



Commonwealth of Virginia
DEPARTMENT OF
ENVIRONMENTAL
QUALITY

Candidate Information Booklet

September 2019

QUICK REFERENCE

PEARSON VUE® WEB SERVICES

Go to Pearson VUE's website (www.pearsonvue.com/va/deq) to:

- Download a Candidate Information Booklet
- Make a real-time examination reservation
- View regional test sites
- View available testing dates (after creating a web account and clicking on "schedule on-line")

PEARSON VUE®

Attn: Regulatory Program
5601 Green Valley Dr.
Bloomington, MN 55437

Email: RegulatoryProgramCoordinator@pearson.com

Telephone: (866) 389-4417

Hours of Operation M-F 8:00 a.m. – 11:00 p.m.

Sat 8:00 a.m. – 5:00 p.m.

Sun 10:00 a.m. – 4:00 p.m.

Contact Pearson VUE to:

- Make a test appointment
- Change your current address or name *before* testing
- Schedule, reschedule, or cancel an examination

VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY

<http://www.deq.virginia.gov/connectwithdeq/trainingcertification.aspx>

Attn: Office of Training Services

1111 East Main St.

Richmond, VA 23219

Email: certification@deq.virginia.gov

Hours of Operation 8:00 a.m. – 5:00 p.m. M-F, Closed on Federal and State Holidays

Have additional questions about DEQ certifications? Visit our FAQ for answers:

<https://www.deq.virginia.gov/ConnectWithDEQ/TrainingCertification/TrainingCertificationFAQs.aspx>

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OVERVIEW

Certification is the process by which an agency of state government or other jurisdiction grants permission to individuals to engage in the practice of and prohibits all others from legally practicing a particular profession, vocation, or occupation. By ensuring a minimum level of competence, the certification process protects the general public. The state regulatory agency is responsible for establishing the acceptable level of safe practice and for determining whether an individual meets that standard.

The public's right to quality services and the Commonwealth's responsibility to assure the safety and welfare of its citizens are the basis upon which the certification process is predicated. Most certification agencies use examinations as one of several methods for determining a candidate's qualifications to practice. The purpose of an examination is to provide a measure of candidate's knowledge of the subject and thus allow them to demonstrate their qualification for certification.

The Commonwealth of Virginia has retained the services of Pearson VUE to develop and administer its Department of Environmental Quality (DEQ) examination program. Pearson VUE is a leading provider of assessment services to regulatory agencies and national associations.

The candidate information booklet is a useful tool in preparing for an examination. It is highly recommended that the Virginia Department of Environmental Quality Candidate Information Booklet and the examination content outlines be reviewed in preparation for the examination.

VIRGINIA CERTIFICATION REQUIREMENTS

APPLYING FOR CERTIFICATION

TRAINING/EDUCATION

Candidates seeking certification in Erosion and Sediment Control or Stormwater Management in the following four classifications: 1) Program Administrator, 2) Inspector, 3) Plan Reviewer, and 4) Combined Administrator, must first complete approved training courses or have completed 800 hours of on the job experience and completed DEQ's Verification of Work Experience form prior to sitting for the examination.

Individuals seeking SWM or ESC certification have one year from completion of required training course(s) to obtain a passing score on the certification exam. Please see 9VAC850-50 and Guidance Memo: 18-2005 (https://www.deq.virginia.gov/Portals/0/DEQ/ConnectwithDEQ/Training/GM-18-2005_Guidance_Training_web.pdf?ver=2018-09-18-153204-450) for more information.

The approved trainings are provided by DEQ (and VDOT under a training MOU for SWM and ESC Inspector).

EXAM REQUIREMENTS

Candidates must pass the examination with an equivalent score of 70% or higher.

HOW TO OBTAIN YOUR CERTIFICATE OF COMPETENCE

Upon receipt of notification from Pearson VUE that a candidate has successfully passed the examination, DEQ will email each candidate directly with specific instructions on printing and/or saving their certificate of competence. DEQ will use the email entered by candidates during exam registration to initiate this contact. DEQ will not mail a hard copy of the certificate to the individual. A valid and current certificate of competence serves as proof of existing certification.

RECERTIFICATION

Each certification is valid for 3 (three) years. Candidates who already hold an existing certification need to recertify before their current certification expires. Individuals may recertify through one of the following methods:

1. Obtain continuing education contact hours, enter those hours into DEQ's Certification Accreditation Tracking System (CATS) in accordance with Guidance Memo 15-2002 (<http://www.deq.virginia.gov/Portals/0/DEQ/Water/Guidance/152002.pdf>), and pay the recertification fee; or
2. Take an exam for your certification type through Pearson VUE using your existing certification to qualify for the exam. Bring your certificate of competence as proof of existing certification to the test center on the day of testing; or
3. Maintain one of the following professional licenses: VA Professional Engineer, Landscape Architect, Architect, Land Surveyor, Soil Scientist (for ESC only), enter your license number into DEQ's Certification Accreditation Tracking System (CATS), and pay the recertification fee.

EXAMINATION RESERVATIONS

Walk-in examinations are not permitted. Candidates must make a reservation either online or by phone.

Online reservations are the most efficient way for candidates to schedule their examination. Candidates must go online to <http://www.pearsonvue.com/va/deq> to make an online reservation for an examination. First-time users are required to create an account. The candidate will need to fill in all required fields, which are preceded by an asterisk (*), on the online form in order to create an ID and be assigned a password. Step-by-step instructions will lead the candidate through the rest of the examination reservation process.

Candidates may call (866) 389-4417 to make an examination reservation.

Before calling, candidates should have the following information available:

- Full legal name
- Address
- Email address
- Daytime telephone number
- The name of the examination(s)
- The preferred examination date and test center location

Candidates are responsible for knowing what examination he or she needs to take. A Pearson VUE representative will help candidates select a convenient examination date and location and will only answer general questions. The reservation will be made based on the next available examination date.

