

Application for GISCI Certification



Name: _____

(If accepted, this is how your name will appear on your certificate)

Job Title: _____

Organization: _____

Office: (check Office/Home to indicate preferred correspondence address)

Address: _____

City: _____ State/Province: _____ Zip: _____

Country: _____

Phone: _____ Fax: _____

Email: _____

Home:

Address: _____

City: _____ State/Province: _____ Zip: _____

Country: _____

Phone: _____ Fax: _____

Email: _____

Signature: _____ **Date:** _____

The information contained within this application is to the best of my knowledge, truthful and valid. Any discrepancy may result in the removal of this application from consideration. I authorize GISCI staff to take any necessary steps to verify the claims made within.



Section I Educational Achievement Component

**All Documents Are Scanned.
NO STAPLES, PAPER CLIPS, or OTHER FASTENERS should be included in the portfolio.
All items should be grouped together loosely and sent in a pocket folder.**

Insert I

EDU-1: CREDENTIAL POINTS

Credential points are awarded through the successful completion of a formal degree (note a) or certificate program offered by an accredited educational institution (note b).

Procedure

1. Enter only the **highest degree** credential earned (e.g., Ph.D., M.S., B.A., or Certificate), year conferred, institution, and point value in the spaces provided below.
2. Attach documentation (e.g., official transcript and a copy of diploma/certificate if not listed on the transcript)

Credential Point Values

Masters Degree or Higher (e.g., M.A., M.S., or Ph.D.)	25 points
Baccalaureate Degree (e.g., B.A. or B.S.)	20 points
Associate Degree	10 points
GIS Certificate (see Note c)	5 points

Notes:

- a) Enter only the highest degree earned. Points may be claimed in section EDU-2 for courses completed in this or other degree programs.
- b) No accreditation program currently exists specifically for GIS-related education programs. Most higher educational institutions in the U.S. are accredited, however, by one of the regional accrediting organizations associated with the Council for Higher Education Association (<http://www.chea.org>)
- c) Many higher education institutions confer GIS Certificates to students who complete a prescribed number of credit or non-credit courses. Requirements vary widely. Only certificates that involve a minimum of **400 hours** of student activity qualify for Credential Points. Points for courses completed in fulfillment of GIS certificates earned in conjunction with or in addition to a formal degree may be claimed in the Course Points section (EDU-2).

HIGHEST CREDENTIAL EARNED	YEAR CONFERRED	INSTITUTION	POINTS

EDU-2: COURSE POINTS PROCEDURE

Course points are awarded after the successful completion of individual courses, workshops and other documented educational activities with subject matter that relates directly to geospatial information science or related technology, and applications.

Note: If you have documented Credential Points you can also document Course Points for GIS-related courses (Note A) taken towards that credential.

Procedure

- 1.) For courses offered by accredited educational institutions, enter year completed, department and course number, course title, number of credits or continuing education units (CEUs) earned (if applicable), and the duration (in weeks for a college course or in hours for a continuing education course) below. (See examples on form EDU-2).
- 2.) For courses offered by non-accredited educational institutions, enter year completed, course or workshop name, workshop provider, and the number of continuing education units (CEUs) earned (if applicable) below.
- 3.) For courses, workshops, or vendor training that do not offer credits or CEUs, enter the number of contact hours directly onto the form.
- 4.) Calculate Student Activity Hours:
 - **Calculating Student Activity Hours (SAH) for credit courses**
The formula is **SAH = C × 3 × W** where C is the number of credits per course, 3 is the standard number of activity hours per credit, and W is the duration of the course in weeks. For example, a typical 3-credit college course conducted during a 15-week semester earns 135 hours (3 credits × 3 hours/credit × 15 weeks = 135 activity hours).
 - **Calculating Student Activity Hours (SAH) for non-credit courses that award Continuing Education Units (CEUs)**
The formula is **SAH = CEUs × 10** where CEUs is the number of continuing education units per course, and 10 is the standard number of activity hours per CEU.
 - **Calculating Student Activity Hours (SAH) for non-credit courses that do not award credits or CEUs.**
The formula is **SAH = Number of Contact Hours** where participants directly earn the number of hours spent in class.
- 5.) Calculate Course Points
Sum all of the Student Activity Hours and enter that TOTAL at EDU-2.
Divide SAHs by 40 (set value) and enter the result on the line listed as TOTAL COURSE POINTS.
- 6.) Attach documentation (e.g. transcripts, certificates of completion, etc.)
- 7.) **Remember:** All courses must be related to geographic information systems and geospatial technology. Courses in basic geography, statistics, geometry, etc. without a GIS or geospatial technology component will not be counted.

