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## PROFESSIONAL STANDARDS POLICY

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<b>Title:</b>	APPROVED TRAINER/PRESENTER REINSTATEMENT POLICY		
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<b>Written by:</b>	C. Wilson	<b>Approved by:</b>	BOD

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

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## Procedures

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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.

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## Related Documents

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### ECI Documents:

Trainer/Presenter Application

### Other Documents:

N/A

### Related Links:

N/A

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## Appendix

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N/A