EnviroCert International, Inc.

Professional Development Hours Policy

Title: **PROFESSIONAL DEVELOPMENT HOURS**

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Committee:	Professional Standards Committee	**Next Revision Review:**	2/26/17
Written by:	Professional Development Subcommittee	**Approved by:**	BOD

Notes: PDH Policy revised by the BOD (12/5/2015).   This updated Policy is in effect March 1, 2016 but existing certified professionals may complete their current PDH cycle under the October 6, 2014 policy. New certified professionals will adhere to this Policy immediately.

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Policy Statement

EnviroCert International, Inc. (ECI), through its family of certifications, serves the public trust by providing programs that certify qualified environmental professionals in a variety of fields. ECI recognizes that the technical field served by each certification program is constantly evolving to adapt to developing regulations, scientific advancements, and best practices.

To ensure that individuals certified by ECI maintain a sufficient level of ethical and technical competency within their respective professions, ECI requires its certified professionals to demonstrate a continuing level of professional competency through regular participation in professional development activities.

ECI certification Professional development activities begin upon issue of the professional certification.

BACKGROUND

Each certification council, as the certification was developed, established a continuing education program consisting of Professional Development Units. This policy contained four categories and was very confusing to the certified professionals. The BOD requested that a Professional Development Committee be formed to revise and clarify the outdated program.

PURPOSE

To provide a continuing education program to ensure all ECI certified professionals maintain a sufficient level of ethical and technical competency within their respective professions

APPLICABILITY

This policy applies to all ECI certification programs.

- CPESC® - Certified Professional In Erosion and Sediment Control™
- CPSWQ® - Certified Professional In Storm Water Quality™
- CESSWI™ - Certified Erosion, Sediment and Storm Water Inspector™
- CPMSM™ - Certified Professional in Municipal Stormwater Management (formally CMS4S)
- All future certifications

DEFINITIONS

PDH - Professional Development Hour

PSC - Professional Standards Committee

RESPONSIBILITY

The ECI Professional Standards Committee (PSC) is responsible for establishing and maintaining this policy including the following actions:

- Specifying a standard professional development period of one (1) year for all certification programs
- Assigning standard professional development hour (PDH) values for professional development activities
- Overseeing and assisting with professional development audits

The PSC is also responsible for establishing minimum annual PDH requirements for each certification program that are based on standard PDH values. Additionally, the PSC is responsible for the following actions:

- Recommending competency areas for professional development activities for the certified professionals
- Resolving professional development audit issues

Certified professionals are responsible for managing their professional development by:

- Knowing professional development requirements for each ECI certification they hold
- Engaging in activities that satisfy professional development requirements for each ECI certification held
- Maintaining professional development records including documentation as shown in this policy
- Complying with professional development audit requirements (Audit policies are available on the ECI website)
- Reporting professional development activities through the ECI Certification Management System (CMS) portal (https://envirocertintl.useclarus.com)

HISTORY

The Professional Standards Committee issued a revised Professional Development Hour policy on October 6, 2014. A year after implementation the committee released a survey of certified professionals and as a result of the survey responses are issuing this revised Professional Development Hour policy.

Procedures

How We Measure Professional Development Activities

The measuring unit used by ECI to quantify professional development activities is the Professional Development Hour (PDH). One (1) PDH is defined as one contact hour of instruction, presentation or study in which recipient of the PDH is an active observer or participant.

Annual Professional Development Requirements.

Certification holders are responsible to participate in activities within their annual renewal period that satisfy the requirements for each certification they hold. Minimum PDH requirements are summarized in Table 1 below.

Table 1 Annual PDH Requirement

	CPESC		CPSWQ		CESSWI		CMS4S	
Certification Type	Full	IT	Full	IT	Full	IT	Full	IT
Minimum Annual PDH Requirement	8	4	8	4	6	3	8	4

Carryover of PDHs from One Renewal Period to the Next

Certified professionals who obtain more PDHs than required during a given renewal period may carry over the extra PDHs to the immediate next renewal period in an amount not to exceed their annual PDH requirement. It is the responsibility of the certified professional to request a carryover in writing (email) with the ECI Technical Director. The Technical Director will determine PDHs available for carryover and make an entry into the certified professionals CMS portal of the available PDHs up to the amount of one PDH cycle. PDHs carried over are for the original category and are not eligible to be carried forward a second time. The Technical Director entry shall be entered into Category C.

