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## PROFESSIONAL STANDARDS POLICY

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**Title:** Qualifying Work Experience for Profession Certifications

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**Notes:**

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### Policy Statement

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Qualifying working experience shall be measured and achieved as of the date of the application performed after earning a High School diploma or equivalent GED. All time shall be verified in writing by references, preferably by Professional Certificate Holder or Licenses Professional.

## **BACKGROUND**

ECI has assessed qualifying time on various metrics and schedules.

## **PURPOSE**

To provide fair and equitable guidelines for all parties in the planning and execution of applications, ECI has defined the time line by which the qualifying time shall be achieved.

## **APPLICABILITY**

This policy applies to all ECI certifications in the U.S. and U.S. Territories.

## **DEFINITIONS**

One (1) year: One year shall constitute 52 weeks of work time, not necessarily consecutively and may be cumulative over time. Weekly work accumulation time shall be based on an average 20 hours or greater for the given subject matter as it relates to the Certification. No additional weekly credit will be awarded for greater than 20 hours a week. No credit shall be awarded for time over 40 hours a week.

## **RESPONSIBILITY**

N/A

## **HISTORY**

N/A

## **UPDATES**

N/A

## **WEBSITE ADDRESS**

N/A

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## Procedures

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ECI Program Department

- Review all applications based on the date of the application.
- Ensure all References are submitted on ECI approved Reference Form(s) or on the CMS system.

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## Related Documents

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**ECI Documents:**

N/A

**Other Documents:**

N/A

**Related Links:**

N/A

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## Appendix

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N/A