

---

## PROFESSIONAL STANDARDS POLICY

---

<b>Title:</b>	CERTIFIED PROFESSIONAL REINSTATEMENT POLICY		
<b>Doc ID:</b>	PS6021	<b>Date Established:</b>	3/6/2017
<b>Revision:</b>	0.01	<b>Date Last Revised:</b>	3/6/2017
<b>Committee:</b>	Professional Standards	<b>Next Revision Review:</b>	3/6/2021
<b>Written by:</b>	C. Wilson	<b>Approved by:</b>	BOD

---

### Table of Contents

---

POLICY STATEMENT	2
Background	2
Purpose	2
Applicability	2
Definitions	2 - 3
Responsibility	3
History and Updates	3
Website Address	3
PROCEDURES	4 - 5
RELATED DOCUMENTS	5
APPENDIX (N/A)	5

## **Policy Statement**

---

This policy provides a standardized basis for allowing certified professionals who have let their EnviroCert International, Inc. (ECI) expire to reinstate and to continue their certification.

### **BACKGROUND**

The ECI Board of Directors (BOD) has asked to provide a standardized procedure for reinstatement of ECI Certified Professional certifications.

### **PURPOSE**

ECI recognizes that certified professionals from time to time due to unforeseen circumstances allow their ECI certifications to expire. This policy provides a standardized method to have an ECI certification reinstated.

### **APPLICABILITY**

This policy applies to all ECI certification programs.

- CPESC® - Certified Professional in Erosion and Sediment Control™
- CPSWQ® - Certified Professional in StormWater Quality™
- CESSWI™ - Certified Erosion, Sediment and StormWater Inspector™
- CPMSM™ - Certified Professional in Municipal Stormwater Management™
- CPISM™ - Certified Professional in Industrial Stormwater Management™
- All future ECI certifications

### **DEFINITIONS**

**Active Status** – The Certified Professionals certification(s) are clear and in good standing.

**Expired Status** – The Certified Professionals certification(s) has not been renewed and is past the thirty (30) day grace period. While in this status, the Certified Professional does not have the right to use their certification in practice. To have their certification(s) renewed they must go through the ECI reinstatement procedure.

Inactive Status – The Certified Professionals certification(s) has been placed in a “holding” state voluntarily by their written request. If the Certified Professional wishes to be reinstated to “Valid” status it must be done within five (5) years or professional status will be changed to terminated.

## **RESPONSIBILITY**

The ECI Professional Standards Committee is responsible for establishing and maintaining this policy.

ECI Program Department staff is responsible for maintaining this policy including the following actions:

- Review all requests for reinstatement and shall email the certified professional the results of the review
- Updating certificate holder status in the certification management system (CMS)

Professional Certificate holders are responsible for:

- Requesting reinstatement in writing (email acceptable) to ECI Program Department
- Completing required makeup PDHs, updating their profile including professional experience, and payment of all reinstatement and renewal fees including late fees
- Maintaining Active Status through payment of yearly renewal fees and earning of required PDHs

## **HISTORY**

In the past once a certified professional failed to pay renewal fees or earn the required PDHs they were placed in suspension and had their certifications revoked three years later unless they successfully appealed to the certification council. The BOD recognized that this system was flawed and offered a onetime reinstatement program allowing revoked or expired certified professionals to be reinstated by paying a reinstatement fee and providing proof of continued experience and learning in their certificate related field. The BOD has requested that a standing policy be developed to allow reinstatement on a continual basis.

## **UPDATES**

This policy should be reviewed every four (4) years by the Professional Standards Committee and revised as necessary.

## WEBSITE

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

## Procedures

ECI has established the following requirements and procedures for reinstatement:

1. A certified professional must notify the Program Department in writing of their request to have their certification(s) reinstated (email acceptable).
2. The Program Department shall review each request and establish reinstatement requirements based on the following:

Time Certified Professional Expired	Reinstatement fees	Reinstatement information required
31 days to 1 year	Reinstatement fee, 1 year renewal fee, and 1 year late fee	Enter all required PDHs since last renewal payment and update Professional Experience within CMS profile
1 year to 5 years	Reinstatement fee, 2 years renewal fee, and 2 years late fees	Enter all PDHs earned since last renewal payment, update Professional Experience, and if applicable update education within CMS profile
5 years to 10 years Reviewed on a case by case basis by Executive Director	Reinstatement fee, 3 years renewal fee, and 3 years late fees	Enter all PDHs earned since last renewal payment, update Professional Experience, and if applicable update education within CMS profile
10 years or more	N/A	Must reapply for certification

3. The Program Department shall track and monitor each certified professional's reinstatement progress and notify them if the reinstatement requirements have been met or incomplete.
4. Any certified professional requesting reinstatement who is not able to meet these obligations must contact the Program Department who will decide upon a course of action.

## **Related Documents**

---

### **ECI Documents:**

Retirement Policy (AD2009) (reinstatement for those in Retired status)

### **Other Documents:**

N/A

### **Related Links:**

N/A

---

## **Appendix**

---

N/A