ENVIROCERT
International, Inc.®

PROFESSIONAL STANDARDS POLICY

Title:	**PROFESSIONAL DEVELOPMENT HOURS**		
Doc ID:	PS6003	**Date Established:**	September 2014
Revision:	0.08	**Date Last Revised:**	March 2025
Committee:	Professional Standards Committee	**Next Revision Review:**	January 2027
Written by:	Professional Development Subcommittee	**Approved by:**	Board of Directors
Notes:	PDH Policy revised by the BOD (1/10/2018).		

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Policy Statement

EnviroCert International, Inc. (ECI), through its family of certifications, serves the public trust by providing programs that certify qualified environmental professionals in a variety of fields. ECI recognizes that the technical field served by each certification program is constantly evolving to adapt to developing regulations, scientific advancements, and best practices.

To ensure that individuals certified by ECI maintain a sufficient level of ethical and technical competency within their respective professions, ECI requires its Certified Professionals to demonstrate a continuing level of professional competency through regular participation in professional development activities.

ECI certification Professional development activities begin upon issue of the professional certification.

BACKGROUND

Each certification council, as the certification was developed, established a continuing education program consisting of Professional Development Hours. This policy contained four (4) categories and was very confusing to the Certified Professionals. The BOD requested that a Professional Development Committee be formed to revise and clarify the outdated program.

PURPOSE

To provide a continuing education program to ensure all ECI Certified Professionals maintain a sufficient level of ethical and technical competency within their respective professions.

APPLICABILITY

This policy applies to all ECI certification programs.

CPESC® - Certified Professional in Erosion and Sediment Control™
CPSWQ® - Certified Professional in Storm Water Quality™
CESSWI™ - Certified Erosion, Sediment and Storm Water Inspector™
CPMSM™ - Certified Professional in Municipal Stormwater Management™
CPISM™ - Certified Professional in Industrial Stormwater Management™
CPIHH – Certified Professional Installer in Hydroseed and Hydromulch
CPSWI – Certified Professional in StormWater Inspection
QSM™ - Qualified Stormwater Manager™
NGICP™ – National Green Infrastructure Certification Program
All future certifications

DEFINITIONS

PDH - Professional Development Hour

PSC - Professional Standards Committee

RESPONSIBILITY

The ECI Professional Standards Committee (PSC) is responsible for establishing and maintaining this policy, including the following actions:

- Specifying a standard professional development period of one (1) year for all certification programs
- Assigning standard professional development hour (PDH) values for professional development activities
- Overseeing and assisting with professional development audits

The PSC is also responsible for establishing minimum annual PDH requirements for each certification program that are based on standard PDH values. Additionally, the PSC is responsible for the following actions:

- Recommending competency areas for professional development activities for the Certified Professionals
- Resolving professional development audit issues

Certified Professionals are responsible for managing their professional development by:

- Knowing professional development requirements for each ECI certification they hold
- Engaging in activities that satisfy professional development requirements for each ECI certification held
- Maintaining professional development records including documentation as shown in this policy
- Complying with professional development audit requirements (audit policies are available on the ECI website)
- Reporting professional development activities through the ECI Certification Management System (CMS) portal (https:// https://envirocert.useclarus.com/)

HISTORY

The Professional Standards Committee issued a revised Professional Development Hour policy on October 6, 2014. A year after implementation the committee released a survey of Certified Professionals and as a result of the survey responses are issuing this revised Professional Development Hour policy.

Procedures

How We Measure Professional Development Activities

The measuring unit used by ECI to quantify professional development activities is the Professional Development Hour (PDH). One (1) PDH is defined as one (1) contact hour of instruction, presentation or study in which recipient of the PDH is an active observer or participant. An hour of professional development is equivalent to at least fifty (50) minutes of contact.

Annual Professional Development Requirements.

Certification holders are responsible to participate in activities within their annual renewal period that satisfy the requirements for each certification they hold. Minimum PDH requirements are summarized in Table 1 below.

