

Marin County Stormwater Pollution Prevention Guidance

Steps to becoming a Qualified SWPPP Developer (QSD) and/or Qualified SWPPP Practitioner (QSP) – Version 3

Section E.7.b.2. (Construction Outreach and Education) in the new [Phase II Municipal Stormwater Permit](#) will require each Permittee (city/town/county) to provide adequate training to certain staff positions by June 30, 2015. Staff shall be trained as follows:

1. Plan reviewers and permitting staff shall be qualified individuals knowledgeable in the technical review of local erosion and sediment control plans, (including proper control measure selection, installation, implementation, and maintenance, as well as administrative requirements such as inspection reporting/tracking and the use of the Permittee's enforcement responses). MCSTOPPP will provide annual trainings.

In addition, a designated person involved with reviewing and approving private or public Erosion and Sediment Control Plans or Stormwater Pollution Prevention Plans shall be certified pursuant to a State Water Board sponsored program as a Qualified Storm Water Pollution Prevention Plan (SWPPP Developer (QSD)). The staff QSD must supervise plan review. It's ok for municipalities to contract out for these services on public projects.

2. Erosion/sediment control and stormwater construction site inspectors shall be qualified individuals, knowledgeable in inspection procedures. MCSTOPPP will provide annual training.

In addition, a designated person on staff shall possess and be certified pursuant to a State Water Board sponsored program as either (1) a Qualified SWPPP Developer (QSD), or (2) a Qualified SWPPP Practitioner (QSP). The staff QSD or QSP must supervise inspection operations. It's ok for municipalities to contract out for these services on public projects.

3. Third-Party Plan Reviewers, Permitting Staff, and Inspectors - If the Permittee utilizes outside parties to review plans and/or conduct inspections, the Permittee shall ensure these staff are trained.

You may only need one QSD/QSP within your organization, but this will depend on who supervises staff assigned to review erosion and sediment control plans (public and private projects) and staff assigned to conduct site inspections designed to evaluate that adequacy of erosion and sediment control plan implementation. It will also depend on your agency's use of third-party plan reviewers, permitting staff and/or inspectors. Follow steps on next page to become a QSD/QSP or a QSP.

- 1. To become either a certified QSP or QSD/QSP, you must fulfill one of the following pre-requisites (if you are a QSD, you are a QSP but not vice versa):**

Pre-Requisite Certifications/Registrations for QSD/QSP (must have one)	Type	Website
California Registered Professional Civil Engineer	QSD/QSP	www.pels.ca.gov
California Registered Professional Geologist or Engineering Geologist	QSD/QSP	www.geology.ca.gov
California Registered Landscape Architect	QSD/QSP	www.latc.ca.gov
Professional Hydrologist registered through the American Institute of Hydrology	QSD/QSP	www.aihydrology.org
Certified Professional in Erosion and Sediment Control (CPESC) registered through Enviro Cert International Inc.	QSD/QSP	www.envirocertintl.org
Certified Professional in Storm Water Quality (CPSWQ) registered through Enviro Cert International Inc.	QSD/QSP	www.envirocertintl.org
Professional in Erosion and Sediment Control registered through the National Institute for Certification in Engineering Technologies – Level 3 (NICET)	QSD/QSP	www.nicet.org
Pre-Requisite Certifications for QSP (must have one of the QSD pre-requisites listed above <u>OR</u> one listed below)	Type	Website
Certified erosion, sediment and storm water inspector through Enviro Cert International Inc. (CESSWI)	QSP	www.envirocertintl.org
Certified Inspector of Sediment and Erosion Control registered through Certified Inspector of Sediment and Erosion Control Inc. (CISEC)	QSP	www.cisecinc.org

- 2. If you are licensed by the California Board of Professional Engineers, Land Surveyors or Geologists, you can register as a QSD through the State Water Board-Sponsored online training system:**

a. Fact Sheet:

http://www.waterboards.ca.gov/water_issues/programs/stormwater/docs/training/cbpelsg_fs.pdf. “CGP Review” booklet.

b. Self-Certify as a QSD

- i. Create SMARTS account or log in to SMARTS if you have an account: <https://smarts.waterboards.ca.gov/smarts/faces/SwSmartsLogin.jsp>
- ii. Access CBPELSG-QSD in main menu on left
- iii. Search under last name – this will produce no results but you have to do this anyway
- iv. Create “New Record”
- v. Enter your information, including license number
- vi. Review “CGP Review” booklet – should be accessible from within SMARTS
- vii. Review powerpoints that are accessed within SMARTS
- viii. Certify

- 3. If you have the applicable pre-requisite certification or registration described in the table above, but you are not qualified to, or do not wish to, conduct the self-directed training**

described in #2 above, you can take the QSD/QSP or the QSP **Training Course** offered through the California Stormwater Quality Association (CASQA).

