



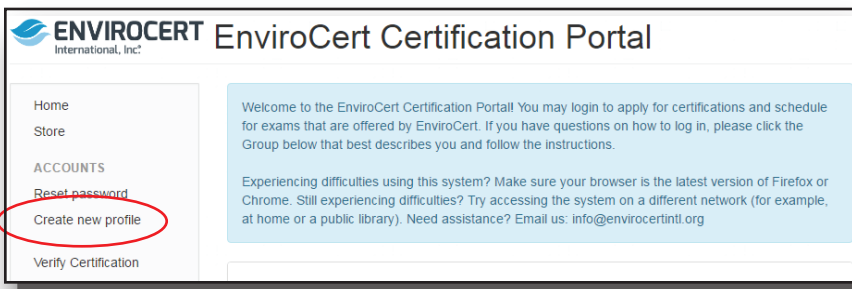
# STEPS TO CREATE A PROFILE

The following steps show how to create a profile on the EnviroCert International, Inc. Certification Portal. A profile must be created and reviewed for eligibility to obtain a certification.

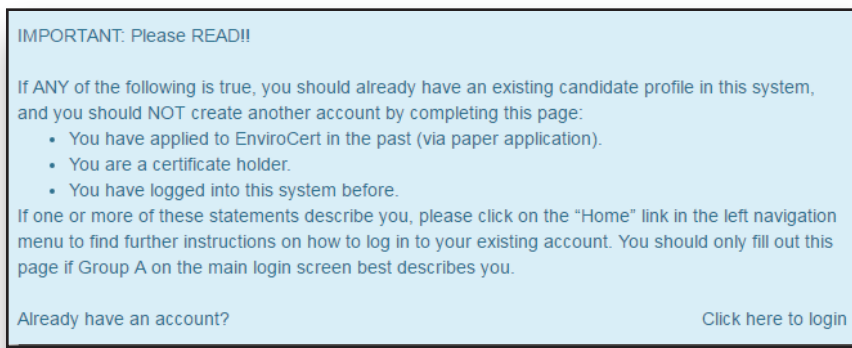
[www.envirocert.org](http://www.envirocert.org)



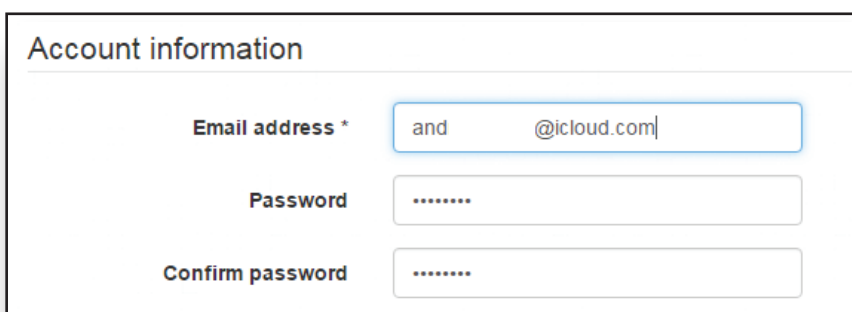
1. In the upper right corner of the home page, click on the **CERTIFICATION PORTAL** Tab.



2. On the left side of the page, click **CREATE NEW PROFILE** tab



3. Before creating your profile, it is important to read the information highlighted at the top of the page.



4. Enter **Account Information**. Keep the email and password on file to have access to your profile.

**Contact Information**

Address \* 49 State Street

Address (cont.)

City \* Marion

Country \* United States ▼

State North Carolina ▼

Postal Code \* 28752

Office Phone +1 828-655-1600

Fax Number +1 828-655-1622

Home Phone \* +1 828-655-6969

Communication Preference Email ▼

**Education and Training**

Date graduated or received GED 1993-06-10

School McDowell High School

City Marion

State/Province North Carolina

**Professional Experience**

Employer Weiss Associates

Start Date 07/05/2006

End Date 06/14/2016

Job Description Quantitative Hydrogeologist - Natural ground water chemistry and geochemical processes; Producing computer-generated ground water elevation maps under non-stressed

