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.

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 CREATE NEW PROFILE 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.
5. Enter CONTACT INFORMATION

6. Enter the EDUCATION AND TRAINING information.

7. Enter all the PROFESSIONAL EXPERIENCE. Give a detailed job description.
8. When all initial information is filled out, click on the **REGISTER** button.

9. At the top of the page click on your email address

*Note the next part of the application process is to upload a copy of high school diploma or college transcripts.

10. From the drop down menu select “Profile”.

11. At the bottom under “Verification Items” click on “upload” to the right of Transcript.
12. Upload your transcript then click the home button.

13. You will then see the 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: Gather your Information and Update your Profile. At this point in the process you will need to gather college transcripts and add in relevant training, accreditations, etc.

*Note: If you need help with the application process please reach out to our Application Liaison at lbarnette@envirocert.org or call +1(828) 655-1600 Ext. 123
14. Click on the **Apply** button to the left to fill out the information.

15. Choose which certification you are interested in taking.

16. Attestation: To ensure that information was provided to ECI as accurately as possible, Please read the following and click **AGREE** to proceed.

17. You must fill out **ALL** the **BACKGROUND INFORMATION** questions to the best of your knowledge.
18. You must supply ECI with a list of REFERENCES. Please read the guidelines for references carefully so as not to delay the application process.

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

20. Fill out the basic information, billing information and discount code (if applicable). After this information is filled out, click on CONTINUE CHECKOUT.
21. Enter payment information.

22. Click CONFIRM

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

24. If all information is correct, click on Purchase Items button.

*Please Note: All Application Fees are Non-Refundable. No Exceptions Will Be Made.
25. The next screen shows order number, print this for your records.

26. Log back into your profile and click **Messages**.
27. You will receive a message stating your Application is being reviewed and if there is missing information needed.

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

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