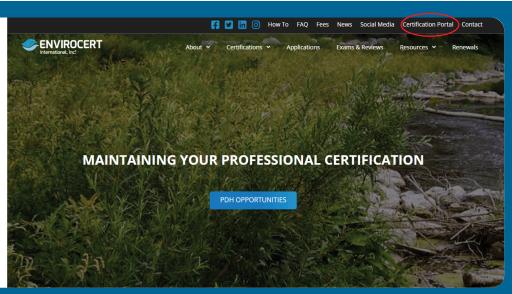
STEPS TO ENTER PROFESSIONAL DEVELOPMENT HOURS

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.

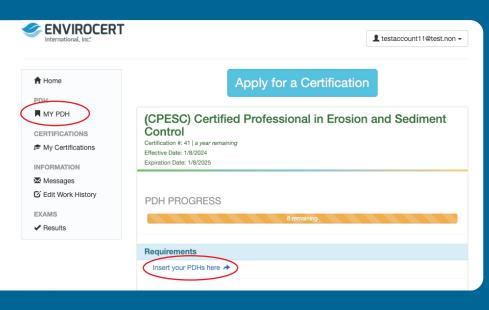


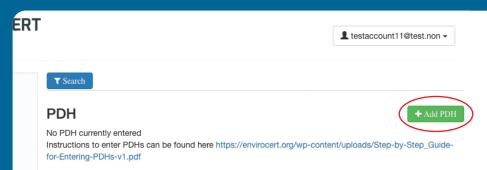
ENVIROCERT International, Inc.		Language ▼		
Home	Please log in.			
ACCOUNTS Create New Profile	Email Address:		Step 2. On the following	
Verify Certification	Password:		webpage, enter your cre-	
	Login		dentials and click "Login".	
Forgot your password? Reset it here.				
To start the registration process, fill out a basic profile.				
	profile. Please contact EnviroCert if you do not know your login informati.	on.		

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.

ENVIROCERT International, Inc:		
Home	Please log in.	
ACCOUNTS Create New Profile	Email Address:	
Verify Certification	Password:	
		Login
	Forgot your password	eset it here.
	To start the registration pro	cess, fill out a basic profile.
	profile.	ready an EnviroCert candidate please do not complete

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:

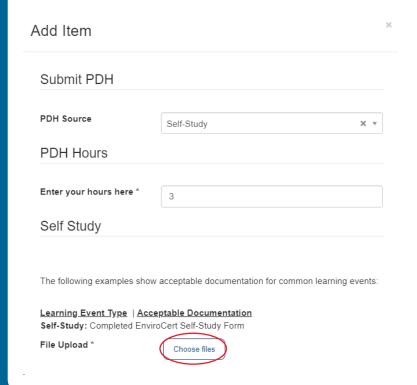
PDH Source: Select one of the following from the drop down menu: Organized education / training event, Self-Study, College Course, Learning Developer, Learning Reviewer, Author, Field Day/Tour, Technical Sales Presentations.

PDH Hours: Enter the number of PDHs earned in the associated text box.

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

Title: Name of the instruction, presentation or study.

Submit PDH PDH Source Select an Option PDH Hours Enter your hours here * Date Earned Date Earned Title Title of activity * (*) denotes a required field	×			Add Item
PDH Hours Enter your hours here * Date Earned Date Earned * Title Title of activity *				Submit PDH
Enter your hours here * Date Earned Date Earned * Title Title of activity *	•	,	Select an Option	PDH Source
Date Earned Date Earned * Title Title of activity *				PDH Hours
Date Earned * Title Title of activity *				Enter your hours here *
Title Title of activity *				Date Earned
Title of activity *				Date Earned *
				Title
(*) denotes a required fiel				Title of activity *
	field	(*) denotes a required fie		
Close Save change	inges	Close Save chang		



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.

Enter your hours here *	3			
Self Study				
The following examples show	acceptable documentation for common learning events:			
<u>Learning Event Type</u> <u>Acceptable Documentation</u> Self-Study: Completed EnviroCert Self-Study Form				
File Upload *	Certificate of Merit.docx X			
Date Earned				
Date Earned *	2024-03-01			
Title				
Title of activity *	Self Study			
	(*) denotes a required field			
	Close Save changes			