PROFESSIONAL STANDARDS POLICY

Title:	APPLICATION EVALUATION STANDARDS		
Doc ID:	PS6012	**Date Established:**	December 2015
Revision:	0.01	**Date Last Revised:**	October 2022
Committee:	Professional Standards Committee	**Next Revision Review:**	October 2027
Written by:	C. Wilson, R. Anderson, S. Anderson	**Approved By:**	BOD
Notes:	This policy provides an explanation and standards for ECI to evaluate each Applicant		

Table of Contents

POLICY STATEMENT

EnviroCert International, Inc. (ECI) shall establish minimum education and work experience requirements for each of its certification programs to be used to evaluate applications.

BACKGROUND

ECI desires to implement a consistent and transparent process for evaluating applications for certification. Historically, each Certification council implemented their own evaluation process with the development of the certification. ECI re-structuring has led to the development of this policy to provide a uniform and consistent process for all programs.

PURPOSE

To assist applicants with understanding ECI certification requirements and how information they enter through the ECI Certification Portal is evaluated by ECI Application Reviewers.

APPLICABILITY

This policy applies to all applicants, In-Training certificate holders, and application reviewers.

DEFINITIONS

Applicant: A person who has applied or is in the process of applying for an ECI certification.

Application Reviewer: An employee or volunteer trained to review applications and requests for transition from In-Training to full certification.

Calculated Work Experience: The amount of work experience awarded for a given employer based on the Engagement Record Form. Total Calculated Work Experience is the sum of the individual Calculated Work Experience values for each employer.

Complete Application: An application that includes complete reference information, complete education, both high school and college (if applicable), and complete work history. All supporting documentation, including but not limited to explanations of background questions and transcripts has been provided.

Education Credit: Credit awarded for completion of formal education coursework and/or degrees. Transcripts are always required. Education credit awarded for coursework and/ or degrees varies by certification program. The application reviewer will review each degree and determine the degree that will earn the most education credit based on the Application Evaluation Policy. Maximum education credit will be given for one (1) degree at the highest credit allowed. See Appendix B for more information.

In-Training Certificate Holder: Any person who currently holds an In-Training certificate for an ECI certification. In-Training certificate holders do not meet requirements for full certification but do meet minimum requirements for In-Training. Currently, only CESSWI and CPESC programs offer In-Training certificates. See Appendix B for information about In- Training certificate requirements. ECI PS6011 presents guidelines for In-Training qualifications.

Net Credited Experience: The total amount of experience including qualifying work activities and recognized education credits needed to satisfy eligibility requirements for an ECI certification program. See Appendix A for a list of suggested qualifying work activities to be used in Engagement Record Form (Appendix A). See Appendix B for program eligibility requirements including net credited experience and education credits.

Non-Qualifying Degrees: Any degree other than a formal science, planning, or construction management degree. Applicants will be awarded one half-education credit for these degrees. Graduate level degrees will not receive additional credit if they are non- qualifying. Education credit awarded for degrees varies by certification program. See Appendix B for more information.

Professional Certificate Holder: Any person who currently holds an ECI certification.

Professional Licensure: Any person who currently holds an active Professional License issued by a state or federal governmental authority. Applicants who hold a professional licensure but not a degree will be awarded education credit based on the table in Appendix B.

Qualifying Degrees: Formal science, planning, and construction management degrees that are automatically awarded the maximum education credit for a given ECI certification program. Qualifying degrees and maximum education credit vary by certification program. Not all science, planning, and construction management degrees apply to every certification. See Appendix B for details.

Qualifying Work Activities: Work activities related to specific ECI certification programs. See Appendix C for a program specific list.

Related Training: Certification-related learning experiences such as workshops, field days and conference presentations.

Total Time Employed: The length of time (expressed in years) that an applicant worked for an employer.

RESPONSIBILITIES

Applicants

- Reporting relevant education and providing applicable supporting documents such as transcripts or equivalency documents
- Reporting work experience using an Engagement Record Form (Appendix A) for each employment position they want ECI to evaluate.

In-Training Certificate Holders

- Updating their work experience on the ECI portal to keep current with changing employers, changing positions within the company and assuming different responsibilities and work duties, etc.
- Notifying ECI when they feel additional work experience specified in their initial In-Training approval has been met within program requirements

Application Reviewer

Evaluating the education and work experience based on program eligibility requirements (see Appendix B) and the Procedures section in this policy.

