

## Professional Development Hours

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**Written by:** Professional Development Subcommittee

**Approved by:** BOD

**Notes:** New Professional Development Hour Policy. This Policy is in effect October 6, 2014 but a waiver is granted thru January 1, 2016 for existing registrants. New Registrants will adhere to this Policy immediately.

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### Policy Statement

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EnviroCert, through its family of certifications, serves the public trust by providing programs that certify qualified environmental professionals in a variety of fields. EnviroCert 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 EnviroCert maintain a sufficient level of ethical and technical competency within their respective professions, EnviroCert requires its registrants to demonstrate a continuing level of professional competency through regular participation in professional development activities.

## **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 registrants. The BOD requested that a Professional Development Committee be formed to revise and clarify the outdated program.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 EnviroCert certification registrants maintain a sufficient level of ethical and technical competency within their respective professions

## **APPLICABILITY**

This policy applies to all EnviroCert International, Inc.<sup>®</sup> (EnviroCert) certification programs.

- CPESC<sup>®</sup> - Certified Professional In Erosion and Sediment Control<sup>™</sup>
- CPSWQ<sup>®</sup> - Certified Professional In Storm Water Quality<sup>™</sup>
- CESSWI<sup>™</sup> - Certified Erosion, Sediment and Storm Water Inspector<sup>™</sup>
- CMS4S<sup>™</sup> - Certified Municipal Separate Storm Sewer System Specialist<sup>™</sup>

## **DEFINITIONS**

PDH - Professional Development Hour

PSC - Professional Standards Committee

## **RESPONSIBILITY**

The EnviroCert 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 PDH (professional development hour) 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 registrants
- Resolving professional development audit issues

Registrants are responsible for managing their professional development by:

- Knowing professional development requirements for each EnviroCert certification they hold
- Engaging in activities that satisfy professional development requirements for each EnviroCert 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 EnviroCert website)
- Reporting professional development activities through the EnviroCert Certification Portal (<https://envirocertintl.useclarus.com>)

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## Procedures

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### How We Measure Professional Development Activities

The measuring unit used by EnviroCert 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.

### Annual Professional Development Requirements.

Registrants 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**

Program	CPESC		CPSWQ		CESSWI		CMS4S	
Certification Type	Full	IT	Full	IT	Full	IT	Full	IT
Minimum Annual PDH Requirement	16	8	16	8	12	6	16	8

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

Registrants who obtain more PDHs than required during a given renewal period may carry over the extra PDHs to the immediate next renewal period in an amount not to exceed their annual PDH requirement.

### **Makeup Program**

Registrants who fail to meet minimum annual PDH requirements will be afforded the opportunity to make up PDHs for the renewal period for which they are delinquent. The delinquent PDHs must be completed within the immediate following renewal period. The makeup PDHs are in addition to the normal PDHs required for their current renewal period.

To participate in this program, registrants must notify the home office of their intent. A fee of \$100 will be assessed. Registrants must submit a completed and signed PDH Recertification Worksheet (found on the web page) before the end of their PDH period. Registrants must also enter the makeup PDHs in their account on the EnviroCert Certification Portal.

PDHs gained under the program will be credited to the makeup renewal period first. Any remaining PDHs will then be applied to the current renewal period. Once the PDH requirement for the makeup period has been met, registrants will be notified by the home office that their back PDH requirement has been completed, and that their status has been returned to Active.

NOTE: Registrants should always retain the required documentation for each PDH, and be prepared to produce said documentation if the registrant is selected for an audit.

### **Professional Development Categories**

EnviroCert recognizes three (3) categories of professional development activities:

- Continuing education
- Learning developer, reviewer, or author
- Work experience

The remaining sections of this policy provide guidance to enable registrants 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.

### **Important!**

Some professional development activities may logically fit under more than one category. In such cases, registrants must choose and list the activity under only one category. Registrants are not allowed to claim credit for a single activity under multiple categories. PDH values must be rounded to the nearest half hour.

## **Category A: Continuing Education**

### **Definition**

The continuing education category includes activities where registrants participate in learning events related to EnviroCert certifications they hold. Learning events take place in a variety of formal or informal venues. (See the Examples section below for guidance.) As learners, registrants must be actively engaged gaining new information or refreshing existing knowledge through participation in the learning event.

### **General Requirements**

- Registrants must acquire a minimum of 30% of their annual PDH requirement from Category A activities.
- Registrants may acquire their entire annual PDH requirement from Category A.
- Activities must provide substantive learning value to registrants.

### **Category A Examples**

- Participating in organized education/training events (conference, seminar, tour, field day, workshop, etc.)
- Participating in an online course or webinar (exam or certificate verified)
- Attending a college or university course for credit
- Attending a technical sales presentations — in-depth discussion of technical topics required
- Engaging in self-study (technical journals and other authoritative sources)

### **Category A Non-Examples**

- Participating in learning events where:
  - the content is not certification-relevant
  - only a cursory overview or review of topics is provided

- Participating in an online learning event which is not exam or certificate verified
- Attending a college or university course for audit only
- Attending sales meetings where the main focus is ordering vendor products
- Reading unrelated or questionable technical journals
- Learning from a mentor

**Assigning PDH Values: Learning Events**

Registrants may claim one (1) PDH for each contact hour in which they are actively engaged in learning events. Any time during of the event not directly related to certifications held such as breaks or lunches must be excluded.

