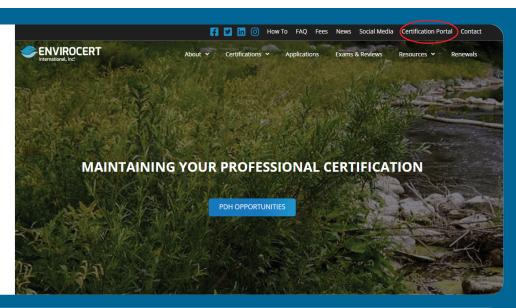
# STEPS TO CREATE A PROFILE AND SUBMIT AN APPLICATION

The following steps show how to create a profile on the EnviroCert International, Inc. Certification Portal and how to submit an application for a Professional Certification. A profile must be created and reviewed for eligibility to obtain a certification.



**Step 1.** Visit EnviroCert.org and click on the "Certification Portal" button in the top bar of the webpage.



ENVIROCERT International, Inc.		Languaç
Home	Please log in.	
ACCOUNTS  Create New Profile	Email Address:	
Verify Certification	Password:	
		Login
	Forgot your password? F	Proof if how
		cess, fill out a basic profile.
	Note: If you are al profile.	ready an EnviroCert candidate please do not complete a new viroCert if you do not know your login information.

**Step 2.** On the following webpage, click on "Create New Profile" on the sidebar.

**Step 3.** Enter Account Information. Keep your email and password to access your account in the future.

ENVIROCE International, Inc.	RT	Langua
Home	Already have an account?	Click here to l
ACCOUNTS Create New Profile	Account information	
Verify Certification	Email address *	
	Password	
	Confirm password	
	Candidate Information	
	First Name *	
	Last Name *	

# **Step 4.** Read and agree to the terms and conditions and click the check box to proceed.

### READ THE FOLLOWING CAREFULLY BEFORE YOU SIGN:

A false statement on any part of this application may be grounds for denying you certification, or revoking your certification after you have been certified.

I understand that any information I give may be verified by EnviroCert International, Inc.

 ${\bf I} \ {\bf understand} \ {\bf that} \ {\bf the} \ {\bf application} \ {\bf fee} \ {\bf is} \ {\bf non-refundable} \ {\bf and} \ {\bf non-transferable}.$ 

I consent to the release of information about my skills, abilities, professional ethics, and work records by current and former employers, schools, and references.

I certify that I have read and fully subscribe to the EnviroCert Code of Conduct and Ethics.

I have read and agree to the above terms and conditions. \*

Candidate Information

Register

### **READ THE FOLLOWING CAREFULLY BEFORE YOU SIGN:**

A false statement on any part of this application may be grounds for denying you certification, or revoking your certification after you have been certified.

I understand that any information I give may be verified by EnviroCert International, Inc.

 ${\bf I} \ {\bf understand} \ {\bf that} \ {\bf the} \ {\bf application} \ {\bf fee} \ {\bf is} \ {\bf non-refundable} \ {\bf and} \ {\bf non-transferable}.$ 

I consent to the release of information about my skills, abilities, professional ethics, and work records by current and former employers, schools, and references.

I certify that I have read and fully subscribe to the EnviroCert Code of Conduct and Ethics.

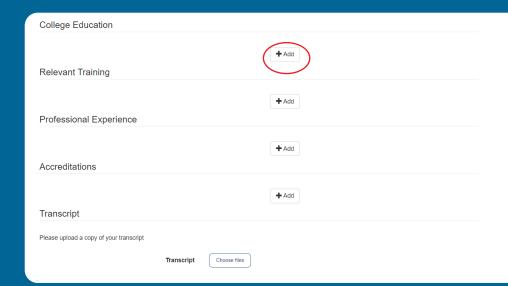
**Step 5.** Click "Register" to proceed to the "Candidate Information" section.

✓ I have read and agree to the above terms and conditions. \*

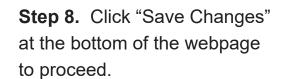
Register

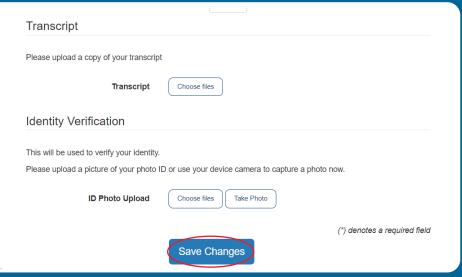
**Step 6.** Fill out the candidate information and Education and Training fields.

