
PROFESSIONAL STANDARDS POLICY

Title:	IN-TRAINING CERTIFICATION STATUS		
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Written by:	C. Wilson, R. Anderson, S. Anderson	Approved by:	BOD
Notes:	Establishes an In-Training Certification for all Programs		

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Policy Statement

EnviroCert International, Inc. (ECI) will provide an In-Training (IT) certification level for Applicants that do not currently meet the full certification requirements. The Professional In- at this level receives increased status but cannot take personal responsibility as a fully certified certificate holder. This status is to recognize the qualifications and specializations of an individual that has yet to achieve the full qualifications of the Professional Certifications.

BACKGROUND

ECI recognizes that not all applicants meet requirements for full certification. In an effort to provide recognition to these individuals, the In-Training Certification will provide a method for individuals to become certified prior to obtaining required experience and/or education for full certification.

PURPOSE

An In-Training level certification will allow the Professional In-Training to inform and demonstrate to others in their respective field their level of training and expertise. This status is to be considered a stepping-stone to full certification and an avenue for In-Training Professionals to obtain the necessary mentoring. This includes access to the network of ECI Certified Professional that can provide advice and career assistance.

APPLICABILITY

This policy applies to all EnviroCert Certifications and Applicants thereof that do not meet the required experience and/or education for full certification.

DEFINITIONS

Applicant: A person who has applied or is in the process of applying for an ECI certification.

Application Reviewer: An employee or volunteer trained to review applications and requests for transition from In-Training to full certification.

Calculated Work Experience: The amount of work experience awarded for a given employer based on the Total Time Employed as adjusted by the Percent of Full-Time factor multiplied by the sum of the work experience percentages entered by the applicant. Total Calculated Work Experience is the sum of the individual Calculated Work Experience values for each employer.

Complete Application: An application that includes complete reference information, complete education, both high school and college (if applicable), and complete work history. All supporting documentation, including but not limited to explanations of background questions and transcripts have been provided.

Education Credit: Credit awarded for completion of formal education coursework and/or degrees. Transcripts are always required. Education credit awarded for coursework and/or degrees varies by certification program.

In-Training Certificate Holder: Any person who currently holds an In-Training certificate for an ECI certification. In-Training certificate holders do not meet requirements for full certification but do meet minimum requirements for In-Training.

Net Credited Experience: The total amount of experience including qualifying work activities and recognized education credits needed to satisfy eligibility requirements for an ECI certification program. See Appendix A for In-Training Program Eligibility Requirements.

Professional Certificate Holder: Any person who currently holds an ECI certification.

Professional Licensure: Any person who currently holds an active Professional License issued by a state or federal governmental authority.

Qualifying Work Activities: Work activities related to specific ECI certification programs. See Appendix A for a program specific list.

Related Training: Certification-related learning experiences such as workshops, field days and conference presentations.

Total Time Employed: The length of time (expressed in years) that an applicant worked for an employer.

RESPONSIBILITY

Application Reviewer

- To review applications and determine if the applicant qualifies for full or In-Training.
- Notify the applicant of approval status.
- If In-Training, notify the applicant of the experience/education requirement that is required before they may request permission to test for full certification.
- Review request to test for full certification and notify registrant of decision.

Applicant

- Reporting relevant education and providing applicable supporting documents such as transcripts or equivalency documents
- Reporting work experience for each employment position they want ECI to evaluate.
- Maintaining proper records for certification

In-Training Certificate Holders

- Updating their education, relevant training and accreditations on the ECI Portal.
- Updating their work experience on the ECI portal to keep current with changing employers, changing positions within the company and assuming different responsibilities and work duties, etc.
- Request to test for full certification after meeting experience/education requirements for full certification.

HISTORY

In the past ECI has offered an In-Training program for the CPESC, CPSWQ, and CESSWI certifications. Currently only CPESC and CESSWI offer an In-Training Certification.

UPDATES

This policy should be reviewed every two (2) years by the Professional Standards Committee and revised as necessary.

The Professional Standards Committee shall conduct an independent assessment and audit of staff procedures related to application evaluation procedures.

Funds shall be allocated to have application evaluation processes audited by a designated member(s) appointed, by the Professional Standards Committee to assess policies and procedures with or without notice. The Board will allocate funds and ensure that the Committee, or their appointed representative(s), perform(s) the necessary steps to ensure conformance. The results of the policy review should be presented in a formal report to the Board of Directors.

There are currently no updates to this policy.

WEBSITE ADDRESS

www.envirocert.org

Procedures

Attaining In-Training Status

Each Applicant shall submit a complete application.

The application reviewer shall evaluate the application using the procedure as set forth in Policy PS6012.01.15 Application Evaluation. Applicants that do not meet net credited experience requirements for full certification but meeting net credited experience requirements for In-Training status will be approved for testing to obtain In-Training status. The application reviewer will inform the applicant of additional net credited experience required to be eligible to request to test for full certification.

The applicant approved for In-Training status must pass IT Exam of the certification examination to obtain certification.

Once the In-Training Professional has earned full status, they will be eligible to site for the full exam. The In-Training Professional will be required to test and pass the full exam to obtain full certification status.

Maintaining In-Training Certification Status

In-Training Certification Holders shall provide annual updates of education, relevant training, accreditations, and work experience using the Certification Management Portal.

In-Training Certification Holders shall complete required Professional Development Hours annually. Reference is made to PS6003.

In-Training Certificate Holders shall renew their certification annually.

Obtaining Full Certification Status

The In-Training Certificate Holder must have completed the required additional net credited experience prior to requesting to test for full certification.

An In-Training Certificate holder must verify that their education, relevant training, accreditations, and work experience on the ECI Portal is current.

Request to ECI in writing (email or secure message is acceptable) to test for full certification after meeting experience/education requirements for full certification.

Upon approval to test for full certification, pass the full exam.

There is no time limit to attaining full certification once required additional net credited experience has been met.

Related Documents

ECI Documents:

Website Certification Policies and Procedures

Policy PS6012.01-15 Application Evaluation

Policy PS6003.01-14 Professional Development

Policy PS6001.01-14 Exam and Exam Proctors Policy - Appendix C

Other Documents:

N/A

Related Links:

APPENDIX A

In-Training Program Eligibility Requirements Summary Table

	CPESC-IT	CPSWQ-IT	CESSWI-IT	CPMSM-IT	CPISM-IT
High School Diploma or Equivalent is Required	Yes	Yes	Yes	Yes	Yes
College Diploma Required	No	No	No	No	No
Net Credited Experience (Reference PS6012 for definition)	2 years	2 years	1 year	2 years	2 years