

The following steps show how to create a profile on the EnviroCert International, Inc. Certification Portal. A profile must be created and reviewed for eligibility to obtain a certification.

Int	ernational, Inc.
ENVIROCER	^T EnviroCert Certification Portal
Home Store	Welcome to the EnviroCert Certification Portall You may login to apply for certifications and schedule for exams that are offered by EnviroCert. If you have questions on how to log in, please click the Group below that best describes you and follow the instructions.
Home Store ACCOUNTS Reset presword Create new profile	Welcome to the EnviroCert Certification Portall You may login to apply for certifications and schedule for exams that are offered by EnviroCert. If you have questions on how to log in, please click the Group below that best describes you and follow the instructions. Experiencing difficulties using this system? Make sure your browser is the latest version of Firefox or Chrome. Still experiencing difficulties? Try accessing the system on a different network (for example at home or a public library). Need assistance? Email us: info@envirocertintLorg

If ANY of the following is true, you should already have an existing candidate profile in this system, and you should NOT create another account by completing this page:

- You have applied to EnviroCert in the past (via paper application).
- · You are a certificate holder.
- · You have logged into this system before.

If one or more of these statements describe you, please click on the "Home" link in the left navigation menu to find further instructions on how to log in to your existing account. You should only fill out this page if Group A on the main login screen best describes you.

Already have an account?

Click here to login

ccount information	
Email address *	and @icloud.com
Password	•••••
Confirm password	••••••

STEPS TO CREATE A QSM PROFILE

www.envirocert.org

1. In the upper right corner of the home page, click on the **CERTIFICATION PORTAL** tab.

2. On the left side of the page, click on the **CREATE NEW PRO-FILE** tab

3. Before creating your profile, it is important to read the information highlighted at the top of the page.

4. Enter Account Information Keep the email and password on file to have access to your profile.

Contact Information	
Address *	49 State Street
Address (cont.)	
City *	Marion
Country *	United States •
State	North Carolina 🔹
Postal Code *	28752
Office Phone	■ • +1 828-655-1600
Fax Number	■ • +1 828-655-1622
Home Phone *	■ • +1 828-655-6969
Communication Preference	Email

Education and Training	
Date graduated or received GED	1993-06-10
School	McDowell High School
City	Marion
State/Province	North Carolina

Professional Experience	
Employer	Weiss Associates
Start Date	07/05/2006
End Date	06/14/2016
Job Description	Quantitative Hydrogeologist - Natural ground water chemistry and geochemical processes; Producing computer-generated ground water elevation maps under non-stressed
Employer 2	Department of Energy and Environment
Start Date	08/05/1995
End Date	07/05/2006
Job Description	Environmental Protection Specialist - Monitor plans, records of decision, clearance reports, operation and maintenance plans, and institutional controls to address indoor and

5. Enter CONTACT INFORMATION

6. Enter **EDUCATION AND TRAIN-ING** information.

7. Enter all **PROFESSIONAL EXPE-RIENCE**. Give a detailed job description.





TION Notifications	close	all
rs Welcome Tons you for creating a profile on the EnviroCert Certification Portal. To update your profile information illications To apply for certification, complete the following actions: step 1: Gather Your Information 1. High School Diploma or GED Certification Step 1: Cather Your Information 1. High School Diploma or GED Certification 2. College/University Transcripts (unofficial), as applicable 3. Relevant Training or workshops in which you have participated 4. Accreditations (certifications or licenses) 5. Certification-relevant employment details 6. Four references 7. Special accommodations requirements (if any) Step 2: Update Your Profile Your profile stores important information related to your desired certification. Before appr specific certification, update your basic profile with the information that you gathered in a spackfory our desires profile has been updated, you are ready to apply for a specific certification, are background questions, let us know if you have special needs, and enter reference information frust us know if you have special needs, and enter reference information frustene information must complete the approval process within 3 months from the date your Your application must complete the approval process within 3 months from the date your Your application must complete the approval process within 3 months from the date your Your application must complete the approval process within 3 months from the date your Your application must complete the approval process within 3 months from the date your Your application must complete the approval process within 3 months from the date your Your application must complete the approval proces appl	Today , click <u>here</u> hying for a tistep 1.	×

8. When all initial information is filled out, click on the **REGISTER** button.

9. You will then see a screen indicating that you have created a profile. You will need to update the profile information. To apply for a certification, read the instructions and complete the steps.