Notes

- a) "GIS-related Courses" are defined as those whose subject matter is subsumed by the University Consortium for Geographic Information Sciences' (UCGIS) Body of Knowledge plus computer programming courses. It is the responsibility of the applicant to justify the applicability of particular courses to the satisfaction of the GISCI Review Board.
- b) For non-credit courses and workshops for which neither credits nor CEUs were earned, Student Activity Hours should be documented by the training provider in the course description and/or certificate of completion. Prior to completing a course whose provider has not documented the course's Student Activity Hours, you should request such information from the provider.

EDU-3: CONFERENCE ATTENDANCE POINTS

(Use additional copies of EDU-3 if necessary)

Conference attendance points are awarded in recognition of the valuable informal learning afforded by participation in meetings and conferences sponsored by professional societies and regional and local user groups.

Procedure

1. Enter the year, conference title, host organization, location, and number of days attended.
2. Round up for half and quarter days. If you attended a full day workshop at the event count that activity on EDU-2 not EDU-3.
3. Sum the days attended at all conferences. Enter the sum as the subtotal in line EDU-3 Part A.
4. Multiply the subtotal by 0.1 points per day
5. Enter the total number of conference points, in EDU-3 Part B.

Year	Name of Conference/Host Organization/Location	Days Attended
<i>EXAMPLE</i> 1995	<i>ASPRS Annual Conference – San Antonio, TX</i>	<i>4</i>
EDU-3 Part A. TOTAL Conference Days Attended		
		× 0.1 points per day
EDU-3 Part B. TOTAL CONFERENCE POINTS		

Note: Conference Attendance claims do not need documentation. Although not mandatory, applicants are advised to submit proper documentation for all point claims, as undocumented claims may be scrutinized to a higher degree. Also, GISCI will conduct accuracy checks on certain applications to determine if undocumented claims are factual. If a claim is found to be incorrect or misstated the application will be rejected and a processing fee will be charged to the applicant.

EDUCATIONAL ACHIEVEMENT POINTS SUMMARY SHEET (EDU-S)	
<p>Educational achievement points are awarded for credentials earned from accredited institutions (documented in section EDU-1), for relevant courses and workshops successfully completed (EDU-2), and for informal education acquired by attending professional conferences (EDU-3). The sum of points claimed on the three forms is the total number of education points earned (subject to approval by GISCI).</p> <p>Procedure</p> <ol style="list-style-type: none"> 1) Complete forms EDU-1, EDU-2 and EDU-3. 2) Enter in the spaces below right the point totals calculated in each of the three sections. 3) Sum the three subtotals to produce the total number of education points. 	Education Points
Credential Points (EDU-1)	
Course and Workshop Points (EDU-2)	
Conference Points (EDU-3)	
*TOTAL EDUCATION POINTS (EDU-1 + EDU-2 + EDU-3) =	

*** = This total must be at least 30.0 to qualify for certification.**



**Official Transcript(s)
and/or
Educational Achievement
Documentation**

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Insert II



Section II

Professional Experience Component

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Insert III

EXP: EXPERIENCE POINT PROCEDURE

Use the EXP-W experience worksheets, EXP-P professional profiles and EXP-S summary sheet to document your GIS professional experience. The Experience Point Schedule (next page) defines the points allowed for GIS experience in three different levels of technical complexity and one bonus level for supervisory or management experience.

- **EXP-W Worksheets** help you calculate how many points you are allowed for each level worked and position held.
- **EXP-P Professional Profiles** require you to document your GIS-related duties and expand on your experience.
- **EXP-S** summarizes and totals your experience points.

Following the schedule are *examples* to help you in completing the worksheets.

To qualify for GIS certification, you must have a combination of at least four full-time equivalent years (4 FTE) of professional GIS experience. If you have met the minimum total points required for certification (150), but do not have 4 FTE of experience, you must wait until you have 4 FTE of experience and also meet the minimum Experience Points required (60 points). This 4 FTE minimum requirement can come at any of the three levels of technical complexity.

