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## PROFESSIONAL STANDARDS POLICY

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<b>Title:</b>	PROFESSIONAL CERTIFICATION EXAMINATION AVAILABILITY		
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## Policy Statement

To ensure that examinations are not compromised, ECI will maintain a high level of security. As part of this security ECI will limit the availability of the examinations to ECI sponsored events and approved on-line testing centers.

## BACKGROUND

In the past, ECI administered exams through the approved Trainers/Presenters and approved proctors. Due to this practice, the examinations may have been compromised. To enhance examination security, the BOD has determined that ECI will administer all exams either in person with ECI staff as proctors or through an approved on-line testing center.

## PURPOSE

To provide a methodology for administration of the professional certification examinations.

## 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

Program Department - ECI staff responsible for maintaining the professional certification programs

PSI - PSI Exams Online – approved on-line testing center

## RESPONSIBILITY

The ECI Technical Committee, Exam Subcommittee is responsible for:

- Developing and maintaining the examinations
- Providing the Program Department with any revisions or modifications to the examinations
- Providing PSI with any revisions or modifications to the examinations

The ECI Program Department is responsible for establishing and maintaining this policy including the following actions:

- Providing a secure storage location for all examinations with limited access to only those staff in the Program Department handling examinations
- Packing secure exam packets prior to shipping of any examination
- Proctoring all paper examinations
- Scoring and restocking all paper examinations used at ECI sponsored events
- Verifying applicants scheduling with PSI and providing PSI with approved list of examinees
- Maintaining current examinations received from the Technical Committee, Exam Subcommittee

Certified Professionals / Applicants are responsible for notifying the ECI Program Department of any irregularities concerning this policy

## **HISTORY**

The ECI BOD reviewed the past examination methodology used by ECI and directed that a more secure method for handling examinations be developed.

## **UPDATES**

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

## **WEBSITE**

[www.EnviroCert.org](http://www.EnviroCert.org)

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## **Procedures**

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### **General**

All examination scheduling shall run through the Program Department; this includes all International examinations.

As of 2017 all examinations shall be administered through PSI testing centers, except those paper exams at ECI sponsored events and Executive Director approved special events.

No parties other than ECI may host a conference event.

Approved Trainer/Presenters, except staff, shall not have access to the exams at any time. If an approved Trainer/Presenter is found to have access to the examinations, their approved status will be revoked immediately, and appropriate ethics procedures will be filed.

## **ECI Program Department**

The Program Department shall develop and maintain a secure storage location for all examinations. Only those staff members working with the examinations shall have access to this location.

Prior to any paper examinations being shipped those staff members working with the examinations will prepare secure exam packets.

Staff proctors shall follow the ECI Policy PS6001 when proctoring any examination.

Once examinations have been returned to the office, those staff working with the examinations shall score the examination and return them to the secure location using the established procedures.

PSI examinations shall be reviewed for completeness and forwarded to PSI per established procedures.

Authorized staff shall post the examination results within the applicant's profile.

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## **Related Documents**

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### **ECI Documents:**

PS6001 – Exam Proctors Policy

### **Other Documents:**

N/A

### **Related Links:**

**N/A**

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## Appendix

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N/A