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## ADMINISTRATION POLICY

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<b>Title:</b>	APPLICANT / PROFESSIONAL CERTIFICATION HOLDERS' CHANGE OF CONTACT INFORMATION		
<b>Doc ID:</b>	AD2001	<b>Date Established:</b>	April 2015
<b>Revision:</b>	0.02	<b>Date Last Revised:</b>	October 2022
<b>Committee:</b>	Administrative Committee	<b>Next Revision Review:</b>	October 2027
<b>Written by:</b>	C. Wilson, R. Anderson	<b>Approved by:</b>	BOD
<b>Notes:</b>	Applicants and Professional Certification Holders to Update Contact Information with ECI within 30-days of any Change.		

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### Policy Statement

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It is the responsibility of all Applicants and Professional Certification Holders to log onto the Certification Management System (CMS) to update any changes in contact information with 30 days of a change.

## **BACKGROUND**

EnviroCert International, Inc. (ECI) maintains a data base of thousands of professional certification holders and applicants. Renewal notices and other important communications from ECI to applicants and certification registrants are sent using contact information within the data base. These communications are often returned undeliverable to the office. As a result, some applicants do not receive renewal notices or other important communications. ECI reviewed other professional licensure organizations, and consistent policy was identified that required a specified time period by which members were required to notify the organization of changes.

## **PURPOSE**

To keep contact information on all applicants and professional certification holders current to prevent breakdown in communications between ECI and the Professional Certificate Holders. While ECI recognizes that contact information is dynamic, the intent is to ensure that ECI can readily provide official and timely communications with an Applicant or Professional Certification Holder that could affect their status.

## **APPLICABILITY**

This policy applies to all applicants and professional certification holders'.

## **RESPONSIBILITY**

It is the responsibility of all applicants and Professional Certification Holders' of ECI to log onto the Certification Management System (CMS) to update contact information and maintain currency.

The Applicant or Professional Certification Holder is fully and solely responsible for any fees or revocations that results from not following this policy.

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## Procedures

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Applicants or professional certification holders shall log onto the Certification Management System (CMS) to update any changes in contact information.

If the applicant or certification registrant does not have access to the CMS they may email, mail, or call their updated contact information to be changed to the ECI Administrative Associate who will make the corresponding changes.