



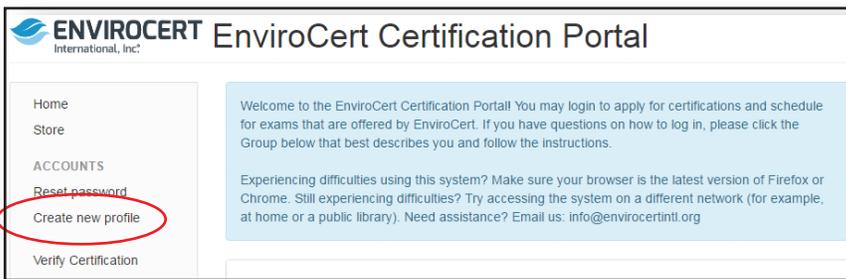
# STEPS TO CREATE A QSM PROFILE

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

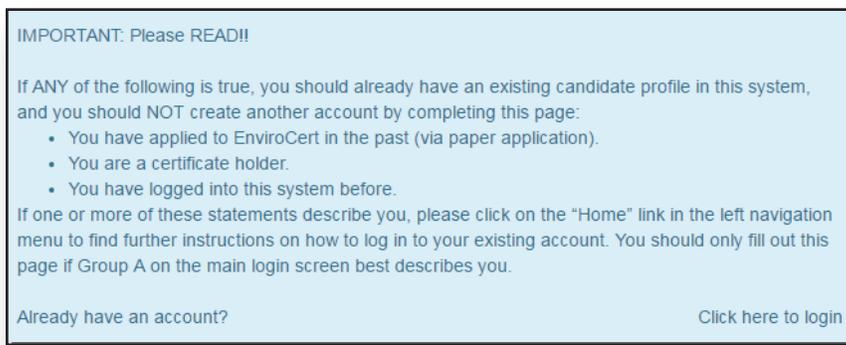
[www.envirocert.org](http://www.envirocert.org)



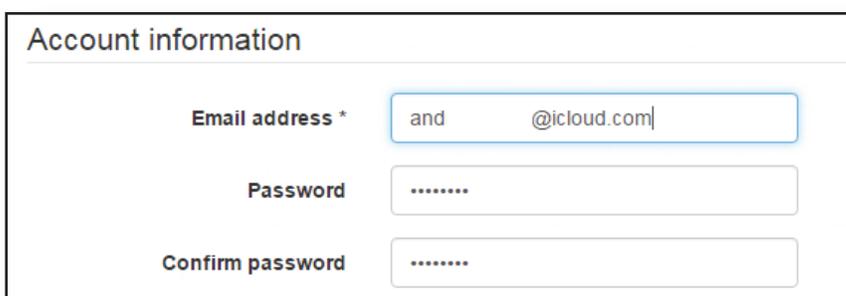
1. In the upper right corner of the home page, click on the **CERTIFICATION PORTAL** tab.



2. On the left side of the page, click on the **CREATE NEW PROFILE** tab



3. Before creating your profile, it is important to read the information highlighted at the top of the page.



4. Enter Account Information  
Keep the email and password on file to have access to your profile.

## 5. Enter CONTACT INFORMATION

Contact Information	
Address *	<input type="text" value="49 State Street"/>
Address (cont.)	<input type="text"/>
City *	<input type="text" value="Marion"/>
Country *	<input type="text" value="United States"/>
State	<input type="text" value="North Carolina"/>
Postal Code *	<input type="text" value="28752"/>
Office Phone	<input type="text" value="+1 828-655-1600"/>
Fax Number	<input type="text" value="+1 828-655-1622"/>
Home Phone *	<input type="text" value="+1 828-655-6969"/>
Communication Preference	<input type="text" value="Email"/>

## 6. Enter EDUCATION AND TRAINING information.

Education and Training	
Date graduated or received GED	<input type="text" value="1993-06-10"/>
School	<input type="text" value="McDowell High School"/>
City	<input type="text" value="Marion"/>
State/Province	<input type="text" value="North Carolina"/>

## 7. Enter all PROFESSIONAL EXPERIENCE. Give a detailed job description.

Professional Experience	
Employer	<input type="text" value="Weiss Associates"/>
Start Date	<input type="text" value="07/05/2006"/>
End Date	<input type="text" value="06/14/2016"/>
Job Description	<input type="text" value="Quantitative Hydrogeologist - Natural ground water chemistry and geochemical processes; Producing computer-generated ground water elevation maps under non-stressed"/>
Employer 2	<input type="text" value="Department of Energy and Environment"/>
Start Date	<input type="text" value="08/05/1995"/>
End Date	<input type="text" value="07/05/2006"/>
Job Description	<input type="text" value="Environmental Protection Specialist - Monitor plans, records of decision, clearance reports, operation and maintenance plans, and institutional controls to address indoor and"/>

