
ADMINISTRATION POLICY

Title:	APPLICANT / PROFESSIONAL CERTIFICATION HOLDERS' CHANGE OF CONTACT INFORMATION		
Doc ID:	AD2001	Date Established:	4/27/15
Revision:	0.02	Date Last Revised:	10/1/16
Committee:	Administrative	Next Revision Review:	4/27/18
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Notes:	Applicants and Professional Certification Holders to Update Contact Information with ECI within 30-days of any Change.		

Table of Contents

POLICY STATEMENT	1
Background	2
Purpose	2
Applicability	2
Responsibility	2
Remedy	2
PROCEDURES	2

Policy Statement

It is the responsibility of all Applicants and Professional Certification Holders to log onto the Certification Management System (CMS) to update any changes in contact information with 30 days of a change.

BACKGROUND

EnviroCert International, Inc. (ECI) maintains a data base of thousands of professional certification holders and applicants. Renewal notices and other important communications from ECI to applicants and certification registrants are sent using contact information within the data base. These communications are often returned undeliverable to the office. As a result, some applicants do not receive renewal notices or other important communications. ECI reviewed other professional licensure organizations, and consistent policy was identified that required a specified time period by which members were required to notify the organization of changes.

PURPOSE

To keep contact information on all applicants and professional certification holders current to prevent breakdown in communications between ECI and the Professional Certificate Holders. While ECI recognizes that contact information is dynamic, the intent is to ensure that ECI can readily provide official and timely communications with an Applicant or Professional Certification Holder that could affect their status.

APPLICABILITY

This policy applies to all applicants and professional certification holders'.

RESPONSIBILITY

It is the responsibility of all applicants and Professional Certification Holders' of ECI to log onto the Certification Management System (CMS) to update contact information and maintain currency.

The Applicant or Professional Certification Holder is fully and solely responsible for any fees or revocations that results from not following this policy.

Procedures

Applicants or professional certification holders shall log onto the Certification Management System (CMS) to update any changes in contact information.

If the applicant or certification registrant does not have access to the CMS they may email, mail, or call their updated contact information to be changed to the ECI Administrative Associate who will make the corresponding changes.