



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.

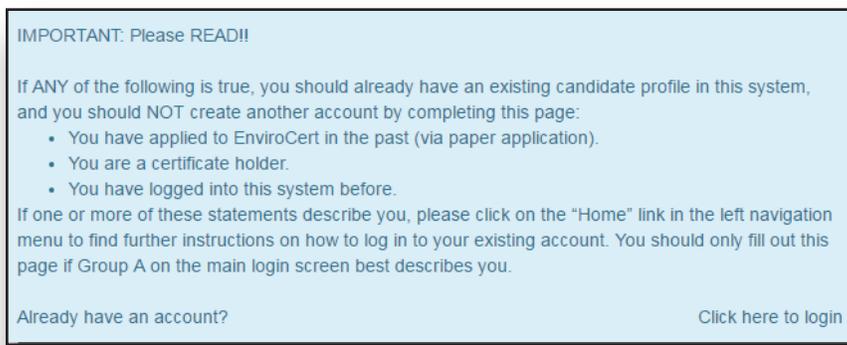
www.envirocert.org



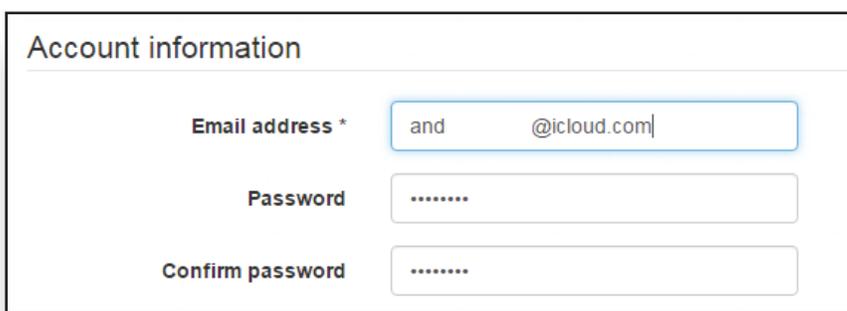
1. In the upper right corner of the home page, click on the **CERTIFICATION PORTAL** Tab.



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 in blue 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

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

ENVIROCERT International, Inc. EnviroCert Certification Portal

Home
Store

INFORMATION
Documents
Messages
Vouchers

APPLICATIONS
My Applications
Apply
Results

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.

Home
Store
INFORMATION
Documents
Messages
Vouchers
APPLICATIONS
My Applications
Apply
Results

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

Home
Store
INFORMATION
Documents
Messages
Vouchers
APPLICATIONS
My Applications
Apply
Results

Choose an exam

CESSWI

CPESC

CPMSM

CPSWQ

11. Choose which certification you are interested in taking.

Home Store

INFORMATION

- Documents
- Messages
- Vouchers

APPLICATIONS

- My Applications
- Apply
- 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

Home / Checkout

Back to Portal

PRODUCTS
Recently Added
Best Sellers

CATEGORIES
Index
Vouchers

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.

 Home

 Store

INFORMATION

 Documents

 Messages

 Vouchers

APPLICATIONS

 My Applications

 Apply

 Results

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 | View | Upload |
| Name Change | N/A | | | Upload |

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.