All reservations must be made online or by phone at least twenty-four (24) hours before the desired examination date (unless an electronic check is used for payment, as detailed on page 3). WALK-IN EXAMINATIONS ARE NOT AVAILABLE. Cancellations must be made forty-eight (48) hours before exam reservation.

ADDRESS AND NAME CHANGES

If you change your name or address prior to testing, contact Pearson VUE as soon as possible. You will need to send legal proof of a name change, such as a copy of a marriage certificate or a divorce decree.

If you change your name or address after you have tested, please contact DEQ at certification@deq.virginia.gov to update/change your information.

EXAM FEES

Examination fees are noted in the chart below. The examination fee must be paid at the time of reservation by credit card, debit card, or electronic check. Fees will not be accepted at the test center. Examination fees are non-refundable and non-transferable except as detailed in the Change/Cancel Policy.

| EXAM TITLE | TEST FEE EFFECTIVE AS OF 10/1/19 |
|---|----------------------------------|
| Stormwater Management Program Administrator | \$85 |
| Stormwater Management Inspector | \$85 |
| Stormwater Management Plan Reviewer | \$102 |
| Stormwater Management Combined Administrator | \$117 |
| Erosion and Sediment Control Program Administrator | \$85 |
| Erosion and Sediment Control Inspector | \$85 |
| Erosion and Sediment Control Plan Reviewer | \$102 |
| Erosion and Sediment Control Combined Administrator | \$117 |

ELECTRONIC CHECKS

Candidates choosing to pay the examination fee by electronic check must have a personal checking account and, at the time the reservation is made, must be prepared to provide Pearson VUE the following information:

- Bank name
- Account number
- Routing number
- Social Security number, state ID number or driver's license number
- Name and address on the account

Using this information, Pearson VUE can request payment from the candidate's bank account just as if the candidate had submitted an actual paper check.

Candidates paying by electronic check must register at least five (5) days before the examination date in order for their check to be processed.

ADA ACCOMMODATIONS

Pearson VUE complies with the provisions of the Americans with Disabilities Act as amended. The purpose of accommodations is to provide candidates with full access to the test. Accommodations are not a guarantee of improved performance or test completion. Pearson VUE provides reasonable and appropriate accommodations to individuals with documented disabilities who demonstrate a need for accommodations.

Test accommodations may include things such as:

- A separate testing room.
- Extra testing time.
- A reader or recorder for individuals with mobility or vision impairments who cannot read or write on their own.

Test accommodations are individualized and considered on a case-by-case basis. All candidates who are requesting accommodations because of a disability must provide appropriate documentation of their condition and how it is expected to affect their ability to take the test under standard conditions. This may include:

- Supporting documentation from the professional who diagnosed the condition, including the credentials that qualify the professional to make this diagnosis.
- A description of past accommodations the candidate has received.

The steps to follow when requesting test accommodations vary depending on your test program sponsor. To begin, go to <http://pearsonvue.com/accommodations>, and then select your test program sponsor from the alphabetized list. Candidates who have additional questions concerning test accommodations may contact the ADA Coordinator at accommodationspearsonvue@pearson.com.

ENGLISH AS A SECOND LANGUAGE (ESL)

Candidates for whom English is a second language (ESL) may request additional time for the examination by sending the *English as a Second Language ESL Request Form* (found at the back of this candidate information booklet) to Pearson VUE. Candidates MUST include a letter from either his/her English instructor or sponsoring company (on official letterhead if from a company) stating that English is not the candidate's primary language.

Candidates should not attempt to make a reservation until after they have been notified by Pearson VUE via email that their request for additional time has been approved. The length of the examination will be equal to 1.5 times the length of the examination. For example, a two (2) hour examination will be extended to three (3) hours. NOTE: NO OTHER accommodations will be granted for ESL, i.e. separate testing room, reader, marker, etc. These accommodations are for individuals who qualify under the Americans with Disability Act (ADA) only.

ADMISSION WAIVERS

On the day of testing, a photo is taken of each candidate for security reasons. Candidates are permitted to waive admissions data (not have their picture taken) for religious reasons, but approval must be obtained prior to the test date and with pre-approval by the VA DEQ only. If the candidate requests an admissions data waiver and has not received prior approval, they will not be permitted to test. If on the day of testing the candidate does not want their picture taken and has not obtained a prior approval, they will not be allowed to test and will lose the exam fee.

TEST SITES

The Examination will be given at a regional test center. Please visit www.pearsonvue.com/va/deq or call (866) 389-4417 to determine the schedule of the test center most convenient to you. The locations of these centers are listed below:

| LOCATION |
|---------------------------|
| Alexandria, VA |
| Baltimore, MD |
| Bethesda, MD |
| Cedar Bluff/Richlands, VA |
| Charleston, WV |
| Charlottesville, VA |
| Chesapeake, VA |
| Columbia, MD |
| Durham, NC |
| Fredericksburg, VA |
| Glen Allen, VA |
| Harrisonburg, VA |
| Johnson City, TN |
| Lexington, KY |
| Lynchburg, VA |
| Newport News, VA |
| Richmond, VA |
| Roanoke, VA |
| Reston, VA |
| Salisbury, MD |
| Washington, DC (3) |

Candidates may test at any test center at no additional charge.

Note: VA DEQ candidates who are part of the military, or military families, will have access to a network of military sites in and around Virginia. Please visit <https://home.pearsonvue.com/va/deq> for up to date test center information. Test center locations are subject to change.

PEARSON VUE HOLIDAY SCHEDULE

No exams will be given (or available to schedule) on the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

CANCELLATION AND RESCHEDULING

If you cannot attend your examination, you must call the Pearson VUE Exam Reservation Line at (866) 389-4417 at least forty-eight (48) hours before the day of the exam to ask for a new exam date. If you do not attend your exam and have not called Pearson VUE at least forty-eight (48) hours before the exam date, your exam fee will NOT be refunded and you cannot transfer the fee to another exam date. You may not give your exam date to another person.

