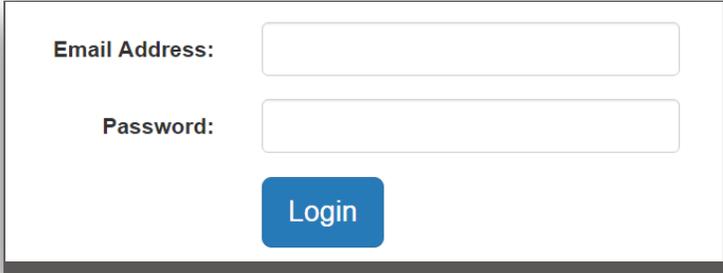


The following steps show how to enter Professional Development Hours through the ECI Portal.



Email Address:

Password:

Login



ENVIROCERT International, Inc.® EnviroCert Certification Portal

Home
Store

ACCOUNTS

Reset password

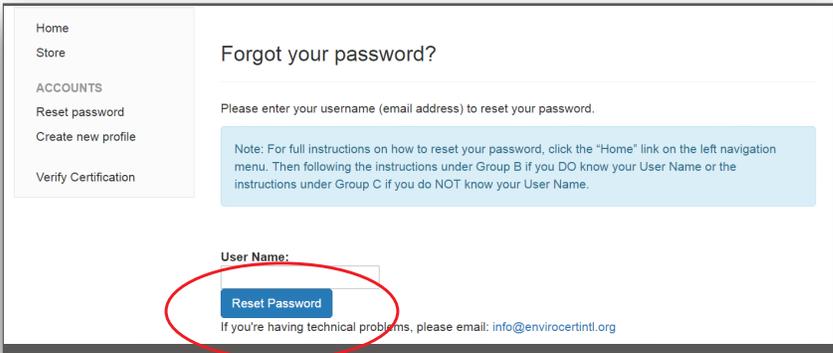
Create new profile

Verify Certification

Welcome to the EnviroCert Certification Portal! You may login to apply for certification exams that are offered by EnviroCert. If you have questions on how to log in, please contact us at info@envirocertintl.org or 1-800-368-2273. The link below that best describes you and follow the instructions.

Experiencing difficulties using this system? Make sure your browser is the latest version of Chrome. Still experiencing difficulties? Try accessing the system on a different network (home or a public library). Need assistance? Email us: info@envirocertintl.org

Group A: I am from either Malaysia or Canada.



Home
Store

ACCOUNTS

Reset password

Create new profile

Verify Certification

Forgot your password?

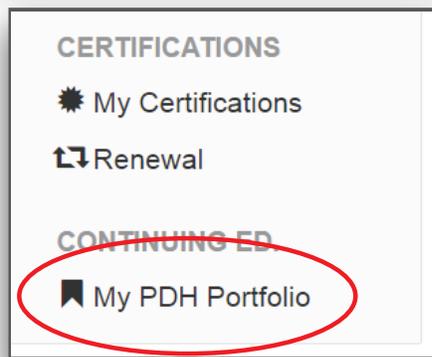
Please enter your username (email address) to reset your password.

Note: For full instructions on how to reset your password, click the "Home" link on the left navigation menu. Then following the instructions under Group B if you DO know your User Name or the instructions under Group C if you do NOT know your User Name.

User Name:

