

Certification Process

Step 1

Create a profile, complete an [application](#) and pay applicable fees.

Step 2

[Application](#) and all documents will be reviewed by ECI staff for approval. You will be notified of the status of your application via secure message in the CMS portal. The process can take up to thirty (30) days.

Step 3

Once the application has been approved, an online exam can be scheduled for online testing at an approved testing center or an In-Person exam at an [ECI Event](#).

Step 4

Upon achievement of a passing score, certification will be awarded and a credentials packet will be sent out.

Step 5

In order to keep your certification current, you must fulfill continuing education / [PDH requirements](#) on an annual basis. All [PDHs](#) must be entered in the CMS portal.

Step 6

ECI certifications require an annual [renewal](#), including payment of renewal fee.



Optional
General
Principles
Review

You may participate in an optional [General Principles Review](#) at any time.