



STATE OF CONNECTICUT  
DEPARTMENT OF PUBLIC HEALTH  
Environmental Health Section  
Environmental Practitioner Licensure Unit

**Practitioner Licensure/Certification General Policies and Procedures**

\*IMPORTANT: HAND-DELIVERED APPLICATIONS WILL NOT BE IMMEDIATELY REVIEWED BY THE DEPARTMENT. AFTER ALL DOCUMENTS HAVE BEEN RECEIVED, THE PROFESSIONAL STAFF OF THE DEPARTMENT WILL EVALUATE EACH APPLICATION IN THE ORDER IN WHICH IT WAS RECEIVED. ADDITIONALLY, PROFESSIONAL STAFF ARE NOT AVAILABLE FOR UNSCHEDULED "WALK-IN MEETINGS". IF YOU HAVE SPECIFIC QUESTIONS REGARDING YOUR APPLICATION, PLEASE E-MAIL THE UNIT at [dph.ehlicensing@ct.gov](mailto:dph.ehlicensing@ct.gov)

**Fees**

The fee for initial licensure/certification covers the cost of eligibility determination and related administrative functions. At such time as an applicant is determined eligible for licensure/certification, the process of licensure/certification issuance will proceed immediately. The licensure/certification renewal fee is separate and distinct from the application fee. Licenses/Certifications are renewed annually during the licensee's/certificate holder's month of birth. Renewal will be required in the first birth month that immediately follows the issuance of licensure/certification. The full renewal fee will be required regardless of the date of initial licensure/certification.

No personal checks or CASH are accepted. Please remit the application fee, by **CERTIFIED CHECK** or **MONEY ORDER ONLY**, payable to, "**TREASURER, STATE OF CONNECTICUT**" in United States dollars. All fees are non-refundable and non-transferable. The fee which accompanies an application covers the cost of reviewing and processing that specific application, it cannot be refunded, even if the applicant is found ineligible for licensure/certification.

Any incomplete application which has remained inactive for one year will be destroyed in accordance with the agency's record retention schedule. To reactivate the application process, a completely new application and fee will be required.

**Status Checks**

It is the responsibility of the applicant to arrange for the submission of all required documentation for timely completion of the application.

The Department will notify the applicants of incomplete documentation. It is recommended that applicants who are interested in the status of their licensure/certification check the status of their application at: <https://www.elicense.ct.gov/> or contact the Department at [dph.ehlicensing@ct.gov](mailto:dph.ehlicensing@ct.gov) to monitor the status of their file with regard to the receipt of supporting documents.

## **Licensure/Certification Issuance**

At such time as an application is complete, professional staff of the Department review the application and make an eligibility determination.

Upon approval of an application, the licensee/certificate holder will receive written verification of the license/certificate number and the effective date. Three part licensing/certification documents will be forwarded to the licensee's/certificate holder's address of record during the third week of the following month in which the license/certificate was issued. For example, licenses issued in September will be received during the third week of October.

## **Licensure/Certification Requirements**

Licensure/certification requirements are subject to change as a result of new legislation, new rules and regulations or from new policies and procedures adopted by the Department, where appropriate, in cooperation with various boards and commissions. Applicants must meet current licensure/certification requirements.

## **Examinations**

Licensing examination questions are not included in the Freedom of Information Act as documents available for review. Whenever possible, however, the Environmental Practitioner Licensure Unit will provide whatever feedback possible with regard to examination performance.

## **Social Security Numbers**

The Privacy Act of 1974 requires any federal, state or local government agency that requires individuals to disclose their social security numbers to inform those individuals whether the disclosure is mandatory or voluntary, by what statutory or other authority the number is requested and how it will be used. Pursuant to Connecticut General Statutes, Section 17b-137a(a)(1), disclosure of the social security number is mandatory. The social security number is used in the administration and collection of taxes and is also used for child support collection. Please note that the Department will only disclose social security numbers to government entities. Your social security number will not be released to the general public.