Table 1 Annual PDH Requirement

Certification Type	Minimum Annual PDH Requirement	In-Training Certification Type	Minimum Annual PDH Requirement
CPESC	8	CPESC-IT	4
CPSWQ	8	CPSWQ-IT	4
CESSWI	6	CESSWI-IT	3
CPMSM	8	CPMSM-IT	4
CPISM	8	CPISM-IT	4
CPIHH	3	QSM	4
CPSWI	6	NGICP	7

Any Certified Professional passing the certification exam will be awarded one (1) year's PDH requirement for the upcoming year. These PDHs cannot be used for carryover.

Carryover of PDHs from One (1) Renewal Period to the Next

If a Certified Professional exceeds the PDH requirement in a given renewal period, they may carry forward into the subsequent renewal period only, PDHs in an amount not to exceed their annual PDH requirement for the current annual renewal period. It is the responsibility of the Certified Professional to email ECI requesting that PDHs be carried over. Email the request to info@envirocert.org.

Reinstatement Program

Certified Professionals who allow their professional certification(s) to lapse due to failure to meet minimum annual PDH requirements or payment of renewal fees will be afforded the opportunity to reinstate their certification(s) through the Reinstatement Program. This program shall be followed as stated in ECI Reinstatement Policy. To participate in this program, Certified Professionals must notify ECI of their intent.

NOTE: Certified Professionals should always retain the required documentation for each PDH, and be prepared to produce said documentation if the Certified Professional is selected for an audit.

Professional Development Categories

ECI recognizes two (2) categories of professional development activities:

- General
- Volunteer work for ECI (must be approved by the BOD and can only be entered by ECI staff)

The remaining sections of this policy provide guidance to enable Certified Professionals to comply with professional development requirements. Each section defines the category, specifies general requirements, provides examples and non-examples of activities in that category, and describes the documentation required to claim credit for the activity.

PDH Values can be entered in increments of 0.1.

General Category

Definition

The General category includes;

- Continuing Education activities where Certified Professionals participate in learning events related to ECI certifications they hold. Learning events take place in a variety of formal or informal venues including independent studies. (See the Examples section below for guidance.) As learners, Certified Professionals must be actively engaged in gaining new information or refreshing existing knowledge through participation in the learning event.

- Learning Developer: A learning developer disseminates certification-relevant knowledge and/or skills training to groups or individuals during learning events. These learning events take place in a variety of formal or informal venues. (See the Examples section below for guidance.) To qualify, the learning-developer must actively engage in researching and preparing event content or delivering the content at the learning event. Learning Developer credit does NOT apply to full-time faculty preparation, research, and delivery of college course material.

- Learning Reviewer: A learning-reviewer actively engages in reviewing certification-relevant information for use in a variety of formal and informal learning events and publications. To qualify, the learning-reviewer must actively review and verify content against current and developing regulations, scientific advancements, and industry best practices, and provide substantive feedback to the provider.

- Author: An author leads the publication of a peer reviewed book, article, or other document which expands the body of technical knowledge on a subject related to the certification(s) held by the Certified Professional.   To qualify, the publication must undergo a rigorous peer review process and be published for distribution/use by the profession related to the certification.

General Requirements

Unless otherwise approved by ECI in writing, the following requirements shall be followed:

- Certified Professionals may acquire their entire annual PDH requirement from the General category.
- Only half of the annual PDH requirement can be completed through independent study courses and publications.
- Up to two (2) PDHs may be obtained from ethics related courses annually.
- Activities must provide substantive learning value to Certified Professionals engaged in these activities.

