

The masculine gender includes the feminine and is used solely for brevity.

1. INTRODUCTION

AQVE is a personnel certification body accredited by the SCC. This certification demonstrates that the Association's Certification Program complies with the most recent version of the international standard ISO/IEC 17024, Conformity Assessment—General Requirements for Bodies Operating Personnel Certification Systems. The AQVE's certification, annual maintenance, and triennial renewal processes comply with the most current version of this standard.

The Quebec Association of Environmental Auditing (AQVE) grants four (4) certifications. The titles are as follows:

- Certified Environmental Site Assessor (CESA™),
- Junior Certified Environmental Site Assessor (Jr. CESA™),

- Certified Environmental Auditor (CEA™), and
- Junior Certified Environmental Auditor (Jr. CEA™).

A person who holds one of these titles is therefore granted a certified right to practice.

This document describes the certification process and criteria applicable to the Jr. CESA™ and Jr. CEA™ designations. A person holding one of these designations has a certified right to practice and, through mentorship, can shorten the time required to obtain full certification. The certification criteria applicable to the CESA™ and CEA™ designations are published in a specific, separate document that can be accessed via the AQVE website.

IMPORTANT: AQVE certifications do not confer exclusive practice rights. However, they meet market needs regarding qualifications, experience, compliance with standards, public protection, and the promotion of best practices. These certifications, along with widespread distribution of the directory, help guide the market.

2. PURPOSE AND SCOPE OF THE DOCUMENT

This document contains the criteria that the AQVE uses in its certification process to:

- Determine whether an individual is eligible for certification as a Junior Certified Site Environmental Assessor (Jr. CESA™) or a Junior Certified Environmental Auditor (Jr. CEA™);
- Determine whether a Jr. CESA™ or a Jr. CEA™ may apply for full CESA™ or CEA™ certification following a mentorship period, the duration of which varies depending on the junior certification's profile and experience.

3. DEFINITIONS

Certified	A professional holding a certification issued by the AQVE
Junior Certified Professional	A professional holding a junior certification issued by the AQVE who will be eligible to take the full certification exam at the end of their mentoring period
Certification	Term used by the AQVE since it began operating an SCP (1997) to refer to the concept of certification as defined by the ISO/IEC 17024:2012 standard
CA	AQVE Board of Directors and its officers (President, Vice President, Secretary, or Treasurer)
CAG	Certification Commission reporting to the AQVE Board of Directors
Candidate	Person whose application for certification has been approved by the CAG and who may then proceed to the subsequent stages of the certification process
SCC (SCC)	Standards Council of Canada
Certification Criteria	A document describing the conditions used to determine whether an applicant possesses the necessary academic background and experience to be a candidate for certification; there is a document for each certification, available on the AQVE website
Applicant	A person who submits an application for certification to the AQVE using this form
PCAG	Chair of the Certification Commission
SCP	AQVE Personnel Certification System
Secretariat	Firm providing secretarial and administrative services to the AQVE
Website	AQVE website
Title	Another term used by AQVE since it began operating a personnel certification system (1997) to refer to the certification of a certified individual

4. COMPETENCIES

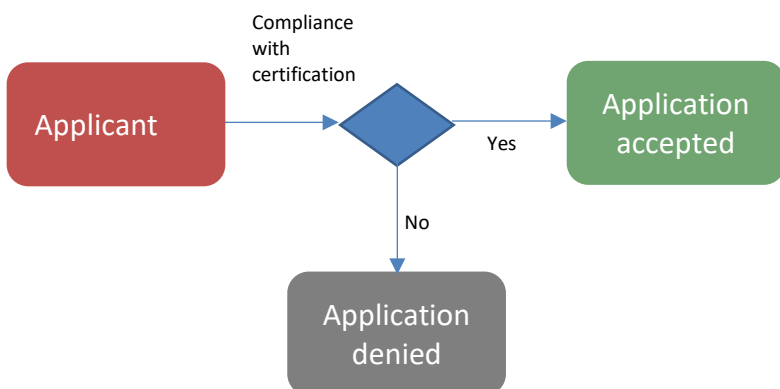
The AQVE's Jr. CESA™ or Jr. CEA™ certification confirms that the holder has demonstrated, through a rigorous process, that they possess the necessary competencies to:

- The Jr. CESA™: Participate in or conduct environmental site assessments; prepare environmental site assessment reports; sign them; and have them countersigned by an CESA™ or a member of a professional order authorized to do so.
- The Jr. CEA™: Participate in or conduct environmental compliance audits; participate in or conduct environmental management system audits; prepare audit reports, sign them, and have them countersigned by a VEA® or a member of a professional association authorized to do so.

