

---

## ADMINISTRATION POLICY

---

<b>Title:</b>	CERTIFICATION COMPLETION TIMELINE		
<b>Doc ID:</b>	AD2004	<b>Date Established:</b>	4/30/2015
<b>Revision:</b>	0.02	<b>Date Last Revised:</b>	10/10/2016
<b>Committee:</b>	Administrative	<b>Next Revision Review:</b>	4/30/2019
<b>Written by:</b>	C. Wilson; M. Parry and R. Anderson	<b>Approved by:</b>	BOD

**Notes:** Provides specific timelines for applicant to complete certification. Rev. 0.02 provides no time limits between the application approval and sitting for the examination with certain conditions.

---

### Table of Contents

---

POLICY STATEMENT	1
Background	2
Purpose	2
Applicability	2
Responsibility	2
History	2
Updates	2
Website Address	2
PROCEDURES	2 - 3
RELATED DOCUMENTS	3

## **Policy Statement**

---

Once approved, the application approval shall remain in effect with no expiration date, unless revoked by ECI. All Applicants are encouraged to take the certification examination within one (1) year of obtaining an approved application from EnviroCert International, Inc. (ECI). Approved applicants may be required to provide additional proof of currency of practice or other questions, if time delays between the approval and sitting for the examination.

### **BACKGROUND**

ECI has experienced a high number of applicants extending their approval for multiple years. ECI wants to ensure that once approved, applicants are maintaining professional experience and education in their respective fields.

### **PURPOSE**

This policy establishes a time line for obtaining authorized ECI certification(s). In order for an application to remain relevant, certifications must be obtained within a reasonable time period.

### **APPLICABILITY**

This policy applies to applicants for all EnviroCert certifications.

### **RESPONSIBILITY**

Applicant

- To schedule and sit for the certification examination within one (1) year of the date of authorization, or as soon as possible.
- To obtain In-Training or full certification status within a reasonable time frame.
- Ensure ECI records are maintained and kept current.
- Notify ECI of any issues that may result in violations of the Code of Conduct or Ethics (PS 6013).

## **Procedures**

---

All applicants shall update their records on the ECI CMS system to ensure the records reflect their current status.

Submit a written letter to ECI of any issues that may result in violations of the Code of Conduct or Ethics (PS 6013) or any situations that were relevant to the questions asked on the ECI application for professional certification.