Ten Tips for Developing Your LSP Exam Application

1. **Read through the [Instructions for LSP Application (mass.gov)](mass.gov)**. Preferably, you should read through these instructions as soon as you realize you might have an interest in becoming an LSP. There is a lot of good information to help you organize your approach to completing the application.

2. **Look at these four forms** before you start filling out the application:
   - **LSP Form 1 - RPE-Position Description (mass.gov)**
   - **LSP Form 2 - RPE-Project Description (mass.gov)**
   - **LSP Form 3 - TPE-Position Description (mass.gov)**
   - **LSP Application EEA ePLACE Instructions (mass.gov)**

3. **Make a list of your applicable jobs to list as Relevant Professional Experience (RPE).** These don't all need to be MCP-related; they just need to fall into the broad categories of assessment, remediation, and/or risk characterization. Ideally, you should start this list early in your career. Include information such as supervisor, client, project details, and areas where you were "calling the shots." If you're already well into your career and you haven't started a list yet, consider using MassDEP's **Searchable Site List**. You can search by the name of the supervising LSP. The information can be downloaded as an Excel spreadsheet which you can organize according to each stage of your RPE.

4. When describing your RPE projects, **don't diminish your role on the project**. Sometimes a professional is so accustomed to working as part of a consulting team that it can be difficult to focus on your particular role in the project. Remember, the reviewer will not know of your decision-making contributions unless you tell them. Focus on the areas of the project where you had input, be explicit about what your responsibilities were, what decisions you were making, and demonstrate how those fit into the overall project decision-making process.

5. At the same time, **remember to not diminish the role of the project LSP.** Consider yourself "a" principal decision maker on the project, not "the" principal decision maker. If your application reads like you're the one designing the field program, sampling the wells, analyzing the data, conducting the risk characterization, *and* stamping the opinions, there may be some concern or follow up questions from the LSP Board of Registration.

6. **Make sure that you have projects covering the entire 5-year span of the RPE** that you're claiming. If all of your projects writeups are from the last year, you've failed to justify your RPE. 309 CMR states that "At least three years of the relevant professional experience must have occurred within five years prior to submission of an application for licensure."

7. As you begin to assemble information on past projects that you might use to document professional experience, **identify persons who you might use as references**, determine their willingness to be a reference, and assemble information for them to use in writing your reference. References should support your application. You should consider current and past supervisors, clients and, if possible, a current LSP. They should be knowledgeable about the positions you have held and the projects that you are presenting in your application. They should be able to speak to the progression of authority in your decision-making skills and the specific work tasks you have undertaken. They should be able to support that you have good moral character, and if possible, be or have been a direct supervisor.

8. **Set reasonable writing, proofing, and completion goals**. This is a long application that requires a lot of writing. Consider targeting one form per month.

9. **The current application does not allow for Microsoft's native spellcheck function.** Most applicants suggest drafting the application in a separate Word document and once it is final, cutting and pasting typed sections into the application.

10. **Ask someone else to proof your final application** to check for spelling errors, complete sentences, etc. It's important to make a good impression on the LSP Board reviewers.