
PROFESSIONAL STANDARDS POLICY

Title:	STATE REPRESENTATIVE ROLES AND RESPONSIBILITIES		
Doc ID:	PS6015	Date Established:	August 2016
Revision:	0.01	Date Last Revised:	October 2022
Committee:	Professional Standards Committee	Next Revision Review:	October 2027
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Notes:	Guidelines for State Representative Duties		

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Policy Statement

State Representatives (SR) will coordinate and assist in the local (state-level) promotion of the certification programs of EnviroCert International, Inc. (ECI). SR's will provide support and communication with the local public and private sectors, as well as, general public and stakeholders to promote and enhance the mission of ECI professional certifications.

BACKGROUND

ECI created the Certification Committee upon dissolution of the certification councils in 2014. The role of the Certification Committee is to increase the awareness of the Certification Programs by promotion and outreach to Federal, State, and Local regulatory entities, as well as, to advocate for the advancement and enhancement of regulations and standards.

The committee will also provide the ECI Technical Committee and the Board of Directors (BOD) with up to date information on activities throughout the country to assist in keeping the certification programs current.

PURPOSE

This policy describes the SR's Roles and Responsibilities. These roles and responsibilities are subject to change by the BOD and the Certification Committee Executive Committee.

As representatives of ECI and the Certification Committee, SRs support ECI and its certification programs at the federal, state, and local level. They will report their activities to the RC's to keep ECI informed of local activities and support efforts.

SRs are expected to promote and facilitate communications between the Certified Professionals in their state and throughout the organization.

APPLICABILITY

This policy applies to all State Representatives.

DEFINITIONS

ECI Regions (Region): Areas of the United States which are concurrent with standard Federal Regions.

ECI Zone: A grouping of ECI Regions designated to facilitate coordination between the Certification Committee Vice-Chair and RCs. The eastern zone contains Regions 1, 2, 3, and 4. The central zone contains Regions 5, 6, and 7. The western zone contains Regions 8, 9, and 10.

Certification Committee: An ECI standing committee comprised of a Chair, Vice-Chairs/, Regional Coordinators, and a BOD designated Representative.

Certification Executive Committee: A subcommittee of the Certification Committee comprised of the Certification Committee Chair and the Vice-Chairs with executive powers granted by the BOD.

Certification Committee Chair: Individual appointed by the BOD to represent and oversee all Certification Committee activities.

Certification Committee Vice-Chairs: Individuals appointed by the BOD and Committee Chair to oversee Certification Committee activities within Zones

Regional Coordinator: An individual appointed by the Certification Committee Executive Committee to oversee Certification Committee activities within a specific region.

State Representative: An individual appointed by the Certification Committee to oversee Certification Committee activities, to represent their certification, and all ECI certification programs at the state and local level.

GOVERNANCE AND STRUCTURE

Regional Coordination

The following are the current ECI Regions and their respective states:

Region 1:	Connecticut Maine Massachusetts New Hampshire Rhode Island Vermont	Region 2:	New Jersey New York Puerto Rico US Virgin Islands
Region 3	Delaware District of Columbia Maryland Pennsylvania Virginia West Virginia	Region 4:	Alabama Florida Georgia Kentucky Mississippi North Carolina South Carolina Tennessee
Region 5:	Illinois Indiana Michigan Minnesota Ohio Wisconsin	Region 6:	Arkansas Louisiana New Mexico Oklahoma Texas
Region 7:	Iowa Kansas Missouri Nebraska	Region 8:	Colorado Montana North Dakota South Dakota Utah Wyoming
Region 9:	Arizona California Hawaii Nevada	Region 10:	Alaska Idaho Oregon Washington Pacific Islands (American Samoa, Guam, Northern Mariana Islands, Trust Territories)

Appointments of State Representatives

- SRs shall be appointed by the RC and Certification Committee every three (3) years. In large or high populated states there may be more than one SR for each certification.
- Where more than one SR is required for a given area for a given certification, the group shall constitute one vote.
- SRs may serve a maximum of two (2) consecutive terms. Appointments shall be on a calendar year basis and occur in the following order:
 - CPESC SRs initial appointment shall be for a four (4) year term, 2017-2020
Consecutive appointments shall be for a three (3) year term
 - CPSWQ and CPISM SRs initial appointment shall be for a three (3) year term, 2017-2019. Consecutive appointments shall be for a three (3) year term
 - CESSWI and CPMSM SRs initial appointment shall be for a two (2) year term, 2017-2018. Consecutive appointments shall be for a three (3) year term
 - If more than one SR is appointed for a certification the RC may, with the approval of the Certification Committee, stagger the appointments within the yearly schedule to provide consistency within the certifications
 - If a SR resigns during their appointed term the RC will appoint a new SR to complete the current term. The newly appointed SR will be eligible to be appointed to two consecutive terms if they serve less than one half (1/2) of the term they are appointed to fill
- All appointed SRs will be subject to Certification Committee approval. Approvals shall be granted to ensure consistency and support for ECI, while providing increased participation by new volunteers.