General Category Examples

<u>Continuing Education activities</u> include but are not limited to the following certification-relevant learning events:

- Participating in organized education/training events (conference, seminar, tour, field day, workshop, etc.)
- Participating in an online course or webinar
- Attending a college or university course
- Attending a technical sales presentation — in-depth discussion of technical topics required
- Engaging in independent or self-study (technical journals and other authoritative sources)

<u>Learning-developer activities</u> include but are not limited to the following certification-relevant learning events:

- Researching, preparing, and delivering education and training — first delivery only
- Delivering technical sales presentations — in-depth presentation of technical topics required — first delivery only

<u>Learning-reviewer activities</u> include, but are not limited to, the following certification-relevant learning events:

- Peer reviewing papers submitted for conference proceedings
- Peer reviewing a technical journal or
- Serving as a technical editor for a scientific book

<u>Author activities</u> include, but are not limited to, the following certification-relevant learning events:

- Authoring or co-authoring a book
- Receiving acceptance of a thesis or dissertation as part of completing a graduate degree program
- Writing (lead author) a paper accepted for conference proceedings, technical article, or a chapter of a book as noted above
- Writing (lead author) an article published in a refereed journal

General Category Non-Examples

Continuing Education activities do not include the following learning events:

- Participating in continuing education events where:
  - the content is not certification-relevant
  - only a cursory overview or review of topics is provided
- Attending sales presentations where the main focus is ordering vendor products
- Reading unrelated or questionable technical journals
- Learning from a mentor
- Daily job tasks

Learning-developer activities do not include the following learning events:

- Presenting training courses developed by others [whether certification-relevant or not (This includes ECI General Principles Review Courses)]
- Delivering a sales pitch
- Serving as a mentor to an aspiring or existing professional

Learning-reviewer activities do not include the following activities:
- Providing only a cursory review or feedback of technical content (whether certification-relevant or not)
- Serving on a conference agenda committee in which the only required role is selection of abstracts for conference presentation.

Author activities do not include the following activities:

- Writing a technical report or document
- Developing a SWPPP
- Writing a blog

Assigning PDH Values: General Category

Event Type	PDH Values
Continuing Education	
Organized education/training event	One (1) PDH per each contact hour in which they are actively engaged in the learning event
Independent/Self-Study	One (1) PDH per each hour of self-study (does not include form completion)
College/University/Military Course	Four (4) PDHs per credit awarded by university or college
Learning Developer	Two (2) times the quantity of PDHs available to Certified Professionals attending the training
Learning Reviewer	One (1) PDH per each reviewing activity (maximum of two (2) for each renewal period)
Author	Five (5) PDHs for book, thesis, or dissertation
	Three (3) PDHs for refereed journal article or book chapter
	One (1) PDH for technical article or paper in conference proceedings

REMINDER: PDH values must be entered in increments of 0.1.

Documentation

Acceptable documentation for General category activities varies depending on the nature of the event. Documentation must provide proof of participation and show the actual amount of time Certified Professionals were actively engaged in the event. The following examples show acceptable documentation for common events:

Continuing Education	Acceptable Documentation
Organized education/training event	Certificate of Participation OR Completed EnviroCert Learning Event Form
Self-Study	Completed EnviroCert Self Declaration Form
College Course	Copy of university or college transcript
Learning Developer	
Researching, preparing and delivering education and training	Completed EnviroCert Learning Event Form OR Event registration or agenda document showing instructor name
Learning Reviewer	
Reviewing, verifying and providing feedback	Letter of confirmation from the content provider
Author	
Authoring technical document	Citation of publication OR Copy of cover or first page of document showing authors name

To claim General Category PDHs, Certified Professionals must enter these activities into their account on the ECI CMS Portal. Supporting documents must be attached for each entry.

Volunteer work for ECI Category

General Requirements

- Certified Professionals may be awarded PDHs for volunteer work provided to ECI. The Chief Executive Officer (CEO) will submit each activity to the ECI Board of Directors for approval.
- The (CEO) will request ECI staff in writing to make all approved entries into this category and place request in the Candidate History of the Certified Professionals CMS portal.

Documentation

The CEO's written request will be accepted as documentation for volunteer work PDHs.

Related Documents

N/A

ECI Documents:

Learning Event Form
Self- Declaration Form

Other Documents:

N/A

Related Links:

https://envirocert.org/wp-content/uploads/PR-618.03_-Professional-Development-Hour_Self_Declaration_Form.pdf

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Appendix

None