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## ADMINISTRATION POLICY

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<b>Title:</b>	CERTIFICATE HOLDER RETIRED STATUS		
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## Policy Statement

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This policy provides a basis for allowing retired individuals to continue their certification legacy at a nominal fee without professional development hour requirements.

### BACKGROUND

ECI has been asked to provide a retired status option for certificate holders.

### PURPOSE

EnviroCert recognizes that certificate holders retire or no longer work in the environmental field but wish to retain the prestige of their certification.

### APPLICABILITY

This policy applies to all ECI certification programs.

- CPESC® - Certified Professional In Erosion and Sediment Control™
- CPSWQ® - Certified Professional In Stormwater Quality™
- CESSWI™ - Certified Erosion, Sediment and Stormwater Inspector™
- CPMSM™ - Certified Professional in Municipal Stormwater Management™ (formerly CMS4S)
- All future ECI certifications

### DEFINITIONS

*Active Status* - A person holding an ECI certification who is current on PDHs and renewal.

*Retired Status* - A person holding an ECI certification who is maintaining association with ECI but who is no longer active

### RESPONSIBILITY

The ECI Administrative Committee is responsible for establishing and maintaining this policy.

ECI staff is responsible for maintaining this policy including the following actions:

- Updating certificate holder status in the certification management system (CMS).

Certificate holders are responsible for:

- Requesting a change in status in writing to ECI staff.
- Maintaining Retired Status through payment of yearly renewal fees.

## History

In the past the CPESC certification offered certificate holders an opportunity of Retired Status.

## Updates

This policy should be reviewed every five (5) years by the Administrative Committee and revised as necessary.

## Website Address

[www.envirocert.org](http://www.envirocert.org)

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## Procedures

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ECI has established the following requirements and procedures for the Retired Status registrant category:

1. A certificate holder must request a change in status by written request to the ECI Chief Operations Officer to obtain Retired Status. The registrant will receive communication informing him/her of the change in status and renewal fee amount.
2. The Retired Status certificate holder shall pay an annual renewal fee for retired professionals.
3. Once an Active Status certificate holder elects the Retired Status, the Retired Status

holder cannot use his/her certification for any business purposes or consulting purposes. He/she can use the certification name along with his/her name only if it is written as follows;

- CPESC, Retired
- CPSWQ, Retired
- CESSWI, Retired
- CPMSM, Retired (formerly CMS4S)

During the period of time a registrant is in the Retired Status they may not use the Certification acronym or Certification number in any way except as stated above.

4. Any certificate holder that has been granted Retired Status and then wishes to return to Active Status will need to appeal to ECI again to become certified. ECI will inform the certificate of one of the following decisions;
  - Full reinstatement upon payment of the reinstatement fee
  - Full reinstatement upon entering of PDHs for the period in Retired Status and payment of the reinstatement fee
  - Perform a specified number of professional development hours (typically 1 year)
  - May be required to pass the current exam if the time has been greater than ten (10) years
5. Reinstatement fee and professional development hours
6. Once entering into the ECI Retired Status the certificate must agree to allow ECI to add their name to the website registrant directory as a Retired Professional.
7. A retired Registrant will receive communications sent out by ECI except for those involving election of representatives.

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## Related Documents

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ECI Documents:

Other Documents:

Related Links:

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## Appendix