General Responsibilities

- Serve as the primary coordinator and point of contact between state and local jurisdictions and environmental organizations and the Regional Coordinator (and by extension the entire ECI organization) regarding the implementation of the vision and mission of the Certification Committee
- Maintain regular contact with the Regional Coordinator between regularly scheduled Certification Committee meetings
- SRs coordinate with their RCs and provide quarterly reports to the RC summarizing the details and activities of each state
- Disseminate information to all Certified Professionals in their state
- Participate in regional meetings with the Regional Coordinator and all State Representatives in their region on a quarterly basis, and as appropriate meetings within each individual state. These meetings will generally be via teleconference, but may at the discretion of the Certification Executive Committee be scheduled face to face
- Become acquainted with other State Representatives and Certified Professionals in their region

Specific Activities and Strategic Responsibilities

Given the magnitude and volume of work involved, it is expected that these tasks will be divided amongst various SR based on experience and interest.

1. PERMITTING: Monitor and Participate in State or Municipal Permits and Processes.

State Representatives monitor and track federally mandated state or municipal permits (Construction, Municipal, and Industrial/Multi-Sector) as well as state and local ordinances, laws, and regulations.

The State Representatives prepare and keep current, a contact list of regulators and individuals involved in the permit, ordinance, laws, and regulations process. The State Representatives will provide this list to the RC and ECI.

State Representatives monitor and track state, municipal or local recognition of ECI certifications in regard to employment requirements. The State Representatives will provide this list to the RC and ECI.

State Representatives coordinate with the RC and other State Representatives' comments on draft permits, ordinances, laws and regulations during the public comment process. SRs are encouraged to become actively involved in the stormwater permits, ordinances, laws and regulations and advocate on behalf of ECI.

SRs may participate in public hearings on behalf of ECI and advise the RC of pertinent changes to the permits, ordinances, laws and regulations, so that ECI can respond and provide necessary support.

2. STAKEHOLDERS: Promote EnviroCert within the Stormwater Community.

Promote all ECI certification programs within the environmental and stormwater community. To accomplish this the State Representatives must stay current on all ECI certification policies and procedures. This promotion includes, but is not limited to the following:

- Reach out to groups and organizations within the region and individual states
- Coordinate and interact with environmental stakeholders and institutions of higher learning
- Serve as ambassadors at conferences, trade shows and other related regional and state events

State Representatives prepare and keep current a list of groups, organizations, environmental stakeholders, institutions of higher learning, conferences, trade shows, and other related regional and state events. Provide the list to the RC with suggested promotional opportunities. Provide timely follow-up reports to the RC on outreach activities. Encourage individuals within these groups, organizations, environmental stakeholders, and institutions of higher learning to become certified and involved in ECI.

State Representatives shall attempt to schedule certification general principles reviews with a goal of at least one (1) general principles review course for each ECI certification each year in their state.

3. LOCAL GROUPS: Outreach to Organizations and Local Chapters for Synergy.

- State Representatives establish communications with target groups and leaders and attend and participate in group meetings
- State Representatives volunteer to lead and participate in outreach activities and events. Notify the RC of these outreach opportunities. Submit timely reports to the RC for posting on the ECI web page
- Coordinate outreach efforts with the RC through regular and positive postings on social media
- Actively participate in state and regional organizations and maintain contact with state and local regulatory agencies to promote the certification programs and related continuing education
- Encourage and promote regular communications between Certified Professionals and ECI registrants and applicants within their state

4. TECHNICAL EXPERTISE: Monitoring Customs and Practices of the State or Region.

- State Representatives monitor customs and practices of the region and each state and become familiar with these customs and practices. Examples include state, regional, or local design manuals, specialized details for specific measures, etc. The State Representatives will forward these customs and practices to the RC
- Gather technical information for the construction, municipal, and industrial certificate, State permits, as well as green sustainability techniques and literature used in each region, state or local community and provide to the RC
- State Representatives prepare summaries and briefs in regard to the federal mandated state or municipal permits (Construction, MS4, Industrial, and/or Multi-Sector) and how they relate to state and local ordinances, laws, and regulations

5. STATE OF THE ART PROMOTION: Promote and Develop Stormwater Expertise.

- State Representatives track, develop, and promote stormwater, erosion and sediment control, environmental inspection, and municipal stormwater operations and management expertise throughout the state.
- Identify unique expertise and skill sets of Certified Professionals within their state.
- Provide updates on technology advancements and unique Certified Professional expertise to the RC as requested.
- ECI encourages research and publication of articles by State Representatives that demonstrate exceptional technical competency. Each article should identify certifications/licenses held within the article. Forward these articles to the RC for posting on the ECI web page.

6. CLIENT SUPPORT: Provide Support to Applicants and Professional Registrants.

Guide applicants and certification candidates with assessing certification options and navigating the application and certification process.

Promote a sense of community within the entire ECI registry, to include but not limited to;

- Welcome messages to those recently certified
- Reach-out messages to registrants with at-risk certifications
- Regular email blast and social media postings containing information on:
 - i. Local PDH opportunities
 - ii. Encouragement of continued certification
 - iii. Solicitation for help with special projects
 - iv. Promotion opportunities
 - v. List of recently certified registrants and their certifications
 - vi. Recruiting of help with special projects
 - vii. Promoting service to ECI

Submit records of client service activities for their state using standard report templates provided by ECI.

UPDATES

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

WEBSITE

www.EnviroCert.org