

ENVIROCERT INTERNATIONAL INC.

APPLICANT HANDBOOK



February 12, 2021

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ENVIROCERT
International, Inc.





REVISION HISTORY

Revision Date	Description	Sections Affected	Revised By	Approved By
March 2018	First Issue	All	NGICP Staff	Certification Council
May 2019	Incorporate new NGICP committee structure	All	Certification Manager	Strategic Advisory Council
May 2019	Computer based testing procedures	Application Requirements and Processing	Certification Manager	Certification Committee
May 2019	Schedule exam through testing vendor	Registering to Sit for The Exam	Certification Manager	Certification Committee
May 2019	Computer based testing	Exam Description	Certification Manager	Certification Committee
May 2019	Schedule exam through testing vendor	What to Expect On Exam Day	Certification Manager	Certification Committee
May 2019	Timeline for decisions	Reconsideration of Adverse Decisions	Certification Manager	Certification Committee
May 2019	Removed progressive late fees	Recertification Timeline	Certification Manager	Certification Committee
May 2019	Description of fees	Recertification Application and Fees	Certification Manager	Certification Committee
May 2019	Removed - application is now available online.	Application form	Certification Manager	Certification Committee
February 2021	Add ECI information	All	ECI Staff	Board of Directors, February, 2021

The National Green Infrastructure Certification Program (NGICP) is targeted to individuals who install, inspect, and maintain green infrastructure systems in the United States. The goal of the program is to recognize skilled workers who have demonstrated their knowledge and skill in the construction, inspection, and maintenance of Green Infrastructure (GI) systems. The NGICP supports regional efforts to create sustainable employment within communities and support career opportunities with livable wages through GI investments.

ABOUT ECI AND THE NGICP

EnviroCert International, Inc.® (ECI), a Non-Profit Organization whose purpose is to elevate knowledge and inspire conservation of the global environment through professional certification, acquired the NGICP Certification January 2021 from WEF. WEF established the NGICP Certification in 2016 and issued the first certificate holders in 2018. The program was ANSI accredited in 2019.

BENEFITS OF BEING CERTIFIED THROUGH NGICP

Certification helps you remain competitive in the GI workforce. Owners, employers, and contractors are taking additional steps to ensure workers have demonstrated that they possess the required knowledge and skill to build, inspect, and maintain green infrastructure systems.

Every profession requires specialized skills. Not every employer knows that you have those skills. In short, certification is an investment in your career, your livelihood and your future.

The benefits of becoming certified by the NGICP include:

- Expansion of your skills and knowledge of constructing, inspecting, and maintaining GI systems;
- Greater awareness of GI career opportunities;
- Proof of your commitment to supporting sustainable performance of GI practices; and
- Exposure to employers looking to hire skilled GI workers through the NGICP Certification Database.

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SECTION 1

APPLYING FOR CERTIFICATION

ELIGIBILITY REQUIREMENTS

Eligibility requirements for the National Green Infrastructure certification program (NGICP) have been established by the Program to help ensure that the certification process is impartial for all applicants and to ensure individuals who earn certification have a proficient level of knowledge and expertise needed to install, inspect, and maintain green infrastructure systems.

The scope of practice for those professionals seeking NGICP certification was defined through the 2016 Job Task Analysis Survey (JTA). The result of the JTA is the GI exam blueprint which is available on the website at: www.ngicp.org.

Candidates seeking the NGICP certification must meet the following eligibility requirements:

1. Complete a GI training course that meets the requirements (as listed below in the “Green Infrastructure Training Course” section);
2. Hold a high school diploma or equivalent;
3. Take and pass the NGICP examination; and
4. Attest to the ECI Code of Conduct.

ECI staff who meet the above defined certification requirements will be permitted to obtain the certification through application, training, and passing the exam.

GREEN INFRASTRUCTURE TRAINING COURSE

Applicants for the NGICP certification exam are required to complete a GI training course that meets the requirements below. The GI training course must meet the following criteria:

The curriculum covers the NGICP certification examination domains, as listed in the exam blueprint.

The curriculum covers the practices emphasized by the certification program including bioretention, green roofs/blue roofs, rainwater harvesting (rain barrels and cisterns), drywells, stormwater wetlands, and permeable/porous pavements.

The instructor has two out of three of the following qualifications:

1. Minimum of a Bachelor of Science degree in water resource management or environmental science
2. Minimum 35 hours of experience as a trainer for hands-on, adult learning courses
3. Direct experience in stormwater green infrastructure (GI) construction, inspection, or maintenance

The course has a minimum of 35 total contact hours, which include at least seven hours of field or interactive educational activities.

