation
- Assess potential off-site sources of contamination
- Assess potential impact of operational processes for releases of hazardous material
- Assess potential locations for sampling
- Evaluate topography, drainage, soil types, etc.
- Identify potential logistical/physical restraints to sampling
- Compile data and field inspection information

Perform Initial Analysis (5% to 10%)

- Synthesize data to identify areas of concern
- Develop an initial conceptual site model including probable type(s) of contamination, its sources, pathways and receptors, and physical properties of contaminants
- Determine areas of concern to investigate
- Determine media to be tested including procedures, locations, depths, quantity, and analytes

Develop Project Plan (10% to 15%)

- Develop a quality assurance project plan (QAPP)
- Develop sampling and analysis plan as part of QAPP
- Develop quality assurance/quality control procedures for field sampling as part of QAPP
- Develop health and safety protocols (HASP) for working on the site
- Develop implementation schedule

Perform Site/Remedial Investigation (15% to 20%)

- Manage, direct and/or oversee the implementation of the sampling plan
- Provide on-site supervision of project implementation
- Evaluate actual field conditions and modify the plan to address unexpected site conditions
- Perform regulatory reporting and public notification when required
- Evaluate usability of laboratory data
- Evaluate field data
- Determine if investigation is complete or if additional investigation is required
- Prepare and submit site/remedial investigation report

Select Remedial Action (10% to 15%)

- Assess the feasibility of various remedial options
- Determine remedial data required
- Select preferred remedy
- Prepare remedial action work plan
- Develop cost estimate for remediation funding

Perform Remedial Action (7% to 12%)

- Secure appropriate permits
- Manage, direct and/or oversee the implementation of the remediation plan
- Assess effectiveness of the remedial action
- Issue Response Action Outcome (RAO)

Perform Post Closure (3% to 5%)

- Prepare long-term monitoring plan
- Prepare remedial protectiveness certification of the remedy

TESTING CENTER LOCATIONS

The LSRP examination will be administered on several specific days each year. Testing locations will be at various sites within the State of New Jersey. The dates and locations of upcoming test administrations will be posted on the NJDEP web site and on The Caviart Group's examination registration web site.

SPECIAL ACCOMMODATIONS

The State of New Jersey and The Caviart Group comply with the Americans with Disabilities Act (ADA), and are dedicated to ensuring that no eligible individual is deprived of the opportunity to take the exam solely by reason of a disability as defined under the ADA, as long as the disability is not one which would render the individual incapable of performing the duties of the licensed professional.

Applicants needing special accommodations must make a request in writing at least two (2) months in advance of the desired testing date. Requests must include documentation of a formally diagnosed ADA-recognized disability from a qualified professional who has provided evaluation or treatment to the applicant within the past year.

EXAM APPOINTMENT CANCELLATION OR RESCHEDULING

EMERGENCY CANCELLATION

A candidate who encounters a medical or other emergency which makes it impossible for him or her to sit for the examination on the scheduled date should notify NJDEP immediately in writing (email is acceptable). The candidate must provide a written statement detailing and attesting to the medical or other emergency that prevented him or her from testing.

The NJDEP and/or the SRPL Board will assess the circumstances of the emergency and make a determination as to whether the candidate will be allowed to re-schedule to be tested without additional fees. The decision of the NJDEP and/or SRPL Board on this matter is final.

Acceptable emergency situations include:

- The death of an immediate family member.
- An accident, illness, or hospitalization of the candidate (must be verified by a doctor)
- A natural disaster.

Please send an e-mail to Wayne Howitz at Wayne.Howitz@dep.state.nj.us to notify NJDEP in the event of an emergency or send a written notification to:

New Jersey Site Remediation Professional Licensing Board
c/o New Jersey Department of Environmental Protection
Site Remediation Program
Licensed Site Remediation Professional License Program
P.O. Box 420, Mail cod 401-05A
Trenton, NJ 08625-0420

WITHDRAWAL

In a non-emergency situation, a candidate who finds that he or she is unprepared or otherwise unable to sit for the examination on the scheduled date should notify NJDEP immediately in writing (email is acceptable).

If the cancellation is received at least 15 days before the scheduled date, the candidate will be allowed to reschedule for a future examination without additional fees (as long as the time allowed for testing by the NJDEP and/or the SRPL Board has not expired).

