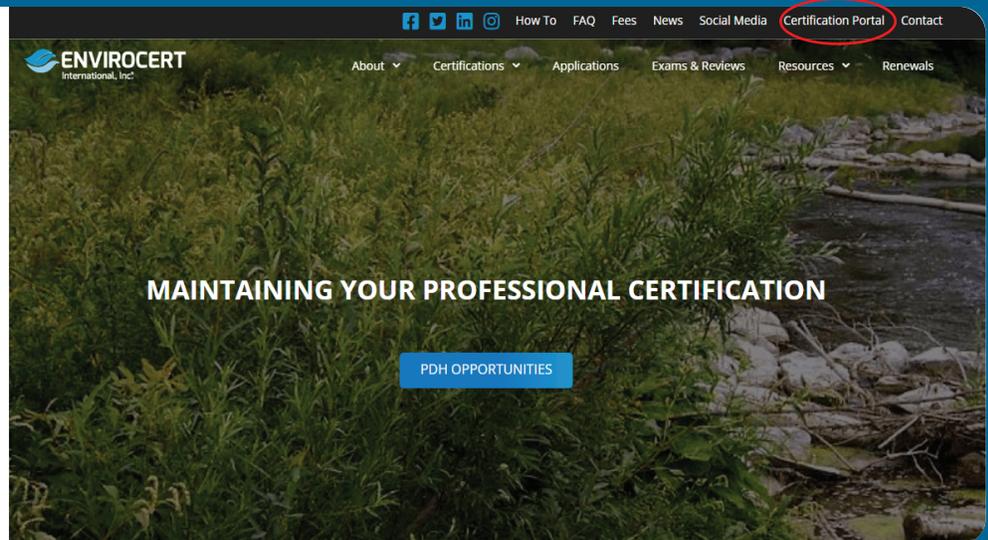# STEPS TO RENEW YOUR CERTIFICATION THROUGH THE ECI PORTAL

The following steps show how to renew your Professional Certification 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.

MAINTAINING YOUR PROFESSIONAL CERTIFICATION

PDH OPPORTUNITIES

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

Please log in.

Home

ACCOUNTS

Create New Profile

Verify Certification

Email Address:

Password:

Login

Forgot your password? **Reset it here.**

To start the registration process, fill out a basic profile.

Note: If you are already an EnviroCert candidate please do not complete a new profile.
Please contact EnviroCert if you do not know your login information.

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.

Please log in.

Home

ACCOUNTS

Create New Profile

Verify Certification

Email Address:

Password:

Login

Forgot your password? **Reset it here.**

To start the registration process, fill out a basic profile.

Note: If you are already an EnviroCert candidate please do not complete profile.
Please contact EnviroCert if you do not know your login information.

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

ENVIROCERT
International, Inc.

testaccount11@test.non ▾

🏠 Home

PDH
🔖 MY PDH

CERTIFICATIONS
🎓 My Certifications

INFORMATION
✉ Messages
☑ Edit Work History

EXAMS
✔ Results

Apply for a Certification

(CPESC) Certified Professional in Erosion and Sediment Control
Certification #: 41 | a year remaining
Effective Date: 1/8/2024
Expiration Date: 1/8/2025

PDH PROGRESS

8 remaining

Requirements

Insert your PDHs here ➔

ERT

testaccount11@test.non ▾

🔻 Search

PDH

+ Add PDH

No PDH currently entered
Instructions to enter PDHs can be found here https://envirocert.org/wp-content/uploads/Step-by-Step_Guide-for-Entering-PDHs-v1.pdf

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

Add Item ✕

Step 6. Enter the following information:

PDH Category: Select the most appropriate option from the dropdown menu.

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

Title of Activity: 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

Close   Save changes

Add Item ✕

Submit PDH

PDH Source   Self-Study   ✕ ▾

PDH Hours

Enter your hours here *   3

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. Enter the following information:

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

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 performing 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. Also avoiding 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:

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

File Upload *   Certificate of Merit.docx ✖

Date Earned

Date Earned *   2024-03-01

Title

Title of activity *   Self Study

(*) denotes a required field

Close   Save changes

Step 9. Return to the "Home" page by clicking the home key on the sidebar. From the home page click "Submit Renewal" to proceed with your renewal.

Step 10. Check the box beside the certification you wish to renew.

Step 11. Verify your contact information.

Terms and Conditions

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. (ECI)

I understand that the application fee is non-refundable.

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 ECI Code of Conduct and Ethics.

I certify that all information submitted in support of this application is correct and true to the best of my knowledge and that all information regarding this application will remain confidential.

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

(*) denotes a required field

Pay

Step 12. Agree to the Terms and Conditions and click "Pay" to be directed to a secure site to pay with credit card.

Note: Please be sure billing address and zip code match information for credit cared you are using, as the transaction will not go through otherwise.

If you would like a receipt of your completed transaction you will need to print the screen showing your order number.

Step 13. You will be directed to checkout and pay renewal fees at this time. Select to pay via Check Payment or Credit Card.

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

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 transfer requests must be made during this time frame. Following the one (1) year mark, any unused/unassigned payments will be forfeited.

Product	Qty	Totals
Renewal Fee - 1 year (CESSWI) + Third-Party Credit Card Fee	× 1	$150.08
Subtotal:		$150.08
Total:		$150.08

● Check payments

Please send your check to EnviroCert at 3054 Fite Circle, Suite 108, Sacramento, CA 95827

● Credit Card   VISA mastercard discover

Billing details

First name *
Dalton

Last name *
Parry

Company name (optional)

Country / Region *
United States (US)

Street address *
3054 Fite Cir

Suite 108

Step 14. Verify that all billing details are correct:

First and Last Name
Billing Address
Phone Number
Email Address

Step 15. Click "Pay for order" to complete your renewal.

Phone *
+1 279 888 6911

Email address *
dparry@envirocertintl.org

Pay for order