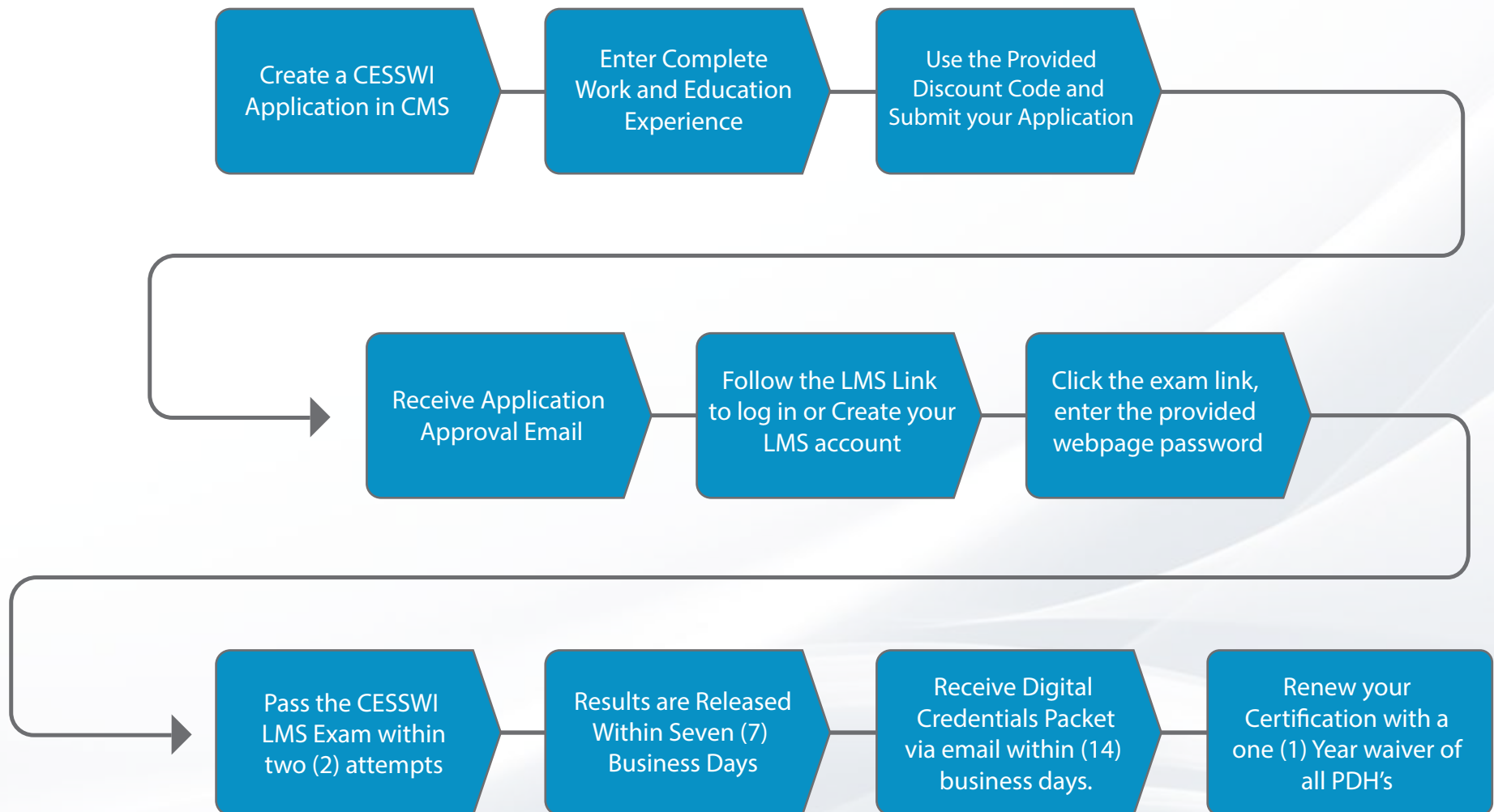


CESSWI CERTIFICATION PROCESS



To obtain a CESSWI Certification via the Transition Plan, one must:

- Create and submit the CESSWI Certification Application; Update your professional experience to demonstrate eligibility and receive application approval;
- Take and pass the LMS CESSWI Exam.