If the cancellation is received with less than 15 days' notice, or if the candidate simply fails

to appear for the examination without advance notice, the candidate will be required to apply to retest and pay the examination fee again in order to sit for it in the future.

Please send an e-mail to Wayne Howitz at Wayne.Howitz@dep.state.nj.us to notify NJDEP of a withdrawal or send a written notification to:

New Jersey Site Remediation Professional Licensing Board
c/o New Jersey Department of Environmental Protection
Site Remediation Program
Licensed Site Remediation Professional License Program
P.O. Box 420, Mail cod 401-05A
Trenton, NJ 08625-0420

ON THE DAY OF THE EXAM

Step 1: Arrive at the Test Center Early

Your exam appointment confirmation letter will provide you with the location of your testing center. Plan your travel carefully so that you will arrive at the test center at least 20 minutes before the scheduled appointment time. This time is necessary for candidates to complete the examination check-in process and for examinations to be distributed before the scheduled test starting time. If you arrive at the test center less than 10 minutes before your scheduled appointment, you may be denied access to the test center and considered a “no-show.”

In no case will you be admitted to the test if you arrive after the scheduled test starting time.

If you are considered a “no-show,” your registration will be voided, you will forfeit your exam registration fee, and you will be required to apply to retest and pay the examination fee again in order to sit for it in the future.

Step 2: Bring Your Authorization to Test Letter with You

You **MUST** bring the your “Authorization to Test” notification that you received via e-mail from the Caviart Group.

Step 3: Check-In for Your Test

Do not bring personal items or unauthorized items with you

Each room will be equipped with a clock to gage time and Number 2 pencils with erasers will be provided. You should not bring any personal items with you to the test center other than your identification. If you do bring personal items to the test center, the center administrator will show you where to store your personal items, however there will not be a secure storage area for your personal items. You may not have any personal items with you in the testing room.

Neither test center personnel, NJDEP nor The Caviart Group will be responsible for lost or stolen items.

The LSRP examination is a closed book examination. Candidates may not bring any reference material with them to the test. If required, reference material will be provided by the proctor.

The following items are considered “unauthorized materials”:

- Books or other reference materials, except as provided by the proctor
- Papers of any kind, except as provided by the proctor
- Photographic or image-capturing or copying devices
 - » Communication devices of any kind, including pagers, cell phones, PDAs, etc.
 - » Electronic devices of any kind, including laptops, iPads, recording devices, etc.
- Purses, briefcases, backpacks, or other personal items
- Clocks or Alarms
- Food or beverages (water will be available)

Step 4: Present Acceptable Personal Identification

NJDEP and The Caviart Group employ very strict testing security measures. One level of security involves your identification. You must bring at least one form of a Government issued photo identification that meets the following requirements:

Your identification (ID) must:

- Contain your name exactly as you provided it during the exam registration process (as it appears on your “Authorization to Test” letter);
- Have a permanently affixed photo of your face;
- Be current — expired IDs will not be accepted;
- Be an original document — no photocopies will be accepted;

Examples of Acceptable forms of identification are:

- Government-issued driver’s license (must have photo) or photo ID;
- Passport
- Military ID (except those with chips)
- Permanent resident visa

Unacceptable forms of identification include:

- Employee identification or work badge;
- University/college identification;

If you do not present acceptable identification, you will not be allowed to take your exam and you will be considered a “no-show” even though you appeared at the exam site. Your registration will be voided, you will forfeit your exam registration fee, and you will be required to register and pay for that exam again in order to sit for it in the future.

The test administrator will verify that the name on the identification matches the name on the exam registration and that the photo is of you. You must keep this identification with you at all times during the exam.

Step 5: Sign the Candidate Agreement

You must sign the NJDEP Candidate Agreement (see Appendix 2) indicating agreement to the testing process and to maintain confidentiality in regard to testing materials. This form will be provided to you upon arrival at the testing center and is not necessary for you to bring the form provided in this Bulletin.

If you do not sign this form you will not be allowed to take the examination and you will be considered a “no-show” even though you appeared at the exam site. Your registration will be voided, you will forfeit your exam registration fee, and you will be required to register and pay for that exam again in order to sit for it in the future.

