



EnviroCert International, Inc. Qualified Presenter/Trainer Application

Name: _____

Mailing Address: _____

State/Province: _____ Zip Code: _____

Country: _____ Phone: _____ email: _____

Applicants must submit supporting documentation as proof of meeting the following requirements.

ECI Certifications: Applicant must have held the certification they are applying to present/train for a minimum of one (1) year, in good standing, and be current with all ECI certifications held.

CPESC # _____ CPSWQ # _____ CESSWI # _____ CPMSM # _____

CPISM # _____ QSM # _____ NGICP # _____

Other Certifications and Licenses:

Education: Applicant must hold a High School or equivalent education. Please provide the following information:

High School or Equivalent

Bachelor's Degree

Graduate Degrees



Professional Experience: Applicant must have, at a minimum, five (5) years of professional experience in the erosion and sediment control, stormwater, and/or environmental fields. Please provide the name of the employer, the date started, the date ended if applicable, and primary duties. Please use additional sheets as needed.

Specialized Training: Please list any specialized training you have received in the field related to the certification you are applying to present/train. Please use additional sheets as needed.



Presentation/Training Experience: Applicant must have a minimum of forty (40) hours of adult education experience in a technical field. Please list the presentation/training, dates of the presentation/training, the number of hours, and a brief description of the presentation or training. Please use additional sheets as needed. Depending on experience, an applicant may be required to work with another qualified ECI Trainer as part of the approval.

Publications and Articles Authored: Please list the name of the publication or article, the date it was published, and the publication it was published in.



Letters of Reference: Please provide two (2) Letters of Reference and attach.

Additional Documents: Please read the ECI Code of Ethics and Professional Conduct, Appendix 1, and the US and International Presenter/Trainer Code of Conduct, Appendix 2, and sign the following signature forms and return them with your application.



APPENDIX 1

Link to the ECI Code of Ethics and Professional Conduct, [PS 6013.02 Code of Ethics and Professional Conduct](#)

Review and Agreement of the Code of Ethics and Professional Conduct for EnviroCert International Inc.

My signature on this form acknowledges that I have thoroughly reviewed and understand the Code of Ethics and Professional Conduct Policy (PS6013.02-16).

I further acknowledge and agree to strictly adhere to the terms and conditions set forth in the Code of Ethics and Professional Conduct Policy (PS6013 latest version). By signing this Agreement, I understand that if any breach of these terms and conditions occur, I am required to immediately resign as a Presenter/Trainer and may be subject to ethics violation that may involve revocation of my Professional Certification(s) and will be subject to any and all causes of actions and available legal remedies including damages that are affordable by law.

Name

Date

Review by Executive Committee Representative

Name: Robert W. Anderson
Director

Date

File: Board Retention Records

APPENDIX 2

US AND INTERNATIONAL PRESENTER/TRAINER CODE OF CONDUCT

All EnviroCert International, Inc. (ECI) Approved Presenters/Trainers will be required, as a condition of the approval process, to review and agree to strictly abide by this Code of Conduct which supplements ECI PS6013. This Code of Conduct is a supplement to the Master Agreement that is accompanying this document. Any breach of this Code will be considered, at the sole discretion of ECI, a material breach and grounds for suspension or termination of presenting/training privileges, under the terms of the Independent Contractor Presenter/Trainer Master Agreement (“Agreement”).

1. EVENT SCHEDULING

- 1.1. Organizations and other potential partners may approach ECI to “partner” with ECI for Review events. These events will be reviewed on a case-by-case basis and will be approved at the sole discretion of ECI.
- 1.2. This will involve a process to allow ECI time to verify venue costs, availability, and acceptability.
- 1.3. The event shall be hosted in a business setting. The venue should be comfortable and accessible to all attendees. In case of an emergency, the location should provide the necessary protection and assure public health and safety.

2. AGREEMENTS AND ADVERTISING

- 2.1. All registration for Review sessions will be coordinated by and through ECI.
- 2.2. All website references to ECI events are subject to approval by ECI. Any ECI comments about website content, should be addressed by Presenter/Trainer/Host as soon as possible.