ABSENCE POLICY

Since emergencies sometimes happen, Pearson VUE will consider excusing an absence from an exam. Acceptable excuses are:

- Illness of yourself or an immediate family member
- Death in the family
- Disabling traffic accident
- Court appearance or jury duty
- Military duty
- Weather emergency

Requests for excused absences must be made in writing within fourteen (14) business days following the day of the exam that you missed. This request must include proof of the reason you were absent. For example, if you are absent because of illness of yourself or an immediate family member, you must provide an original doctor's note. Pearson VUE's decision regarding whether an absence is excused is final. Written verification should be sent to the following address:

Attn: Regulatory Program Coordinator
5601 Green Valley Dr.
Bloomington, MN 55437

WEATHER EMERGENCIES

Exams may be delayed or cancelled if severe weather or a natural disaster makes the test site unsafe or impossible to reach. Candidates will be notified by phone or email if the exam is cancelled due to severe weather or a natural disaster. If the exam is cancelled, you may take the exam on another day at no additional cost.

EXAM DAY

WHAT TO BRING

REQUIRED MATERIALS

All candidates are required to bring identification that is deemed acceptable, listed under Acceptable Forms of Candidate Identification on page 6, to the center on the day of the appointment.

Candidates who do not present the required items will be denied admission to their examination appointment, will be considered absent, and will forfeit the examination fee.

- **One (1) form of current (unexpired) signature-bearing identification. ID MUST** be a government-issued photo identification (see Acceptable Forms of Candidate Identification).

PLEASE NOTE: The first and last names on the following **must match**:

- Signature and name on the ID
- Name used to schedule the exam
- Course completion certificate and/or Verification of Work Experience form and/or VA Professional License
- A certificate of competence as proof of existing certification (recertification only)

If you come to the test site without the proper ID, you will not be allowed to take the exam, and you will lose your exam fee.

- Candidates must bring their training course completion certificate* and/or completed Verification of Work Experience form, and/or a copy of their VA Professional License (if sitting for the ESC Combined Administrator Exam) to the test center. The list below notes the training course completion certificates required for each exam:

1. Program Administrator Exam – Program Administrator Certificate
2. Inspector Exam – Inspector Course Certificate
3. Plan Reviewer Exam – Plan Review Course Certificate
4. Combined Administrator Exam – Program Administrator + Inspector + Plan Reviewer** Course Certificates

* *An existing certification is a valid substitute for a course completion certificate. Example: A candidate that is already ESC Inspector certified can be admitted to the ESC Combined Administrator exam by showing their ESC Inspector Certificate of Competence as proof of certification and Program Administrator course and Plan Reviewer course completion certificates.*

** *For ESC Combined Administrator Exam only: If you are a VA Professional Engineer, Land Surveyor, Soil Scientist, Landscape Architect, or Architect, you may show your VA Professional License as your proof of ESC Plan Review certification. You do still need to show the Program Administrator course and Inspector course completion certificates or a verification of work experience form.*

- Candidates who are recertifying must bring proof of their existing, valid certification to the test center.

ALLOWED REFERENCE MATERIALS

| ALLOWED | NOT ALLOWED |
|--|-------------------------------------|
| Three 3-ring binders | Loose paper |
| Reference materials (see below) | Handwritten notes on separate paper |
| Dividers (any type) | Typed notes |
| Sticky tabs (used as dividers) | Practice quizzes |
| Handwritten notes on reference materials | Powerpoint presentations |
| Handwritten notes on dividers | |
| Handwritten headings on sticky tabs | |
| Highlighted reference materials | |
| Typed table of contents/index (Created by candidate) | |

Stormwater Management (SWM) Program Administrator Exam

- Program Administrator for SWM Participant Guide — any version
- Va. Code § 62.1–44.15:24 through 62.1–44.15:50
- *Regulations: 9VAC25–850*
- Regulations: 9VAC25–870
- Regulations: 9VAC25–880

Stormwater Management (SWM) Inspector Exam

- Inspector for SWM Participant Guide — any version
- Va. Code § 62.1–44.15:24 through 62.1–44.15:50
- *Regulations: 9VAC25–850*
- *Regulations: 9VAC25–870*
- Regulations: 9VAC25–880
- Virginia Non-Proprietary BMP Specifications (including Appendix A-E)

Stormwater Management (SWM) Plan Reviewer Exam

- Plan Reviewer for SWM Participant Guide — any version
- Va. Code § 62.1–44.15:24 through 62.1–44.15:50
- *Regulations: 9VAC25–850*
- Regulations: 9VAC25–870
- *Regulations: 9VAC25–880*
- *Virginia Non-Proprietary BMP Specifications (including Appendix A-E)*

Stormwater Management (SWM) Combined Administrator Exam

- Program Administrator for SWM, Inspector for SWM, Plan Reviewer for SWM Participant Guides — any version
- Va. Code § 62.1–44.15:24 through 62.1–44.15:50
- *Regulations: 9VAC25–850*
- Regulations: 9VAC25–870
- Regulations: 9VAC25–880
- Virginia Non-Proprietary BMP Specifications (including Appendix A-E)

continued next page

Erosion & Sediment Control (ESC) Program Administrator Exam

- Program Administrator for ESC Participant Guide – any version
- Va. Code § 62.1–44.15:51 through 62.1–44.15:66
- Regulations: 9VAC25–840
- *Regulations: 9VAC25–850*

Erosion & Sediment Control (ESC) Inspector Exam

- Inspector for ESC Participant Guide – any version
- Va. Code § 62.1–44.15:51 through 62.1–44.15:66
- Regulations: 9VAC25–840
- *Regulations: 9VAC25–850*
- *VESC Handbook*