However, a Jr. CESA™ may not lead a site environmental assessment or sign reports on their own. The same applies to a Jr. CEA™, who may not lead an environmental audit or sign reports on their own.

The scope of application for site environmental assessment and environmental auditing is defined in Appendix A. The standards generally recognized and used in practice are presented in Appendix B.

5. CERTIFICATION CRITERIA



The certification criteria are used to determine whether an applicant has the necessary training and professional experience to be eligible for a Jr. CESA™ or a Jr. CEA™ certification. To obtain a certification, the candidate must then successfully complete every step of the process described in Section 6.1.

Figure1 : Flowchart of the Certification Application Process

To be accepted as a candidate for a Jr. CESA™ or a Jr. CEA™ certification, the applicant must demonstrate that they meet all of the certification criteria presented in Table 1 as per their specific profile.

Table1 : Jr. CESA™ and Jr. CEA™ Certification Criteria

Certification Criteria	Profile A	Profile B
University education relevant to the field of¹ certification	Undergraduate degree	Undergraduate degree Graduate degree
Training in the field of certification	See Appendix C	

6. INITIAL CERTIFICATION PROCESS

The certification process is conducted by the CAG, which reports directly to the Association’s Board of Directors. To ensure that the certification process is never compromised by conflicts of interest among CAG members, directors, applicants, and candidates, the AQVE has implemented various measures. For more details, applicants and candidates are invited to consult the AQVE’s Statement of Impartiality, available on the website.

The following sections provide a summary of the AQVE’s *procedures for certification, annual maintenance, and triennial renewal*. To obtain a copy of this procedure in a secure electronic format, a request must be submitted to the AQVE secretariat.

6.1. Key Steps for the Applicant

Only individuals may apply for AQVE certification. The main steps an applicant must take to become a candidate and subsequently obtain AQVE certification as a Jr. CESA™ or a Jr. CEA™ are outlined and explained below. To submit an application, the certification application form must be completed.

¹ The use of the term “relevant” ensures that the applicant has appropriate, suitable, fitting, adequate, and appropriate training.

Bachelor’s Degree: An undergraduate program of at least ninety (90) credits leading to a degree and normally comprising ninety (90) or one hundred twenty (120) credits.

Master’s degree: A graduate-level program of at least forty-five (45) credits leading to a degree and normally comprising forty-five (45) credits.

Applicants who have completed their general education at an institution outside Canada must include in their application a comparative evaluation of their studies completed outside Quebec, provided by the [Ministry of Immigration, Francization, and Integration \(French only\)](#).