Delivery may be in person or on-line. Field experience, hands-on activities, and site visits have been found to be helpful but not required where alternative learning experiences can demonstrate a valuable learning experience.

APPLICATION REQUIREMENTS AND PROCESSING

APPLICATIONS FOR CERTIFICATION

All applicants for NGICP certification must submit a completed application form with the required payment to ECI.

ECI audits a minimum of all applications received to verify that the eligibility requirements have been met. Individuals seeking NGICP certification may apply and register for the NGICP exam prior to completing the required thirty-five (35) hours of training, however they will not be eligible until all eligibility requirements are met (verification of HS education and completion of training).

ATTESTATION

All applicants will attest to the following to submit an application:

I certify that all information contained in this application, including any attachments, is true and correct to the best of my knowledge and belief. I understand that omissions may disqualify me and that knowingly making a false statement may result in the ECI's refusal to issue a certificate or a revocation of any certification granted, as well as possible prosecution under appropriate law, which could provide for criminal penalties of a fine, imprisonment or both. I consent to an investigation of my education and training participation and other statements for the purpose of verification of my eligibility for certification. Additionally, I understand that if my application is randomly selected for audit, I may need to provide additional information or sign a release so that my information can be verified. I also understand that if I am successful and I am awarded the NGICP certification, my name, city, state and certification status will be listed on the ECI website and third-party individuals and organizations such as potential employers will be given specific verification of my certification status if it is requested. I will inform ECI, without delay, of any matter that my ability to continue to fulfill the personnel certification requirements once personnel certification is granted.

REGISTERING TO SIT FOR THE EXAM

Once a candidate meets the NGICP eligibility requirements, the candidate will first receive an email from ECI confirming their eligibility for the exam, and then an email from the testing vendor with instructions to schedule the exam.

RESCHEDULING EXAM DATES

If the applicant is approved to sit for the exam and must reschedule, there will be no fee charged if the applicant gives notice a minimum of two (2) days prior to the exam date. The applicant will be allowed to select a new exam date any time within the following twelve (12) months with no additional fee required. If the applicant does not notify ECI staff in writing by e-mail that they will not be sitting for the exam prior to the deadline, they will forfeit the exam registration fee.

EXAM FEES

The exam fee to apply as an individual is \$200. If applying as part a partner package, the fee will be paid for by the partner.

INCOMPLETE APPLICATIONS

ECI will not process incomplete applications. If an application is incomplete, the applicant will receive an email detailing the missing information. The applicant will have one opportunity to submit the missing information within one (1) month (30 days) from the date of the letter outlining the missing information. There will be no additional fee associated with this one resubmittal. After three (3) months from the date of the letter outlining the missing information, the incomplete application will be rejected and deleted from the system.

ELIGIBILITY APPEALS/DENIAL

If a candidate fails to meet the eligibility requirements, the individual will be sent an e-mail to the contact information provided on the application informing the applicant that he/ she was found to not meet the eligibility requirements and there- fore is not approved to sit for the exam at this time. Application fees will not be reimbursed for

unapproved applications. An individual may request reconsideration of an adverse non-disciplinary decision made as part of the exam eligibility, exam testing, and recertification processes. The types of items that fall into this policy are being deemed ineligible to take an exam, not passing the exam, a test site issue, a medical or personal emergency, or denial of a recertification application.

ECI will grant reasonable testing accommodations to candidates with disabilities covered under the ADA who demonstrate a need for accommodation by a qualified professional. Candidates requesting an accommodation must submit the request in writing with a doctor's note confirming the disability and the accommodation needed to ECI with their application.

SUBMITTING A REQUEST FOR RECONSIDERATION

An individual must submit a request for reconsideration in writing (via U.S. mail or e-mail) to the ECI within thirty (30) days of the adverse decision. The written request must include the:

- Date of the decision
- Details of the situation and circumstances
- Reason for the request for reconsideration
- Relevant materials for the request for reconsideration
- Individual's contact information (e mail, phone number, address)

ECI staff will acknowledge receipt of the request for reconsideration within five (5) days and log it into the Request for Reconsideration Log.

REVIEW PROCESS

A representative, who may be an ECI staff member or Committee member, will review the request for reconsideration within ten (10) days of receipt. The representative will notify the individual of the decision within thirty (30) days of the review. The determination of the ECI or NGICP Certification Committee is final.

SPECIAL ACCOMMODATIONS

ECI complies with the Americans with Disabilities Act (ADA). The ADA defines an individual with a disability as a person who has a physical or mental impairment that substantially limits a major life activity (such as seeing, hearing, learning, reading, concentrating, or thinking) or a major bodily function (such as the neurological, endocrine, or digestive system).

