

## PROFESSIONAL STANDARDS POLICY

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<b>Title:</b>	<b>PROFESSIONAL DEVELOPMENT HOURS</b>		
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<b>Written by:</b>	Professional Development Subcommittee	<b>Approved by:</b>	BOD

**Notes:** PDH Policy revised by the BOD (1/10/2018).

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## **Policy Statement**

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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 The BOD requested that a Professional Development Committee be formed to revise and clarify the outdated program.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™
- CPISM™ - Certified Professional in Industrial Stormwater Management™
- 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. An hour of professional development is equivalent to at least 50 minutes of contact.

### 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		CPMSM		CPISM	
Certification Type	Full	IT	Full	IT	Full	IT	Full	IT	Full	IT
Minimum Annual PDH Requirement	8	4	8	4	6	3	8	4	8	4

Any Certified Professional passing the certification exam will be awarded one year’s PDH requirement for the upcoming year. These PDHs cannot be used for carryover.

### Carryover of PDHs from One Renewal Period to the Next

If a Certified Professional exceeds the PDH requirement in a given renewal period, they may carry forward into the subsequent renewal period, PDHs in an amount not to exceed their annual PDH requirement for the current annual renewal period. It is the responsibility of the Certified Professional to email ECI requesting that PDHs be carried forward once they receive

the first renewal reminder notice (60 days prior to expiration) for the current annual renewal period. Email the request to [info@envirocert.org](mailto:info@envirocert.org).

## Reinstatement Program

Certified Professionals who allow their professional certification(s) to lapse due to failure to meet minimum annual PDH requirements or payment of renewal fees will be afforded the opportunity to reinstate their certification(s) through the Reinstatement Program. This program shall be followed as stated in ECI Reinstatement Policy. To participate in this program, Certified Professionals must notify the Technical Manager of their intent.

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:

- General
- Volunteer work for ECI (must be approved by the BOD and can only be entered by ECI staff)

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.

PDH values must be rounded to the nearest hour.

## General Category

### Definition

The General category includes;

- Continuing Education 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.
- Learning Developer: 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 researching and preparing event content or delivering the content at the learning event. Learning Developer credit does NOT apply to full-time faculty preparation, research, and delivery of college course material.

- **Learning Reviewer:** 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 review and verify content against current and developing regulations, scientific advancements, and industry best practices, and provide 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**

- Certified Professionals may acquire their entire annual PDH requirement from the General category.
- Activities must provide substantive learning value to Certified Professionals engaged in these activities.

### **General Category Examples**

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

- 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 presentation — in-depth discussion of technical topics required
- Engaging in self-study (technical journals and other authoritative sources)

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

## **General Category Non-Examples**

Continuing Education activities do not include the following learning events:

- Participating in continuing education events where:
  - the content is not certification-relevant
  - only a cursory overview or review of topics is provided
- Attending sales presentations where the main focus is ordering vendor products
- Reading unrelated or questionable technical journals
- Learning from a mentor

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: General Category

Event Type	PDH Values
<b>Continuing Education</b>	
Organized education/training event	One (1) PDH per each contact hour in which they are actively engaged in the learning event
Self-Study	One (1) PDH per each hour of self-study (does not include form completion)
College Course	Four (4) PDHs per credit awarded by university or college
<b>Learning Developer</b>	Two (2) times the quantity of PDHs available to Certified Professionals attending the training
<b>Learning Reviewer</b>	One (1) PDH per each reviewing activity (maximum of two (2) for each renewal period)
<b>Author</b>	Five (5) PDHs for book, thesis, or dissertation
	Three (3) PDHs for refereed journal article or book chapter
	One (1) PDH for technical article or paper in conference proceedings

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

### Documentation

Acceptable documentation for General category activities varies depending on the nature of the event. Documentation must provide proof of participation and show the actual amount of time Certified Professionals were actively engaged in the event. The following examples show acceptable documentation for common events:



<b>Continuing Education</b>	<b>Acceptable Documentation</b>
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
<b>Learning Developer</b>	
Researching, preparing and delivering education and training	Completed EnviroCert Learning Event Form OR Event registration or agenda document showing instructor name
<b>Learning Reviewer</b>	
Reviewing, verifying and providing feedback	Letter of confirmation from the content provider
<b>Author</b>	
Authoring technical document	Citation of publication OR Copy of cover or first page of document showing authors name

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

## **Volunteer work for ECI Category**

### **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 ECI staff 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 Director’s written request will be accepted as documentation for volunteer work PDHs.

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## Related Documents

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N/A

### **ECI Documents:**

Learning Event Form  
Self-Study Form

### **Other Documents:**

N/A

### **Related Links:**

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

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## Appendix

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None