HISTORY

For many years ECI distributed applications as paper-based forms as well as electronic PDF files. In late 2014, ECI released a beta version of its Certification Portal and discontinued use of these paper-based forms. The implementation of an online portal required ECI to examine our business practices and search for more consistent and effective method(s) for evaluating applications. This policy establishes a transparent and updated methodology, while also providing prospective applicants and other interested parties to see how we use the information entered by applicants.

UPDATES

This policy should be reviewed every two (2) years by the Professional Standards Committee and revised as necessary.

The Professional Standards Committee shall conduct an independent assessment and audit of staff procedures related to application evaluation procedures.

Funds shall be allocated to have application evaluation processes audited by a designated member(s) appointed, by the Professional Standards Committee to assess policies and procedures with or without notice. The Board will allocate funds and ensure that the Committee, or their appointed representative(s), perform(s) the necessary steps to ensure conformance. The results of the policy review should be presented in a formal report to the Board of Directors.

WEBSITE ADDRESS

None

PROCEDURES

ECI Application Reviewers shall follow the procedure outlined below when evaluating certification applications:

1. **Evaluate Fundamental Education**
   A. Verify High School or GED information has been provided (where no college education is claimed).

2. **Evaluate Professional Work Experience**
   A. For each employer:

      1) Review employer specific contact information for completeness

      2) Compute Total Time Employed as the difference between the start and end dates

      3) Compute the sum of the Qualifying Work Activities

   B. Compute Total Calculated Work Experience by adding all Calculated Work Experience from all employers

3. **Evaluate Post-Secondary Education (where applicable)**
   A. Degree awarded - transcript or ECI approved documentation of proof verified

      1) Determine if degree is recognized by the program – see Appendix B.

      2) If yes, award education credit based on program eligibility requirements.

      3) If no, award one half-education credit based on program eligibility requirements.

No degree and no transcript provided – no Education Credit awarded

4. **Evaluate Professional Licensure (where applicable)**
   A. Verify Professional Licensure information has been provided

   B. Verify Professional Licensure is active with state or federal registry

      1) If yes, award education credit based on program eligibility requirements.

      2) If no, – no Education Credit awarded

5. **Compute Net Credited Experience**

   A. Compute Net Credited Experience as the sum of Total Calculated Work Experience plus any Education Credit

   B. Compare Net Credited Experience with program eligibility requirements and send out appropriate notifications:

   - Approved for the full certification exam

   - Approved for the In-Training exam with a requirement for additional work experience before being approved for Part 2 of the exam
     NOTE: only CESSWI and CPESC have In-Training certificates at this time

   - Does not meet program eligibility requirements at this time, to Include in notifications what Net Credited Experience was awarded and what further Net Credited Experience is required

   - Approved for In-Training Certificate Holder to write Part 2 of the exam

   - Ask In-Training Certificate Holder to continue gaining work experience with a recommended date for the next evaluation

---

RELATED DOCUMENTS

ECI Documents

Website Certification Policies and Procedures

Policy PS6012.01-15 Application Evaluation

Policy PS6011.01-15 In-Training

Policy PS6003.01-14 Professional Development

Policy AD2008.01-15 Privacy

Other Documents

Related Links

APPENDICES

A. Engagement Record Form
B. Program Eligibility Requirements
C. Qualifying Work Activities

APPENDIX A – ENGAGEMENT RECORD FORM

APPENDIX B – PROGRAM ELIGIBILITY REQUIREMENTS

Secondary Education Requirement

All ECI certification programs require a High School Diploma or a GED (General Educational Development) credential.

Post-Secondary Education Credit

ECI automatically awards maximum Education Credit for Qualifying Degrees (science, planning, and construction management) as shown in the program-specific sections below. Transcripts are required.

Education Credit is awarded for non-qualifying degrees at the rate of one half a Qualifying Degree. Transcripts or ECI approved documentation are required.

Education credit may also be awarded for professional licensure without a degree. Verification of license is required. ECI reserves the right to review various state licensing not listed to determine applicability.

Multiple Degrees

The application reviewer will review each degree and determine the degree that will earn the most education credit based on the Application Evaluation Policy. Maximum education credit will be given for one (1) degree at the highest credit allowed.

