



presents

**Phase I Environmental  
Site Assessment and  
All Appropriate Inquiry (AAI)  
Training Course**

and

**Licensed Environmental  
Professional (LEP) Exam**

**November 3-4, 2020  
Orlando, FL**

For additional information, call  
850-558-0616

**NOTE:**

The course is NOT an Exam Review or  
Exam Preparation Program



**INSTEP**  
International Society of Technical  
and Environmental Professionals

Post Office Box 38070  
Tallahassee, FL 32315-8070

RESORTED  
FIRST CLASS  
U.S. Postage  
**PAID**  
Tallahassee, FL  
Permit #801

---

---

**About the Program**

The International Society of Technical and Environmental Professionals, Inc. (INSTEP) has initiated this program to assure that professionals providing Environmental Site Assessments (ESAs) have the acceptable academic background and a minimal level of verifiable appropriate experience. In this program, elements of the ASTM Phase I ESA Standard E 1527, federal standards and practices for All Appropriate Inquiries (AAI), as well as, ASTM's E 1528 (Standard Practice for Limited Environmental Due Diligence: Transaction Screen Process) will be presented. The focus of this training course is on these standards and other relevant national and state specific issues.

**Certification Examination**

All program attendees must apply for and successfully complete an examination covering the following areas:

- Applicable federal and state laws and regulations
- Basic assessment methods and the ASTM E 1527 and E 1528 Standards as well as, federal standards and practices for All Appropriate Inquiries (AAI)
- Ethical and legal considerations for the consultant

Upon completion and passage of the exam, each participant will receive a certificate stating that they are a Licensed Environmental Professional (LEP) certification from INSTEP.

The course is NOT an Exam Review or Exam Preparation Program and attendance of the Program is not required to sit for the Examination.

---

---

---

---

**Course Outline**

Day 1:

Registration/Check-in begins at 8:00 AM  
Course begins at 8:30 AM  
Federal All Appropriate Inquiry Standards and Practices  
ASTM Standard E 1527  
Section 1: Scope  
Section 2: Referenced Documents  
Section 3: Terminology  
Section 4: Significance and Use  
Section 5: Significance of Activity and Use Limitations  
Section 6: User's Responsibilities

Day 1 adjourns at 5:30 PM

Day 2:

Instruction begins at 8:00 AM  
Section 7: Phase I Environmental Site Assessment  
Section 8: Records Review  
Section 9: Site Reconnaissance  
Section 10: Interviews with past & present owners & occupants  
Section 11: Interviews with state and/or local government officials  
Section 12: Evaluation and Report Preparation  
ASTM Standard E 1528  
(Standard Practice for Limited Environmental Due Diligence: Transaction Screen Process)

Course adjournment at Noon

Exam (1:00 PM - 3:00 PM)

Note: This course is NOT an Exam Review or Exam Preparation Program.

---

---

---

---

## Educational and Experience Requirements

In order to qualify for the LEP certifications one must meet one of the following requirements:

- Be a professional engineer or professional geologist, with the equivalent of three years of full-time relevant experience; or
- Be licensed or certified by the federal government, a state, tribal entity, with the equivalent of three years of full-time relevant experience;
- Have a 4-year or higher degree in a relevant discipline of engineering, environmental science, or earth science and the equivalent of five years of full-time relevant experience; or
- Have the equivalent of ten (10) years of full-time relevant experience.

## Program Fees

Course and Exam Fee (Requirements see above):	\$695
Course Only Fee (No Requirements):	\$425
Exam Only Fee: (Requirements see above):	\$295

---

---

## How to Register

There are three quick ways to register:

- By Internet: <http://instep.ws>  
Use the Online Payment System
- By Fax: Send completed registration form, to 850-386-4321, 24 hours and then forward payment by us mail.
- By Mail: Return registration form with payment by check to the address listed on the bottom of the form.

All remittance must be in U.S. dollars, and checks should be made payable to the INSTEP. INSTEP Credentials Application Form

Upon receipt of registration form and payment, INSTEP will send registrants a Credentials Application Form in order for registrants to document their education and full-time relevant experience.

## Cancellation Policy

If you cannot attend, written notification must be received at least five working days prior to the course. You may either transfer to another course (transfer credit good for one year), send a substitute, or receive a refund (minus a \$75 processing fee). In the event that the course is cancelled, INSTEP is not responsible for nonrefundable travel fares or lodging deposits.

---

---

## Information

For course and registration information, email Gene Jones at [gene@instep.ws](mailto:gene@instep.ws) or call 850-558-0617.

## Location

The class will be held just prior to the Florida Remediation Conference (FRC) at the Omni Orlando Resort at ChampionsGate.

Omni Orlando Resort at ChampionsGate  
1500 Masters Boulevard  
ChampionsGate, FL 33896  
Phone: 407-390-6664

For more information about the FRC visit:

<https://floridaremediationconference.org>

Note: This course is NOT an Exam Review or Exam Preparation Program.

---

---

## Phase I Environmental Site Assessments and LEP Exam (check appropriate box below)

- FEES Course and Exam:  \$695 Course Only:  \$425 Exam Only:  \$295 Location:  November 3-4, 2020 Marco Island, FL

Name: \_\_\_\_\_

Organization: \_\_\_\_\_ Position: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Completed registration form and fee are needed to process your registration. Make payment in U.S. dollars payable to:

INSTEP

Post Office Box 38070

Tallahassee, FL 32315-8070

Check enclosed in the amount of \$ \_\_\_\_\_

Register one person per form. Photocopy if more forms are needed.