Erosion & Sediment Control (ESC) Plan Reviewer Exam

- Plan Reviewer for ESC Participant Guide – any version
- Va. Code § 62.1–44.15:51 through 62.1–44.15:66
- Regulations: 9VAC25–840
- *Regulations: 9VAC25–850*
- Regulations: 9VAC25-870-66 (Part IIB Water Quantity)
- *VESC Handbook*

Erosion & Sediment Control (ESC) Combined Administrator Exam

- Program Administrator for ESC, Inspector for ESC, Plan Reviewer for ESC Participant Guides — any version
- Va. Code § 62.1–44.15:51 through 62.1–44.15:66
- Regulations: 9VAC25–840
- *Regulations: 9VAC25–850*
- Regulations: 9VAC25-870-66 (Part IIB Water Quantity)
- *VESC Handbook*

Note: Items in italics are not included with materials provided in class.

The VESC Handbook must be purchased separately. The SWM BMP Specifications including Appendices are required for the SWM Plan Reviewer exam. Otherwise, the participant guide modules are sufficient; however, all listed materials are allowed. Knowledge check questions contained in Participant Guides are acceptable in the exam.

Before testing, the test center staff will look through all reference documents and examine the notes written on the pages. After testing, the staff will examine the reference documents again to make sure no additional notes have been made.

All exam questions and all other exam materials are copyrighted by and the property of DEQ. Any distribution of the exam content or materials through any form of reproduction, or through oral or written communication, is strictly prohibited and punishable by law. **Anyone who removes or tries to remove exam material or information from the test site will be prosecuted to the fullest extent of the law.**

ACCEPTABLE FORMS OF CANDIDATE IDENTIFICATION

Candidates must present one (1) form of current signature identification. The primary identification must be government-issued and photo-bearing with a signature. Identification must be in English.

Primary ID (photograph and signature, not expired)

- Government-issued Driver's License
- US Dept. of State Driver's License
- US Learner's Permit (plastic card only with photo and signature)
- National/State/Country ID card
- Passport
- Passport Card
- Military ID
- Military ID for spouses and dependents
- Alien Registration Card (Green Card, Permanent Resident Visa)

The ID presented cannot have an embedded signature that is not visible (microchip), or is difficult or impossible to read.

Pearson VUE does not recognize grace periods. For example, if a candidate's driver's license expired yesterday and the state allows a 30-day grace period for renewing the ID, the ID is considered to be expired.

TESTING POLICIES

The following policies are observed at each test center. **Candidates who violate any of these policies will not be permitted to finish the examination and will be dismissed from the test center, forfeiting the examination fee.**

LATENESS

Arrive at the test center thirty (30) minutes before your scheduled examination starts. If you are more than fifteen (15) minutes late for your scheduled examination or do not bring all of your required materials, you will **NOT** be allowed to test, and your examination fee will **NOT** be returned (see *Cancellation* for more details).

PERSONAL BELONGINGS/STUDY AIDS

No personal items are allowed in the testing room. Personal items include but are not limited to cellular phones, hand-held computers/personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, firearms or other weapons, hats, bags, coats, and/or notes, notepads, pens or pencils.

Unless authorized for the exam, dictionaries, books, papers (including scratch paper), and unauthorized reference materials are not permitted in the examination room (unless permitted by the exam sponsor), and candidates are strongly urged not to bring such materials to the test center. Upon entering and being seated in the testing room, the test administrator will provide the candidate with a notepad to make notes or calculations. The candidate may not write on the notepad before the exam begins or remove these items from the testing room.

You are not permitted to take personal belongings such as briefcases, large bags, study materials, extra books or papers into the examination room. Any such materials brought into the examination room will be collected and returned to you when you have completed the examination. Pearson VUE is not responsible for lost or misplaced items.

EATING/DRINKING/SMOKING

Eating, drinking, chewing gum, smoking and/or making noise that creates a disturbance for other candidates is prohibited during the exam.

MISCONDUCT

Any candidate discovered causing a disturbance of any kind or engaging in any kind of misconduct — giving or receiving help; using prohibited notes, books, or other aids; taking part in an act of impersonation; or removing examination materials or notes from the examination room — will be summarily dismissed from the examination and will be reported to DEQ. Decisions regarding disciplinary measures are the responsibility of DEQ.

You are not permitted to write in the pages of your binders during the examination. Any candidate found writing in these reference documents will be dismissed from the examination and their actions will be reported to DEQ.

CALCULATORS

Do not bring a calculator. An electronic TI scientific equivalent will be provided on the testing computer.

BREAKS

You are permitted to take an unscheduled break. To request an unscheduled break, the candidate must raise their hand to get the administrator's attention. The exam clock will **NOT** stop while the candidate is taking a break.

Candidates must leave the testing room for all breaks. However, candidates are not permitted to leave the floor or building for any reason during this time, unless specified by the administrator and the exam sponsor. If a candidate is discovered to have left the floor or building they will not be permitted to proceed with the examination and may forfeit the exam fees.

While taking a break, candidates are permitted to access personal items that are being stored during the exam only if necessary— for example, personal medication that must be taken at a specific time. However, a candidate must receive permission from the administrator prior to accessing personal items that have been stored. Candidates are not allowed access to other items including but not limited to cellular phones, PDAs, exam notes and study guides.

GUESTS/VISITORS

Guests, visitors, pets, or children are **NOT** allowed at the Regional Test Centers.

EXAM SECURITY

Pearson VUE maintains examination administration and examination security standards designed to ensure that all candidates are given the same opportunity to demonstrate their abilities and to prevent some candidates from gaining an unfair advantage over others because of testing irregularities or misconduct. Pearson VUE routinely reviews irregularities and examination scores believed to be earned under unusual or nonstandard circumstances.