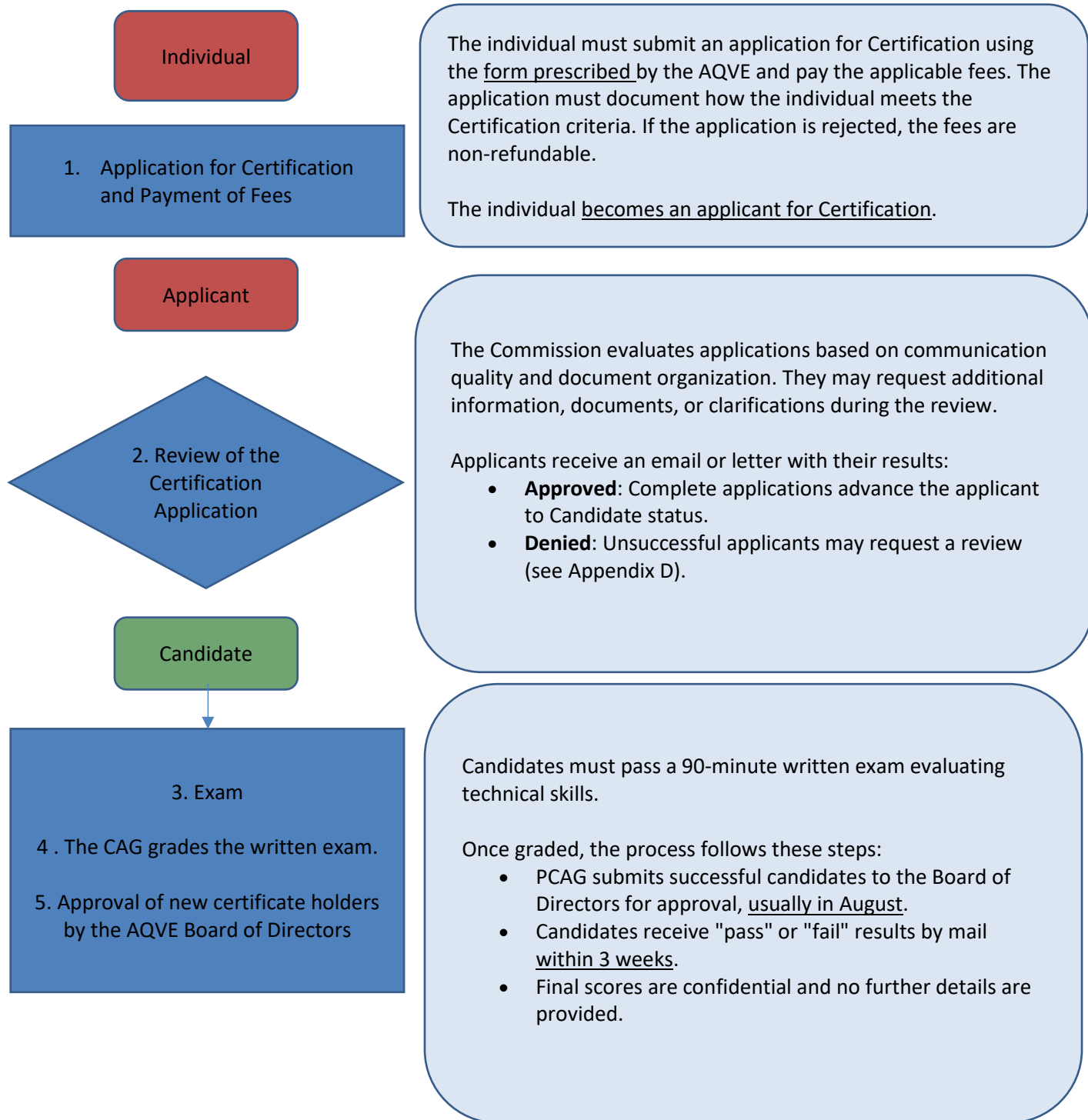


Figure2 : Certification Process Key Steps

6.2. Written Exam

The exam includes, but is not limited to, objective or multiple-choice questions covering the standards applicable to the field of certification (Appendix B), as well as environmental legislation. Short-answer questions based on real-life scenarios are also included.

Details regarding the date and location are provided with the exam notification. A photo ID is also required. Acceptable forms of identification include a passport, a driver's license, or a Quebec health insurance card.

6.3. Requirements for Successful Completion of the Process

Candidates for certification must achieve, at the end of the process, the passing scores specified in the requirements for success in Appendix E.

6.4. Right to Retake the Exam and Request for Review

A candidate who has failed the exam may, within thirty (30) business days of receiving their results, review their exam paper at the AQVE offices by appointment only. The candidate may also submit a request for review, in accordance with the procedures outlined in Appendix D.

The AQVE allows a one-time exam retake during the next scheduled session at a 50% discount. Candidates only need to declare their intent during the registration window.

Eligibility and Restrictions

- **One-Year Window:** The retake privilege is valid only for the year immediately following the failure.
- **Strategic Exception:** Retakes may not suit everyone. For example, a Junior Candidate who will qualify for Full Certification the next year must reapply for Full Certification instead of retaking the Junior exam.
- **Failure to Retake:** Skipping the next retake session triggers a mandatory two-year waiting period from the initial exam date before submitting a new complete certification application.
- **Second Failure:** Failing the retake triggers a mandatory two-year waiting period from the retake exam date before a new Full Certification application is permitted.

The AQVE grants these candidates the privilege of retaking the exam during the following exam session scheduled by the AQVE by paying 50% of the standard fee, with no other requirement than to announce their intention during the application period preceding that exam session. Given that each candidate is unique in terms of the number of years of experience required and the number of evaluations or audits to be completed during the mentoring period, retaking this exam in the event of a failure is not advisable for all candidates. For example, retaking the exam would not apply to a junior certification candidate who failed the exam but would meet the criteria for full certification the following year, provided that the

minimum mentoring period is one year. In this case, the candidate who failed must submit an application for full certification and cannot take advantage of the opportunity to retake the junior certification exam.

This privilege is granted only once, and only for the year following the failure. In the event of another failure on this retake, a two-year waiting period applies from the date of the retake exam before the candidate may submit a new application for full certification.

If the candidate does not use his opportunity to retake the exam, a two-year waiting period applies, starting from the date of the initial exam, before they may submit a new full application for certification.