Step 6: Do Not Bring Any Food or Drink with You

You will not be allowed to bring any food or drink into the testing room. (Water will be provided in the test room but must be consumed at the water station.)

Step 7: Take Your Assigned Seat

Once admitted to the testing room, candidates will be provided with a test booklet and an assigned seat. You must sit in your assigned seat and remain quiet until the test begins.

**DO NOT OPEN THE TEST BOOKLET
UNTIL YOU ARE INSTRUCTED TO DO SO.**

Step 8: Listen to the Instructions

Listen carefully to the instructions given by the proctor and read all directions thoroughly. Proctors cannot discuss or answer questions concerning the content of the exam.

Step 9: Use your Testing Time Wisely

Candidates are encouraged to pace themselves to ensure that they have time to respond to all of the questions in the test. The proctor will advise you when there is 30 minutes remaining, 15 minutes remaining and when there is 5 minutes remaining in the test.

When the proctor indicates that the testing time is over all candidates must immediately

put down their pencils. Any candidate who continues to mark answers after the test has ended will be disqualified and test results will be voided.

If you complete the test before the time is called you may check out of the test site. To do so, bring your test booklet, answer sheet and any additional materials provided by the proctor to the check-out station. The proctor will dismiss you from the testing room.

Be quiet and careful so as not to disturb the remaining candidates.

No one will be dismissed from the testing center in the last 15 minutes of testing time.

If you complete the test within the last 15 minutes please wait quietly in your seat until the proctor dismisses you.

EXAM SECURITY

The State of New Jersey and The Caviart Group firmly believe that each candidate deserves a fair and equal opportunity to demonstrate his or her knowledge in the examination process. Therefore, examination security measures have been developed to prevent any candidate from gaining an unfair advantage.

All exam materials are the property of The Caviart Group. Unauthorized removal of any material from the testing room is prohibited. Any attempt to reproduce or memorize all or part of the examination is prohibited. Any unauthorized disclosure, publication, copying, reproduction, transmission, distribution, or possession of LSRP examination content or materials in any form may subject the individual to civil liability and/or criminal prosecution, revocation of a license, and/or restrictions on future access to New Jersey licensing examinations and/or other examinations administered by The Caviart Group. The prohibition against “unauthorized disclosure” means that you may not discuss the contents of the examination with anyone except representatives of The Caviart Group.

A proctor may dismiss a candidate from the exam site, halt an examination in progress, or report a candidate for any unauthorized behavior, such as any of the following:

- attempting to gain unauthorized admission to an exam site
- attempting to take the examination for someone else
- creating a disturbance
- giving, receiving, or attempting to give or receive, help from unauthorized sources
- removing, or attempting to remove, exam materials or notes from the testing room

- having in his or her possession any item prohibited from the exam site as specified above
- exhibiting behavior consistent with memorization or copying of exam items

All candidates will be required to sign a statement agreeing to these security protocols as a condition of admission to the examination. Refusal to sign this statement will result in forfeiture of the examination fee.

HAZARDOUS WEATHER OR LOCAL EMERGENCIES

In the event of extreme weather or other hazardous or emergency conditions which occur or can reasonably be foreseen in advance of the appointed testing time, The Caviart Group will make every reasonable attempt to notify candidates of necessary changes in date, time or location of the test.

In the event of extreme weather or other hazardous or emergency conditions which occur immediately before or during the test, The Caviart Group will take appropriate action, as illustrated by the following examples:

- **Major disruption of travel in the vicinity of the testing site (due to weather, accident, or other causes):** a) The starting time of the examination may be delayed to allow candidates extra time to arrive. b) If the site is inaccessible, the test will be rescheduled.
- **Localized loss of power during the test:** Test administrators will attempt to find alternate space, and adjust the time allowed for completion of the exam to compensate for time lost for relocation.
- **Emergency conditions during the test:** If fire or another emergency causes the testing site to be evacuated, candidates will be rescheduled.

LANGUAGE OF THE LSRP EXAMINATION

The LSRP examination is given only in English. The use of translators or translation devices during the examination is not permitted.