Employer 2 Department of Energy and Environment

Start Date 08/05/1995

End Date 07/05/2006

Job Description Environmental Protection Specialist - Monitor plans, records of decision, clearance reports, operation and maintenance plans, and institutional controls to address indoor and

5. Enter **CONTACT INFORMATION**

6. Enter the **EDUCATION AND TRAINING** information.

7. Enter all the **PROFESSIONAL EXPERIENCE**. Give a detailed job description.

Register

If you are having technical problems, please email: [info@envirocertintl.org](mailto:info@envirocertintl.org)

8. When all initial information is filled out, click on the **REGISTER** button.

**ENVIROCERT** International, Inc. EnviroCert Certification Portal

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Profile created

Notifications

close all

Welcome

Today

Thank you for creating a profile on the EnviroCert Certification Portal. To update your profile information, click [here](#).

To apply for certification, complete the following actions:

**Step 1: Gather Your Information**

1. High School Diploma or GED Certification
2. College/University Transcripts (unofficial), as applicable
3. Relevant training or workshops in which you have participated
4. Accreditations (certifications or licenses)
5. Certification-relevant employment details
6. Four references
7. Special accommodations requirements (if any)

**Step 2: Update Your Profile**

Your profile stores important information related to your desired certification. Before applying for a specific certification, update your basic profile with the information that you gathered in Step 1.

**Step 3: Apply for a Certification**

When your basic profile has been updated, you are ready to apply for a specific certification. Upon making a selection, read and agree to some conditions for certification (attestation); answer some background questions; let us know if you have special needs; and enter reference information.

**IMPORTANT!**

Your application must complete the approval process within 3 months from the date you submit it or it will expire. If your application expires and you desire to continue the certification process, you will need to reapply with a new application fee.

**Step 4: Submit Your Payment**

We accept major credit cards and checks for payment of application fees. If paying by credit card (preferred), you can process the payment and print your receipt online. If paying by check, you can defer payment and mail the application fee to us.

If you have questions, please contact EnviroCert International at (828) 655-1600.

9. You will then see the screen indicating that you have created a profile. You will need to update the profile information. To apply for a certification, read the instructions and complete the Steps: Gather your Information and Update your Profile. At this point in the process you will need to gather college transcripts and add in relevant training, accreditations, etc.

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10. click on the **Apply** button to the left to fill out the information.

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Choose an exam

CESSWI

CPESC

CPMSM

CPSWQ

11. Choose which certification you are interested in taking.

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- Results

Choose an exam    Attestation    Application details    Finish & pay

### Attestation

**READ THE FOLLOWING CAREFULLY BEFORE YOU SIGN:**

A false statement on any part of this application may be grounds for denying you certification, or revoking your certification after you have been certified.

**I understand** that any information I give may be verified by EnviroCert International, Inc.

**I understand** that the application fee is non-refundable and non-transferable.

**I consent** to the release of information about my skills, abilities, professional ethics, and work records by current and former employers, schools, and references.

**I certify** that I have read and fully subscribe to the EnviroCert Code of Conduct and Ethics.

**I certify** that all information submitted in support of this application is correct and true to the best of my knowledge and that all information regarding this application will remain confidential.

12. Attestation: To ensure that information was provided to ECI as accurately as possible, Please read the following and click **AGREE** to proceed.

### Background Information

**During the last 10 years, were you fired from a job for any reason, did you quit after being told that you would be fired, or did you leave by mutual agreement because of a specific problem?**

Yes  
 No

**Have you ever been convicted of, or forfeited collateral for any felony violation?**

Yes  
 No

13. You must fill out **ALL** the **BACKGROUND INFORMATION** questions to the best of your knowledge.

### References

You must supply the names and contact information of four (4) individuals who are qualified to comment on your erosion, sediment, and storm water inspection experiences.

**Please let these individuals know that you are using them as a reference for certification and that they may be contacted.**

Your application will be delayed if we contact a reference and they are unwilling or unable to provide information related to your inspection experiences and/or your ethics.

It is recommended, where possible, that at least one of your references be a Certified Professional in Municipal Stormwater Management (CPMSM), a Certified Professional in Storm Water Quality (CPSWQ), a Certified Professional in Erosion and Sediment Control (CPESC), or a Certified Erosion, Sediment and Storm Water Inspector (CESSWI).