Procedures

1. Complete one EXP-W worksheet and one EXP-P professional profile for each position held. If using the electronic form, field points will automatically populate the appropriate EXP-P professional profile.
2. Organize the worksheets so that most recent position is listed first. List your next most recent position second, and so on until all positions have been recorded. This same order is duplicated for the professional profiles.
3. Points are awarded for the number of years and fractions of years worked. Use the years and fractions of years in your point calculations. (one month = 0.08 years). One month is the shortest duration for which you may receive points.
4. FTE% (*see examples*) stands for full time equivalency percentage. FTE% is the decimal portion of time credited towards a particular experience level, and supported by the general and tiered description of GIS related duties sections. For example, in a GIS shop, an applicant might spend 80% of their time doing application development and system maintenance and 20% of their time doing data maintenance and update. It would be appropriate for the applicant to record 0.80 for "GIS Programmer or Similar" and 0.20 for "GIS Technician or Similar".

In most cases, values entered in "%FTE" will sum to 1. "%FTE" cannot exceed 1.00. In cases where an academic internship or part-time research is involved, the values in "%FTE" should sum to the appropriate proportion (e.g.: 0.50 for a half-time graduate research assistant, as appropriate). This proportional estimation can also be applicable to transitional positions or positions with split duties. For example, if an applicant spent 50% of their time in sales, and the balance (50%) of their time doing development work, it would be appropriate for the 0.50 to be applied to the category supported in the general and tiered description of GIS-related duties sections. Applicants claiming supervision bonus will sum Tiers 1-3 to get %FTE.

5. If claiming more than six positions, create and label additional EXP-W worksheets and EXP-P professional profiles as needed.

EXP: EXPERIENCE POINT SCHEDULE

Base Experience Levels	Points per FTE year
<p>Tier I: GIS Analysis, System Design, Data Development, Programming</p> <p>Typical tasks include:</p> <ul style="list-style-type: none"> • Data modeling • Database design • Needs assessment • Application design and development • Programming evaluation (software programming critique, in contrast to program evaluation) • Data creation • Application of photogrammetric science and technology to create data • Geocomputation • Remote sensing • Data analysis and interpretation • Spatial analysis • System implementation and deployment <p>Reference "GIS System Analyst/Programmer" and "GIS Analyst," <i>Model Job Descriptions for GIS Professionals</i>.</p>	25 pts
<p>Tier II: Data Compilation, Data Maintenance, Map Composition, Teaching</p> <p>Typical tasks include</p> <ul style="list-style-type: none"> • Database management • Data management • Editing data • Visualization and reporting • Database and system administration (to the extent that it requires knowledge of spatial data) • Querying data (in the process of doing other spatial data work) • Geocoding (a form of data conversion) • Map composition • Report generation • Utilization of GPS • Utilization of photogrammetric outputs • Database maintenance • Manage GIS layers • Map evaluation • Transaction management of GIS data • Quality assurance and quality control • Support and installation of GIS (not the normal IT responsibilities) • Data validation • Instructional training • Teaching <p>Reference "GIS Technician" and "GIS Specialist," <i>Model Job Descriptions for GIS Professionals</i>.</p>	15 pts
<p>Tier III: GIS User</p> <p>Typical tasks include</p> <ul style="list-style-type: none"> • Technical support and troubleshooting • Maintain GIS web capabilities • Utilization of applications involving geospatial technologies • Management and coordination of GIS outside of technical implementation. • Data acquisition <p>Reference "GIS User," <i>Model Job Descriptions for GIS Professionals</i>.</p>	10 pts
<p>Supervisory Bonus (Cannot stand alone. Must compliment FTE% in other 3 tiers)</p> <p>Typical tasks include</p> <ul style="list-style-type: none"> • Personnel or department management responsibilities • Coordination of GIS activities across organizations or jurisdictions. <p>Reference "GIS Coordinator" and "GIS Manager," <i>Model Job Descriptions for GIS Professionals</i>.</p>	10 pts

