
PROFESSIONAL STANDARDS POLICY

Title:	APPROVED TRAINER/PRESENTER REINSTATEMENT POLICY		
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Policy Statement

This policy provides a standardized basis for allowing approved Trainers/Presenters who have let their EnviroCert International, Inc. (ECI) approval to present ECI Review Courses expire to reinstate and to continue as a Trainer/Presenter.

BACKGROUND

The ECI Board of Directors (BOD) requested a standardized procedure for reinstatement of ECI approved Trainers/Presenters.

PURPOSE

ECI recognizes that approved Trainers/Presenters from time to time, due to unforeseen circumstances, allow their ECI approval to present ECI Review Courses to expire. This policy provides a standardized method to have an ECI Trainer/Presenter reinstated.

APPLICABILITY

This policy applies to all ECI approved Trainers/Presenters.

DEFINITIONS

Approved Status – The Trainer/Presenter is current in PDHs, certification renewals, Trainer/Presenter renewal, Trainer/Presenter agreements, and has presented an ECI Review Course within the last year.

Expired Status – The Trainer/Presenter is not current in PDHs, certification renewals, Trainer/Presenter renewal, Trainer/Presenter agreements, and/or has not presented an ECI Review Course within the last year. To have their Trainer/Presenter approval reinstated they must go through the ECI Trainer/Presenter reinstatement process.

RESPONSIBILITY

The ECI Professional Standards Committee is responsible for establishing and maintaining this policy.

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

- Review all requests for Trainer/Presenter reinstatement and shall email the Trainer Sub-Committee the results of their review
- Notify the Trainer/Presenter with the decision of the Trainer Sub-Committee

Trainer Sub-Committee is responsible for reviewing all requests for Trainer/Presenter reinstatement and notify the Program Department of their decision.

Trainer/Presenters are responsible for:

- Requesting reinstatement in writing (email acceptable) to Program Department
- Completing a Trainer/Presenter application and payment of all application fees. The Trainer/Presenter reinstatement application does not require additional reference letters.

HISTORY

In the past once, an approved Trainer/Presenter failed to pay renewal fees or sign the required Trainer/Presenter paperwork they were dropped from the approved Trainer/Presenter list. To be reapproved as a Trainer/Presenter the certified professional would need to reapply for approval. The BOD has requested that a standing policy be developed to allow reinstatement on a continual basis.

UPDATES

This policy should be reviewed every four (4) years by the Professional Standards Committee and revised as necessary.

WEBSITE

www.EnviroCert.org

Procedures

There are three (3) options for reinstatement/reapproval.

1. If the Trainer/Presenter has been inactive and expired as a Trainer/Presenter for over two (2) years from their last renewal date, they will need to start the application process and complete it as a new applicant.
2. ECI has established the following requirements and procedures for those eligible for Trainer/Presenter reinstatement:
 - a. The expired Trainer/Presenter must notify the Program Department in writing of their request to have their Trainer/Presenter approval reinstated (email acceptable).
 - b. The Program Department shall review each request and forward the expired Trainer/Presenter a current Trainer/Presenter application.
 - c. The Trainer/Presenter shall complete the application minus the reference letters and send it along with the application fee (non-refundable) to the ECI Program Department for review.
 - d. The Program Department shall review the application for completeness, and once complete, forward the application to the Trainer Sub-Committee for review.
 - e. The Trainer Sub-Committee shall review the application and inform the ECI Program Department of their decision.
 - f. The Program Department shall notify the Trainer/Presenter of the Trainer Sub-Committee decision, and if approved, send the required Trainer/Presenter agreements.
 - g. Once the completed/signed required Trainer/Presenter agreements are received, the Program Department will add the Trainer/Presenter to the approved Trainer/Presenter list.
3. If the Trainer/Presenter feels that there has been a hardship beyond their control, they may appeal to the ECI Board of Directors:
 - a. The expired Trainer/Presenter must notify the Program Department in writing of their request to have their Trainer/Presenter approval reinstated (email acceptable). Within this request they must explain the hardship that caused their approval to lapse.

- b. The Program Department shall review each request and forward the request to the Executive Director.
- c. The Executive Director shall review the request, and if applicable, forward it to the Trainer Sub-Committee. If the Executive Director feels the request is not applicable, they will notify the Program Department who will then notify the expired Trainer/Presenter of their options.
- d. If the Executive Director forwards the reinstatement request to the Trainer Sub-Committee, the Trainer Sub-Committee shall review the application and inform the Program Department of their decision.
- e. The Program Department shall notify the Trainer/Presenter of the Trainer Sub-Committee decision, and if approved, send the required Trainer/Presenter agreements.
- f. Once the completed/signed required Trainer/Presenter agreements are received the Program Department will add the Trainer/Presenter to the approved Trainer/Presenter list.

Related Documents

ECI Documents:

Trainer/Presenter Application

Other Documents:

N/A

Related Links:

N/A

Appendix

N/A