Makeup Program

Certified professionals who fail to meet minimum annual PDH requirements will be afforded the opportunity to make up PDHs for the renewal period for which they are delinquent. The

delinquent PDHs must be completed within the immediate following renewal period. The makeup PDHs are in addition to the normal PDHs required for their current renewal period.

To participate in this program, certified professionals must notify the Technical Director of their intent. A fee of $100 will be accessed. Certified professionals must submit a completed and signed PDH Recertification Worksheet (found on the web page) before the end of their current PDH period. Certified professionals must also enter the makeup PDHs in their account on the ECI CMS Portal.

PDHs gained under the program will be credited to the makeup renewal period first. Any remaining PDHs will then be applied to the current renewal period. Once the PDH requirement for the makeup period has been met, certified professionals shall notify the Technical Director that their back PDH requirement has been completed. The Technical Director shall then verify makeup PDHs and note in the portal that the makeup program has been completed.

NOTE: Certified professionals should always retain the required documentation for each PDH, and be prepared to produce said documentation if the certified professional is selected for an audit.

Professional Development Categories

ECI recognizes two (2) categories of professional development activities:

- Continuing education
- Learning developer, reviewer, or author

Two additional categories will be available for Technical Director entry only:

- Carryover and/or Makeup
- Volunteer work for ECI (must be approved by the BOD)

The remaining sections of this policy provide guidance to enable certified professionals to comply with professional development requirements. Each section defines the category; specifies general requirements; provides examples and non-examples of activities in that category; and describes the documentation required to claim credit for the activity.

Please Note: Some professional development activities may logically fit under more than one category. In such cases, certified professionals must choose and list the activity under only

one category. Certified professionals are not allowed to claim credit for a single activity under multiple categories. PDH values must be rounded to the nearest hour.

Category A: Continuing Education

Definition

The continuing education category includes activities where certified professionals participate in learning events related to ECI certifications they hold. Learning events take place in a variety of formal or informal venues. (See the Examples section below for guidance.) As learners, certified professionals must be actively engaged gaining new information or refreshing existing knowledge through participation in the learning event.

General Requirements
- Certified professionals must acquire a minimum of 30% of their annual PDH requirement from Category A activities.
- Certified professionals may acquire their entire annual PDH requirement from Category A.
- Activities must provide substantive learning value to certified professionals.

Category A Examples
- Participating in organized education/training events (conference, seminar, tour, field day, workshop, etc.)
- Participating in an online course or webinar
- Attending a college or university course
- Attending a technical sales presentations — in-depth discussion of technical topics required
- Engaging in self-study (technical journals and other authoritative sources)

Category A Non-Examples
- Participating in learning events where:

  o   the content is not certification-relevant
  o   only a cursory overview or review of topics is provided

- Attending sales meetings where the main focus is ordering vendor products
- Reading unrelated or questionable technical journals
- Learning from a mentor

Assigning PDH Values: Learning Events

Learning Event Type	PDH Values
Organized education/training event	• 1 PDH per each contact hour in which they are actively engaged in the learning event
Self-Study	• 1 PDH per each hour of self-study (does not include form completion)
College Course	• 4 PDHs per credit awarded by university or college

Documentation

Acceptable documentation for Category A activities varies depending on the nature of the learning event. Documentation <u>must</u> provide proof of participation and show the actual amount of time certified professionals were actively engaged in the learning event. The following examples show acceptable documentation for common learning events:

Learning Event Type	Acceptable Documentation
Organized education/training event	• Certificate of Participation OR • Completed EnviroCert Learning Event Form
Self-Study	• Completed EnviroCert Self-Study Form
College Course	• Copy of university or college transcript

To claim Category A PDHs, certified professionals must enter these activities into their account on the ECI CMS Portal. Supporting documents must be attached for each entry.

Category B: Learning Developer, Reviewer, or Author

Definitions

<u>Learning Developer</u>: A learning developer disseminates certification-relevant knowledge and/or skills training to groups or individuals during learning events. These learning events take place in a variety of formal or informal venues. (See the Examples section below for guidance.) To qualify, the learning-developer must actively engage in <u>researching</u> and <u>preparing</u> event content or <u>delivering</u> the content at the learning event. Any learning event which qualifies for credit under Category A for the participant also qualifies as credit for the developer under Category B.