CHALLENGING THE LSRP EXAMINATION

All examination questions are written and reviewed by qualified subject matter experts. Questions are tested and studied statistically to verify their accuracy and validity. However, if a licensing candidate wants to challenge any part of the testing process,

including individual test questions, he or she may request a challenge form from the proctor. This form must be returned to the proctor, whether completed or not, before leaving the testing center. Candidates challenging the exam process are not required to use this form.

After leaving the testing center a candidate may challenge the exam within 30 days of the date test results are released. All challenges must be in writing and must be signed. The challenge will not be accepted if it is postmarked more than 30 days from the date the test results are released. If the last day to challenge falls on a Saturday, Sunday or National legal holiday, forms bearing a postmark date of the next business day will be accepted.

Challenges should be mailed to:

New Jersey Site Remediation Professional Licensing Board
c/o New Jersey Department of Environmental Protection
Site Remediation Program
Licensed Site Remediation Professional Licensing Program
P.O. Box 420, Mail Code 401-05A
Trenton, NJ 08625-0420

Candidates will be notified about decisions regarding exam challenges within 30 days.

SCORE REPORTS

After all exams are scored and results are determined, The Caviart Group will mail each candidate a letter stating the results of the test. Candidates will be informed if they passed or failed the exam.

Failing candidates will also receive a numeric scaled score and a report telling them which sections of the exam they need improvement. This report will assist them in preparing to retest. They will also receive information about registering to retest.

Exam results will only be supplied in written form. They will not be supplied via telephone.

CANCELLATION OF SCORES

The Caviart Group reserves the right to cancel any candidate's examination score if, in their professional judgment, there is any reason to question the score's validity.

Conduct which warrants score cancellation may include, but is not limited to:

- a. consulting study aids of any type during a testing session other than those

- supplied by the proctor
- b. copying from notes or from another candidate's answers during a testing session
- c. unauthorized communication with others during a testing session
- d. copying, photographing, transcribing, or otherwise reproducing or transmitting exam materials
- e. removing, or attempting to remove, exam materials from the testing site
- f. aiding other examinees or receiving aid from anyone else
- g. having improper access to the examination content prior to the test administration

Significant score increases upon retesting may also be investigated to ensure the authenticity of results.

RESCORING EXAMS

A candidate may request to have his or her exam score verified through rescoring by hand. This request must be received by the NJDEP within 30 days of the date of the score. Requests should be sent to :

New Jersey Site Remediation Professional Licensing Board
c/o New Jersey Department of Environmental Protection
Site Remediation Program
Licensed Site Remediation Professional Licensing Program
P.O. Box 420, Mail Code 401-05A
Trenton, NJ 08625-0420

RETESTING

A candidate who has failed the LSRP examination may apply to the NJDEP to retake the exam. Each time a candidate reapplies for an Exam Sitting, the Licensed Site Remediation Professional Licensure Examination Application for Limited Credential Review, along with the \$50.00 application fee, must be submitted to the NJDEP.

Please visit the NJDEP's web site at <http://www.nj.gov/dep/srp/srra/l srp/application.htm> for more information regarding reapplication for the Licensure Examination.

PREPARING FOR THE EXAMINATION

LSRP EXAMINATION BLUEPRINT

As you prepare for the LSRP examination, you are strongly encouraged to review the examination content outline located on pages 9 and 10 of this brochure. The content outline contains the major content areas on the exam, and the percentage of the exam each content area represents. Use the content outline to guide you in identifying any content areas you need extra time and resources to prepare for, and ask yourself these questions.

- Which content areas represent the greatest number of test questions?
- How much time do I need to focus on these areas to prepare for the exam, versus other areas?
- How do my current knowledge and skills compare to the content areas of the exam? Am I strong in some, but weak on others?
- How much training or work have I done in the different areas on the exam?

Your analysis of the content outline and your answers to the questions above will help you determine where you need to spend your study time.

