

Dear Applicant:

We look forward to working with you as you apply for and work towards obtaining an EnviroCert Professional Certification. As you are preparing to complete your application, please gather the required material needed to complete the application. Once you have gathered these materials, please visit the EnviroCert Certification Portal at <http://envirocert.useclarus.com/> to begin the application process. If you have questions or need assistance, please do not hesitate to contact us via email at info@envirocert.org or call 828-655-1600.

Application Checklist

Required Educational Documentation:

- school name(s), address(es) and dates of attendance and/or graduation
- a copy of your unofficial transcripts, all transcripts must be combined into a single file. Acceptable file types include: PDF, JPG, PNG, GIF

Note: No High School Diploma required if college transcripts are provided.

Relevant Training

- Please be prepared to provide: course name, date(s), the number of credit hours (PDHs or CEUs), contact information for the hosting/sponsoring organization, and location of the event.

Accreditations (certifications or licenses)

- Please be prepared to provide: License/Certification ID#, Date of most recent issuance, Agency, and expiration date

Certification-relevant employment details

- This should include: employment dates, job title, complete job description, and contact information for employers

References:

- You will be asked to provide the name, phone number, and email address of four (4) professional references. Ideally, one (1) or more of those references will hold an EnviroCert certification. You will be asked to identify any of your references' EnviroCert certification(s) or other citations for example P.E. EnviroCert will contact these references; it is recommended that you communicate with your references prior to submitting their information. Please note that no more than two (2) references from any one (1) company will be accepted. This information will be needed in step #3 of the application.

EnviroCert accepts major credit cards and checks for payment of application fees. If payment is made by credit card, you will be able to process the payment and print your receipt online. If paying by check, you will find an option in the portal to print and send the needed information. Review of your application will not begin until payment has been received.

Thank you and best of luck!