CESSWI Transition Plan Checklist

1. Create and fill out your CESSWI Application:

- Create a CESSWI application by selecting “Apply” on the sidebar.
- Agree to the attestation, provide four (4) references*, and answer background questions.
- *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 should hold an ECI certification. You will be asked to identify any of your references’ ECI certification(s) or other citations, for example QSM, or P.E. ECI 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 anyone (1) company will be accepted. This information will be needed in step #3 of the application.

2. Application Submittal

- Enter the discount code **CESSWI-2023-Plan** and submit your CESSWI application.
- You will receive a link, via email, to the digital General Principles Review Manual within twenty-four (24) business hours of submitting your application.



3. Receive Application Approval

- Staff may request additional information to process your CESSWI application. All information requests will be sent through Secure Messaging in the Certification Portal.
- Once your application is reviewed and approved, you will receive an application approval email with the link to the LMS exam, webpage password, and How To information.

4. LMS Account Login

- Sign into your EnviroCert LMS account or create an account here: <https://envirocert.org/my-account-dashboard/>

5. Exam

- Once you are signed into your account, utilize the LMS CESSWI Exam link found in your application approval email to access the 36-question exam.
- Enter the webpage password provided in your application approval email.

6. Results

- You will be notified immediately after submitting your exam of your results. If you receive a passing result, once verified, your digital CESSWI credentials will be emailed to you within two (2) weeks.
- If you receive a failing score, you will receive a next steps email to retake the exam. Please note, you are allotted a maximum of two (2) attempts through LMS to pass the CESSWI Exam as outlined in the Transition Plan.



7. Certification Renewal

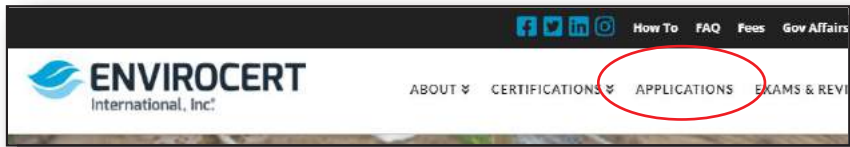
- Staff will enter your PDH Waiver for the first annual renewal automatically upon passing the exam. Please note, you will still owe the annual renewal fee.
- Once you receive your annual renewal reminder, log into the certification portal to pay and complete your first annual renewal. Steps for renewing a certification can be found here: <https://envirocert.org/wp-content/uploads/How-To-Renew-11-20-18.pdf>



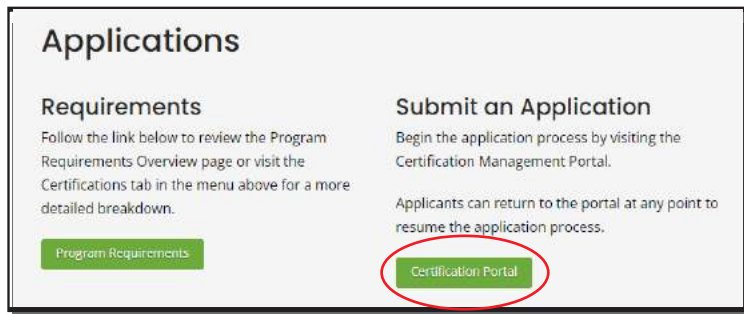
The following steps show how to submit an application using a discount code in the ECI Certification Management System (CMS). An application must be approved for eligibility to obtain certification.