- 2.3. Do not use logos for ECI certifications that you do not personally hold unless authorized in writing by ECI.
- 2.4. Never express or imply that ECI will advertise/hold a free review or exam event. This implies sponsorships that could potentially jeopardize ECI's independent non-profit status. If a Presenter/Trainer chooses to donate their time, venue, or both, it should be made clear to all parties and the earnings will allow EnviroCert to host events in areas that are not currently served.
- 2.5. Presenter/Trainer shall not participate in proctoring for exams. Whenever possible, Presenters/Trainers should provide the participants with information for the ECI webpage for information on scheduling an Exam.

3. EVENT LOGISTICS

- 3.1. If a potential client wishes to register for an event after the registration deadline, have them contact ECI to check feasibility. Additional fees for express shipping (if required) will depend on the timing.
- 3.2. Arrive at the Review room at least 30 minutes prior to the advertised start time for each day of each event to ensure the Audio-Visual (AV) and other resources are setup correctly.
- 3.3. Ensure all participants are provided the necessary orientation regarding exits, restroom accommodations, and other pertinent information.
- 3.4. Never have event attendees assist in setting up the tables and chairs.

4. TRAINER INFORMATION

- 4.1. Presenters/Trainers will be provided access to updated presentation information in the trainer forum. Presenters/Trainers are not permitted to modify, alter, or change ECI information. Such activities are hereby considered a copyright infraction.
- 4.2. Presenters/Trainers are prohibited from distribution, selling, or otherwise participating in supplemental materials, guidebooks, classes, or for-profit development of ECI exam targeted materials of a similar nature.

- 4.3. Presenters/Trainers shall not discuss test questions or provide sample quizzes.
- 4.4. As a Presenter/Trainer, you hereby agree and are mandated to participate in annual re-orientation classes for each certification approved to provide training for when required.
- 4.5. Presenters/Trainers are prohibited from marketing or promoting their company or business relationships that would result in direct or even remote gains.

5. BASIC PROFESSIONAL BEHAVIORS

- 5.1. Be proactive and professional in all communications with clients (students) and ECI.
- 5.2. All Presenters/Trainers shall conduct themselves professionally with a positive attitude. Within the bounds of ECI prescribed ethics and codes of conduct, assist the clients (students).
- 5.3. Any conduct by a Presenter/Trainer that is deemed to fall below the standards described above, based on the sole evaluation and discretion of ECI, shall be a basis for termination of the Presenter/Trainer Agreement between ECI and the Presenter/Trainer.
- 5.4. The Presenter/Trainer is responsible for preparing to present the slides as provided by ECI. If you have trouble presenting or understanding the content for sections or particular slides, it is your responsibility to seek guidance from the ECI.
- 5.5. Presenters/Trainers shall avoid criticizing ECI slides, the General Principles Review Manual, the General Principles Presentation, or the Training Review Manuals content. If issues or questions arise during an event, note it and report it to ECI Staff to allow them to address accordingly.
- 5.6. Do not engage students with the intent to sell additional services or selling services to pass the ECI exam.
- 5.7. Dress professionally (business casual or better) when presenting reviews or trainings.

6. ETHICS AND CONDUCT WITH OTHER TRAINERS

- 6.1. The ECI Code of Ethics and Professional Conduct applies to every aspect of conduct as a Presenter/Trainer.
- 6.2. There are no real or implied territorial rights for Presenters/Trainers and events.
- 6.3. Presenters/Trainers are expected to participate in potential co-presenting and/or Presenter/Trainers mentoring events. Failure to cooperate will result in a suspension or termination of Presenter/Trainer privileges.
- 6.4. Presenter/Trainers will be required to review and sign this Code of Conduct as part of re-orientation on an annual basis or as required for updates.

7. PRESENTER/TRAINER DECLARATION

My signature on this Code of Conduct provides my express agreement to strictly adhere to the terms and conditions set forth herein. By signing, I understand that if any breach of these terms and conditions occur, I am required to immediately resign any and all involvements as a Presenter/Trainer or may be subject to disciplinary actions including termination of training privileges, at the sole discretion of ECI. Further, under the obligations set forth in the Master Agreement, I will be subject to any and all causes of actions and available legal remedies including damages that are affordable by law.

Name:

Date

Review by Executive Committee Representative

Name: Robert W. Anderson
Director, EnviroCert Board of Directors

Date

File: Board Retention Records