6.5. Authorized Entity Commitment Form and Issuance of the Authorization Certificate

Certification occurs in two steps:

- **Step 1: Submit Form:** Sign, date, and return the Certified Professional Commitment Form received with your success letter. Return it to the secretariat by email or regular mail.
- **Step 2: Certificate Delivery:** The AQVE secretariat issues the official Certificate upon receiving the completed form.

6.6. Annual Certification Schedule

The annual certification process involves several key steps carried out by the AQVE, as illustrated hereafter. The certification application form details the various steps that the candidate must complete.

Table 2: Main Steps - Annual Certification Process

Steps	March	April	May	June	July	August	Sept.
Schedule and forms made available on website - AQVE.com							
Application Period							
Review of Submissions							
Written Exam							
Exam Corrections							
Exam Results Compilation							
Exam Results Approval, notification of candidates and start of mentoring period							

Note: This timeline is for information purposes only. Exact dates are posted on the AQVE website.

7. DURATION OF CERTIFICATION AND MENTORING

Junior certification is valid for a minimum of one year. The maximum duration is determined based on the candidate's academic profile and prior experience. This period is called the "mentoring period," during which the junior certified member must adhere to certain rules.

The first year of the mentorship period begins in September following the exam and ends on the following August 31. Each subsequent required year also runs from September to August.

The following sections describe the mentoring process.

7.1. Description

The key feature of junior certifications is the introduction of a mentoring period, during which the Jr. CESA™ or Jr. CEA™ must complete the required number of evaluations or audits and gain experience in order to achieve full certification status (without the “junior” designation).

7.1.1. Duration of the Mentoring Period

The mentoring period has a minimal duration of one year. It begins on September 1st of the year the Jr. CESA™ or Jr. CEA™ receives their certification. The maximum duration of the mentoring period varies depending on the junior applicant’s profile. The exact duration will be communicated to the Jr. CESA™ or Jr. CEA™ once their candidature is accepted.

Junior certification can only be obtained once. If, at the end of the mentoring period, the certified individual has not met all the criteria for Jr. CESA™ or Jr. CEA™ certification, they lose their junior certification.

7.1.2. Who can be a mentor?

The applicant must find a mentor on their own. The AQVE will accept as a mentor any person who meets at least one of the following qualifications:

- a) Pending the designation, a CESA™ or a CEA™ certified person who has held their designation for at least three (3) years.
- b) An environmental manager who has held a leadership role for at least five years in a public, private, or non-profit organization, specifically overseeing a unit that conducts environmental site assessments

Ideally, the mentor should work for the same organization as the junior certified professional. The mentor’s candidacy must be approved by the Chair of the AQVE Certification Commission (PCAG) when the applicant’s file is reviewed.

Approved mentors must fulfill the following duties:

- **Commitment:** Sign an official letter of commitment.
- **Meetings:** Meet with the junior certified professional at least once per quarter.
- **Reporting:** Complete a brief mentoring report to be included with the final EESA™ or VEA™ certification application.

7.2. Obligations of the Junior Certified Professional During the Mentoring Period

7.2.1. Gain experience

The AQVE takes into account the experience the applicant has gained prior to submitting their certification application (see example below). With this in mind, by the end of their mentoring period, the junior certified person must have:

- 1) Accumulate the appropriate number of years based on past experience to reach the total indicated in Table 3. This corresponds to the CESA™ or a CEA™ certification criteria, minus 1 year for having completed a mentorship period.
- 2) Completed the required number of Phase I and II environmental site assessments or environmental audits, depending on the certification, as indicated in Table 3 below.

During the mentorship period, the junior certified person must demonstrate that they are actively engaged and that their activities will enable them to apply for full certification at the end of the period. For a junior certified person, a “full year” is a continuous 12-month period beginning on September 1 and ending on the following August 31, including the year the application is submitted.

The mentorship period ends on August 31 of the year in which the junior certified professional has met these two criteria:². The AQVE will provide the candidate with a calculation of the duration of their mentorship period, indicating the start along with the number and duration of the required environmental assessments.

To be accepted as a candidate for EESA® or VEA® certification, the applicant must demonstrate that they meet the certification criteria presented in the following table, based on their specific profile.

² Please note that the certification criteria are reviewed annually by the Certification Commission. Junior-certified professionals must therefore ensure that their activities will enable them to meet the certification criteria required to obtain full certification (telephone interview and exam).