SECTION 2

PREPARING FOR THE EXAMINATION

HOW THE EXAM IS DEVELOPED

JOB ANALYSIS

The purpose of the NGICP exam is to confirm that candidates for certification have demonstrated they have the required knowledge and skill to install, inspect, and maintain green infrastructure systems. The GI exam is developed to meet established standards of validity, reliability, and fairness. The basis of the program is the Job Task Analysis (JTA). A JTA is a comprehensive study to validate the knowledge, skills, and abilities required by professionals performing in the job role.

The result of the JTA is the exam blueprint for the GI examination. ECI will have the NGICP Certification Committee conduct a JTA every five (5) to seven (7) years to ensure the exam content is relevant and current.

EXAM DEVELOPMENT

ECI maintains a bank of exam questions, or items, for the NGICP certification examination. Subject matter experts (SMEs) in GI write and review items based on the approved exam content outline. Items are reviewed occasionally and replaced as necessary to ensure the most up-to-date exam. While specific items may change over time, the content and weighting as described in the content outline remain the same, unless changed as a result of the JTA.

PASSING SCORE

The passing score for the NGICP exam is selected to identify individuals who can or cannot adequately perform on the job. The passing point for the NGICP exam is established using a criterion-referenced technique known as the “Angoff Method” based on requirements of the job and the difficulty of the exam items as judged by a panel of expert. Qualified and trained subject matter experts participate in recommending the passing point under the guidance of a qualified testing consultant and the Certification Committee is responsible for final approval of the passing point for the exam.

EXAM PREPARATION

ECI does not develop, approve, endorse, or recommend any training course for the GI certification examination. Candidates are, however, required to complete a training program that meets the defined requirements.

EXAM DESCRIPTION

The NGICP examination contains up to 140, multiple-choice items (including pre-test items) and is given in English.

Candidates have three (3) hours to complete the exam. The examination is administered as a computer-based exam at the testing vendor locations.

EXAM BLUEPRINT

The Green Infrastructure (GI) practices focused on in the National Green Infrastructure Certification Program (NGICP) are as follows: bioretention (rain gardens, bioretention cells, curb extensions/bulb-outs, bioswales, stormwater planters), rainwater harvesting (rain barrels and cisterns), permeable pavements (porous concrete, pervious asphalt, and permeable pavers), green roofs and blue roofs, dry wells, and stormwater wetlands. Presented below are the weightages for various sections:

WATERSHED FUNDAMENTALS	6 – 10%
Apply the key concepts of basic hydrology/hydrologic function	
Apply the basic concept and recognize the environmental benefits of stormwater management and green infrastructure	
GREEN INFRASTRUCTURE (GI) PRACTICES	19 – 23%
Identify the basic functionality of various GI practices	
Identify the purpose, functionality and properties of the basic physical components of GI practices	
Apply key concepts related to the lifecycle of GI practices	
Identify the terminology used to describe various GI practices	
GI METHODS AND MATERIALS	50 – 54%
Recognize the appropriate application of equipment for the construction or the maintenance of a GI practice	
Apply the key concepts of site layout and grade checking	
Recognize the purpose of common GI construction materials	
Apply the key concepts of basic vegetation management and establishment	
Recognize the significance of and identify the procedure for proper storage and handling of materials	
Recognize the significance of and identify the procedure for water management, as well as, erosion and sediment control during the construction and maintenance of a project	
Identify potential site safety hazards associated with GI practices and personal protective equipment (PPE)	
Read and comprehend architectural and engineering drawings	
Recognize adjacent and related infrastructure variables as they pertain to GI	
GI FUNCTIONALITY AND APPEARANCE	17–21%
Recognize GI-related performance issues	
Diagnose the cause of common GI failures	
Recognize adequate and comprehensive documentation of GI practices	

SECTION 3

TAKING THE EXAM

WHAT TO EXPECT ON EXAM DAY

The NGICP examination is given via computer-based testing (CBT). Once a candidate is approved to sit for the exam, the candidate will receive an email from the testing vendor with instructions to schedule the exam. The exam can be scheduled based on slot availability at any of the testing vendor's testing locations.

ADMISSION TO TEST SITE

Candidates must present a government-issued form of photo identification for admission to the testing site.

SECURITY

All cell phones must be turned off and stowed within a zipped or secured bag kept at the front of the exam room in full view of all exam candidates for the duration of the exam. Cell phones and other electronic devices must be stowed prior to entrance at the exam site and are not permitted for use during the testing. Any participant found with a cell phone or electronic device in use during the exam will be required to turn in their exam, leave the testing site, and forfeit their exam fee.

No one is allowed to bring any paper or books or calculators or any other materials into the exam.