Program Eligibility Requirements Summary Table

	CPESC	CPSWQ	CESSWI	CPMSM	CPISM
High School Diploma Required	Yes	Yes	Yes	Yes	Yes
College Diploma Required	No	No	No	No	No
Required Total Experience (min.)	7 years	7 years	3 years	5 years	7 years
Education Credit					
Associate** (Science, Planning, or Construction Management)	1 year / ½ year	1 year / ½ year	1 year / ½ year	1 year / ½ year	1 year / ½ year
No degree but Professional License (PE, LA, PG, PH)*	4 years	4 years	2.5 years	3 years	4 years
Bachelors Degree** (Science, Planning, or Construction Mgmt. areas)	4 years / 2 years	4 years / 2 years	2 years / 1 year	3 years / 1 ½ years	4 years / 2 years
Graduate (All of the above areas or Law)***	5 years	5 years	2 years	4 years	5 years
In Training Program	Yes	Yes	Yes	Yes	Yes
Required Total Experience (min.)	2 years	2 years	1 Year	2 years	2 years

  * ECI reserves the right to review various State licensing not listed to determine applicability

  ** Not all science, planning, and construction management degrees apply to every certification. Non-related degrees will be given half-credit

  *** Graduate degrees not in the sciences will not receive any additional credit above a Bachelors

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

APPENDIX C – QUALIFYING WORK ACTIVITIES

Qualifying Work Activities by Program

The following list shows qualifying work activities for all ECI certification programs. ECI recommends that all applicants review the following matrix as a guide to be used in describing key areas of their qualifying experience application submittal. Additional areas may be applicable and should be utilized as applicable.

1. General Experience

A. **General Erosion & Sediment Control (ESC) /Stormwater/MS4 Experience**
- Managing projects and activities
- Coordinating teams/clients/communications
- Supervising employees/teams/contracted work

B. **Regulations/Permitting (Development, Review & Approval)**
- NPDES Permits
- Environmental regulations/permits
- Environmental assessments/impact statements

C. **Site Planning Experience**
- Watershed/area-wide planning
- Resource inventory/map preparation/digitations

2. Inspection Related Experience

A. **Temporary ESC/Stormwater BMPs**
- Reading plans
- Installing and/or inspecting practices
- Writing inspection reports

B. **Permanent Erosion Control/Stormwater BMPs**
- Reading Plans
- Installing and/or inspecting practices
- Writing inspection reports

C. **MS4/Industrial Stormwater-Related Inspections**
- Review
- Inspecting practices
- Reporting findings

3. MS4 Experience

A. **MS4 Program Management**
- Coordinating communications
- Evaluating overall MS4 program effectiveness

B. **Public Outreach, Education and Participation**
- Implementing program elements
- Providing input on BMPs
- Reporting on Minimum Control Measures (MCMs) 1 and 2

C. **Illicit Discharge Detection and Elimination**
- Mapping
- Screening Outfalls
- Enforcement and compliance

D. **Construction Runoff Program**
- QA/QC site inspections
- Reviewing plans
- Approving projects
- Enforcement and compliance
- Administering MS4 construction permits

E. **Post-Construction Runoff Program**
- QA/QC site inspections
- Reviewing plans
- Approving projects

F. **Good Housekeeping and Pollution Prevention**
- Assessing facilities
- Training staff
- Implementing Stormwater Pollution Prevention Plans (SWPPPs)

G. **Other MS4-Related Experience**
- Managing an MS4 database
- Managing an MS4 program budget (includes providing input to budget)
- Preparing annual MS4 report

4. Erosion and Sediment Control (ESC) Design Experience

A. **ESC Plans Including Structural/Non-Structural ESC BMPs**
- Development
- Layout
- Review
- Approval
- Construction documentation preparation including construction detailing

B. **Soils**
- Soil amendment analysis/recommendations
- Soil evaluation/interpretation
- Soil survey/mapping

C. **Other ESC Experience**
- Land resource planning/analysis
- Pollutant transport analysis
- Sediment transport analysis

5. Stormwater Quality Design Experience

A. **Detention/Flow-Through/Non-Structural Stormwater BMPs**
- Development/design
- Layout
- Review
- Approval

B. **SWPPP (Stormwater Pollution Prevention Plan)**
- Development
- Review
- Approval
- Construction documentation preparation including construction detailing

C. **Drainage**
- Hydraulic modeling
- Hydrologic modeling
- Irrigation water management/design
- Site/environmental analysis
- Site drainage management/design

D. **Water Quality Monitoring/Modeling**
- Water quality analytical monitoring/assessment
- Pollutant load modeling

E. **Other Stormwater Quality-Related Experience**
- Stream restoration/fluvial geomorphology
- Channel stabilization
- Non-point source/water quality assessment

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