Register

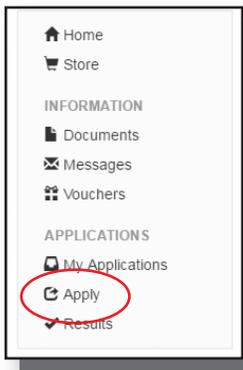
If you are having technical problems, please email: [info@envirocertintl.org](mailto:info@envirocertintl.org)

8. When all initial information is filled out, click on the **REGISTER** button.

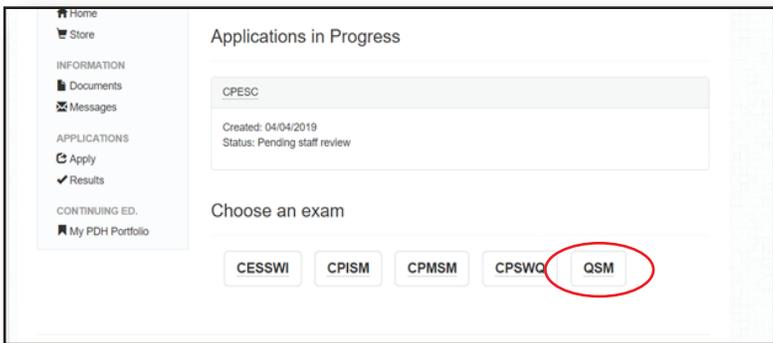
The screenshot shows the EnviroCert Certification Portal interface. At the top left is the logo for ENVIROCERT International, Inc. and the text 'EnviroCert Certification Portal'. A navigation menu on the left includes 'Home', 'Store', 'INFORMATION' (Documents, Messages, Vouchers), and 'APPLICATIONS' (My Applications, Apply, Results). A yellow notification bar at the top says 'Profile created'. Below it, a 'Notifications' section is titled 'close all'. The main content area features a 'Welcome' message dated 'Today' with a close button. The message says: 'Thank you for creating a profile on the EnviroCert Certification Portal. To update your profile information, click [here](#). To apply for certification, complete the following actions: Step 1: Gather Your Information (1. High School Diploma or GED Certification, 2. College/University Transcripts (unofficial), as applicable, 3. Relevant training or workshops in which you have participated, 4. Accreditations (certifications or licenses), 5. Certification-relevant employment details, 6. Four references, 7. Special accommodations requirements (if any)), Step 2: Update Your Profile (Your profile stores important information related to your desired certification. Before applying for a specific certification, update your basic profile with the information that you gathered in Step 1.), Step 3: Apply for a Certification (When your basic profile has been updated, you are ready to apply for a specific certification. Upon making a selection, read and agree to some conditions for certification (attestation), answer some background questions; let us know if you have special needs; and enter reference information. IMPORTANT! Your application must complete the approval process within 3 months from the date you submit it or it will expire. If your application expires and you desire to continue the certification process, you will need to reapply with a new application fee.), Step 4: Submit Your Payment (We accept major credit cards and checks for payment of application fees. If paying by credit card (preferred), you can process the payment and print your receipt online. If paying by check, you can defer payment and mail the application fee to us. If you have questions, please contact EnviroCert International at (828) 655-1600.

9. You will then see a screen indicating that you have created a profile. You will need to update the profile information. To apply for a certification, read the instructions and complete the steps.

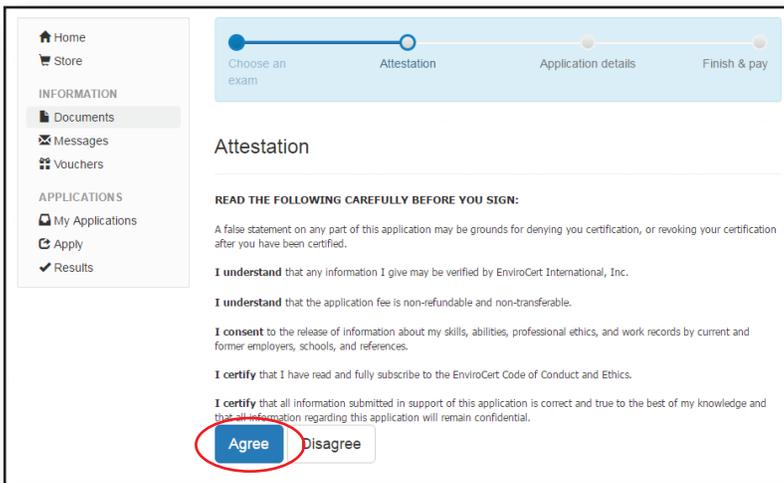
\*Note: If you need help with the application process please reach out to our Application Liaison at [lbarnette@envirocert.org](mailto:lbarnette@envirocert.org) or call +1(828) 655-1600 Ext. 123