*Note: If you need help with the application process please reach out to our Application Liaison at Ibarnette@envirocert.org or call +1(828) 655-1600 Ext. 123



	↑ Home	
	📜 Store	
	INFORMATION	
	Documents	
	Messages	
	😫 Vouchers	
	ADDUCATIONS	
	C Apply	
	▼ RCSUILS	
	• Results	
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Home Store INFORMATION Documents	Applications in Progress	
Home Store INFORMATION Documents Messages	Applications in Progress	
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Home Store INFORMATION Documents Messages APPLICATIONS Apply	Applications in Progress CPESC Create: 04/04/2019 Status: Pending staff review	
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🗑 Store	Choose an exam	Attestation	Application details	Finish & pay
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APPLICATIONS My Applications Apply	READ THE FOLLOWING A false statement on any pa after you have been certifie	CAREFULLY BEFORE YOU art of this application may be groud.	SIGN: unds for denying you certification, or re	voking your certification
✓ Results	I understand that any info	ormation I give may be verified b viication fee is non-refundable an	y EnviroCert International, Inc. d non-transferable.	
	I consent to the release of former employers, schools,	f information about my skills, abil and references.	ities, professional ethics, and work reco	rds by current and
	I certify that I have read a I certify that all informatio that all information regardin Agree Disag	and fully subscribe to the EnviroC on submitted in support of this ap ng this application will remain co ree	ert Code of Conduct and Ethics. plication is correct and true to the best nfidential.	of my knowledge and

During the last 10 years, were you fired from a job for any reason, did you quit after being to
that you would be mea, of any you leave by mutual agreement because of a specific problem
Yes
No No
Have you ever been convicted of, or forfeited collateral for any felony violation?
O Yes
No

10. Click on the **APPLY** button to the left to fill out the information.

11. Choose the QSM Certification.

12. Attestation: To ensure that information was provided to ECI as accurately as possible, please read the following and click Agree to proceed.

13. You must fill out **ALL** the **BACKGROUND INFORMATION** questions to the best of your knowledge.



but must supply the names and contact information of four (4) individuals who are qualified to comment on our erosion, sediment, and storm water inspection experiences. ease let these individuals know that you are using them as a reference for certification and that they may be contacted. our application will be delayed if we contact a reference and they are unwilling or unable to provide formation related to your inspection experiences and/or your ethics. is recommended, where possible, that at least one of your references be a Certified Professional in unicipal Stormwater Management (CPMSM), a Certified Professional in Storm Water Quality (CPSWQ), a etrified Professional in Erosion and Sediment Control (CPESC), or a Certified Erosion, Sediment and com Water Inspector (CESSWI). Important: No more than two (2) references can be coworkers—that is, work for the same supervisor or manager that you do. ame	Wou must supply the names and contact information of four (4) individuals who are qualified to comment on your erosion, sediment, and storm water inspection experiences. Please let these individuals know that you are using them as a reference for certification and that they may be contacted. Wour application will be delayed if we contact a reference and they are unwilling or unable to provide information related to your inspection experiences and/or your references be a Certified Professional in Municipal Stormwater Management (CPMSM), a Certified Professional in Storm Water Quality (CPSWQ), a Certified Professional in Erosion and Sediment Control (CPESC), or a Certified Erosion, Sediment and storm Water Inspector (CESSWI). Important: No more than two (2) references can be coworkers—that is, work for the same supervisor or manager that you do. Name CPMSM CPSWQ CPESC CESSWI PE Address XXXX XX 99999 99999 99999 99999 99999 Country XXXXX XX 99999	References			- 10 M
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ountry	Country XXXXX		State/Province	Postal Code	
		Address XXXXX City XXXXX Country	State/Province	Postal Code 99999	I

