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## ADMINISTRATION POLICY

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**Title:** MANAGEMENT OF APPLICANT, IN-TRAINING CERTIFICATE HOLDERS, AND PROFESSIONAL CERTIFICATE HOLDER PERSONAL INFORMATION

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## **Policy Statement**

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EnviroCert International, Inc. (ECI) will collect and manage personal information from applicants, in-training professional certificate holders, and professional certificate holders for identification purposes only. Any change in name must be documented. This information will not be shared with any outside parties unless requested in writing by the applicant, in-training professional certificate holder, or professional certificate holder.

### **BACKGROUND**

The public trust requires that a professional certification provider verify and ensure that applicants, in-training professional certificate holders, and/or professional certificate holders whom they certify are who they state they are.

### **PURPOSE**

To verify and document the identity of applicants, in-training professional certificate holders, and professional certificate holders and to verify and document any name changes. Set criteria and procedures on the use and sharing of information from applicants, in-training professional certificate holders, or professional certificate holders with any outside parties.

### **APPLICABILITY**

This policy applies to all applicants, in-training professional certificate holders, professional certificate holders, and ECI staff.

### **DEFINITIONS**

**Applicant:** A person who has applied or is in the process of applying for an ECI certification.

**Government Issued Photo Identification:** Any official governmental issued identification that includes a photograph and name of the holder of the identification. Forms of government issued photo identification accepted include, but are not limited to: passports, driver's license, military identification, and government (federal or state) issued photo IDs. College identification cards and other non-governmental identification cards are not acceptable.

**In-training professional:** Any person who currently holds an active in-training certification for an ECI certification. In-training professionals do not meet requirements for full certification but do meet minimum requirements for in-training certification.

**Professional certification holder:** Any person who currently holds an ECI certification.

## RESPONSIBILITY

### Applicants, in-training professional certificate holders, and professional certificate holders

- Uploading a form of government issued photo identification
- If requesting an official name change, uploading official/legal supporting documentation verifying name change
- Updating all personal information on the Certification Management System (CMS) portal. If they do not have access to the CMS portal, they must request in writing that the appropriate change(s) be made to the CMS portal by an ECI manager
- Notifying ECI staff when personal information has been updated

### ECI Staff

- ECI staff **WILL NOT** change any personal information in the CMS portal or on any other form of records containing personal information excepting below.
- ECI directors and managers may change personal information for applicants, in-training professional certificate holders, and professional certificate holders if they do not have access to the CMS portal and the ECI director or manager has received written permission to do so from the applicants, in-training professional certificate holders, and professional certificate holders. This documentation request and supporting documentation must be uploaded into the CMS portal.
- Verifying updated personal information upon receiving notification from the applicants, in-training professional certificate holders, and professional certificate holders.

## HISTORY

In the past ECI has collected personal information at the time of application. Per Certification Council actions, this data has not been collected in the recent past. Due to several requests for verification, the BOD has reinstated collection of this data.

## UPDATES

This policy should be reviewed every two (2) years by the Administrative Committee and revised as necessary.

## WEBSITE

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

## Procedures

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1. At no time, shall ECI staff or any other person with access to personal information on applicants, in-training professional certificate holders, and professional certificate holders use this information for personal purposes.
2. Personal information may only be released when expressly requested in writing by the applicant, in-training professional certificate holder, or professional certificate holder, and only for the purpose requested.
3. Applicants, in-training professional certificate holders, and professional certificate holders shall provide requested personal information at time of application or upon receiving written request from the ECI Board of Directors, by updating their CMS portal and uploading supporting documentation to the CMS portal. Applicants, in-training professional certificate holders, and professional certificate holders may initiate a name change update.
4. Applicants, in-training professional certificate holders, and professional certificate holders shall notify ECI staff when personal information has been updated and documentation uploaded.
5. If the applicants, in-training professional certificate holders, and professional certificate holders do not have access to the CMS portal they shall notify ECI staff in writing, along with supporting documentation, requesting that an ECI manager update the information in the CMS portal. The ECI manager will update the CMS portal and upload all supporting information.
6. ECI staff shall verify that the CMS portal has been successfully updated and that supporting documentation has been uploaded.

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## Related Documents

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### ECI Documents:

AD2001– Applicant, In-Training Professional Certificate Holder, and Professional Certificate Holder Change of Contact Information

### Other Documents:

N/A

### Related Links:

N/A

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**Appendix**

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N/A