NGICP testing sites follow security protocols to ensure the integrity of the certification program and protect the confidentiality of exam materials and content.

SCORE REPORTING

Individual exam pass/fail result will be reported after the scoring and analysis process is completed. ECI will send out official notifications to the candidate by hard copy letter or email to the address on record within thirty (30) days of the exam.

IRREGULARITIES

Occasionally, testing irregularities occur that affect an individual or a group of test takers. Such problems include, without limitation, administrative errors, defective equipment or materials, improper access to test content and/or the unauthorized general

availability of test

content, as well as other disruptions of test administrations (for example, natural disasters and other emergencies).

Typical testing irregularities will be investigated and resolved by the ECI staff, in conjunction with the test site representative.

Significant irregularities will be escalated to the attention of Certification Committee. The Committee will determine the appropriate course of action upon review.

INCLEMENT WEATHER OR OTHER CIRCUMSTANCES

Exam administrations may be canceled and rescheduled due to inclement weather or where the government has declared a local state of emergency for the time period including the scheduled exam time or during the 24 hours immediately preceding the exam time. Determination of weather will be based upon local authorities such as public-school boards or weather advisories issued by the National Weather Service for the area in which the exam will be administered.

EXAMINATION RELATED COMPLAINTS

See the Reconsideration of Adverse Decisions policy on p. 11.

SECTION 4

POST-EXAM

EXAM RESULTS

Individual exam scores based upon 100 test items will be reported. Individual exam pass/fail result will be reported after the scoring and analysis process is completed. ECI will send out official notifications to the candidate by hard copy letter or email to the address on record within thirty (30) days of the exam.

UNDERSTANDING YOUR SCORES

A criterion-referenced standard setting process is used to establish the passing point for each exam. This means that each candidate's performance on the exam is measured against a pre-determined standard. Candidates are not graded on a curve and do not compete against each other or against a quota. Receiving a higher than passing score is not an indication of more advanced knowledge or a predictor of better job performance. All individuals who pass the exam, regardless of their score, have demonstrated an acceptable level of knowledge.

CERTIFICATION VERIFICATION

The names of individuals who have earned the NGICP certification are not considered confidential. ECI will publish the names of individuals who have passed the NGICP certification examination in ECI's International Registry. The directory will include the certified individual's first name, last name, city, state, certification number, and effective date of certification.

NGICP CERTIFICATE

ECI issues a non-transferable certificate only to individuals found to meet all certification requirements. No other factors shall be used to determine an individual's qualification to earn the certificate.

The certificate will also include: the certificant's name, ID number, title of certification, scope of certification, and certification issuer (ECI).

RE-EXAMINATION

Candidates who did not successfully pass the examination must wait a minimum of 30 days from the date of their most recent exam to apply to retest. Candidates must continue to meet the published eligibility criteria, submit the required application, and pay the corresponding fees to retake the exam.

SECTION 5

COMPLAINTS, INVESTIGATIONS, AND DISCIPLINARY ACTIONS

RECONSIDERATION OF ADVERSE DECISIONS

An individual may request reconsideration of an adverse non-disciplinary decision made as part of the exam eligibility, exam testing, and recertification processes. The types of items that fall into this policy may include being deemed ineligible to take an exam, concerns about an unsuccessful exam result, a test site issue, a medical or personal emergency, or denial of the recertification application.

To request a reconsideration of a decision, submit the request in writing (via U.S. mail or e-mail) to the NGICP Certification Committee at 3054 Fite Circle, Suite 108, Sacramento, CA 98527 or via e-mail at info@envirocert.org within thirty (30) days of the date on the letter or e-mail stating the original decision. The written request must include the:

- Date of the decision
- Details of the situation and circumstances
- Reason for the request for reconsideration
- Relevant materials for the request for reconsideration
- Individual's contact information (e-mail, phone number, address)

ECI staff will acknowledge via email receipt of the request for reconsideration within five (5) days. This email will inform the individual that a determination may take up to sixty (60) days and will be communicated via email. An ECI staff member will enter the request into the Request for Consideration Log. Then a member of the NGICP Certification Committee will review the request within thirty (30) days of receipt. ECI staff will notify the candidate within thirty (30) days of the review. The determination of the NGICP Certification Committee

on the matter is considered final and will be communicated via email.

DISCIPLINARY AND COMPLAINTS

CODE OF CONDUCT & GROUNDS FOR SANCTIONS

Individuals certified by ECI have successfully completed the requirements of the certification process by meeting established eligibility requirements and passing the GI certification examination. An important part of maintaining certification includes understanding and complying with the ECI Code of Conduct and related policies. Pledging to uphold the Code of Conduct is an essential piece of the certification process as it assures that a certificant agrees to uphold the highest standards of personal and professional behavior.

