
PROFESSIONAL STANDARDS PROCEDURE

Title: PROFESSIONAL CERTIFICATION APPLICATION AND DOCUMENT VERIFICATION STATUS

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Notes:

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BACKGROUND

The Certification Management System (CMS) uses statuses within the CMS system during application review and document verification.

PURPOSE

To clarify the meaning and definition of each status within the CMS used for application review and document verification.

APPLICABILITY

This policy applies to all ECI certification programs.

- CPESC® - Certified Professional in Erosion and Sediment Control™
- CPSWQ® - Certified Professional in StormWater Quality™
- CESSWI™ - Certified Erosion, Sediment and StormWater Inspector™
- CPMSM™ - Certified Professional in Municipal Stormwater Management™
- CPISM™ - Certified Professional in Industrial Stormwater Management™
- All future certifications

DEFINITIONS

Status – State or condition of a Certified Professionals certification with ECI.

RESPONSIBILITY

ECI Executive Director:

- Developing and maintaining the status definitions in consultation with the ECI Board of Directors (BOD)
- Providing ECI Staff with any revisions or modifications to the status definitions
- Providing the CMS provider with any revisions or modifications to the status definitions

ECI Staff:

- Update applicant's status during application review and document verification
- Assist Certified Professionals if Name Change Documentation has been submitted

Applicants / Certified Professionals:

- Upload document verification items required for application approval
- Upload document verification items if requesting a name change

HISTORY

The ECI BOD requested that status definitions be standardized for clarity purposes and use in the future.

UPDATES

This procedure should be reviewed every year by the Professional Standards Committee and revised as necessary.

WEBSITE

www.EnviroCert.org

Procedures

General

There are two (2) separate list of statuses within CMS for application review and document verification:

1. Application Review
2. Document Verification

The following shall be the established statuses and definitions within each list.

Application Review

New – An application profile has been created, but background questions and references have not been completed or the application paid for.

Unpaid – An application profile has been created and the background questions and references have been completed and submitted, but the application has not been paid for.

Payment Deferred – An application has been completed, but the application has not been paid for (typically, payment will be by check).

Pending Special Accommodations – A special accommodation request has been submitted with the application, but the application and the special accommodation request have not been approved.

Pending Staff Approval – Application has been completed, submitted, and paid for but has not been approved.

Ready for Scheduling – Application has been completed, submitted, paid for and has been approved, but the applicant has not scheduled their examination.

Confirmed – Application has been completed, submitted, paid for and has been approved, and the applicant has scheduled their examination but not taken the examination.

Finalized - Application has been completed, submitted, paid for and has been approved, the applicant has scheduled their examination, taken the exam, and passing scores have been posted in CMS (If an applicant does not pass the exam, their status reverts to Ready for Scheduling)

Withdrawn - Application has been withdrawn per the written request of the applicant.

Document Verification

N/A – No documentation has been submitted for review.

Pending – Documentation has been submitted but is waiting for staff review.

Approved – Documentation has been submitted, reviewed by staff and approved. If documentation is for a name change, staff will make the required change in CMS.

Rejected – Documentation has been submitted, reviewed by staff, found to be inadequate. And rejected.