TESTING TIPS

On the day of the exam:

- Allow extra time for travel to the exam site, just in case...
- Read and follow the instructions carefully. Ask the Proctor for clarification if you are not sure about the instructions. But remember, the Proctors will not answer questions related to exam content.
- Record your answers carefully making certain that you are completely filling the “bubble” for the correct answer. Make certain any erasures are complete. If more than one answer is selected the item will be graded as incorrect. You may write in your test booklet but your answers MUST be recorded on the answer sheet.
- Pace yourself by periodically checking your progress. This will allow you to make any adjustments in time. Only the questions you answer correctly are scored. There are no penalties for answering a question incorrectly, so answer as many questions as you can. If you are unsure of a response, eliminate as many options as possible, and choose an option from those that remain.
- You may “flag” items you wish to return to, and you may go back to review any items at any time.
- Pay attention to reminders of the time you have left to finish the exam.

LSRP LICENSURE

ISSUING THE LSRP LICENSE

Results of the LSRP examination will be certified by the Caviart Group and sent to the NJDEP on behalf of the SRPL Board. A successful candidate will have their name and contact information published on both the SRPL Board's and NJDEP's websites. Once the name and contact information is posted on the SRPL Board's web site, the Permanent LSRP License becomes effective. If a licensure fee is due from the successful candidate, fee payment information will be included in the examination results letter sent by The Caviart Group to the candidate. The candidate's permanent license will not be in effect until all such fees are paid. Additionally, within approximately thirty (30) days after receiving notification of the examination results, the successful candidate will receive a packet in the mail which will contain other information pertaining to the License.

A LSRP license is valid only for the individual to whom it is issued and is not transferable.

THE LSRP LICENSE TERM

The initial LSRP license is valid for 3 years, unless a shorter period is specified, or unless it is suspended or revoked. It must be renewed prior to expiration to remain in good status. Information regarding annual fees, renewals, suspensions and revocations, continuing education credits and other Licensure requirements can be found on the Board's website at: www.nj.gov/lrspboard.

CONFIDENTIALITY AND RELEASE OF INFORMATION

The Caviart Group will not release any information regarding any individual's application or examination performance to any employer, regulatory agency or any other person or entity that may inquire about such information—except the State of New Jersey—unless it has obtained written permission from the candidate or licensee in question.

The State of New Jersey will maintain and publish an electronic directory of all licensees, and Caviart is obligated to release, upon request, the names and license status of individuals who have successfully completed the licensing process.

ETHICAL REQUIREMENTS

A licensed site remediation professional's highest priority in the performance of professional services is the protection of public health and safety and the environment.

All LSPRs are subject to ethical requirements spelled out in the SRRA, section 16 - which has come to be known as the “LSRP Code of Conduct.” of P.L. 2009, c.60 (C.58:10C-16) included as Appendix 1.

It is the responsibility of every LSRP to become familiar with the following excerpt from the Site Remediation Reform Act and incorporate the strict ethical requirements in decisions pertaining to remediation.

APPENDIX 1

The role of a Licensed Site Remediation Professional is to oversee the remediation of contaminated sites in accordance with the Department's applicable standards, regulations and guidance for responsible parties. LSRPs are subject to a strict code of conduct established by statute and regulation and highest priority **MUST** be given to ensure that remediations are protective of human health, safety and the environment.

It is the responsibility of EVERY LSRP to become familiar with the below Excerpt from the Site Remediation Reform Act and incorporate the strict Code of Conduct into decisions pertaining to remediation.

EXCERPT FROM SITE REMEDIATION REFORM ACT, P.L. 2009, C.60.

C.58:10C-16 Protection of public health, safety, environment highest priority.

16. a. A licensed site remediation professional's highest priority in the performance of professional services shall be the protection of public health and safety and the environment.

b. A licensed site remediation professional shall exercise reasonable care and diligence, and shall apply the knowledge and skill ordinarily exercised by licensed site remediation professionals in good standing practicing in the State at the time the services are performed.

c. A licensed site remediation professional shall not provide professional services outside the areas of professional competency, unless the licensed site remediation professional has relied upon the technical assistance of another professional whom the licensed site remediation professional has reasonably determined to be qualified by education, training, and experience. A licensed site remediation professional shall not perform services that constitute the practice of professional engineering unless the licensed site remediation professional is a professional engineer licensed in the State.

d. A licensed site remediation professional retained by a person responsible for conducting the remediation shall notify the department within 15 calendar days after being retained. In addition, a licensed site remediation professional shall notify the department within 15 calendar days after being released from responsibility for a remediation if the release

occurs prior to issuance of the response action outcome for the site by the licensed site remediation professional.