Attesting to the Code of Conduct occurs initially with the certification application and is reaffirmed at each recertification.

Those certificant's who are found to be in violation of the Code of Conduct may face disciplinary action under the ECI Disciplinary Policy.

The grounds for sanctions may include, but are not limited to:

- Violation of established NGICP certification program policies, rules, and requirements;
- Fraud or misrepresentation in the application for, or maintenance of, certification;
- An irregular event in connection with the GI certification examination, including (but not limited to) copying examination materials, causing a disruption in the testing area, or failure to abide by reasonable test administration rules;
- Taking the exam for any purpose other than

that of becoming credentialed in the area referenced in the title of the exam, disclosing, publishing, reproducing, summarizing, paraphrasing, or transmitting any portion of the exam in any form or by any means (verbal, written, electronic or mechanical) without the prior express written permission of ECI;

- Unauthorized possession or misuse of the GI credential, examination, and other intellectual property;
- Misrepresentation of credential status; and
- Failure to provide requested information in a timely manner.

COMPLAINTS AND INVESTIGATIONS

Complaints must be submitted in writing to NGICP Certification Committee, 3054 Fite Circle, Suite 108, Sacramento, CA 98527 or via e-mail at info@envirocert.org by an individual or entity. The complaint must be submitted using the NGICP Complaint Form (available on the NGICP website) with the required information including:

- The certificant name or other identifying information;
- The specific complaint and the corresponding grounds for sanctions (listed above);
- Supporting evidence to support the complaint; and
- Contact information for the individual submitting the complaint, if applicable.

Upon receipt of the complaint, it will be entered into the Complaint Log. ECI staff will then conduct a preliminary review of a submission. The ECI staff will determine if the submission constitutes an actual complaint and if disciplinary action should be taken.

If the submission is determined to be an actionable complaint, the certificant in question will receive a written notice about the complaint and will be granted the opportunity to respond to the complaint. The individual will then have thirty days to submit any and all applicable documentation. The staff lead also shall ensure that the individual submitting the complaint receives notice that the complaint is being reviewed by ECI.

This documentation will be presented to a committee of three (3) members of the NGICP Certification Committee for investigation. If no applicable documentation is submitted within the thirty (30) days, the committee may proceed with making a determination.

The staff lead shall make a determination of whether the submitted information constitutes an actual complaint that requires further investigation and review. ECI staff will provide the notices required hereunder within sixty (60) days of receipt of the complaint.

REVIEW PROCESS

1. For each complaint submission that the ECI staff concludes is a valid and actionable complaint, the Certification Committee authorizes an investigation into its specific facts or circumstances to whatever extent is necessary in order to clarify, expand, or corroborate the information provided by the submitter.
2. Both the individual submitting the complaint and the certificant who is the subject of the investigation (or his or her employer) may be contacted for additional information with respect to the complaint. The Certification Committee may, at its discretion, contact such other individuals who may have knowledge of the facts and circumstances surrounding the complaint.
3. All investigations and the deliberations of the committee and the Certification Committee are conducted in confidence, with all written communications sealed and marked "Personal and Confidential." They are conducted objectively, without any indication of prejudice. An Investigation may be directed toward any aspect of a complaint which is relevant or potentially relevant. Formal hearing is not held, and the parties are not expected to be represented by counsel, although the Certification Committee may consult legal counsel.
4. The common and the Certification Committee shall undertake all reasonable efforts to ensure that the review process set forth in this section shall be completed within ninety (90) days of the determination to investigate.

DETERMINATION OF VIOLATION

Upon completion of an investigation, the Certification Committee may make a determination that there has been a demonstrable and serious violation based on the grounds for sanction. The determination of the disciplinary decision is prepared under staff support and is presented to the full Board of Directors along with the record of the committee's investigation:

1. If the committee determines that a violation has not occurred, the complaint is dismissed with notice to

the certificant and the individual or entity who submitted the complaint. The complaint is included in

an annual summary Certification Committee report.

2. If the committee determines that a violation has occurred, the committee will decide on an appropriate sanction.

3. This determination and the imposition of a sanction are promulgated by written notice to the certificant and to the individual submitting the complaint (if the submitter agrees in advance and in writing to maintain in confidence whatever portion of the information is not made public by the committee or Council.)

