



presents

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

and

**Licensed Environmental
Professional (LEP) Exam**

**November 4 - 5, 2024
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):	\$795
Course Only Fee (No Requirements):	\$525
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 Email: Send completed registration form, to gene@instep.ws 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 or call 850-558-0617.

Location

The class will be held just prior to the Florida Remediation Conference at the Rosen Centre Hotel in Orlando, Florida.

Rosen Centre Hotel
9840 International Drive
Orlando, Florida 32819
(407) 996-9840

For more information about the Florida Remediation Conference visit:

<https://floridaremediationconference.org>

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

- FEES Course and Exam: \$795 Course Only: \$525 Exam Only: \$295 Location: November 4 - 5, 2024, Orlando, FL

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

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.