e. A licensed site remediation professional and the person responsible for conducting the remediation shall correct any deficiency the department identifies in a document submitted concerning a remediation. The deficiency shall be corrected in accordance with timeframes established by the department.

f. A licensed site remediation professional may complete any phase of remediation based on remediation work performed under the supervision of another licensed site remediation professional, provided that the licensed site remediation professional: (1) reviews all available documentation on which he relies; (2) conducts a site visit to observe current conditions and to verify the status of as much of the work as is reasonably observable; and (3) concludes, in the exercise of independent professional judgment, that there is sufficient information upon which to complete any additional phase of remediation and prepare workplans and reports related thereto.

g. A licensed site remediation professional who has taken over the responsibility for the remediation of a contaminated site from another licensed site remediation professional shall correct all deficiencies in a document submitted by the previous licensed site remediation professional identified by the department in accordance with timeframes established by the department.

h. A licensed site remediation professional shall not certify any document submitted to the department unless the licensed site remediation professional has managed, supervised or performed the work that is the basis of the submission, or has periodically reviewed and evaluated the work performed by other persons that forms the basis for the information in the submission, or has completed the work of another licensed site remediation professional and has concluded such work is reliable pursuant to subsection f. of this section.

i. A licensed site remediation professional shall exercise independent professional judgment, comply with the requirements and procedures set forth in the provisions of P.L.2009, c.60 (C.58:10C-1 et al.), make a good faith and reasonable effort to identify and obtain the relevant and material facts, data, reports and other information evidencing conditions at a contaminated site for which he is responsible that is in possession of the owner of the property, or that is otherwise available, and identify and obtain whatever additional data and other information as the licensed site remediation professional deems

necessary. The licensed site remediation professional shall disclose and explain in any document submitted to the department any facts, data, information, qualifications, or limitations known by the licensed site remediation professional that are not supportive of the conclusions reached in the document.

j. If a licensed site remediation professional identifies a condition at a contaminated site that in his independent professional judgment is an immediate environmental concern, then the licensed site remediation professional shall: (1) immediately verbally advise the person responsible for conducting the remediation of that person's duty to notify the department of the condition; and (2) immediately notify the department of the condition by calling the department's telephone hotline.

k. If a licensed site remediation professional obtains specific knowledge that a discharge has occurred on a contaminated site for which he is responsible, the licensed site remediation professional shall: (1) notify the person responsible for conducting the remediation of the existence of the discharge; and (2) notify the department of the discharge by calling the department's telephone hotline. The person responsible for conducting the remediation shall also be responsible for notifying the department of the existence of the discharge. The provisions of this subsection shall not apply to a discharge that may be a result of the existence of historic fill material.

l. If a licensed site remediation professional learns of an action or decision by a client that results in a deviation from the remedial action workplan or other report concerning the remediation developed by the licensed site remediation professional, the licensed site remediation professional shall promptly notify the client and the department, in writing, of the deviation.

m. A licensed site remediation professional shall not reveal information obtained in a professional capacity, except as may be authorized or required by law, without the prior consent of the client, if the client has notified the licensed site remediation professional, in writing, that the information is confidential. The provisions of this subsection shall not apply to information that is in the public domain.

n. A licensed site remediation professional who learns of material facts, data or other information subsequent to the completion of a report concerning a phase of remediation, which would result in a report with material differences from the report submitted, shall promptly notify the client and the department in writing of those facts, data, information, and circumstances.

o. A licensed site remediation professional who succeeds another licensed site remediation professional before the issuance of a response action outcome, and who learns of material facts, data or other information concerning a phase of the remediation for which a report was submitted to the department and the material facts, data or other information were not disclosed in the report, shall promptly notify the client and the department in writing of those facts, data, information, and circumstances.

p. A licensed site remediation professional shall not allow the use of his name by a person, and shall not associate with a person in a business venture, if the licensed site remediation professional knows or should know that the person engages in fraudulent or dishonest business or professional practices regarding the professional responsibilities of a licensed site remediation professional.