STEPS TO SUBMIT AN APPLICATION USING A DISCOUNT CODE

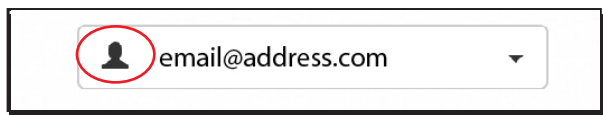
www.envirocert.org



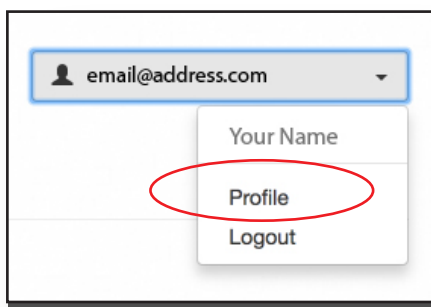
1. In the menu bar click on Applications. On the following webpage click on "Certification Portal".



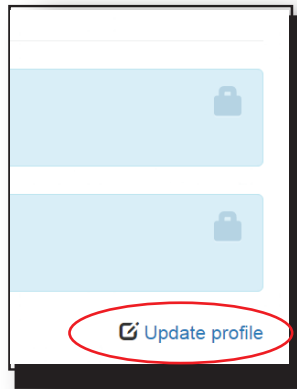
2. Sign into your CMS account.



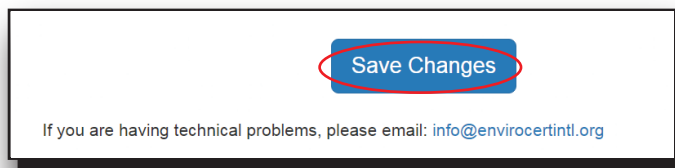
3. Click on the profile icon on the upper right corner of the Certification Portal.



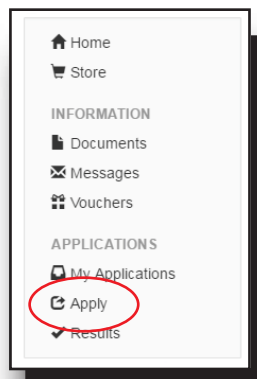
4. Click on PROFILE



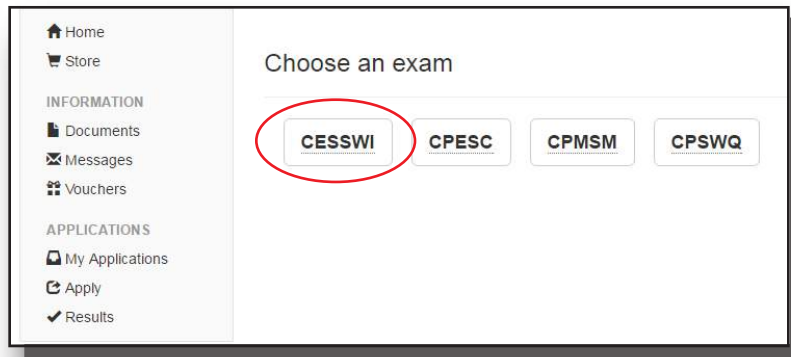
5. Click on UPDATE PROFILE in the upper right corner



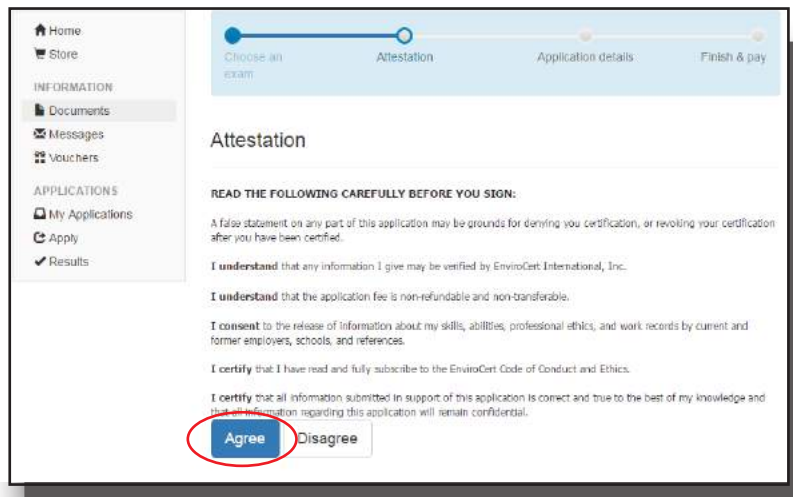
6. Make all updates needed including adding your professional experience near the bottom of the page then click on the SAVE CHANGES button



7. Click on the **Apply** button to the left to fill out the information.



8. Choose CESSWI from the certification options.



9. Attestation: To ensure that information was provided to ECI as accurately as possible, Please read and click AGREE to proceed.

