PROFESSIONAL STANDARDS POLICY

Title: TRAINER/PRESENTER APPLICATION AND APPROVAL
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Written by: C. Wilson  Approved by: Board of Directors
Notes: Guidelines for Trainer/Presenter approval.

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POLICY STATEMENT

EnviroCert International, Inc. (ECI) will accept applications for becoming an Approved Trainer/Presenter for Certification Review Courses. ECI will review and either approve or reject these applications. Approved Trainers/Presenters are required to pay an annual fee and sign all designated agreements. Once approved, all Approved Trainers/Presenters must reapply on a bi-annual basis.

BACKGROUND

ECI has certification programs and conducts review sessions. Designated trainers/presenters who demonstrate superior knowledge in their field are used to present these reviews. This policy was established to provide a uniform and consistent process.

PURPOSE

This Policy was developed to provide guidance to applicants who wish to become ECI Approved Trainers/Presenters, the ECI Professional Standards Committee in review and either approval or rejection of those applications and/or reapplications, and current ECI Approved Trainers/Presenters.

APPLICABILITY

This policy applies to all ECI Approved Trainer/Presenter applicants, ECI Approved Trainers/Presenters, and the ECI Professional Standards Committee.

DEFINITIONS

Approved Trainer/Presenter Applicant: Any individual who is currently applying to become approved by ECI to provide training for one or more of its certification review courses.

Approved Trainer/Presenter: Any individual who is currently approved by ECI to provide training for one or more of its certification review courses.
**Peer Review Evaluator:** Independent observer who will sit through the presentation and provide an evaluation to ECI.

**ECI Professional Standards Committee:** A standing committee of ECI responsible for setting educational and experience standards for certification candidates, establishing and overseeing policies and procedures related to evaluation of candidate qualifications, trainers/presenters, maintaining a Code of Ethics and Professional Conduct for certificate holders and promoting ethical practice.

**RESPONSIBILITIES**

**Approved Trainer/Presenter Applicants**
1. Completing Approved Trainer/Presenter Application Information
2. Providing documentation for all applicable items on the Approved Trainer/Presenter Application
3. Submitting the Approved Trainer/Presenter Application documents to the Technical Manager

**Approved Trainers/Presenters**
1. Completing Approved Trainer/Presenter Application for previous two (2) years
2. Providing documentation for all applicable items on the Approved Trainer/Presenter Application (Only names and contact information of references are required for re-application)
3. Submitting the Approved Trainer/Presenter Application and documents to the Technical Manager

**Technical Manager**
1. Reviewing Approved Trainer/Presenter Application documents for completeness
2. Requesting additional information from applicant if necessary
3. Forwarding completed Approved Trainer/Presenter Application documents to the Professional Standards Committee
4. Informing Approved Trainer/Presenter Applicants and Approved Trainers/Presenters of the Professional Standards Committee decision

**Professional Standards Committee**
1. Reviewing new applications
2. Reviewing renewal applications
1.0 New Applications

1) Applicant completes an Approved Trainer/Presenter Application
2) Applicant sends completed application and documentation to the Technical Manager
3) Technical Manager reviews new applications for completeness
4) Technical Manager requests additional information from applicant if necessary
5) Technical Manager forwards complete application and documentation to the Professional Standards Committee with recommendation(s)
6) Professional Standards Committee will review the application and documentation. The following four (4) options are available
   • Option 1 - Approve based on previous training/instructor experience without additional conditions
   • Option 2 - Approve with condition to present a course and pass a Trainer/Presenter Peer Review Evaluation that will be performed by Technical Manager or appointee. The evaluation will provide for full approval or any remedial measures (e.g. additional training/presenting with evaluation, co-training/presenting, etc.)
   • Option 3- Approve to co-train/present with two different Approved Trainers/Presenters and instruct all of the modules at least once during the two co-training/presenting. After completion of co-training/presenting the committee will review the evaluation results and the Approved Trainers/Presenters Letters of Evaluation
   • Option 4 – Reject the application

7) Technical Manager informs applicant of the Professional Standards Committee decision
8) When all conditions have been met for Option 2 or 3 have been obtained, the Technical Manager will forward all evaluation and letters to the Professional Standards Committee for review and approval or denial
9) Approved applicant shall then execute Master Agreements and Fees per ECI PS6002
2.0 Renewal Applications

1) Bi-annually, complete an Approved Trainer/Presenter Application packet with all applicable documentation. (Only names and contact information of references are required for re-application)

2) Send completed application packet with all applicable documentation to the Technical Manager

3) Technical Manager reviews renewal applications for completeness

4) Technical Manager requests additional information from approved trainer/presenter if necessary

5) Approved Trainer/Presenter provides additional information if requested

6) Forward renewal application and documentation to the Professional Standards Committee

7) Review of renewal applications. The following four (4) options are available
   - Option 1 - Full re-instatement as trainer/presenter
   - Option 2 – Re-instatement as trainer/presenter with caution
   - Option 3- Re-instatement as trainer/presenter, inactive status
   - Option 4 – Deny re-instatement

8) Inform Approved Trainers/Presenters of the ECI Professional Standards Committee decision

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Related Documents

ECI Documents:

ECI Approved Trainer/Presenter Application Information
ECI PS6002 Policy

Other Documents:

N/A

Related Links:

N/A
Appendix A

Approved Trainer/Presenter Application Information
Approved Trainer/Presenter Application Information

Trainer/Presenter Application Information (provide complete information for all items).

EnviroCert International, Inc. Certification (Certification for which to become an Approved Trainer/Presenter along with your Certification number, if applicable)

Name (Last, first, middle initial)

Address (Mailing)

Address (Street, if different from mailing)

Education
(Secondary, Post-Secondary and Graduate - list Degree, Major and year diploma earned; MS and PhD graduates should identify special area(s) of study; technical school graduates should provide clear details of study. Related study that did not result in receiving a degree should be included)

Specialized Training
(Type of training, date received, institution or organization providing training)

Work Experience
(Years, title, major job responsibilities, Supervisor and telephone number - cover all related experience in sufficient detail for reviewers to understand extent of the activity)

Experience in Training/Instructing
(Type of courses, role as trainer/instructor (lead, co-leader, substitute, etc.), years providing training, amount of in-class training time, institutions/organizations providing training - cover all related experience)

Professional/Technical Certifications, Registrations, and Licensures
(Include all certifications, Registrations, and licensures related to the profession and indicate the years affiliated)

Publications/Articles
(Identify all publications authored and extent of articles published (number and name of publication).

Recommendations
(Initial application: provide three or more letters of recommendation from representatives of an organization(s) through which you have provided training. (name and contact information only if bi-annual renewal application)
Approved Trainer/Presenter Application Information