
ADMINISTRATION POLICY

Title:	ANNUAL RENEWAL POLICY		
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Notes:	A 30-day grace period will be granted to a Professional Certificate Holder for annual renewal.		

Table of Contents

POLICY STATEMENT	1
Background	2
Purpose	2
Applicability	2
Responsibility	2
History	2
Updates	2
Website Address	2
PROCEDURES	2 - 3
RELATED DOCUMENTS	3

Policy Statement

All EnviroCert International, Inc. (ECI) Professional Certificate Holders are subject to renew their certification(s) annually by the due date assigned. A late fee will be assessed on the subsequent day. If not renewed within thirty (30) calendar days, the Certification will be revoked.

BACKGROUND

ECI certifications have applied varying standards as to due date, grace periods, and late fees.

PURPOSE

To develop a uniform and consistent policy in the application of grace periods and late fees.

APPLICABILITY

This policy applies to all ECI Professional Certification Holders.

RESPONSIBILITY

ECI Professional Certification Holder:

- Renewal annually
- Report professional development hours.

ECI:

- Coordinate and execute renewals through the Certification Management System (CMS).

HISTORY

N/A

UPDATES

N/A

WEBSITE ADDRESS

N/A

Procedures

1.0. Professional Certification Holders:

- Enter required PDH information into the Certification Management System (CMS).
- Renew Certification using the CMS certification portal.
- If professional certification holders are required by their employer to receive written billing the professional certification holder must contact the ECI Accounting Associate at the ECI office.

2.0. ECI:

- Notify Professional Certificate Holder that their annual renewal and professional development requirements are due.
- If the Professional Certification Holder does not renew by specified due date, assess a late fee.
- If renewal fails to occur at the end of the thirty (30) day grace period, revoke the certification.

3.0. Exceptions:

- In the case of extenuating circumstances the ECI Operations Manager in writing must receive a request for a reimbursement.
- Extenuating circumstances include but are not limited to:

- Medical emergencies
- Loss of employment
- Family emergencies

Any such exception will require sufficient documentation for ECI verification and approval.

Related Documents

ECI Documents:

N/A

Other Documents:

N/A

Related Links:

N/A