Please provide the following information to proceed.	
Legal First Name *	Test
Legal Last Name *	Test
Birthdate *	2000-01-01
Please check the box below if you would like to share your nan	ne and email address on the International Registry.
	Share
Education and Training	
Date graduated or received GED	
School	
City	



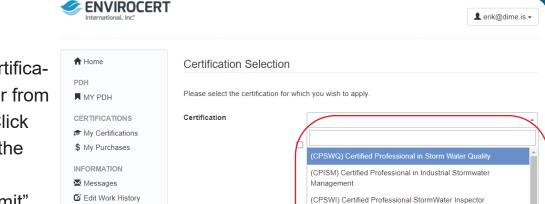
**Step 7.** Click on the "+Add" icon to add College Education, Relevant Training, Professional Experience, and Accreditations.



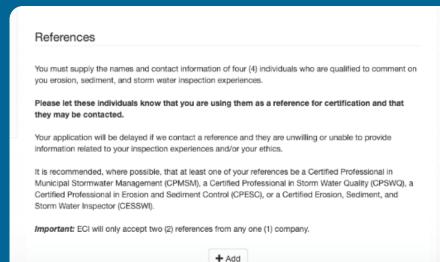


International, Inc."		<b>≜</b> erik@dime.is <b>•</b>
↑ Home PDH ■ MY PDH	Notifications	close a
CERTIFICATIONS  My Certifications  My Purchases	Welcome to the EnviroCert Certification Portall	Jan 10 ⊃X
INFORMATION	Certification Dashboard	
☑ Edit Work History  EXAMS  ✓ Results	Through this Certification Dashboard, you may apply for certifications, your certification(s). "How To" procedures and other frequently asked q certification portal can be found on the ECI website here: envirocert.or please feel free to contact staff using the secure message feature or er	uestions regarding use of the g. If you have any questions,

**Step 9.** Click on the "Apply for a Credential" button to select a certification to apply for.



**Step 10.** Select the certification you are applying for from the drop down menu. Click the box to verify this is the credential you want to pursue, then click "Submit".



**Step 11.** Unless you are applying for QSM or NGICP, you must supply the names and contact information of four (4) individuals who are qualified to comment on your erosion, sediment, and stormwater inspection experiences.

(NGICP) National Green Infrastructure Certification Program

(CESSWI) Certified Erosion, Sediment and StormWater Inspector (CPESC) Certified Professional in Erosion and Sediment Control

**Step 12.** You must fill out ALL the Background Information questions to the best of your knowledge

## 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

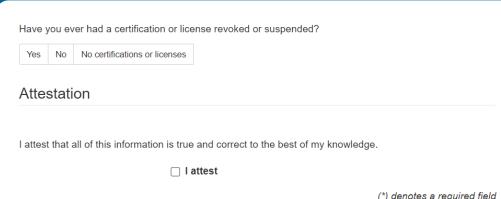
✓ Results

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

Yes No

Are you now under charges for any violation of law? Do not include traffic violations.

Yes No



Submit

Step 13. Check the "I attest" box to complete the Attestation, then click "Submit" to proceed.

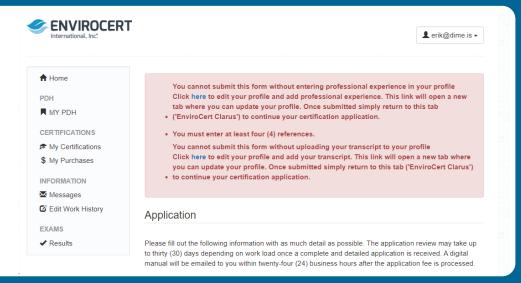
(\*) denotes a required field

**NOTE.** If additional information is required, you will be prompted to edit your profile before you can submit your application.

A detailed sales receipt will be sent via automatic email through QuickBooks within two (2) business days.

Check payments

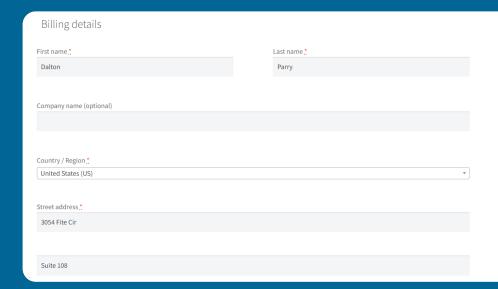
Credit Card



transfer requests must be made during this time frame. Following the one (1) year mark, any unused/unassigned payments will be forfeited. Product Totals Qty CPSWQ Application Fee + Third-Party Credit Card Fee

Please note: Application fees are non-refundable. All payments of fees are valid for one (1) calendar year from initial payment date. Any refund or payment

Step 14. You will be directed to checkout and pay application fees at this time. Select to pay via Check Payment or Credit Card



**Step 15.** Verify that all billing details are correct:

First and Last Name Billing Address Phone Number Email Address

**Step 16.** Click "Pay for order" to submit your application.

Phone.*
+1 279 888 6911
Email address *
dparry@envirocertintl.org
Pay for order

\*Please Note: All Application Fees are Non-Refundable. No Exceptions Will Be Made.

**Step 17.** If any additional information is required, you will be contacted via secure message. You will receive an email notification of any messages as well.