4. In certain circumstances, the Certification Committee may determine that the certificant who has violated the Code of Conduct or other grounds for sanctions, should be offered an opportunity to submit a written assurance that the conduct in question has been terminated and will not recur. The decision of the committee to make such a determination is within their discretionary power. If such an offer is extended, the certificant at issue must submit the required written assurance within thirty (30) days of receipt of the offer, and the assurance must be submitted in terms that are acceptable to the committee. If the committee accepts the assurance, notice is given to the certificant and to the submitter of the complaint, if the submitter agrees in advance and in writing to maintain the information in confidence.

SANCTIONS

Any of the following sanctions may be imposed by the Certification Committee upon a certificant whom the Certification Committee has determined has violated the Code of Conduct. The disciplinary decision applied must reasonably relate to the nature and severity of the violation, focusing on reformation of the conduct and deterrence of similar conduct by others. Actions may include:

- a. Written reprimand to the certificant;
- b. Suspension of the certificant for a designated period; or
- c. Termination of the certificant's certification from ECI.

Once a determination has been made, the certificant shall receive formal notice via certified mail, the ECI database and certificant's file will be promptly updated to reflect any certification suspension or termination.

A formal, written reprimand from the Certification Committee is generally first sent to a certificant who has received his or her first substantiated complaint.

Suspension may be imposed on a certificant who has received two (2) substantiated complaints.

Termination normally is imposed on a certificant who has received two (2) substantiated complaints within a two (2)-year period, or three (3) or more substantiated complaints.

The Board of Director's may, at its discretion, impose any of the above sanctions, if warranted, in specific cases.

Certificant's who have been terminated shall receive a formal notice via certified mail and shall have their certification revoked and all certificates or other materials requested by ECI must be returned promptly to ECI.

APPEAL

Within thirty (30) days from receipt of notice of a determination by the Certification Committee that an individual violated the Code of Conduct—or of other substantive requirements of the certification process resulting in grounds for sanctions—the certificant in question may submit to ECI a written request for an appeal.

Upon receiving a request for appeal, the Chair of the Committee will appoint a three-person Appeal Panel. No one with any personal involvement or conflict of interest may serve on the Appeal Panel. Appeal Panel members will sign a confidentiality and conflict of interest statement prior to beginning their service on the committee.

This Appeal Panel may review one or more appeals, upon request of the NGICP Certification Committee Chair or ECI.

The Appeal Panel may only review whether the determination by the Certification Committee was inappropriate because of:

- a. Material errors of fact, or
- b. Failure of the Certification Committee or ECI to conform to published criteria, policies, or procedures.

Only facts and conditions known to ECI up to and including the time of the Certification Committee's determination are considered during an appeal. The appeal shall not include a hearing or any similar trial-type proceeding. Except as otherwise set forth herein, legal counsel is not expected to participate in the appeal process, unless requested by the appellant and approved by the NGICP Certification Committee and the Appeal Panel. The Certification Committee and Appeal Panel may consult legal counsel.

The Appeal Panel conducts and completes the appeal within ninety (90) days after receipt of the request for an appeal.

Written appellate submissions and any reply submissions may be made by authorized representatives of the appellant and of the Appeal Panel. Submissions are made according to whatever schedule is reasonably established by the Appeal Panel.

The decision of the Appeal Panel either affirms or overrules the determination of the Certification

Committee but does not address a sanction imposed by the Certification Committee. The decision of the Appeal Panel, including a statement of the reasons for the decision, is reported to the ECI in writing. The Appeal Panel decision is binding upon the Certification Committee, the certificant who is subject to the sanction, and all other persons.

RESIGNATION

If a certificant who is the subject of a complaint voluntarily surrenders his or her GI certification at any time during the pendency of a complaint under these procedures, the complaint will be dismissed without any further action by the Certification Committee, or an Appeal Board established after an appeal. If this occurs, the information will be retained in ECI's permanent file for future reference.

A certificant who resigns during a complaint investigation will not be allowed to reapply and take the exam again to become certified for a minimum of three years. At the time of reapplication, the individual may be asked to submit an additional statement that answers any questions from the original complaint investigation.

However, the Certification Committee may authorize the Committee Chair to communicate the fact and date of resignation, and the fact and general nature of the complaint, which was pending at the time of the resignation, to or at the request of a government entity engaged in the administration of law. Similarly, in the event of such resignation, the person or entity who submitted the complaint is notified of the fact and date of resignation and that Certification Committee has dismissed the complaint as a result.

SECTION 6

MAINTAINING YOUR CERTIFICATION

MAINTENANCE OF CERTIFICATION

The ECI monitors ongoing compliance with the certification requirements through mandatory certification maintenance. This maintenance program is designed to promote continuing education and training so that those within the fields of green infrastructure installation, inspection, and maintenance may continue to reinforce and expand their knowledge and skill sets.