Table 3: Additional Certification Criteria for Advancing from a Jr. CESA™ or Jr. CEA™ Certification to a CESA™ or CEA™ Certification

Certification Criteria	Profile A	Profile B
Mentorship	At least 1 year	At least 1 year
Professional experience in the environmental field³	4 years	3 years ⁴
Professional experience specific to the field of certification	EESA™ certification – 16 complete Phase I ESAs totaling at least 60 days* – 8 complete Phase II ESAs totaling at least 40 days* VEA™ certification – 8 complete audits totaling at least 40 days* of environmental auditing <i>*Days spent on one or more of the following activities: supervision, management, preparation, execution, research, and drafting of the site environmental assessment or verification report.</i>	

³ Successful completion of the University of Sherbrooke’s graduate-level microprogram in environmental auditing counts as the equivalent of one year of experience. However, a minimum of three years of relevant work experience is required, regardless of the applicant’s background.

⁴ Completing the mentoring process reduces the work experience required for full certification by one year.

IMPORTANT

Here is how the AQVE takes into account the experience gained by the applicant prior to submitting their application.

When calculating years of relevant experience, full years completed prior to the junior certification application will be accounted for. It goes without saying that if the applicant has already accumulated the number of years of experience listed in Table 3, they must still complete the minimum one-year mentorship period. Furthermore, since the mentorship period is one of learning and professional development, the AQVE requires that the junior-certified professional complete a minimum number of activities related to the practice of the certification in question each year of their mentorship period.

Example

In April 2019, an individual meeting the A(jr) profile submitted an application for junior certification **after completing three** Phase I environmental site assessments or three environmental audits—depending on the certification sought—lasting **5, 6, and 3 days**, respectively (**14 days**). By August 31 following the submission of their application, they will have accumulated **18 months of** relevant **experience**.

Their **mentoring period will then last 3 years** (*i.e., four years minus one full recognized year*), beginning on September 1, 2019, and ending on August 31, 2022.

Taking into account that all past experience is recognized, **during this period she must complete at least:**

Jr. CESA™:

13 Phase I sessions for a minimum of **46 days**, *i.e.*, 60 required days minus 14 recognized days
8 Phase II sessions lasting a minimum of **40 days**.

Jr. CEA™:

5 verifications lasting a minimum of **26 days**, *i.e.*, the required 40 days minus 14 days of recognized experience.

7.2.2. Continuing Professional Development

To keep pace with the rapidly evolving environmental field, junior certified professionals must complete a minimum of **20 hours of professional development annually**. Eligible activities are detailed in Table 4.

7.2.3. Meet Regularly with Your Mentor

During the mentoring period, the junior certified professional must:

- **Quarterly Meetings:** Meet with their mentor once per quarter to discuss achievements in environmental site assessments.
- **Meeting Summary:** Record a summary of each meeting on a short evaluation form.
- **Signatures:** Ensure both the mentor and the junior professional sign the form.
- **Submission:** Submit the signed evaluation forms directly to the AQVE.

7.2.4. Maintaining Certification

To maintain certification, junior certified professionals must submit an annual activity form and meet the three requirements detailed in Table 4 which are:

- **Fees:** Pay the annual membership fee.
- **Practice:** Complete required professional activities.
- **Education:** Fulfill continuing education hours

Failure to meet these obligations and to submit the annual form may result in the junior certified professional's removal from the registry.

Table 4: Obligations—Annual Maintenance

	Annual Maintenance ⁵
Membership Dues	Payment of the annual membership fee based on the current fee schedule
Professional Activities	Annual professional practice
Professional Development	20 hours of annual continuing education Maximum recognized in each category: ▪ Attendance at conferences, symposia, and seminars: unlimited ▪ Participation in training sessions: unlimited ▪ Association meeting: maximum of 2 hours ▪ Organized visit as part of a conference: maximum of 2 hours ▪ Participation in committees: maximum of 5 hours ▪ Public presentations as an author: maximum of 5 hours ▪ Publication of articles: maximum of 5 hours ▪ Development of training materials: maximum of 10 hours ▪ Delivery of a training session: maximum of 10 hours recognized <i>Note: Professional development activities must be related to practice as defined in this document, or be deemed relevant by the AQVE.</i>
Meeting with a mentor	▪ Meeting with mentor once per quarter
Activity Log –ongoing maintenance	▪ Completed AQVE form showing the professional activities and training/development activities ▪ Quarterly submit the evaluation form following the mentor meeting

⁵ Because the maintenance criteria may change, junior-certified professionals must adjust their practice accordingly and ensure that the information recorded in their logbook complies with the most recent version of the Certification Criteria available.



7.1. End of Mentoring Period

At the end of the mentoring period, the junior certified professional must submit a complete mentoring file.