Pearson VUE maintains the right to question any examination score whose validity is in doubt because the score may have been obtained unfairly. Pearson VUE first undertakes a confidential review of the circumstances contributing to the questions about score validity. Then, if there is sufficient cause to question the score, Pearson VUE will refer the matter to DEQ, which will make the final decision on whether or not to cancel the score.

The performance of all candidates is monitored and may be analyzed statistically for the purpose of detecting and verifying fraud. If it is determined that a score has questionable validity, the DEQ will be notified and will determine whether the candidate's scores will be released.

PREPARING FOR THE EXAM

PRETEST QUESTIONS

Many of the examinations will contain pretest questions. Pretest questions are questions on which statistical information is being collected for use in constructing future examinations. Responses to pretest questions do not affect a candidate's score. Pretest questions are mixed in with the scored questions and are not identified.

The number of pretest questions is listed in the content outline heading of each examination for which they are available. If a number is not present then there are no pretest questions for that particular examination.

EXAM CONTENT OUTLINES

Each examination is based on a detailed content outline of topics, subtopics, and references to applicable state laws, statutes and regulations. Content outlines are updated periodically to reflect changes in practice, state laws, and regulations. Virginia offers these content outlines as part of the candidate information booklet.

Candidates may obtain additional copies of the Virginia Department of Environmental Quality Content Outlines by visiting www.pearsonvue.com/va/deq.

Candidates should use the content outlines to guide studying and preparation for the exam.

| EXAM TITLE | NUMBER OF TEST QUESTIONS | OVERALL TEST TIME |
|---|--------------------------|-------------------|
| Stormwater Management Program Administrator | 100 | 2 hours |
| Stormwater Management Inspector | 100 | 2 hours |
| Stormwater Management Plan Reviewer | 120 | 3 hours |
| Stormwater Management Combined Administrator | 160 | 4 hours |
| Erosion and Sediment Control Program Administrator | 100 | 2 hours |
| Erosion and Sediment Control Inspector | 100 | 2 hours |
| Erosion and Sediment Control Plan Reviewer | 120 | 3 hours |
| Erosion and Sediment Control Combined Administrator | 160 | 4 hours |

CONTENT OUTLINES

STORMWATER PROGRAM ADMINISTRATOR CONTENT OUTLINE

Principles, State Statute, Regulations, and Implementation

All questions for this examination are derived from the Code of Virginia, Regulations, and DEQ Training Participant Guide(s).

100 questions
(95 Scoreable, 5 Pretest)

Allowed Reference Materials

- Program Administrator for SWM Participant Guide — any version
- Va. Code § 62.1-44.15:24 through 62.1-44.15:50
- *Regulations: 9VAC25-850**
- Regulations: 9VAC25-870
- Regulations: 9VAC25-880

I. Certification Regulations [5% to 10%]

| | |
|-------------------------------|----------|
| Law/Reg Reference | — |
| Program Administrator for SWM | Module 1 |

II. Managing Runoff [20% to 25%]

| | |
|-------------------------------|------------------------|
| Law/Reg Reference | 9VAC25-870; 9VAC25-880 |
| Program Administrator for SWM | Module 2 |

III. VSMP Overview and General Requirements [30% to 35%]

| | |
|-------------------------------|---|
| Law/Reg Reference | § 62.1-44.15:24 through :50; 9VAC25-870 |
| Program Administrator for SWM | Modules 1 and 3 |

IV. Overview of Land Disturbance Activities and Requirements to Commence Land Disturbance [25% to 30%]

| | |
|-------------------------------|---|
| Law/Reg Reference | § 62.1-44.15:24 through :50; 9VAC25-870; 9VAC25-880 |
| Program Administrator for SWM | Module 4 |

V. Inspection Requirements [10% to 15%]

| | |
|-------------------------------|------------------------|
| Law/Reg Reference | 9VAC25-870; 9VAC25-880 |
| Program Administrator for SWM | Module 5 |

*Not provided with course materials in class.

STORMWATER INSPECTOR CONTENT OUTLINE

Principles, State Statute, Regulations, and Implementation

All questions for this examination are derived from the Code of Virginia, Regulations, and DEQ Training Participant Guide(s).

**100 questions
(95 Scoreable, 5 Pretest)**

Allowed Reference Materials

- Inspector for SWM Participant Guide — any version
- *Va. Code § 62.1-44.15:24 through 62.1-44.15:50**
- *Regulations: 9VAC25-850**
- *Regulations: 9VAC25-870**
- Regulations: 9VAC25-880
- Virginia Non-Proprietary BMP Specifications (including Appendix A-E)

I. Certification Regulations

[5% to 10%]

| | |
|-------------------|----------|
| Law/Reg Reference | — |
| Inspector for SWM | Module 1 |

II. Managing Runoff

[5% to 10%]

| | |
|-------------------|----------|
| Law/Reg Reference | — |
| Inspector for SWM | Module 2 |

III. VSMP Overview and General Requirements

[15% to 20%]

| | |
|-------------------|-----------------|
| Law/Reg Reference | 9VAC25-880 |
| Inspector for SWM | Modules 1 and 3 |

IV. Regulating Land-Disturbing Activities under a VSMP (overview, paperwork, frequency)

[20% to 25%]

| | |
|-------------------|-----------------|
| Law/Reg Reference | 9VAC25-880 |
| Inspector for SWM | Modules 4 and 5 |

V. Regulating Land-Disturbing Activities under the CGP (site inspections as per CGP)

[15% to 20%]

| | |
|-------------------|------------|
| Law/Reg Reference | 9VAC25-880 |
| Inspector for SWM | Module 5 |

VI. Verifying Proper Installation of 15 Non-Proprietary BMPs

[10% to 15%]

| | |
|-------------------|------------------------|
| Law/Reg Reference | — |
| Inspector for SWM | Module 6 and BMP Specs |

VII. Permit Termination

[2% to 5%]

| | |
|-------------------|-----------------|
| Law/Reg Reference | — |
| Inspector for SWM | Modules 5 and 7 |

VIII. Post-Construction Inspections

[10% to 15%]

| | |
|-------------------|------------------------|
| Law/Reg Reference | 9VAC25-880 |
| Inspector for SWM | Module 8 and BMP Specs |

*Not provided with course materials in class.