Days after Deadline	Late Fee
31 – 90	\$50

After ninety (90) days (or three (3) months), the certification expires, and recertification is not possible. The individual will need to submit a new NGICP application, pay all applicable fees, take, and pass the exam in order to become certified again.

REQUIREMENTS FOR CERTIFICATION MAINTENANCE

To maintain GI certification, all certified individuals are required to recertify every two (2) years, at which time a certificant must document participation in a minimum of fourteen (14) contact hours of continuing education training in topics directly related to constructing, inspecting or maintaining green infrastructure during each two-year certification cycle. Through these recertification contact hours, certificant's are encouraged to become familiar with several topics or to take a more detailed training in a specific area of green infrastructure.

RECERTIFICATION APPLICATION AND FEES

All individuals seeking recertification must complete an application for recertification. Contact ECI for a recertification application. Applications will be accepted via email at WeCare@envirocert.org. When the ECI transition is complete, ECI will notify certificant's to use the appropriate on-line system.

RECERTIFICATION TIMELINE

The two (2)-year certification cycle begins on the date ECI awards the credential and expires on the first day of the month immediately following this date. For example, if certification was granted on February 18, 2016, the first recertification would be due on March 1, 2018. All individuals seeking recertification must complete an application for recertification, available for download from the ECI website.

The fee to apply for Recertification as an individual is \$200. A maintenance fee of \$100 is owed at the end of year 1 of the certification cycle and a recertification fee of \$100 is owed at the end of the 2-year certification cycle. If the maintenance fee is not paid by the end of year 1, the balance will be added to the Recertification fee due at the end of year 2. If applying as part a partner package, the maintenance fee will be paid for by the partner.

Recertification applications contact hour documentation, and the recertification fee are all due on the day of the deadline by the close of business at ECI's offices in Sacramento, California. After the deadline, a late fee will be charged above and beyond the recertification application fee according to the schedule below:

INCOMPLETE APPLICATIONS

If an application is deemed incomplete by the ECI staff (missing fields or qualifications), the applicant will be sent an e-mail to the e-mail address listed on their application, detailing the specific information that is missing that caused their application to be classified as incomplete (i.e., checklist showing which fields are missing). The applicant will have one opportunity to submit the missing information within ten (10) business days from the date of the e-mail outlining the missing information. There will be no additional fee associated with this one resubmittal.

After three (3) months from the date of the e-mail outlining the missing information, the incomplete application will be deleted from the system.

If the recertification application is approved, the certificant will be sent a hard copy letter and an e-mail to notify them that the application was successful.

CERTIFICATION EXPIRATION AND FAILURE TO MAINTAIN CERTIFICATION

If a candidate fails to meet the eligibility requirements, the individual will be sent a hard copy letter at the address listed on the application as well as an e-mail (if an e-mail address was included on the application) that states that the applicant was found to not meet the recertification requirement. Application fees will not be reimbursed for unapproved applications.

On the first day of the month three (3) months after the expiration date, the certification becomes null and void, after which former certificant's must reapply as a new candidate and take the certification exam again.

APPEALS

Read more on the appeals process in Section 5 – Complaints, Investigations and Disciplinary Actions under “Reconsideration of Adverse Decisions” on page 11.

VERIFICATION

ECI randomly selects a portion of submitted recertification applications for audit. When an application is selected for audit, the certificant is expected to provide documentation to verify his or her professional development activities. ECI will conduct this randomly within three (3) months of application submission.

ECI will verify continuing education training credits (e.g., certificate of completion, roster from sponsoring organization). Randomly selected applicants for recertification will need to submit supporting documentation along with their applications. Examples of documentation include course title, blueprint area, certificate of attendance, showing date(s) and contact hours (or CEUs), professional development hours (PDHs) registration coupled with itinerary or schedule demonstrating contact hours, conference registration confirmation coupled with conference schedule annotated to reflect sessions attended and contact hours.

SECTION 7

POLICIES

CODE OF CONDUCT

Individuals certified by the ECI Board of Directors and the NGICP Certification Committee have successfully completed the requirements of the certification process by meeting established eligibility requirements and passing the NGICP certification examination. An important part of maintaining certification lies with reading, understanding, and complying with the ECI Code of Conduct and related policies. Pledging to abide by the Code of Conduct is an essential piece of the certification process as it assures that a certificant agrees to uphold the highest standards of personal and professional behavior. Attesting to the Code of Conduct occurs initially with the certification application and is reaffirmed at each recertification. Failure to follow the code of conduct may result in the loss of certification.