Submission Components

- **Log & Report:** The file must contain the activity log and a final report signed by the mentor.
- **Recommendation:** The mentor must provide an official favorable recommendation within the file.
- **Instructions:** The AQVE will issue detailed submission instructions to both parties before the deadline

IMPORTANT

To obtain full certification, the junior certified professional must, during their final year of mentoring:

- 1) Undergo a telephone interview, which will take place a few weeks before the full certification exam;
- 2) Take and pass the full certification exam.

APPENDIX A - SCOPE OF APPLICATION

Environmental site assessment and environmental auditing are multidisciplinary activities. They cannot, therefore, fall under the purview of a single profession, even though certain specific acts may be reserved by law or regulation for certain professionals.

SITE ENVIRONMENTAL ASSESSMENT	ENVIRONMENTAL AUDIT
An environmental site assessment may consist of several steps, including the following phases: ▪ According to CSA Z768, Phase I is a systematic process through which an assessor seeks to determine whether a particular property or site is or may be subject to actual or potential contamination. No samples are collected during this stage. ▪ According to CSA Z769, Phase II is a systematic and iterative process in which an assessor seeks to characterize and delineate the concentrations or quantities of substances of concern associated with a site, and to compare these levels with established criteria or standards. ▪ Following these two phases, certified professionals may recommend partial or complete remediation of the property, including the in-situ containment of contaminants and the decontamination of the various affected media.	This is a systematic verification process designed to determine whether the activities of an organization or an individual comply with criteria—generally prescribed in national and international standards, codes, guidelines, management systems, regulations, or environmental laws. An environmental audit generally includes, but is not limited to, the following areas: • Environmental compliance auditing, and; • Audit of environmental management systems.

APPENDIX B - GENERALLY ACCEPTED STANDARDS

Environmental site assessment and environmental auditing are governed by standards, guidelines, and legal requirements related to the practice. The standards contain definitions of the various terms and expressions used in the practice.

Depending on the context and location (country, province, municipality, etc.) where the environmental site assessment or environmental audit is conducted, several other standards and regulatory requirements may apply to the conduct of the assessment or audit, as well as to the CESA™ or CEA™. Therefore, these assessments must identify, take into account, and comply with the standards and legislation in effect for the site under study. Identifying and understanding the applicable standards and legal requirements is thus an important aspect of the practice.

While this list is not exhaustive or exclusive, an environmental site assessment conducted in Quebec should be carried out in accordance with the most recent version of the following requirements, standards, guidelines, and regulations:

- Laws and regulations applicable in Quebec;
- CAN Z-768 Environmental Site Assessment – Phase I;
- CAN Z-769 Environmental Site Assessment – Phase II;
- Intervention Guide—Soil Protection and Remediation of Contaminated Sites (French only), see: <http://www.environnement.gouv.qc.ca/sol/terrains/guide-intervention/guide-intervention-protection-rehab.pdf>;
- Land Characterization Guide, Publications du Québec;
- Guide to the Physicochemical Characterization of the Initial Condition of Soils Prior to the Implementation of an Industrial Project (French only): <http://www.environnement.gouv.qc.ca/sol/terrains/guide/caracterisation-avant-projet-industriel.pdf>;
- Guides for Sampling for Environmental Analysis, CEAEQ (several volumes) (French only): <https://www.ceaeq.gouv.qc.ca/documents/publications/echantillonnage.htm>).

And for sites located on federal land:

- Guide on the Environmental Characterization of Sites as Part of the Assessment of Risks to the Environment and Human Health (CCME): https://ccme.ca/fr/res/guidancemanual-environmentalsitecharacterization_vol1_fpn1552.pdf;
- Interim Federal Guidelines for Groundwater Quality at Federal Contaminated Sites, ISBN No. – 978-0-660-20896-1
https://publications.gc.ca/collections/collection_2014/ec/En14-91-2013-fra.pdf;
- Canadian Environmental Quality Guidelines, Contaminated Sites:
 - <https://ccme.ca/fr/tableau-sommaire>

There is a wide range of technical documents published by provincial authorities that may be useful to the assessor. See: <http://www.environnement.gouv.qc.ca/sol/terrains/index.htm#guides> (French only)



While this list is not exhaustive or exclusive, an environmental audit should be conducted in accordance with the most recent versions of the following requirements, standards, and guidelines:

- Applicable environmental laws and requirements
- CSA Z773, Environmental Compliance Audit;
- ISO 19011 Guidelines for Auditing Management Systems;
- ISO 14001 Environmental Management System—Requirements and Guidelines for Use;
- ISO/IEC 17000 Conformity Assessment—General Vocabulary;
- ISO 14050 Environmental management—Vocabulary.