The first 2 days cover training for the QSP certification. The optional 3rd day covers the additional QSD training. Click [here](#) for a calendar of upcoming classes. CASQA presents a brief overview of what it takes to become a QSP or QSD on their website. Click [here](#). After successfully completing the training, you can proceed to taking the exam (see #4 below).

- 4. QSP/QSD Exams:** To begin the registration process for either exam, go to the Office of Water Program's (OWP) website and register (create login) and pay the fee (~\$125 good for 2 years). Click [here](#) to get started.

To become a QSP, you must pass the timed two-hour QSP exam with a score of over 70%.

To become a QSD, take the QSP exam plus the QSD exam (adds one hour to the whole exam). You must pass each exam with a score of over 70%.

Upon Passing your QSP or QSD, certificates will be e-mailed to the e-mail address you provided during the registration process for your exam. The certificate will be good for two years, after which you must renew your registration. Click [here](#) for more information on the renewal process. Your name, QSD or QSP certificate # and expiration date, and underlying registration/certification type and # will be posted for public reference.

- 5. If you want to become a QSP and you lack pre-requisite certification**, you must first become a Certified Erosion, Sediment and Storm Water Inspector ([CESSWI](#)) OR a Certified Inspector of Sediment and Erosion Control ([CISEC](#)) registered through CISEC. Submit an application to either EnviroCert International (www.envirocertintl.org) for CESSWI or to CISEC (www.cisecinc.org). In general, to be accepted the application must include work references, a high school diploma or GED, and demonstration of at least three years (full-time) experience conducting erosion/sediment/stormwater inspections. A formal two or four year degree in a qualified field may count as one year of experience. Official transcripts must be submitted with the application.

NOTE: In association with EnviroCert International, the Office of Water Program (OWP) at Sacramento State proctors the certification exams for becoming a CESSWI. Click [here](#) for more information. The application process can take up to 45 days.

Certification renewal is required. For example, the CESSWI certification must be renewed every year and applicants must accumulate 20 professional development units over a two year period. CISEC annual renewal requires 36 continuing development hours over the course of a 3-year registration cycle.

Go back to #3 above once you complete your QSP pre-requisite certification.

- 6. If you want to become a QSD and lack pre-requisite certification**, you will need to obtain a degree and be a registered professional in one of the fields listed; OR, you will need to

become a [CPESC](#) or a [CPSWQ](#) registered through [EnviroCert International](#) OR a professional in erosion and sediment control – Level 3, registered through [NICET](#).

To become a CPESC, you must review the web page information for the certification and self-determine if you meet the educational and work experience criteria, gather all application materials listed on the website along with your application fee, and submit all materials to the appropriate Certification Program. The Certification Program needs at least 45 days to review your application and will send a letter stating whether you are approved to take the CPESC exam. The approval letter must be presented to the proctor at your exam within one year from your approval date.

Optional: Exam Review Course. You must register separately to take an Exam Review Course and/or to sit for Exams - this is NOT included in your application fee. You CAN take Exam Review Course without pre-approval to sit for an exam and the review course includes a Review Course Manual. You can also order Review Course manuals directly from the Certification Program.

To become a CPSWQ, you must complete the [application forms](#), provide college transcripts (if applicable), submit a profile for each employment position from which you wish to report storm water quality experience, provide contact information for four references (only two can be from your immediate workgroup), and provide the appropriate [fee](#). An additional cost may be incurred by the agency sponsoring the exam.

When the application is deemed complete, the application review committee will process the application and the applicant will be notified of their ability to take the exam. For information about the CPSWQ exam, see [CPSWQ Exam Structure and Grading](#). Applicants who receive a passing score on the exam will be notified by the CPSWQ Administrative Office.

Renewal for CPESC and CPSWQ: CPESCs and CPSWQs are required to show 60 professional development units over a three year period when submitting a renewal application.

Registration through the national Institute for Certification in Engineering Technologies – Level 3 (NICET): NICET established the following criteria for certification in Erosion and Sediment Control: sufficient appropriate work experience, successful performance on a written exam based on job tasks, and supervisor verification of job task competency. A personal recommendation is required at Levels III and IV. [This page](#) describes the certification criteria. [Click here](#) to see a chart of certification requirements for each Level. Once you meet an exam requirement, you must satisfy the program's other criteria before you can be certified. Download the program detail manual to find the Examination Requirements Chart, work element descriptions, and many other resources.

Renewal: Once certified, each certificate holder will be mailed an annual renewal bill.

Go back to #3 above once you complete your QSD pre-requisite certification.