- Act honestly, competently and with integrity
- Use my knowledge and skill for the protection of the water environment
- Be truthful and accurate in the information I provide to ECI
- Adhere to all laws and regulations applicable to the profession
- Promote and encourage a high-quality level of work on all green infrastructure projects
- Accurately represent my qualifications and credentials
- Protect and keep information, including exam content, confidential in order to maintain it as an accurate validation of others' knowledge in green infrastructure
- Strive for continued professional development throughout my career in a way that supports on-going improvement and efficiency of my day-to-day job tasks
- Properly use the certificate, stamp and other marks of the NGICP designation, which are the

property of ECI, as I am specifically authorized to do so

- Uphold and follow all of the policies and procedures outlined in the ECI Policies and Procedures Manual required in order to become and to remain NGICP certified and in good standing
- Represent ECI professionally
- Refrain from using the certification in a manner that brings the NGICP into disrepute, and making any statements regarding the certification which the NGICP considers misleading or unauthorized;
- Shall discontinue the use of all claims to certification that contain any reference to the NGICP or certification upon suspension or withdrawal of certification, and shall return any certificates issued by the NGICP;
- Refrain from using the certificate in a misleading manner.

NONDISCRIMINATION

ECI adheres to principles of fairness and due process and endorses the principles of equal opportunity. In administering the certification program, ECI shall not discriminate or deny opportunity to anyone on the grounds of race, color, national origin, sex, age, religion, marital status, sexual orientation, or any other status that is protected by applicable law.

USE OF CERTIFICATION MARK

The NGICP certification mark and logo are the property of ECI. Permission to use the certification mark or logo is granted to certified persons at the discretion of the ECI Board of Directors, for permissible uses only.

Individuals who have met the NGICP certification and recertification requirements and have agreed to the Code of Conduct are authorized to use the GI certification mark and logo as a means to alert those within the green

infrastructure industry, such as employers, important stakeholders, and the general public, of the designation.

Any complaint of credential or logo misuse should be submitted to ECI through the disciplinary and complaint process. (See Section 5 – Complaints and Disciplinary Actions.) ECI will follow all policies and procedures to determine the validity of the complaint and notify the person misusing the logo that they must cease and desist use. If they fail to cease and desist, ECI will take further steps, possibly including legal action, to prevent logo misuse.

CONFIDENTIAL INFORMATION AND SECURITY

Confidential personal information about applicants and certificant's and their examination scores will be released only to the individual candidate and will not be disclosed without a written request and signed release form the protected party for release to a 3rd party, unless required by law.

Applicant/certificant personal information supplied on an application for initial certification or recertification is considered confidential. Personal information retained within the applicant/certificant database will be kept confidential.

The names of certified individuals are not considered confidential and may be published by ECI in an online directory and other literature. Certified individuals may elect to have their names withheld from these publications. Regardless of this election, ECI verifies the certification status of any individual upon written request. This verification includes whether the individual is currently certified or not. Application status or whether or not an individual has taken the exam(s) is not released.

Aggregate exam statistics for the certification program (including the number of exam candidates pass/fail rates, and total number of certificant's) will be publicly available. Aggregate exam statistics studies and reports concerning applicants/certificant's will contain no information identifiable with applicant, unless authorized in writing by the applicant.

SECTION 8

NGICP COMPLAINT FORM

ECI Complaint forms. Please complete these forms and return them to:

EnviroCert International, Inc.®

3054 Fite Circle,
Suite 108,
Sacramento, CA 95827

Or

e-mail to WeCare@envirocert.org



Keep checking us out

We are constantly updating and adding information to the NGICP Website. Visit frequently to stay up to date on everything you need.



www.ngicp.org

NGICP COMPLAINT FORM

PLEASE PROVIDE THE FOLLOWING INFORMATION

Date of incident:	Location of testing site (if applicable):
Date complaint filed:	

Individual Filing Complaint Information		
Last Name	First Name	
Organization		
Address		
City	State	Zip code
Phone	E-mail	

PLEASE SELECT THE TYPE OF COMPLAINT THAT YOU ARE LODGING

<input type="checkbox"/>	Fraudulent application for, or maintenance of certification
<input type="checkbox"/>	Unauthorized possession or misuse of the GI credential, examination, and other intellectual property
<input type="checkbox"/>	Misrepresentation of credential status
<input type="checkbox"/>	Failure to provide information in a timely manner
<input type="checkbox"/>	Violation of NGICP policies, rules, and requirements

PLEASE PROVIDE AS MUCH DETAILS AS POSSIBLE TO SUPPORT THE COMPLAINT

Signature of Complainant

Date

Submit this form via e-mail to info@envirocert.org or mail to EnviroCert International, Inc.® | 3054 Fite Circle, Suite 108 | Sacramento, CA 95827

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CERTIFICATION
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