EXP-W Worksheet:		Example #1*						
Title (from résumé):		Senior GIS Analyst						
Employer:		Anytown, USA						
Start Date:	5/12/01	End Date:	3/3/06	Years / Months Employed: # of yrs + (# of months / 12) =		4.83		
Experience Level			% Full Time Equiv.		Years/ Months (from above)	Pts/Yr	Subtotal	
Tier 1 - GIS Programmer or Similar			.70	x	4.83	x	25	84.53
Tier 2 - GIS Technician, Educator or Similar			.25	x	4.83	x	15	18.11
Tier 3 - GIS User			.05	x	4.83	x	10	2.42
Supervisory Bonus ("FTE" cannot exceed 1.00)			1.00	x	1.08	x	10	10.8
Total this worksheet: <i>(Add figure to EXP-S)</i>							115.86	

* = See professional profile example on the next page.

EXP-W Worksheet:		Example #2*						
Title (from résumé):		Senior Planner						
Employer:		County Planning Department						
Start Date:	6/18/95	End Date:	5/1/01	Years / Months Employed: # of yrs + (# of months / 12) =		5.92		
Experience Level			% Full Time Equiv.		Years/ Months (from above)	Pts/Yr	Subtotal	
Tier 1 - GIS Programmer or Similar				x		x	25	
Tier 2 - GIS Technician, Educator or Similar			.20	x	5.92	x	15	17.76
Tier 3 - GIS User			.20	x	5.92	x	10	11.84
Supervisory Bonus ("FTE" cannot exceed 1.00)			.40	x	3.00	x	10	12.0
Total this worksheet: <i>(Add figure to EXP-S)</i>							41.6	

* = There is no professional profile example for example #2

EXP-P Professional Profile - Example	
Correspond with EXP-W Worksheet #	Example #1
<p>General Description of GIS related duties Plan and coordinate implementation of GIS for County Coordinate multi-participant project involving County Utilities Authority. Create, edit, query, geocoded & georeferenced GIS data as needed. Evaluate existing resources determine requirements and evaluate data sources, conditions and accuracy. Develop implementation plans. Define base map and parcel data standards. Prototype planimetric and cadastral data. Coordinate developing requirements for database design and related consulting services. Compose RFPs for installation of GPS control network, data conversion, and QA/QC. Manages, maintains and deploys GIS files on centralized server. Coordinate data collection and application development to eliminate duplication of effort among agencies/departments. Install and configure software. Supervise and participate in maintenance of the base map coverages for access by the program participants. Provide system training. Act as Towns technical support for ArcGIS 8.x and 9.x. Assist users with operation procedures and problem resolution. Designed applications for various projects; Future Land Use, Parcel Level Zoning, Compatible Use Zones, Airfield Height Limitation.</p>	
<p>Tier 1 Duties (if applicable) Develop database design for enterprise GIS. Serve as system architecture and application developer. Procure satellite imagery for remote sensing needs. Define base map and parcel standards. Create and design ArcSDE geodatabase. Vectorize and attribute town cadastral maps previously in raster format. Create geocoded & georeferenced GIS data as needed.</p>	<p>Point Subtotal 84.53</p>
<p>Tier 2 Duties (if applicable) Edit and query geocoded & georeferenced GIS data, as needed. Guide implementation of enterprise GIS architecture; advise / review agency GIS implementation plans; develop and maintain policy documents supporting enterprise architecture. Maintain the GIS street centerlines. Manage, maintain, and deploy GIS files on centralized server. Update, verify, and deploy street centerline file on a weekly basis.</p>	<p>Point Subtotal 18.11</p>
<p>Tier 3 Duties (if applicable) Act as Town's technical support for ArcGIS 8.x and 9.x. Provide support, installation, and operation of GIS software.</p>	<p>Point Subtotal 2.42</p>
<p>Supervisory Duties (if applicable) Serve as GIS Coordinator for 13 months. Serve on coordinating council for sharing data among 5 cities while assigned as GIS Coordinator. Direct the activities of the GIS department. Personnel responsibilities for 3 GIS Technicians and one Specialist. Budgetary and department management.</p>	<p>Point Subtotal 10.8</p>
Total for Worksheet	115.86