**Assigning PDH Values: College Courses**

The PDH value for college or university courses is four (4) PDHs for each credit unit/hour assigned by the college or university. This value is appropriate for courses on a semester, quarter, or tri-semester schedule.

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

**Documentation**

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

<b>Learning Event Type</b>	<b>Acceptable Documentation</b>
Organized education/training event	<ul style="list-style-type: none"> <li>• Event registration including agenda/syllabus AND</li> <li>• Certificate of Participation OR</li> <li>• Completed EnviroCert Learning Event Form</li> </ul>
Self-Study	<ul style="list-style-type: none"> <li>• Completed EnviroCert Self-Study Form</li> </ul>
College Course	<ul style="list-style-type: none"> <li>• Copy of university or college transcript</li> </ul>

To claim Category A PDHs, registrants must enter these activities into their account on the EnviroCert Certification Portal. Supporting documents must be attached for each entry.

**Category B: Learning Developer, Reviewer, or Author**

**Definitions**

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. Any learning event which qualifies for credit under Category A for the participant also qualifies as credit for the developer under Category B.

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 registrant. 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

Activities must provide substantive learning value to registrants engaged in these activities.

## Examples

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

### Non-Examples

Learning-developer activities do not include the following learning events:

- Presenting training courses developed by others (whether certification-relevant or not)
- 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

A learning developer may claim a maximum of two (2) times the quantity of PDHs as are available to registrants who participate in the learning event. For instance, if a technical workshop provides six (6) PDHs to those who attend the workshop, the registrant who developed the workshop may claim up to twelve (12) PDHs.

A learning reviewer may claim one (1) PDH for each learning-reviewer activity in which they serve with a maximum of two (2) PDHs in any renewal period.

An author may claim a maximum of five (5) PDHs for writing accepted technical documents during any renewal period as shown in the following table.



Document type	PDH Value
Book, thesis or dissertation	5
Refereed journal article	3
Technical article, book chapter, paper in conference proceedings	1

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

### Documentation

Acceptable documentation for Category B activities varies depending on the nature of the learning event. Documentation must provide proof of participation and show the actual amount of time the registrant was actively engaged in the learning event. The following examples show acceptable documentation for common learning events:

Learning Developer Activity	Acceptable Documentation
Researching, preparing and delivering education and training	<ul style="list-style-type: none"> <li>Completed EnviroCert Learning Event Form AND</li> <li>Event registration or agenda document showing instructor name</li> </ul>

Learning Reviewer Activity	Acceptable Documentation
Reviewing, verifying and providing feedback	<ul style="list-style-type: none"> <li>Letter of confirmation from the content provider</li> </ul>

Author Activity	Acceptable Documentation
Authoring technical document	<ul style="list-style-type: none"> <li>Citation of publication AND</li> <li>Copy of cover or first page of document showing authors name</li> </ul>

To claim Category B PDHs, registrants must enter these activities into their account on the EnviroCert Certification Portal. Supporting documents must be attached for each entry.

## Category C: Work Experiences

### Definition

EnviroCert recognizes the role that certification-relevant work experience plays in developing and maintaining the ethical behavior and technical expertise of its registrants. Work experience provides opportunities for registrants to put knowledge gained through

other learning activities into practice in the real world. These real-world activities include the following:

- Skills development
- Experience developing and implementing solutions that work
- Knowledge and experience with relevant jurisdictional regulations and policies
- Gaining experience with new and existing products and practices
- Resolving ethical dilemmas
- Authoring or reviewing erosion and sediment control and/or stormwater management rules and regulations (must be an active participant in the process)

#### **General Requirements**

- Registrants may claim a maximum of 50% of their PDH renewal requirement from Category C. See documentation requirements below.
- Work experience must be certification-relevant

#### **Assigning PDH Values**

Registrants wishing to claim work-experience PDHs must complete a PDH Work Experience Profile for each employer during the renewal period. This form provides a worksheet enabling registrants to calculate the number of PDHs they may claim for certification-related work experiences.

#### **Documentation**

To claim this credit, registrants must enter the calculated number of Category C PDHs in their account on the EnviroCert Certification Portal and attach PDH Work Experience Profiles for each employment position. Blank copies of the Profile may be downloaded from the EnviroCert website at [www.envirocertintl.org](http://www.envirocertintl.org).

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#### **Related Documents**

N/A

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#### **ECI Documents:**

Learning Event Form  
Self Study Form  
PDH Work Experience Profile

#### **Other Documents:**

N/A

**Related Links:**

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

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**Appendix**

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None