Reset Password

If you're having technical problems, please email: info@envirocertintl.org



CERTIFICATIONS

- My Certifications
- Renewal

CONTINUING EDUCATION

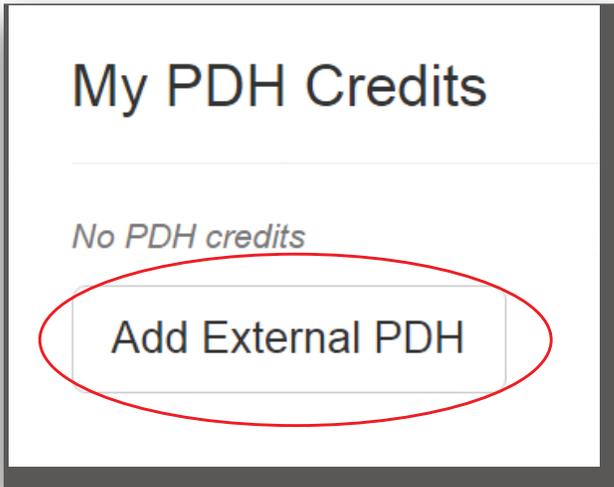
- My PDH Portfolio

1) Visit ECI Portal

2) If you need to reset your password, click on “Reset password” on the left of the page. Enter your user name (email address on file with ECI) and click “Reset Password”. If you know your password, enter it and move on to number 4). If you have never logged into the portal before you will enter the email address we have on file for you and then “Reset Password”.

3) This will prompt an automated email sent to your email address. Follow the directions on that email to reset your password.

4) Once you are in your Certification Portal, Click on **MY PDH PORTFOLIO** at the bottom, left of the screen.



5) This will direct you to **MY PDH CREDITS** page with a button reading “**ADD EXTERNAL PDH.**” Click on that button.

6) A dropdown menu will open where you can enter your PDH information and upload documentation.

7) Enter the following information:
Date Earned: The actual date this unit of PDH credits were earned. You may enter the date or click the calendar icon for interactive calendar.

A screenshot of a form titled "Add Item". The form contains several fields: "Date Earned" with a calendar icon and the date "06/13/2016"; "Category" with a dropdown arrow; "Title" with a text input field; "Credits" with a text input field; "Source" with a dropdown menu showing "A: College/University Cours"; "Documentation" with a text input field and a "Select file" button; and a "+ Add More..." button. The entire form area is circled in red. At the bottom right, there are "Close" and "Save Changes" buttons.

Title: Name of the instruction, presentation or study.

Credits: The amount of “contact hours” for this unit of PDH credits.

Source: Select the most suitable choice for which these PDHs were earned.

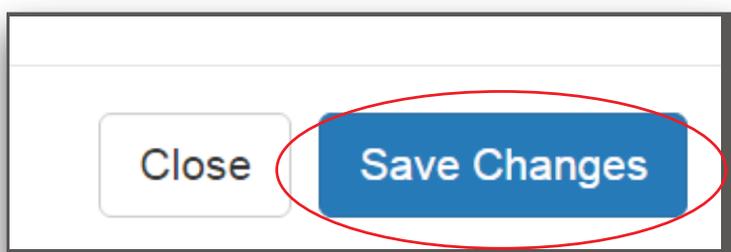
The screenshot shows a web form titled "Add Item" with a close button (x) in the top right corner. The form contains the following fields and controls:

- Date Earned:** A date picker set to 06/13/2016.
- Category:** A dropdown menu.
- Title:** A text input field.
- Credits:** A text input field.
- Source:** A dropdown menu with the selected option "A: College/University Cours".
- Documentation:** A text input field with a "Select file" button to its right.
- + Add More...:** A button with a plus sign icon.

At the bottom right of the form are two buttons: "Close" and "Save Changes". A red circle highlights the main input fields from "Date Earned" down to "Add More..."

Documentation: Upload any documentation you have to support the entered PDHs by clicking on "Select File". This can include Participation Certificates, transcripts, or completed EnviroCert forms. Please refer to EnviroCert Policy PS6003.03-16 for more details. Documentation is required for the purpose of performing Audits. You may upload more than one file by clicking on the "Add More" button. Click "Save Changes" when you are complete. You will continue the above steps until you have entered all of the PDHs you have earned and wish to claim.

NOTE: PDHs can be uploaded at any time throughout the year. Many have found it beneficial to upload them as they are earned. This will allow the portal to help you track how many you have earned and still need before your expiration date. Also avoiding the last minute rush to find documentation and upload them just before your expiration date.



8) When you have entered your PDH information, please click "SAVE CHANGES" at bottom, right of box.