EXP-W Worksheet:		1				
Title (from résumé):						
Employer:						
Start Date:		End Date:		Years / Months Employed: # of yrs + (# of months / 12) =		
Experience Level			% Full Time Equiv.		Years/ Months (from above)	
Tier 1 - GIS Programmer or Similar				x		x 25
Tier 2 - GIS Technician, Educator or Similar				x		x 15
Tier 3 - GIS User				x		x 10
Supervisory Bonus				x		x 10
Total this worksheet: <i>(Add figure to EXP-S)</i>						

EXP-W Worksheet:		2				
Title (from résumé):						
Employer:						
Start Date:		End Date:		Years / Months Employed: # of yrs + (# of months / 12) =		
Experience Level			% Full Time Equiv.		Years/ Months (from above)	
Tier 1 - GIS Programmer or Similar				x		x 25
Tier 2 - GIS Technician, Educator or Similar				x		x 15
Tier 3 - GIS User				x		x 10
Supervisory Bonus				x		x 10
Total this worksheet: <i>(Add figure to EXP-S)</i>						

EXP-P Professional Profile #1	
Correspond with EXP-W Worksheet #	1
General Description of GIS related duties	
Tier 1 Duties (if applicable)	Point Subtotal
Tier 2 Duties (if applicable)	Point Subtotal
Tier 3 Duties (if applicable)	Point Subtotal
Supervisory Duties (if applicable)	Point Subtotal
Total for Worksheet	

EXP-P Professional Profile #2	
Correspond with EXP-W Worksheet #	2
General Description of GIS related duties	
Tier 1 Duties (if applicable)	Point Subtotal
Tier 2 Duties (if applicable)	Point Subtotal
Tier 3 Duties (if applicable)	Point Subtotal
Supervisory Duties (if applicable)	Point Subtotal
Total for Worksheet	

EXP-W Worksheet:		3					
Title (from résumé):							
Employer:							
Start Date:		End Date:		Years / Months Employed: # of yrs + (# of months / 12) =			
Experience Level			% Full Time Equiv.		Years/ Months (from above)	Pts/Yr	Subtotal
Tier 1 - GIS Programmer or Similar				x		x	25
Tier 2 - GIS Technician, Educator or Similar				x		x	15
Tier 3 - GIS User				x		x	10
Supervisory Bonus				x		x	10
Total this worksheet: <i>(Add figure to EXP-S)</i>							

EXP-W Worksheet:		4					
Title (from résumé):							
Employer:							
Start Date:		End Date:		Years / Months Employed: # of yrs + (# of months / 12) =			
Experience Level			% Full Time Equiv.		Years/ Months (from above)	Pts/Yr	Subtotal
Tier 1 - GIS Programmer or Similar				x		x	25
Tier 2 - GIS Technician, Educator or Similar				x		x	15
Tier 3 - GIS User				x		x	10
Supervisory Bonus				x		x	10
Total this worksheet: <i>(Add figure to EXP-S)</i>							

EXP-P Professional Profile #3	
Correspond with EXP-W Worksheet #	3
General Description of GIS related duties	
Tier 1 Duties (if applicable)	Point Subtotal
Tier 2 Duties (if applicable)	Point Subtotal
Tier 3 Duties (if applicable)	Point Subtotal
Supervisory Duties (if applicable)	Point Subtotal
Total for Worksheet	

EXP-P Professional Profile #4	
Correspond with EXP-W Worksheet #	4
General Description of GIS related duties	
Tier 1 Duties (if applicable)	Point Subtotal
Tier 2 Duties (if applicable)	Point Subtotal
Tier 3 Duties (if applicable)	Point Subtotal
Supervisory Duties (if applicable)	Point Subtotal
Total for Worksheet	

EXP-W Worksheet:		5					
Title (from résumé):							
Employer:							
Start Date:		End Date:		Years / Months Employed: # of yrs + (# of months / 12) =			
Experience Level			% Full Time Equiv.		Years/ Months (from above)	Pts/Yr	Subtotal
Tier 1 - GIS Programmer or Similar				x		x	25
Tier 2 - GIS Technician, Educator or Similar				x		x	15
Tier 3 - GIS User				x		x	10
Supervisory Bonus				x		x	10
Total this worksheet: <i>(Add figure to EXP-S)</i>							

