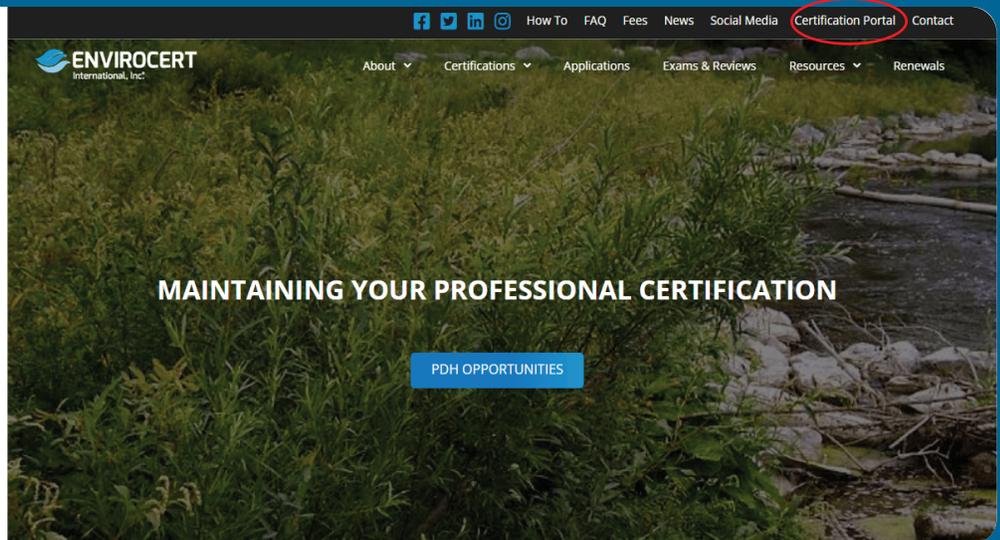


# STEPS TO ENTER PROFESSIONAL DEVELOPMENT HOURS

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.



- 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](mailto: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.

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**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 Source:** Select one of the following from the drop down menu: Organized education / training event, Independent 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.

Add Item

Submit PDH

PDH Source  
Select an Option

PDH Hours  
Enter your hours here \*

Date Earned

CLOSE SAVE CHANGES

**Add Item** [Close]

**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.** Upload supporting documents or the ECI Independent 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.*

**Add Item** [Close]

Choose files

**Date Earned**

Date Earned \*  
2025-03-01

**Title**

Title of activity \*  
Self Study

(\*) denotes a required field

[Close] [SAVE CHANGES]