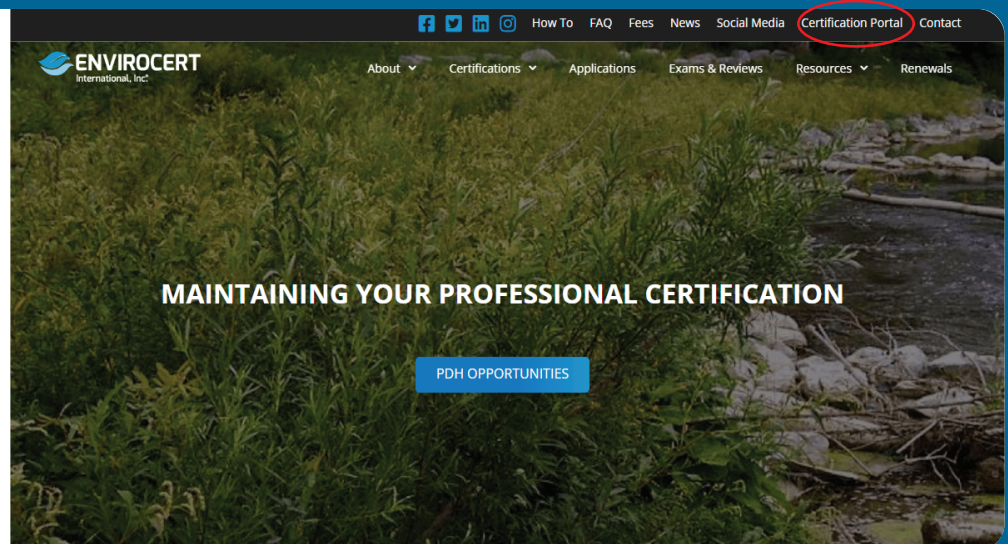# STEPS TO ENTER PROFESSIONAL DEVELOPMENT HOURS

The following steps show how to enter Professional Development Hours through the ECI Certification Management System (CMS).

Step 1. Visit Enviro-Cert.org and click on the "Certification Portal" button in the top bar of the webpage.

Step 2. On the following webpage, enter your credentials and click "Login".

Step 3. If you need to reset your password, click on "Reset it here" below the "Login" button. This will prompt an automated email to send to your email address. Follow the directions in that email to reset your password.

Step 4. Once you are in your Certification Portal, Click on "Insert your PDHs here". You can also click "My PDH" in the Sidebar.

Step 5. Click the "Add PDH" button on the following webpage.

Step 6. Enter the following information:

PDH Source: Select one of the following from the drop down menu: Organized education / training event, Self-Study, College Course, Learning Developer, Learning Reviewer, Author, Field Day/Tour, Technical Sales Presentations.

PDH Hours: Select the number of PDHs earned from the drop down menu

Date Earned: The actual date this unit of PDH credits was earned.

Title: Name of the instruction, presentation or study.

Add Item

Credits

Enter number of hours of PDH received

Enter your hours here *

| 3 hours | x ▾ |

Submit PDH

PDH Category

| Self-Study | x ▾ |

Self Study

The following examples show acceptable documentation for common learning events:

Learning Event Type | **Acceptable Documentation**
Self-Study: Completed EnviroCert Self-Study Form

File Upload *   Choose files

Step 7. Upload supporting documents or the ECI Self-Study Form.

File Upload: Click "Choose files" to upload any documentation you have to support the entered PDHs. This can include Participation Certificates, transcripts, or completed EnviroCert forms. Please refer to EnviroCert Policy PS6003.03-16 for more details. Documentation is required for the purpose of completing Audits.

Step 8. Click "Save Changes" when you are finished. You will continue the above steps until you have entered all of the PDHs you have earned and wish to claim.

NOTE: PDHs can be uploaded at any time throughout the year. Many have found it beneficial to upload them as they are earned. This will allow the portal to help you track how many you have earned and still need before your expiration date. This will also ensure you avoid the last minute rush to find documentation and upload them just before your expiration date.

Self Study

The following examples show acceptable documentation for common learning events:

Learning Event Type | **Acceptable Documentation**
Self-Study: Completed EnviroCert Self-Study Form

File Upload *   Screenshot 2024-01-08 095627.png ✖

Date Earned

Date Earned *

| |

Title

Title of activity *

| |

(*) denotes a required field

Close   Save changes