APPENDIX C - MINIMUM MANDATORY TRAINING

Minimum mandatory training refers to specific training courses that certification applicants must have completed as part of their academic background or through specific training programs delivered by a trainer or training organization approved by the AQVE. These training courses must cover at least the following topics in order to develop the competencies required to conduct on-site environmental assessments in Quebec:

Table: Minimum Required Training for Jr. CESA™ and EESA™ Certifications

Category	Skills Acquired ⁶	Minimum Required Content	Hrs ⁷
Block 1: General Overview	Develop an intervention strategy by specifying the steps in the SEA process Identify stakeholders and regulatory requirements.	▪ The Site Environmental Assessment Process ▪ Stakeholders ▪ Legislation and Regulations ▪ Professional Responsibility	10
Block 2: Phase I EAS	Conducting a Phase I ESA	▪ Standards and Guidelines in Effect in Quebec ▪ Steps ▪ Report Content ▪ Case Studies/Practical Exercises	10
Block 3: Phase II EAS	Conducting Phase II and III ESAs	▪ Standards and guidelines in effect in Quebec ▪ The Steps ▪ Sampling Methods ▪ Sampling Programs ▪ Case studies/practical exercises	10

6 Competencies are acquired through credited university courses or educational activities, seminars, workshops, etc.

7 Approximate hours for each block

Block 4: Remediation and Risk Management	Identify one or more technologies available in Quebec for a given issue and develop a soil management plan for soil excavation projects	▪ Risk Analyses ▪ Treatment Technologies ▪ Remediation plans ▪ Soil Recovery ▪ Case studies / practical exercises	10
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Table: Minimum Required Training for Jr. CEA™ and VEA™ Certifications

Category	Acquired Skills⁸	Minimum Required Content	Hrs⁹
Block 1: Environmental Law Professional Responsibility	▪ Knowledge of Quebec and Canadian environmental laws and regulations ▪ Identify the applicable legal requirements to a given situation, such as obligations, authorizations, and applicable permits ▪ Understand one's professional responsibilities	▪ Environmental Law ▪ Laws and regulations of an environmental nature or with environmental content ▪ Approach to identifying laws and regulations applicable to a given context ▪ Professional Responsibilities ▪ Case Studies	10
Block 2: Environmental Management System	▪ Understanding the Organization and Its Context ▪ Identifying Risks and Opportunities Associated with an Organization's Activities ▪ Develop environmental objectives and an action plan appropriate for an organization ▪ Identify the support elements required to maintain an EMS ▪ Plan operational control activities ▪ Evaluate the performance of an EMS	▪ Process for implementing an environmental management system in accordance with ISO 14001 ▪ Organizational context and leadership ▪ Risks and opportunities ▪ Supporting Elements of the EMS ▪ Operational Control ▪ Performance Measurement Tools ▪ Continuous Improvement Processes ▪ Case Studies	10

⁸ Competencies are acquired through college-level courses or credit-bearing educational activities, seminars, workshops, etc.

⁹ Approximate hours for each block



APPENDIX D - REVIEWS AND APPEALS FOLLOWING A NEGATIVE DECISION UNDER THIS CERTIFICATION PROCESS

When an applicant or candidate for certification receives a negative decision as part of this certification process, they may challenge that decision:

- by first submitting a request for review to the AQVE, and then
- if necessary, by filing an appeal with the SCC.

A request for reconsideration is an internal appeal process within the AQVE and must be exhausted before appealing to the SCC.

Requests for Review

The following tables describe how to file a request for reconsideration.

A) Rejection of the Certification Application

STEPS FOR FILING A REQUEST FOR REVIEW		Deadlines (at the latest)
By	Action	
Applicant	Written request for review submitted to the PCAG. FEES APPLY—see the fee schedule on the AQVE website	5 business days after receipt of the <i>rejection letter</i>
PCAG	Formation of a review committee composed of Board members	5 business days after receiving the request for review
Review Committee and PCAG	Decision by the Review Committee and notification of the review result to the applicant	5 business days BEFORE the date of the annual review

B) Failure at the end of the certification process

STEPS IN THE REQUEST FOR REVIEW PROCESS		Deadlines (at the latest)
By	Action	
Candidate	Optional: Review of exam copies ¹⁰ , at the AQVE offices and by appointment only	30 business days after receiving the letter
Candidate	Submit a written request for review, stating the reasons ¹¹ FEES APPLY—see the AQVE Fee Schedule	60 business days following receipt of the letter
PCAG	Appointment of a reviewer who did not participate in grading the exam	5 business days after receipt of the request for review
Reviewer	Review of the exam and meeting with the candidate (if necessary)	20 business days
Reviewer	Written and reasoned decision by the reviewer addressed to the PCAG and the AQVE Secretary	5 business days
PCAG and AQVE Secretary	Written notification of the review result to the candidate	5 business days
PCAG	If the review results in a passing grade, recommendation to the Board of Directors to approve the candidate's certification	At the first Board meeting following notification of the result

If the review confirms a failure, the candidate retains the right to retake the exam.

