



The GIS Certification Institute · 1460 Renaissance Drive, Suite 305 · Park Ridge, Illinois 60068-1348
(847) 824-7768 · Fax (847) 824-6363 · info@gisci.org · www.gisci.org

Dear Applicant:

Thank you for taking an interest in the GIS Certification Institute's (GISCI) Certification Program. The enclosed application packet contains all the information that you need in order to be considered for GIS professional certification. We commend you for taking this voluntary step forward in your professional development.

The GISCI application must be submitted with proper documentation. What constitutes proper documentation is detailed on the forms and within the comprehensive Procedures Manual. This manual should be consulted often as you fill out your forms. The tips and strategies will help to make the application process easier for you, the GISCI staff, and the Review Board. It is important that you adhere to the guidelines listed on each form and in the manual. Deviations from the GISCI guidelines may jeopardize or seriously delay the review of your application and your overall certification.

Full payment must accompany your completed GISCI application in order to be considered.

A copy of the GISCI Code of Ethics is included in the packet as well. Please read the Code carefully and sign and date the Acknowledgement Form. No application will be reviewed without this form.

Also, included is an optional questionnaire regarding your certification experience. GISCI is still in its infancy and therefore your experiences will provide valuable feedback to the GISCI Board and staff.

We ask that applicants be honest, critical, and inquisitive. If questions or issues arise, please do not hesitate to contact a GISCI staff member or to visit the website at www.gisci.org.

Thank you very much for your participation.

Warm regards,

Wendy Nelson
Interim Executive Director, GISCI



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GISCI Application Checklist

The following items need to be returned to GISCI. Please do not include this checklist with your application.

- Completed application with proper documentation
- Full payment and payment form
- Signed and dated Code of Ethics & Rules of Conduct Acknowledgment form
- Optional demographic questionnaire
- Optional employer letter/mentoring program form
- All items are arranged correctly and have been placed loosely in a folder

Please return the completed application to:

The GIS Certification Institute
1460 Renaissance Drive, Suite 305
Park Ridge, IL 60068



GIS CERTIFICATION INSTITUTE
1460 RENAISSANCE DRIVE, SUITE 305
PARK RIDGE, IL 60068

Payment Form

First Name _____ Last Name _____

Job Title _____

Organization _____

Address _____

City/State/Zip Code _____

Phone _____ Fax _____

Email _____

Certification Fee: \$250.00

Refund Policy: Applicants who do not meet the certification requirements upon review of their application may make a written request for a refund. Upon receipt of the written request, a refund will be issued less a \$100.00 processing fee.

Payment Information Fees must be received in full before an application will be considered.

Payment is enclosed. (Checks Payable to GIS Certification Institute (GISCI) in US dollars drawn on a US bank)

Check # _____

VISA MasterCard American Express

Credit Card # _____

Exp Date: _____ / _____

Signature for Credit Card: _____

Mail to:
GIS Certification Institute
1460 Renaissance Drive, Suite 305
Park Ridge, IL 60068

Questions? Contact GISCI at (847) 824-7768, e-mail: sgrams@gisci.org

GISCI Information Questionnaire

Please take a few moments to completely fill out this form, so that GISCI can evaluate the submission process and track its participant demographics. Please return this form with your portfolio.

First Name _____ **Middle Initial** _____ **Last Name** _____

1. How clear (easy to understand) was the application process?

- Very clear Somewhat clear Somewhat confusing Very confusing

Comments: _____

2. How much time did it take you to complete the application and secure adequate documentation?

- Less than 2 weeks 2 – 4 weeks 5 – 6 weeks Longer than 6 weeks (specify) _____

3. Considering this is a portfolio-based program, how do you feel about the amount of documentation required to complete the application?

- Too much documentation required About the right amount of documentation required Too little documentation required

a. Which documents were particularly difficult to locate/obtain? _____

4. Did you contact GISCI headquarters for clarification of any application questions? Yes No

5. What suggestions do you have for improving the submission process? (*Use back if necessary*)

Type of Organization/Employer:

- Municipal State/Province University Press
 County Federal Consultant Association
 Regional Utility Vendor Other (specify) _____

Size of Jurisdiction (if applicable):

- Less than 10,000 50,001–100,000 250,001–500,000
 10,001–50,000 100,001–250,000 More than 500,000

Indicate the department(s) in which you work. (Check all that apply)

- Planning GIS Utility Planning Operations Agriculture
 Public Works Assessor's Office Community Development Other (specify)
 Engineering Emergency Services/Public Safety Transportation
 MIS/IS Natural Resources/Environmental Finance/Administration

What certifications, if any, do you currently hold? _____

To what associations do you currently hold memberships? (Check all that apply)

- Your State GIS Association American Society for Photogrammetry & Remote Sensing
 National States Geographic Information Council American Congress on Surveying and Mapping
 University Consortium for Geographic Information Science Geospatial Information & Technology Association
 American Planning Association Urban and Regional Information Systems Association
 American Public Works Association Other (specify) _____
 Association of American Geographers

What is your gender? Male Female

What is your age? Under 25 25-34 35-44 45-54 55-64 65 or older

Did your employer cover the cost of certification? Yes No

I would be willing to assist foreign speaking applicants with the application process

I speak/write the following language(s): _____

Thank you. Please return this completed form with your completed portfolio.

Employer Letter

If certified by GISCI, a congratulatory letter can be sent to your employer or supervisor. If you would like to receive a letter please complete the following form. Full text of the letter is available at: http://www.gisci.org/GISP_Recognition/gisp_recognition.aspx

Candidates Name: _____

Employer/Supervisor Name: _____

Title: _____

Employer Address: _____

City: _____ State/Province: _____ Zip: _____

Country: _____

Phone: _____ Fax: _____

Employer/Supervisor Email: _____

**Only one letter will be mailed per GISP.
(Please type or print clearly)**

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Mentoring Program

The goal of the GISCI mentoring program is to link students up with GISPs for a 6-month mentoring relationship. A successful mentoring relationship will result in one contribution point being awarded to the GISP. All GISPs are eligible to become mentors. GISPs are added to the database of mentors. Adding your name to the database does not guarantee you will be a mentor. It means you are eligible to be a mentor. More information is available at: http://www.gisci.org/Mentoring_Program/mentoring_program.aspx

How mentoring works:

1. A student or young professional visits the GISCI website.
2. They search the manifest of GISPs by "Mentor" which will list all the potential mentors in the program.
3. The student completes a web form that asks the name of the mentor(s) they are interested in working with.
4. GISCI sends the student's contact information to the potential mentor.
5. The mentor indicates his/her willingness or ability to help.
6. After 6-months, the mentor and mentored evaluate the mentoring relationship and GISCI awards one contribution point based on a positive evaluation.

If a mentor is not able to assist at the time, GISCI will look to link the student up with a suitable replacement. If your application is not accepted, you are not eligible to mentor.

Yes, I would like to volunteer for the GISCI Mentoring Program.