q. A licensed site remediation professional shall cooperate in an investigation by the board or the department by promptly furnishing, in response to formal requests, orders or subpoenas, any information the board or the department, or persons duly authorized by the board or the department, deems necessary to perform its duties. In an investigation by the board of a license application or a license suspension or revocation, a licensed site remediation professional shall not:

- (1) knowingly make a false statement of material fact;
- (2) fail to disclose a fact necessary to correct a material misunderstanding known by the licensed site remediation professional to have arisen in the matter;
- (3) knowingly and materially falsify, tamper with, alter, conceal, or destroy any document, data record, remedial system, or monitoring device that is relevant to the investigation, without obtaining the prior approval of the department; or
- (4) knowingly allow or tolerate any employee, agent, or contractor of the licensed site remediation professional to engage in any of the foregoing activities.

r. A licensed site remediation professional shall be jointly responsible for a violation of any provision of this section committed by another licensed site remediation professional whose work he supervises or reviews if:

- (1) the licensed site remediation professional orders, directs, or agrees to the provision of professional services conducted or prepared by another licensed site remediation professional under his supervision;
- (2) the licensed site remediation professional knows that the professional services constitute a violation of this section; and
- (3) the licensed site remediation professional fails to take reasonable steps to avoid or mitigate the violation.

s. A licensed site remediation professional shall comply with all conditions imposed by the board as a result of a license suspension or other disciplinary proceeding conducted by the board.

t. A licensed site remediation professional shall inform a client or prospective client of any relevant and material assumptions, limitations, or qualifications underlying their communication. Evidence that a licensed site remediation professional has provided the client or prospective client with timely written documentation of these assumptions, limitations, or qualifications shall be deemed by the board or the department to have satisfied the requirements of this subsection.

u. A licensed site remediation professional shall not state or imply, as an inducement or a threat to a client or prospective client, an ability to improperly influence a government agency or official.

v. In any description of qualifications, experience, or ability to provide services, a licensed site remediation professional shall not knowingly:

- (1) make a material misrepresentation of fact;
- (2) omit a fact when the omission results in a materially misleading description; or
- (3) make a statement that, in the opinion of the board, is likely to create an unjustified expectation about results the licensed site remediation professional may achieve, or state or imply that the licensed site remediation professional may achieve results by means that violate the provisions of applicable environmental statutes, rules or regulations, including the provisions of P.L.2009, c.60 (C.58:10C-1 et al.).

w. A licensed site remediation professional shall provide any notification to the board or the department required pursuant to this section, even if the licensed site remediation professional is discharged by the client prior to doing so.

x. A licensed site remediation professional shall not accept compensation, financial or otherwise, for professional services pertaining to a contaminated site from two or more persons whose interests are adverse or conflicting unless the circumstances are fully disclosed and agreed to by all clients engaging the licensed site remediation professional.

y. A licensed site remediation professional shall not be a salaried employee of the person responsible for conducting the remediation, or any related entities, for which the licensed site remediation professional is providing remediation services.

z. A licensed site remediation professional shall not allow any ownership interest, compensation, or promise of continued employment, of the licensed site remediation professional or any immediate family member, to affect the professional services provided by the licensed site remediation professional.

APPENDIX 2

NJDEP LSRP EXAMINATION CANDIDATE AGREEMENT

This agreement must be signed in order for candidates to complete this examination. If you do not accept this agreement you will not be permitted to take the examination, you will forfeit your exam registration fee, and you will be required to register and pay for the exam again in order to sit for it.

Non-Disclosure

I understand that the NJ LSRP examination is confidential and is protected by law and that it is made available to me, the examinee, solely for the purpose of becoming licensed in the State of New Jersey. I also understand that testing materials are the sole property of NJDEP and that I am expressly prohibited from disclosing, publishing, reproducing or transmitting the content of this exam, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose, without the prior written permission of the NJDEP.

I also understand that failure to maintain the confidentiality of test content may result in invalidation of my test scores, prohibition from taking the test in the future, legal action and/or other penalties as determined by NJDEP.

Agreement

I hereby acknowledge that I have read, understand and agree to the terms above:

Candidate Name (please print): _____

Candidate ID#: _____

Test Location: _____

Candidate Signature: _____

Date: _____

NOTE: This Candidate Agreement will be provided at the individual examination centers for the candidates to sign.