

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.



- Home
- ACCOUNTS
- Create New Profile
- Verify Certification

Login

Welcome to the ECI Certification Portal! Please note, your first log in will look a little different. For best results, it is recommended to clear the cache before logging in. You will be directed to your profile page to review and correct/update any information if needed. All required information will be marked with an asterisk (*). All required fields must be completed to save.

Email Address:

parry.dalton@gmail.com

Password:

.....

LOGIN

Forgot your password? [Reset it here.](#)

To start the certification process, please [click here](#) to fill out a basic profile and apply.

Please Note: If you if you already have previously created an account, please do not complete a new profile. If you require assistance, please contact ECI at info@envirocert.org or (279) 888-6911.

For the best user experience, make sure your browser is the latest version of Firefox or Chrome on a desktop or laptop computer.

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.

- Home
- ACCOUNTS
- Create New Profile
- Verify Certification



Please enter your username (email address) to reset your password.

User Name:

RESET PASSWORD

If you require assistance, please email: info@envirocert.org

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

(CESSWI) Certified Erosion, Sediment and StormWater Inspector
Certification #: 00012989 | -3 days remaining
Effective Date: 3/1/2024
Expiration Date: 3/1/2025

This certification has expired. EnviroCert International, Inc. (ECI) allows renewal of certifications with a late fee up to thirty (30) days after expiration. You may now enter your PDHs and pay your renewal and late fee. After the thirty (30) day grace period, you will be required to complete the reinstatement program to reinstate your certification and bring it current.

PDH PROGRESS

6 remaining

Requirements

[Insert your PDHs here](#)

SEARCH

PDH

+ ADD PDH

Completed PDH Units

No PDH currently entered

Step 5. Click the “Add PDH” button on the following webpage.

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.

Add Item

Submit PDH

PDH Source
Select an Option

PDH Hours
Enter your hours here *

Date Earned

CLOSE SAVE CHANGES

Add Item

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

Date Earned

CLOSE SAVE CHANGES

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.

Add Item

Choose files

Date Earned

Date Earned *
2025-03-01

Title

Title of activity *
Self Study

(*) denotes a required field

CLOSE SAVE CHANGES

(CESSWI) Certified Erosion, Sediment and StormWater Inspector

Certification #: 000129891 - 4 days remaining
Effective Date: 3/1/2024
Expiration Date: 3/1/2025

This certification has expired. EnviroCert International, Inc. (EOI) allows renewal of certifications with a late fee up to thirty (30) days after expiration. You may now enter your PDHs and pay your renewal and late fee. After the thirty (30) day grace period, you will be required to complete the reinstatement program to reinstate your certification and bring it current.

Ready to renew?

You've completed all your requirements, just continue when ready...

SUBMIT RENEWAL

PDH PROGRESS



Requirements

✓ Insert your PDHs here

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.

Select certifications to renew



(CESSWI) Certified Erosion, Sediment and StormWater Inspector

Certification Renewal

Once you have completed your annual renewal requirements and submitted payment, you will receive an updated wallet ID card via email within two (2) weeks to the email address listed in the certification portal

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Legal First Name
Dalton

Legal Last Name
Parry

Contact Phone *
+1 279 900 5223

Country
United States

Address *
3054 Fite Cir, Suite 108

Address (Cont.)

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. *

Discount

Discount Code

* (*) 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 card 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   

Billing details

First name.*	Last name.*
<input type="text" value="Dalton"/>	<input type="text" value="Parry"/>
Company name (optional)	
<input type="text"/>	
Country / Region.*	
<input type="text" value="United States (US)"/>	
Street address.*	
<input type="text" value="3054 Fite Cir"/>	
<input type="text" value="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.*
<input type="text" value="+1 279 888 6911"/>
Email address.*
<input type="text" value="dparry@envirocertintl.org"/>

Pay for order