
PROFESSIONAL STANDARDS POLICY

Title:	TRAINER/PRESENTER APPLICATION AND APPROVAL		
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Committee:	Professional Standards	Next Revision Review:	4/28/2018
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

Procedures

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

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

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)