**Important:** No more than two (2) references can be coworkers—that is, work for the same supervisor or manager that you do.

Name  
  CPMSM  CPSWQ  CPESC  CESSWI  PE

Address

City    State/Province    Postal Code

Country

Employer    Daytime Phone

Email Address

14. You must supply ECI with a list of **REFERENCES**. Please read the guidelines for references carefully so as not to delay the application process.

Register for Another Exam    Checkout    Send a check

(\*) denotes a required field

### Basic Information

Email address\*    andrea.jwebb@icloud.com

First name\*    Test

Last name\*    Proille

Phone number    +1 828-655-6969

### Billing Information

Bill To    Test Proille

*If different from the first and last names above*

Street \*    49 State Street

Street   

City \*    Marion

State/Province \*    North Carolina

Zipcode/Postcode \*    28752

Country \*    United States of America

### Discounts

Discount code   

**Continue Checkout**

## EnviroCert Certification Portal Store

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PRODUCTS  
Recently Added  
Best Sellers

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ACCOUNT  
Account Details  
Log out  
Cart (1 - \$200.00)  
Check out

### Checkout

Ship/Bill / Payment / Confirmation

#### Payment Information

Type of credit card    Visa

Credit card number    |

Expiration date    01    2016

ccv   

• \$0.00 : No Shipping  
• Sent via No Shipping arrives approximately immediately.

**Confirm**

15. After filling out your references, click the **CHECKOUT** button, or the Register for Another Exam button if you wish to apply for another certification.

16. Fill out the basic information, billing information and discount code (if applicable). After this information is filled out, click on **CONTINUE CHECKOUT**

17. Enter payment information.

18. Click **CONFIRM**.

## Checkout

Ship/Bill / Payment / **Confirmation**

### Your order is not yet complete!

Please validate the following information, then submit your order below

#### Items Ordered

CESSWI Application Fee - \$200.00 x 1 = \$200.00

#### Contact Information

Test Prolle  
andrea.jwebb@icloud.com

#### Billing Information

49 State Street  
Marion  
NC  
28752  
United States

#### Total

Subtotal = \$200.00  
Shipping + \$0.00  
Total = \$200.00

#### Payment

Your Visa card ending in 0633 will be charged \$200.00.

[Purchase Items](#)

19. Verify that all information is correct,

**Items Ordered**

**Contact Information**

**Billing Information**

**Total**

**Payment**

20. If all information is correct, click on **Purchase Items** button.

Thank you for your order!  
Please print out this page as a receipt.

Order # 15057

**Status**

June 14th 2016 15:55: New  
Order successfully submitted

**Items Ordered**

CESSWI Application Fee - \$200.00 x 1 = \$200.00

**Contact Information**

Test Proile  
andrea.jwebb@cloud.com  
+1 828-655-6969

**Shipping Method**

No Shipping  
\$0.00

**Total**


Total = \$200.00


**Paid**

16-Jun-14 15:55 Credit cards - \$200.00  
Balance = \$0.00


[Please click here to return to the portal dashboard](#)

21. The next screen shows order number, print this for your records.

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22. Log back into your profile and click **Messages**.

Original message:

Test,

I am currently reviewing your CESSWI Application. Please log onto the portal and complete/update/upload the following;

1. complete your high school information and upload a copy of your high school transcript or diploma. Currently you have your college information entered here.
2. complete your college information and upload a copy of your college transcript. NOTE if you upload a college transcript you do not need to upload your high school documentation
3. update your job descriptions to include detailed descriptions of your work in stormwater and erosion and sediment control.

Please inform me when these items have been completed and I will resume review of your application.

Thank you.

Charles Wilson  
Technical Director  
charles@envirocertintl.org

23. You will receive a message stating your Application is being reviewed and if there is missing information needed.

### Verification items

Document	Status	Status Updated		
Transcript	Rejected	2016-06-28 15:43:52	<a href="#">View</a>	<a href="#">Upload</a>
Name Change	N/A			<a href="#">Upload</a>

24. If any additional information is needed, log on to the portal and upload documentation

Your application has been approved and is ready for scheduling  
[Click here to continue](#)



25. When all documentation is reviewed and accepted, you will see this notification that your application has been approved.