STORMWATER PLAN REVIEWER CONTENT OUTLINE

Principles, State Statute, Regulations, and Implementation

All questions for this examination are derived from the Code of Virginia, Regulations, and DEQ Training Participant Guide(s).

120 questions
(115 Scoreable, 5 Pretest)

Allowed Reference Materials

- Plan Reviewer for SWM Participant Guide — any version
- Va. Code § 62.1-44.15:24 through 62.1-44.15:50
- *Regulations: 9VAC25-850**
- *Regulations: 9VAC25-870*
- *Regulations: 9VAC25-880**
- *Virginia Non-Proprietary BMP Specifications (including Appendix A-E)**

I. Certification Regulations [2-5%]

| | |
|------------------------|----------|
| Law/Reg./BMP Reference | — |
| Plan Reviewer for SWM | Module 1 |

II. Understanding Hydrology and Stormwater Engineering Concepts (including calculations) [10-15%]

| | |
|------------------------|------------|
| Law/Reg./BMP Reference | 9VAC25-870 |
| Plan Reviewer for SWM | Module 3 |

III. VSMP Overview and Regulatory Framework [15-20%]

| | |
|------------------------|--|
| Law/Reg./BMP Reference | § 62.1-44.15:24 through :50; 9VAC25-870 |
| Plan Reviewer for SWM | Modules 1 and 2 |

IV. Compliance with Water Quality Requirements (including calculations) [20-25%]

| | |
|------------------------|--|
| Law/Reg./BMP Reference | 9VAC25-870 Part II B and Part II C Technical Criteria; BMP Specs |
| Plan Reviewer for SWM | Modules 4 and 7 |

V. Compliance with Water Quantity Requirements (including calculations) [15-20%]

| | |
|------------------------|--|
| Law/Reg./BMP Reference | 9VAC25-870 Part II B and Part II C Technical Criteria; BMP Specs |
| Plan Reviewer for SWM | Modules 5 and 8 |

VI. Permanent BMPs/BMP Technologies (including calculations) [20-25%]

| | |
|------------------------|--|
| Law/Reg./BMP Reference | 9VAC25-870 Part II B and Part II C Technical Criteria; BMP Specs |
| Plan Reviewer for SWM | Module 6 |

VII. Final Acceptance [2-5%]

| | |
|------------------------|--|
| Law/Reg./BMP Reference | § 62.1-44.15:24 through :50; 9VAC25-870 |
| Plan Reviewer for SWM | Module 9 |

*Not provided with course materials in class.

STORMWATER COMBINED ADMINISTRATOR CONTENT OUTLINE

Principles, State Statute, Regulations, and Implementation

All questions for this examination are derived from the Code of Virginia, Regulations, and DEQ Training Participant Guide(s).

160 questions
(155 Scoreable, 5 Pretest)

Allowed Reference Materials

- Program Administrator for SWM, Inspector for SWM, Plan Reviewer for SWM Participant Guides — any version
- Va. Code § 62.1-44.15:24 through 62.1-44.15:50
- Regulations: 9VAC25-850*
- Regulations: 9VAC25-870
- Regulations: 9VAC25-880
- Virginia Non-Proprietary BMP Specifications (including Appendix A-E)

I. Certification Regulations [1-4%]

| | |
|-------------------------------|----------|
| Law/Reg./BMP Reference | — |
| Program Administrator for SWM | Module 1 |
| Inspector for SWM | Module 1 |
| Plan Reviewer for SWM | Module 1 |

II. Basic Stormwater Principles, understanding Hydrology and Stormwater Engineering Concepts (including calculations) [3-10%]

| | |
|-------------------------------|------------------------|
| Law/Reg./BMP Reference | 9VAC25-870; 9VAC25-880 |
| Program Administrator for SWM | Module 2 |
| Inspector for SWM | Module 2 |
| Plan Reviewer for SWM | Module 3 |

III. VSMP Overview and General Requirements [10-15%]

| | |
|-------------------------------|---|
| Law/Reg./BMP Reference | § 62.1-44.15:24 through :50; 9VAC25-870; 9VAC25-880 |
| Program Administrator for SWM | Modules 1 and 3 |
| Inspector for SWM | Modules 1 and 3 |
| Plan Reviewer for SWM | Modules 1 and 2 |

IV. Overview of Land Disturbance Activities and Requirements to Commence Land Disturbance [10-15%]

| | |
|-------------------------------|---|
| Law/Reg./BMP Reference | § 62.1-44.15:24 through :50; 9VAC25-870; 9VAC25-880 |
| Program Administrator for SWM | Module 4 |
| Inspector for SWM | Modules 4 and 5 |
| Plan Reviewer for SWM | Module 1, 2, 9 |

V. Construction Inspections [5-10%]

| | |
|-------------------------------|------------------------|
| Law/Reg./BMP Reference | 9VAC25-870; 9VAC25-880 |
| Program Administrator for SWM | Module 5 |
| Inspector for SWM | Module 5 |
| Plan Reviewer for SWM | — |

VI. Verifying Proper Installation of 15 Non-Proprietary BMPs [5-10%]

| | |
|-------------------------------|-----------|
| Law/Reg./BMP Reference | BMP Specs |
| Program Administrator for SWM | — |
| Inspector for SWM | Module 6 |
| Plan Reviewer for SWM | — |