Request for an Appeal to the SCC

An applicant or candidate dissatisfied with the outcome of a review may file a complaint with the SCC.

To file a complaint with the SCC, the person concerned must follow the procedures set out by the SCC on their website: <https://scc-ccn.ca/about-us/contact-us/complaints>

¹⁰ When reviewing their exam paper, candidates may not make or request a copy, nor may they take notes on the exam questions, their answers, or the grader's annotations. This review takes place in the presence of a witness.

¹¹ "Reasoned and in writing" means a paper or electronic document in which the candidate justifies their request by attempting to demonstrate that the answers they provided in their exam booklet are correct.

APPENDIX E - PASSING REQUIREMENTS
Application for Junior Certification

Steps in the Process		Maximum Score	Passing Score
Application Submission		10 points	6 points (*)
Written exam			
Breakdown of the written exam scores	Normative and technical aspects	50 points	30 points (60%) (**)
	Legal and Regulatory Aspects	50 points	30 points (60%) (**)
		100 points (***)	60 points
PROCESS TOTAL		110 points	

- (*) The application is rejected if a score of 6 out of 10 is not achieved.
Possible scores are:
- **0 points:** incomplete application, even after a request for additional information
 - **1 to 8 points:** complete application, but poorly presented or requiring a request for additional information
 - **9 or 10 points:** complete application, in compliance with the requirements of the certification application form
- (**) You must score 30 points out of 50 in each of these two sections to pass the exam.
- (***) Writing Quality:
- **Spelling:** 0.5 points deducted per error, up to a maximum 3-point penalty.
 - **Clarity and structure:** Up to 2 points deducted for poorly organized or unclear text.

APPENDIX E (continued) - REQUIREMENTS FOR PASSING
Application for full certification at the end of the mentoring period

Steps in the Process		Maximum Score	Passing Score
Mentor's Report		10 points	6 points (*)
Phone interview		10 points	6 points (**)
Written exam			
Breakdown of the written exam scores	Normative and technical aspects	40 points	24 points (60%) (***)
	Legal and Regulatory Aspects	40 points	24 points (60%) (***)
	Code of Best Practices	10 points	
	Objectivity	3 points	
	Judgment	4 points	
	Respect for cultures	3 points	
		100 points (****)	60 points
PROCESS TOTAL		120 points	

- (*) The application is rejected if a score of 6 out of 10 is not achieved. This score is assigned by the mentor.
- (**) A score of 6 points out of 10 is needed for the phone interview to successfully complete the approval process.
Telephone interview assessment:
- 1 point for each of the 5 required elements of response
 - 1 point for each element, presented in the expected order
- (***) To pass the exam, you must score 24 points out of 40 on each of these two sections to pass the exam.
- (****) Writing quality can reduce your total score by up to 5 points based on 2 criteria:
- Spelling: 0.5 points deducted per error, up to a maximum 3-point penalty.
 - Clarity and structure: Up to 2 points deducted for poorly organized or unclear text.

APPENDIX F – CODE OF BEST PRACTICES

All AQVE-accredited professionals must strive, in their practice, to apply the following criteria:

- Be honest, sincere, and provide professional services with integrity and diligence;
- Be sufficiently qualified and possess the skills, knowledge, and experience required to perform the requested services;
- Continuously seek to improve their professional knowledge and skills;
- Serve the client diligently, conscientiously, and effectively;
- Respect the confidentiality of the client's affairs and of business information obtained in the course of their audit practice, unless otherwise required by law, and not use such information for personal gain;
- Remain free from any influence, interest, or relationship that could impair their judgment, independence, or objectivity in the practice of their profession;
- Commit to remaining honest, conscientious, and forthright in all communications related to the practice of their profession;
- Not be associated with any report, statement, or representation that proves to be false or misleading;
- To behave with respect and integrity towards peers;
- Refrain from advertising that could be misleading or detrimental to the practice;
- Constantly strive to increase public respect for the environmental auditing profession;
- Must inform clients if they do not hold professional liability insurance.