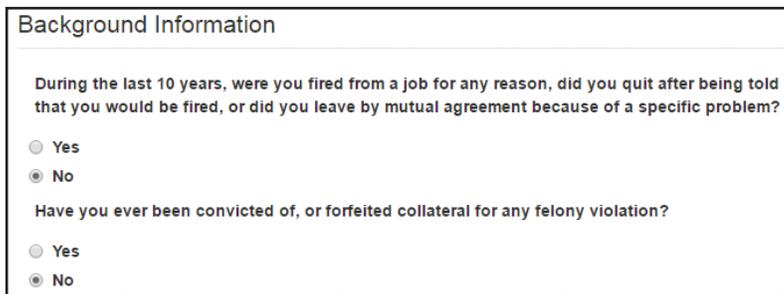
10. Click on the **APPLY** button to the left to fill out the information.



11. Choose the QSM Certification.



12. Attestation: To ensure that information was provided to ECI as accurately as possible, please read the following and click Agree to proceed.



13. 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

XXXXXX

CPMSM

CPSWQ

CPESC

CESSWI

PE

Address

XXXXXX

City

XXXXXX

State/Province

XX

Postal Code

99999

Country

XXXXXX

14. Fill out the **REFERENCES** portion for all four (4) references by placing the following letters and numbers in the fields as shown: “XXXXX” and “99999” (see screenshot).

*\* We apologize for the inconvenience for this portion. Our system requires this information.*

 Register for Another Exam

 Checkout

 Send a check

15. After filling out your references, click the **CHECKOUT** button, or the Register for Another Exam button if you wish to apply for another certification.

(\*) denotes a required field

### Basic Information

Email address\* andrea.jwebb@icloud.com

First name\* Test

Last name\* Prolle

Phone number +1 828-655-6969

### Billing Information

Bill To Test Prolle

*If different from the first and last names above*

Street \* 49 State Street

Street

City \* Marion

State/Province \* North Carolina

Zipcode/Postcode \* 28752

Country \* United States of America

### Discounts

Discount code



16. Fill out the basic information, billing information and discount code (if applicable). After this information is filled out, click on **CONTINUE CHECKOUT**

## EnviroCert Certification Portal Store

Home / Checkout

Back to Portal

PRODUCTS  
Recently Added  
Best Sellers

CATEGORIES  
Index  
Vouchers

ACCOUNT  
Account Details  
Log out  
Cart (1 - \$200.00)  
Check out

### Checkout

Ship/Bill / Payment / Confirmation

#### Payment Information

Type of credit card

Credit card number

Expiration date

CCV

\$0.00 : No Shipping  
• Sent via No Shipping arrives approximately immediately.

17. Enter payment information.

18. Click **CONFIRM**

### 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 - \$200.00 x 1 = \$200.00

#### Contact Information

Test Proile  
andreaajwebb@icloud.com

#### Billing Information

49 State Street  
Marion  
NC  
28752  
United States

#### Total

Subtotal = \$200.00  
Shipping + \$0.00  
Total = \$200.00

#### Payment

Your Visa card ending in 0633 will be charged \$200.00.

19. Verify that all information is correct,  
Items Ordered  
Contact Information  
Billing Information  
Total  
Payment

20. If all information is correct,  
click on the purchase items  
button.

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

**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 - \$200.00 x 1 = \$200.00

**Contact Information**

Test Proile  
andrea.jwebb@icloud.com  
+1 828-655-6969

**Shipping Method**

No Shipping  
\$0.00

**Total**

Total = \$200.00

**Paid**

16-Jun-14 15:55 Credit cards - \$200.00  
**Balance = \$0.00**

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

21. The next screen shows the Order Number. Print this for your records.

- Home
- Store
- INFORMATION**
- Documents
- Messages**
- Vouchers
- APPLICATIONS**
- My Applications
- Apply
- Results

22. Log back into your profile and click Messages.

Original message:

Test,

I am currently reviewing your CESSWI Application. Please log onto the portal and complete/update/upload the following;

1. complete your high school information and upload a copy of your high school transcript or diploma. Currently you have your college information entered here.
2. complete your college information and upload a copy of your college transcript. NOTE if you upload a college transcript you do not need to upload your high school documentation
3. update your job descriptions to include detailed descriptions of your work in stormwater and erosion and sediment control.

Please inform me when these items have been completed and I will resume review of your application.

Thank you.

Charles Wilson  
 Technical Director  
 charles@envirocertintl.org

23. You will receive a message stating your application is being reviewed and if there is missing information needed.

Verification items

Document	Status	Status Updated		
Transcript	Rejected	2016-06-28 15:43:52	<a href="#">View</a>	<a href="#">Upload</a>
Name Change	N/A			<a href="#">Upload</a>

24. If any additional information is needed, log on to the portal and upload documentation

Your application has been approved and is ready for scheduling  
 Click here to continue 

25. When all documentation is reviewed and accepted, you will see this notification that your application has been approved.