(*) denotes a required field	
Basic Information	
Email address*	andreajwebb@icloud.com
First name*	Test
Last name*	Prolle
Phone number	+1 828-655-6969
Billing Information	
Bill To	Test Prolle
	If different from the first and last names above
Street *	49 State Street
Street	
City *	Marion
State/Province *	North Carolina 🔻
Zipcode/Postcode *	28752
Country *	United States of America

14. Fill out the **REFERENCES** portion for all four (4) references by placing the following letters and numbers in the fields as shown: "XXXXX" and "99999" (see screenshot).

* We apologize for the inconvenience for this portion. Our system requires this information.

15. After Filling out your references, click the **CHECKOUT** button, or the Register for Another Exam button if you wish to apply for another certification.

16. Fill out the basic information, billing information and discount code (if applicable). After this information is filled out, click on **CONTINUE CHECK-OUT**



ome / Checkout		
Back to Portal	Checkout	
PRODUCTS Recently Added	Ship/Bill / Payment / Confirma	ation
Best Sellers	Payment Information	
CATEGORIES		
Index	Type of credit card	Visa 🔹
Vouchers		
ACCOUNT	Credit card number	
Account Details	European de la companya de la	
Log out	Expiration date	U1 ¥ 2016 ¥
Cart (1 - \$200.00)	COV	
Check out	CCV	
	\$0.00 : No ShippingSent via No Shipping arrive	es approximately immediately.

Checkout

Ship/Bill / Payment / Confirmation

Your order is not yet complete! Please validate the following information, then submit your order below

Items Ordered

CESSWI Application Fee - \$200.00 x 1 = \$200.00

Contact Information

Test Proile andreajwebb@icloud.com

Billing Information

49 State Street Marion NC 28752 United States

Total

Subtotal = \$200.00 Shipping + \$0.00 Total = \$200.00

Payment

Your Visa card ending in 0633 will be charged \$200.00.

Purchase Items

17. Enter payment information.

18. Click **CONFIRM**

19. Verify that all information is correct, Items Ordered Contact Information Billing Information Total Payment

20. If all information is correct, click on the purchase items button.

*Please Note: All Application Fees are Non-Refundable. No Exceptions Will Be Made.



Thank you for your order! Please print out this page as a receipt.
Order # 15057
Status
June 14th 2016 15:55: New Order successfully submitted
Items Ordered
CESSWI Application Fee - \$200.00 x 1 = \$200.00
Contact Information
Test Prolle andreajwebb@lcloud.com +1 828-655-6969
Shipping Method
No Shipping \$0.00
Total
Total = \$200.00
Paid
16-Jun-14 15:55 Credit cards - \$200.00 Balance = \$0.00
Please click here to return to the portal dashboard



21. The next screen shows the Order Number. Print this for your records.

22. Log back into your profile and click Messages.



Original message:

Test,

I am currently reviewing your CESSWI Application. Please log onto the portal and complete/update/upload the following;

1. complete your high school information and upload a copy of your high school transcript or diploma. Currently you have your college information entered here.

2. complete your college information and upload a copy of your college transcript. NOTE if you upload a college transcript you do not need to upload your high school documentation

3. update your job descriptions to include detailed descriptions of your work in stormwater and erosion and sediment control.

Please inform me when these items have been completed and I will resume review of your application.

Thank you.

Charles Wilson Technical Director charles@envirocertintl.org

Verification items				
Document	Status	Status Updated		
Transcript	Rejected	2016-06-28 15:43:52	View	Upload
Name Change	N/A			Upload

Your application has been approved and is ready for scheduling Click here to continue 23. You will receive a message stating your application is being reviewed and if there is missing information needed.

24. If any additional information is needed, log on to the portal and upload documentation

25. When all documentation is reviewed and accepted, you will see this notification that your application has been approved.