VII. Final Acceptance and Permit Termination [1-5%]

| | |
|-------------------------------|---|
| Law/Reg./BMP Reference | § 62.1-44.15:24 through :50; 9VAC25-870; 9VAC25-880 |
| Program Administrator for SWM | Module 5 |
| Inspector for SWM | Modules 5 and 7 |
| Plan Reviewer for SWM | Module 9 |

VIII. Post-Construction Inspections (and inspecting BMPs) [4-8%]

| | |
|-------------------------------|-----------------------|
| Law/Reg./BMP Reference | 9VAC25-880; BMP Specs |
| Program Administrator for SWM | — |
| Inspector for SWM | Module 8 |
| Plan Reviewer for SWM | — |

**IX. Compliance with Water Quality Requirements
(including calculations)
[10–15%]**

| | |
|-------------------------------|--|
| Law/Reg./BMP Reference | 9VAC25-870 Part II B and Part II C Technical Criteria; BMP Specs |
| Program Administrator for SWM | — |
| Inspector for SWM | — |
| Plan Reviewer for SWM | Modules 4 and 7 |

**X. Compliance with Water Quantity Requirements
(including calculations)
[10–15%]**

| | |
|-------------------------------|--|
| Law/Reg./BMP Reference | 9VAC25-870 Part II B and Part II C Technical Criteria; BMP Specs |
| Program Administrator for SWM | — |
| Inspector for SWM | — |
| Plan Reviewer for SWM | Modules 5 and 8 |

**XI. Post-construction BMPs – regulatory requirements, functionality, required elements, plan review evaluation for compliance (including calculations)
[15–20%]**

| | |
|-------------------------------|--|
| Law/Reg./BMP Reference | 9VAC25-870 Part II B and Part II C Technical Criteria; BMP Specs |
| Program Administrator for SWM | — |
| Inspector for SWM | — |
| Plan Reviewer for SWM | Module 6 |

*Not provided with course materials in class.

EROSION & SEDIMENT CONTROL PROGRAM ADMINISTRATOR CONTENT OUTLINE

Principles, State Statute, Regulations, and Implementation

All questions for this examination are derived from the Code of Virginia, Regulations, DEQ Training Participant Guide(s).

100 questions
(95 Scoreable, 5 Pretest)

Allowed Reference Materials

- Program Administrator for ESC Participant Guide – any version
- Va. Code § 62.1–44.15:51 through 62.1–44.15:66
- Regulations: 9VAC25–840
- *Regulations: 9VAC25–850**

I. Certification Regulations (5%)

| | |
|-------------------------------|----------|
| Law/Reg/VESCH Reference | — |
| Program Administrator for ESC | Module 1 |

II. Erosion Principles (10–20%)

| | |
|-------------------------------|----------|
| Law/Reg/VESCH Reference | — |
| Program Administrator for ESC | Module 2 |

III. Law (20–25%)

| | |
|-------------------------------|---------------------------------------|
| Law/Reg/VESCH Reference | § 62.1–44.15:51 through 62.1–44.15:66 |
| Program Administrator for ESC | Module 3 |

IV. Regulations (25–30%)

| | |
|-------------------------------|-----------------|
| Law/Reg/VESCH Reference | 9VAC25-840 |
| Program Administrator for ESC | Modules 3 and 4 |

V. Specifications (20–30%)

| | |
|-------------------------------|-------------|
| Law/Reg/VESCH Reference | VESCH Ch. 3 |
| Program Administrator for ESC | Module 4 |

*Not provided with course materials in class.

EROSION & SEDIMENT CONTROL INSPECTOR CONTENT OUTLINE

Principles, State Statute, Regulations, and Implementation

All questions for this examination are derived from the Code of Virginia, Regulations, DEQ Training Participant Guide(s).

100 questions
(95 Scoreable, 5 Pretest)

Allowed Reference Materials

- Inspector for ESC Participant Guide – any version
- Va. Code § 62.1–44.15:51 through 62.1–44.15:66
- Regulations: 9VAC25–840
- *Regulations: 9VAC25–850**
- VESC Handbook*

I. Certification Regulations (5%)

| | |
|--------------------------|----------|
| Law/ Reg/VESCH Reference | — |
| Inspector for ESC | Module 1 |

II. Erosion Principles (10%)

| | |
|--------------------------|----------|
| Law/ Reg/VESCH Reference | — |
| Inspector for ESC | Module 2 |

III. Law (20%)

| | |
|--------------------------|-----------------------------|
| Law/ Reg/VESCH Reference | § 62.1–44.15:51 through :66 |
| Inspector for ESC | Module 3 |

IV. Regulations (25–30%)

| | |
|--------------------------|-----------------|
| Law/ Reg/VESCH Reference | 9VAC25-840 |
| Inspector for ESC | Modules 3 and 4 |

V. Plan Reading (5%)

| | |
|--------------------------|----------|
| Law/ Reg/VESCH Reference | — |
| Inspector for ESC | Module 4 |

VI. Specifications, including calculations (30–35%)

| | |
|--------------------------|-------------|
| Law/ Reg/VESCH Reference | VESCH Ch. 3 |
| Inspector for ESC | Module 5 |

*Not provided with course materials in class.

EROSION & SEDIMENT CONTROL PLAN REVIEWER CONTENT OUTLINE

Principles, State Statute, Regulations, and Implementation

All questions for this examination are derived from the Code of Virginia, Regulations, DEQ Training Participant Guide(s).