EXP-W Worksheet:		6					
Title (from résumé):							
Employer:							
Start Date:		End Date:		Years / Months Employed: # of yrs + (# of months / 12) =			
Experience Level			% Full Time Equiv.		Years/ Months (from above)	Pts/Yr	Subtotal
Tier 1 - GIS Programmer or Similar				x		x	25
Tier 2 - GIS Technician, Educator or Similar				x		x	15
Tier 3 - GIS User				x		x	10
Supervisory Bonus				x		x	10
Total this worksheet: <i>(Add figure to EXP-S)</i>							

EXP-P Professional Profile #5	
Correspond with EXP-W Worksheet #	5
General Description of GIS related duties	
Tier 1 Duties (if applicable)	Point Subtotal
Tier 2 Duties (if applicable)	Point Subtotal
Tier 3 Duties (if applicable)	Point Subtotal
Supervisory Duties (if applicable)	Point Subtotal
Total for Worksheet	

EXP-P Professional Profile #6	
Correspond with EXP-W Worksheet #	6
General Description of GIS related duties	
Tier 1 Duties (if applicable)	Point Subtotal
Tier 2 Duties (if applicable)	Point Subtotal
Tier 3 Duties (if applicable)	Point Subtotal
Supervisory Duties (if applicable)	Point Subtotal
Total for Worksheet	

Use form **EXP-S** to summarize the point totals from the Experience Calculation Worksheets.

EXP-S: EXPERIENCE SUMMARY TABLE		
Worksheet	Title	Points
1		
2		
3		
4		
5		
6		
7		
8		
	*Total Experience Points:	

**** = This total must be at least 60.0 in order to qualify for certification.***



Supervisor Letter

(Template available in Procedures Manual)

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Insert IV



Section III Contributions to the Profession Component

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Insert V

CONTRIBUTIONS POINT SCHEDULE	
(Refer to Pages 28 – 33 in the Procedures Manual for detailed descriptions of each Contributions to the Profession point category)	
I. GIS Publications (pages 28-30)	
Publication Type:	Points Earned per Publication:
A. Book or Published Atlas Author/Editor	15
B. Book Chapter or Refereed Paper Author	5
C. Published Maps (as author)	3
D. Editorial Board	3
E. Magazine/Journal Article or Column	3
F. Paper in Conference Proceedings	2
G. Magazine/Journal/Newsletter Column Editor	1
H. Newsletter Article or Review (Books, Software, Policy, etc.)	1
II. GIS-Related Professional Association Involvement (page 30)	
Level of Involvement:	Points Earned per Year of Office or Affiliation:
I. President or Board Chair	5
J. Board Membership	4
K. Committee Chairperson	3
L. Committee Member	2
M. Association/Organization Membership	1
III. GIS Conference Participation (page 31)	
Level of Involvement	Points Earned per Conference
N. Conference Chairperson	4
O. Conference Committee Member	2
IV. Workshop Instruction (page 31)	
	Points Earned per Workshop
P. Workshop Instruction	3
V. GIS Conference Presentations (page 31)	
Presentation Type	Points Earned per Event
Q. Conference Presentation	1
R. Conference Poster Display	1

Continued on next page.

VI. GIS Awards Received (page 32)	
Recognition Type	Points Earned per Award
S. National Award	3
T. Local/Regional/State Award	2
VII. GIS Volunteer Efforts (page 32)	
Nature of Volunteer Work	Points Earned per Activity
V. Volunteer Missions	0.5 points per day deployed
U. Volunteer Work	0.05 points per every hour of volunteer work
VIII. Other GIS Contributions (page 33)	
Participation Type:	Points Earned per Activity
W. Event Organizer	2
X. Event Participation/Moderation	1
Y. Related Community Contributions	1-3



Contributions to the Profession Documentation

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Insert VI



Section IV Total Certification Points

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Insert VII

TOT-1: TOTAL CERTIFICATION POINTS SHEET	
Achievement Categories	Total Points
Educational Achievement (Total from EDU-S)	
Professional Experience (Total from EXP-S)**	
Contributions to the Profession (Total from CON-1)	
*TOTAL POINTS (see Note) (Add EDU-S, EXP-S, and CON-1) =	

*** = This total must be at least 150.0 in order to qualify for certification.**

The following point minimums need to be met for all three categories:

Educational Achievement Minimum	30.0
Professional Experience Minimum	60.0
Contributions to the Profession Minimum	8.0
Additional Point Minimum	52.0
Total =	150.0