Background Information

During the last 10 years, were you fired from a job for any reason, did you quit after being told that you would be fired, or did you leave by mutual agreement because of a specific problem?

- ☐ Yes
☒ No

Have you ever been convicted of, or forfeited collateral for any felony violation?

- ☐ Yes
☒ No

10. You must fill out **ALL** the **BACKGROUND INFORMATION** questions to the best of your knowledge.

References

You must supply the names and contact information of four (4) individuals who are qualified to comment on your erosion, sediment, and storm water inspection experiences.

Please let these individuals know that you are using them as a reference for certification and that they may be contacted.

Your application will be delayed if we contact a reference and they are unwilling or unable to provide information related to your inspection experiences and/or your ethics.

It is recommended, where possible, that at least one of your references be a Certified Professional in Municipal Stormwater Management (CPMSM), a Certified Professional in Storm Water Quality (CPSWQ), a Certified Professional in Erosion and Sediment Control (CPESC), or a Certified Erosion, Sediment and Storm Water Inspector (CESSWI).

Important: No more than two (2) references can be coworkers—that is, work for the same supervisor or manager that you do.

Name

John Doe

☐ CPMSM

☒ CPSWQ

☐ CPESC

☐ CESSWI

☐ PE

Address

1234 Hill Dr

City

Asheville

State/Province

North Carolina

Postal Code

28801

Country

United States

Employer

Specialists, Inc.

Daytime Phone

828-495-1333

Email Address

john@noemail.com

11. You must supply ECI with a list of REFERENCES. Please read the guidelines for references carefully so as to not delay the application process.

Register for Another Exam

Checkout

Send a check

12. Click the **CHECKOUT** button.

(*) denotes a required field

Basic Information

Email address* johndoe@email.com

First name* Test

Last name* Proile

Phone number 888-888-8888

Billing Information

Bill To Test Proile

If different from the first and last names above

Street * Street Address

Street

City * city

State/Province * North Carolina

Zipcode/Postcode * 28752

Country * United States of America

Discounts

Discount code Enter Code Provided by ECI

Continue Checkout

13. Fill out the **BASIC INFORMATION** and **BILLING INFORMATION**.

Enter discount code provided by ECI: **CESSWI-2023-Plan**

After this information is filled out, click on **CONTINUE CHECKOUT**

Note: You will be prompted to enter credit card information, however you will not be charged as the discount code removes all fees.

14. Click **PURCHASE ITEMS**

Checkout

Ship/Bill / Payment / Confirmation

Your order is not yet complete!
Please validate the following information, then submit your order below

Items Ordered

CESSWI Application Fee \$350.00 x 1 - \$350.00 = \$0.00

Contact Information

Billing Information

Total

Subtotal = \$350.00
Discount - \$350.00
Base Shipping - \$0.00
Shipping Discount - \$0.00
Third Party Credit Card Fee = \$0.00
Total = \$0.00

Payment

Your card ending in XXXX will be charged \$0.00

[Purchase Items](#)

Thank you for your order!
Please print out this page as a receipt.

Order # 15057

Status

June 14th 2016 15:55: New
Order successfully submitted

Items Ordered

CESSWI Application Fee \$350.00 x 1 - \$350.00 = \$0.00

Contact Information

Shipping Method

No Shipping
\$0.00

Total

Paid

Balance = \$0.00

[Please click here to return to the portal dashboard](#)

15. The next screen shows your order number, print this for your records. Click the blue area at the bottom of the screen to return to the portal dashboard.

Once your application is approved you will receive detailed instructions and password to take the LMS CESSWI exam.