<u>Learning Reviewer</u>: A learning-reviewer actively engages in reviewing certification-relevant information for use in a variety of formal and informal learning events and publications. To qualify, the learning-reviewer must actively <u>review</u> and <u>verify</u> content against current and developing regulations, scientific advancements, and industry best practices; and <u>provide</u> substantive feedback to the provider.

Author: An author leads the publication of a peer reviewed book, article, or other document which expands the body of technical knowledge on a subject related to the certification(s) held by the certified professional. To qualify, the publication must undergo a rigorous peer review process and be published for distribution/use by the profession related to the certification.

General Requirements

Activities must provide substantive learning value to certified professionals engaged in these activities.

Examples

Learning-developer activities include but are not limited to the following certification-relevant learning events:

- Researching, preparing and delivering education and training — first delivery only
- Delivering technical sales presentations — in-depth presentation of technical topics required — first delivery only

Learning-reviewer activities include but are not limited to the following certification-relevant learning events:

- Peer reviewing papers submitted for conference proceedings
- Peer reviewing a technical journal or
- Serving as a technical editor for a scientific book

Author activities include but are not limited to the following certification-relevant learning events:

- Authoring or co-authoring a book
- Receiving acceptance of a thesis or dissertation as part of completing a graduate degree program
- Writing (lead author) a paper accepted for conference proceedings, technical article, or a chapter of a book as noted above
- Writing (lead author) an article published in a refereed journal

Non-Examples

Learning-developer activities do not include the following learning events:

- Presenting training courses developed by others (whether certification-relevant or not (This includes ECI General Principles Review Courses))
- Delivering a sales pitch
- Serving as a mentor to an aspiring or existing professional

Learning-reviewer activities do not include the following activities:

- Providing only a cursory review or feedback of technical content (whether certification-relevant or not)
- Serving on a conference agenda committee in which the only required role is selection of abstracts for conference presentation.

Author activities do not include the following activities:

- Writing a technical report or document
- Developing a SWPPP
- Writing a blog

Assigning PDH Values

Learning Event Type	PDH Values
Learning Developer	• Two times the quantity of PDHs available to certified professionals attending the training
Learning Reviewer	• 1 PDH per each reviewing activity (maximum of two (2) for any renewal period)
Author	• 5 PDHs for book, thesis, or dissertation • 3 PDHs for refereed journal article or book chapter • 1 PDH for technical article or paper in conference proceedings

REMINDER: PDH values must be rounded to the nearest half hour.

Documentation

Acceptable documentation for Category B activities varies depending on the nature of the learning event. Documentation must provide proof of participation and show the actual amount of time the certified professional was actively engaged in the learning event. The following examples show acceptable documentation for common learning events:

Learning Developer Activity	Acceptable Documentation
Researching, preparing and delivering education and training	• Completed EnviroCert Learning Event Form OR • Event registration or agenda document showing instructor name

Learning Reviewer Activity	Acceptable Documentation
Reviewing, verifying and providing feedback	• Letter of confirmation from the content provider

Author Activity	Acceptable Documentation
Authoring technical document	• Citation of publication OR • Copy of cover or first page of document showing authors name

To claim Category B PDHs, certified professionals must enter these activities into their account on the ECI CMS Portal. Supporting documents must be attached for each entry.

Category C: Carryover and/or makeup programs

General Requirements
- Certified professionals must contact the Technical Director in writing (email acceptable) to be entered into either program.
- Technical Director will make all entries into this category and place request in the Candidate History of the certified professionals CMS portal.

Documentation

Documentation from original entry will be accepted as documentation for carryover PDHs.

Category D: Volunteer work for ECI

General Requirements
- Certified professionals may be awarded PDHs for volunteer work provided to ECI. The Executive Director will submit each activity to the ECI Board of Directors for approval.
- The Executive Director will request the Technical Director in writing to make all approved entries into this category and place request in the Candidate History of the certified professionals CMS portal.

Documentation

The Executive Directors written request will be accepted as documentation for volunteer work PDHs.

Related Documents

N/A

ECI Documents:

Learning Event Form
Self Study Form

Other Documents:

N/A

Related Links:

http://www.envirocertintl.org/resources/profDevForms.asp

Appendix

None