120 questions
(115 Scoreable, 5 Pretest)

Allowed Reference Materials

- Plan Reviewer for ESC Participant Guide – any version
- *Va. Code § 62.1-44.15:51 through 62.1-44.15:66**
- Regulations: 9VAC25-840
- *Regulations: 9VAC25-850**
- Regulations: 9VAC25-870-66 (Part IIB Water Quantity)
- VESC Handbook*

I. Certification Regulations (3–5%)

| | |
|--------------------------|----------|
| Law/ Reg/VESCH Reference | — |
| Plan Reviewer for ESC | Module 1 |

II. Erosion Principles (5–10%)

| | |
|--------------------------|----------|
| Law/ Reg/VESCH Reference | — |
| Plan Reviewer for ESC | Module 2 |

III. Law (15–20%)

| | |
|--------------------------|----------|
| Law/ Reg/VESCH Reference | — |
| Plan Reviewer for ESC | Module 3 |

IV. Regulations (15–20%)

| | |
|--------------------------|------------------------------|
| Law/ Reg/VESCH Reference | 9VAC25-840; 9VAC25-870-66 |
| Plan Reviewer for ESC | Modules 3, 4, and 5 |

V. Plan Reading (including calculations) (5–10%)

| | |
|--------------------------|-----------|
| Law/ Reg/VESCH Reference | — |
| Plan Reviewer for ESC | Module 13 |

VI. Specifications (including calculations) (30–40%)

| | |
|--------------------------|---------------------|
| Law/ Reg/VESCH Reference | VESCH Ch. 3 |
| Plan Reviewer for ESC | Modules 6, 7, and 8 |

VII. Post-Construction Plan Review (including calculations) (8–10%)

| | |
|--------------------------|---|
| Law/ Reg/VESCH Reference | VESCH Ch. 3, 5 and 6; 9VAC25-840; 9VAC25-870-66 |
| Plan Reviewer for ESC | Modules 5, 6, 9, 10, 11, 12, and 13 |

*Not provided with course materials in class.

EROSION & SEDIMENT CONTROL COMBINED ADMINISTRATOR CONTENT OUTLINE

Principles, State Statute, Regulations, and Implementation

All questions for this examination are derived from the Code of Virginia, Regulations, DEQ Training Participant Guide(s).

160 questions
(155 Scoreable, 5 Pretest)

Allowed Reference Materials

- Program Administrator for ESC, Inspector for ESC, Plan Reviewer for ESC Participant Guides — any version
- Va. Code § 62.1–44.15:51 through 62.1–44.15:66
- Regulations: 9VAC25–840
- Regulations: 9VAC25–850*
- Regulations: 9VAC25-870-66 (Part IIB Water Quantity)
- VESC Handbook*

I. Certification Regulations [3-5%]

| | |
|-------------------------|----------|
| Law/ Reg./BMP Reference | — |
| PA for ESC | Module 1 |
| IN for ESC | Module 1 |
| PR for ESC | Module 1 |

II. Erosion Principles [10-15%]

| | |
|-------------------------|----------|
| Law/ Reg./BMP Reference | — |
| PA for ESC | Module 2 |
| IN for ESC | Module 2 |
| PR for ESC | Module 2 |

III. Law [15-20%]

| | |
|-------------------------|-----------------------------|
| Law/ Reg./BMP Reference | § 62.1–44.15:51 through :66 |
| PA for ESC | Module 3 |
| IN for ESC | Module 3 |
| PR for ESC | Module 3 |

IV. Regulations [15-20%]

| | |
|-------------------------|------------------------------|
| Law/ Reg./BMP Reference | 9VAC25-840; 9VAC25-870-66 |
| PA for ESC | Modules 3 and 4 |
| IN for ESC | Modules 3 and 4 |
| PR for ESC | Modules 3, 4, and 5 |

V. Plan Reading (including calculations) [5-10%]

| | |
|-------------------------|-----------|
| Law/ Reg./BMP Reference | — |
| PA for ESC | — |
| IN for ESC | Module 4 |
| PR for ESC | Module 13 |

VI. Specifications (including calculations) [25-35%]

| | |
|-------------------------|--------------------|
| Law/ Reg./BMP Reference | VESCH Ch. 3 |
| PA for ESC | Module 4 |
| IN for ESC | Module 5 |
| PR for ESC | Module 6, 7, and 8 |

VII. Post-Construction Plan Review (including calculations) [8-15%]

| | |
|-------------------------|--|
| Law/ Reg./BMP Reference | VESCH Ch. 3, 5, and 6; § 62.1–44.15:51 through :66; 9VAC25-840; 9VAC25-870-66 |
| PA for ESC | — |
| IN for ESC | — |
| PR for ESC | Modules 5, 6, 9, 10, 11, 12, and 13 |

*Not provided with course materials in class

SCORE REPORTING

When candidates complete the examination, they will receive a score report marked “pass” or “fail”. Candidates who pass the examination will receive a score report with instructions on how to obtain their Certificate of Competence.

Those who fail will be given a numeric score and diagnostic information. Reservations for re-examination may not be made at the test center. Candidates must wait twenty-four (24) hours before making a reservation for re-examination.

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Candidates may request a duplicate score report from Pearson VUE by completing the form in the back of this candidate information booklet. There is no fee for a duplication score report.

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SCALED SCORE

There may be multiple versions of each of the certification examinations. These versions are known as forms. Although all forms of an examination are developed based on the content outlines, the difficulty of the forms of an examination may vary slightly because different questions appear on each form. To ensure that no candidate is put at an unfair advantage or disadvantage due to the particular form of an examination that he or she is given, a statistical procedure known as equating is used to correct for differences in form difficulty.

The passing score of an examination was set by DEQ (in conjunction with Pearson VUE) after a comprehensive study was completed for each examination. Raw scores are converted into scaled scores that can range from 0 to 100. To avoid misuse of score information, numeric scores are only reported to failing candidates. The scaled score that is reported to you is neither the number of questions you answered correctly nor the percentage of questions you answered correctly. With a passing score of 70, any score below 70 indicates how close the candidate came to passing, rather than the actual number or percentage of questions the candidates answered correctly.

EXAMINATION QUESTIONS

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2. The date the examination was taken
3. The location of the test center

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All requests must first be approved by Pearson VUE. Candidates must wait for confirmation of the approval before scheduling an examination.

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