Instructions for Program Administrators, Inspectors, Plan Reviewers and Combined Administrators

So you have been accepted to sit for the certification exam. What do you need to bring to the exam and how do you prepare?

While this is an open book exam, preparation for the exam is essential and good marking of the materials you bring to the exam (the two bound copies) should help in quickly finding the answers. In addition to the two bound materials (yes, 3-ring binders are allowed). Please not that no loose papers are allowed; if you have taken notes during the classes they need to be hole punched and part of one of the bound copies. Sample exam or test questions will get you disqualified from the exam and you will be asked to leave. Please bring a couple of No. 2 pencils, a calculator and a ruler/scale. Also bring a snack of some kind, in particular if you take the combined administrator exam which is 4½ hours and ends at 1:30 p.m.

Special Note for Program Administrators:

As the titled says, Program Administrators administer the E&S program, and as you noticed in the training courses, program administrators need to know a little bit about the entire program, from administration to inspecting to plan review. While the exam will be light on the inspection and plan review parts, an occasional question on these subjects is possible. Please remember that the Program Administrator consists of 100 questions and you need to score at least a 70% grade to pass. As we detailed in the letter you have 2 ½ hours (150 minutes) to complete the exam. You will have an average of 1 minute and 30 seconds per question, so preparation and time management are of the essence.

Special Note for Inspector:

If you are sitting for the Inspector exam there will be a mix of 30 program administrator questions and 70 on inspection items. You have to score a 70% grade to pass the exam. The inspector exam is 2½ hours (150 minutes) for 100 questions or an average of 1 minute and 30 seconds per question.

Special Note for Plan Reviewers:

If you are sitting for the Plan Reviewer exam there will be a mix of 50 program administration questions and 70 plan reviewer questions and you have to score a 70% grade to pass the exam. The plan reviewer exam is 3½ hours (210 minutes) for 120 questions or an average of 1 minute and 45 seconds per question.

Special Note for Combined Administrators:

If you are sitting for the Combined Administrator exam the first 50 questions (1-50) will deal with program administration; and you have to score a 70% grade on this section to be able to pass this part of the exam. The combined administrator exam is 4½ hours (270 minutes) for 160 questions or an average of 1 minute and 41 seconds per question.

On the Day of the Exam:

- Wear comfortable clothing.
- As the letter stated, the exams door opens around 8:15 a.m. Please do not enter the exam room before that, the proctors need to set up, and you will be asked to leave and allowed to return after 8:15 a.m.
- The doors will close at 8:45 a.m. If you arrive after that, you will not be allowed in.
- Make sure you have the acceptance letter with you, a driver's license, or any other photo identification. You will also need pencils, a ruler and a calculator. Combined Administrators and Plan Reviewers will need a scientific calculator.
- To enter the testing facility, make sure you either bring your confirmation email or a valid picture identification.
- When you get to the room before 8:15 a.m, please do not enter the room, there will be assigned seating and the proctors will tell you where to sit.
- Once you get to the table with your exam package, please read the instructions that will have been placed at your table.
- **Do not** open the envelope with the exam; doing that will disqualify you from taking the exam. Please wait until the proctor tells you to open the package.
- At 8:45 a.m. the proctor will close the doors and read you some additional instructions.
- The exam will start promptly at 9.
- Electronic devices are NOT PERMITTED to be used during the examination (so please do not substitute a notebook with a downloaded handbook).
- Bring either the 2012 or 2013 Virginia Erosion and Sediment Control Law/Regulations and Certification Regulations http://www.deq.virginia.gov/Portals/0/DEQ/Water/StormwaterManagement/Erosion_Sediment_Control_Handbook/eslawrgs.pdf
- When you are finished with the exam, please put everything back into the envelope. This includes the exam, the answer sheet, the instructions and any other note paper you used during the exam.
- Return the exam to the proctor, quietly pack your materials and leave the room.

Knowledge/Skills Overview
for
Program Administrators
(also applicable to Inspectors, Plan Reviewers and Combined Administrators)

Recommended Preparation

Make sure you have the latest copies of the E&S Law and Regulations with you. Also make sure you can find the list of minimum standards and the standards and specifications for the E&S practices (Chapter 3 in the Handbook). Additionally familiarize yourself with the following.

Virginia Erosion and Sediment Control Law – 10.1-560-571

- Knowledge of the legal principles and requirements of administering a local E&S program.
- Enforcement responsibilities and procedures for violations of the E&S law and the penalties permitted by law for local and state E&S programs.
- Definitions of certain key elements of a local and state E&S program.
- Plan Review/permitting requirements for local and state E&S programs.
- Review and Evaluation procedures of local programs.

Virginia Erosion and Sediment Control Regulations – 4VAC50-30

- Definitions of terms.
- Scope and Applicability of Regulations.
- Knowledge of applying regulation Minimum Standards on construction projects and E&S plans.
- Variance procedures and considerations.

Virginia Erosion and Sediment Control Certification Regulations – 4VAC50-50

- Definitions.
- Applicability of the Regulations, certifications of competence and discipline of certified personnel.

Virginia Erosion and Sediment Control Handbook (VESCH)

- The Program Administrator must demonstrate knowledge of E&S practice specifications relating to design, maintenance and construction methods for all practices located in Chapter 3 of the Handbook.
- Administrative procedures, forms, and documentation elements of Chapter 7 of the VESCH.
- E&S plan preparation/review components in Chapter 6 of the VESCH.

General knowledge areas concerning Principles of Erosion and Sediment Control

- All elements of the Basic Erosion and Sediment Control Course.

Plan Reviewer
Knowledge/Skills Overview

Virginia Erosion and Sediment Control Law – 10.1-560-570

- Definitions and terms relating to plan requirements, land disturbing activities and exemptions of the E&S law.
- Plan review timelines and requirements for review and approval of submitted plans.
- Certification of plan reviewers, and those exempt from certification requirements.
- Responsible Land Disturber requirement of plan approval.
- Land disturbing activities which are or are not regulated by the VESCL.

Virginia Erosion and Sediment Control Regulations – 4VAC50-30

- Definitions of terms.
- Scope and Applicability of Regulations.
- Knowledge of applying regulation Minimum Standards on construction projects and E&S plans.
- Variance procedures and considerations.
- Review and Evaluation procedures of local programs.

Virginia Erosion and Sediment Control Certification Regulations – 4VAC50-50

- Definitions.
- Applicability of the Regulations, certifications of competence and discipline of certified personnel.

Virginia Erosion and Sediment Control Handbook (VESCH)

- The Plan Reviewer must demonstrate knowledge of E&S practice specifications relating to design, maintenance and construction methods for all practices located in Chapter 3 of the Handbook.
- Administrative procedures, forms, and documentation elements of Chapter 7 of the VESCH.
- Plan preparation requirements of Chapter 6 of the VESCH.
- Engineering calculation methods of Chapter 5 and the Plan Review Course material.

General knowledge areas concerning Principles of Erosion and Sediment Control

- Elements of the Basic Erosion and Sediment Control Course.
- Plan interpretation and plan reading skills.
- Calculation methods related to E&S specifications, slopes, seeding rates, etc.