

GISCI Procedures Manual

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I. Obtaining an Application

General Procedure

The first step of the process is the procurement of a standard certification application from GISCI website.

An individual must download the application from GISCI's homepage, www.gisci.org. The GISCI staff cannot mail, fax, or email application materials. This is done to keep the application costs low.

Please keep in mind that it may be wise to use a home address rather than a place of employment. This is a professional certification but not dependent on one's current place of employment. In the event that the GISCI applicant or member changes jobs, it will be the responsibility of the applicant/member to inform GISCI of the change. If this information is not updated, the applicant/member may be unaccounted for and may miss important correspondences or recertification information.

Receipt of the Application

The recommended first step upon receipt of the application is for the applicant to ensure that all of the necessary documents have been provided. A checklist will accompany the materials.

The application packet should include:

- An introductory letter from GISCI
- The Application Form
- This Procedures Manual to assist the applicant in completing the application
- An itemized checklist of the materials that should be in the packet and what should ultimately be sent back to GISCI
- A payment form
- A copy of the GISCI Code of Ethics for GIS Professionals
- GISCI Information Questionnaire
- Employer Recognition Letter Form

When the applicant has verified that all the necessary documents are accounted for, they may begin gathering materials for use in completing the application form.

II. Preparation for Completing the Application

Before beginning to fill out the application form, an applicant should gather materials and request necessary external documentation as some of these requests may take considerable time.

1. Collect the materials you will need to complete the application.

Primary materials include:

- Supervisor letter
- College transcript(s)

Secondary materials may include:

- certificates of completion / participation
- awards
- publications
- course catalogs, class syllabi, class reports/projects

2. Request External Official Documentation

Requests for external official documents (transcripts and employer/client letters) should be placed well in advance of your proposed application submittal date.

- a. Transcript(s)

Official school transcripts are required from **all schools from which you are claiming a degree or coursework**. Transcripts must be originals and/or have a raised stamp. Copies of transcripts are NOT acceptable. Contact your school registrar to request a copy of your transcripts. Transcripts should be mailed to you and included as part of your application and NOT mailed directly to the GISCI. It is permissible to cross out or otherwise delete a social security or similar identification number if it appears on a transcript. If a transcript arrives in a sealed envelope that reads *Unofficial if Opened*, open the transcript and include the opened envelope in the application packet next to the original transcript.

- b. Supervisor and Client Letter(s)

Supervisor letters are required from your most current immediate supervisor or employer. Exceptions are listed in the Experience points section. Letters from employers must have an original signature and should be written using organization letterhead. Copies of employer letters are NOT acceptable. A template and further instructions are provided in this manual. Alternative versions of the letter will be accepted but scrutinized more carefully than the letter provided by GISCI.

Self-employed applicants are required to obtain letters from clients, preferably, those clients who establish, start and end/continued contract work. A maximum of three client letters can be provided. Client letters should contain similar information as the Employer Letters including identifying:

- you as a contractor/consultant
- GIS-related work performed for the client
- the period of performance for the contract.

No template is available for client letters.

III. Completing the Application

Removal of Personal Information

All sensitive or personal information (i.e. social security number, drivers license number, maiden name, etc.) may be removed or obscured from any document. If this information is included only the GISCI staff and Review Committee Members will view it. These omissions are the only allowable marks that the applicant may add to an official document.

Helpful Tips Before you Begin

There is no benefit to documenting a high point total. The point total is used only during application assessment and is not noted or reflected in your final certificate. As such, it is unnecessary to expend extensive effort documenting minor achievements *unless the point values are needed to meet the minimum*. The tendency to 'overachieve' will most likely occur when documenting Contributions to the Profession but should also be avoided by those with extensive Professional Experience.

Decimal Points

Many values in the application will result in decimal points. Numbers should be rounded to the nearest two decimal places (hundredths) for all values. Decimal points should be rounded up when appropriate. For example,

25.234 will become 25.23

25.345 will become 25.35

25.666(repeating) will become 25.67

Recommended Strategy

The objectives of the applicant are to:

1. Achieve the minimum number of required points within each of the three categories: Educational Achievements (30), Professional Experience (60), and Contributions to the Profession (8) AND
2. Achieve a total minimum point total of 150.

To minimize effort expended locating unnecessary documentation, it is suggested that applicants consider the following strategy:

Step One: Document Educational Achievements (see EDU-1, 2, & 3)

- List the highest completed educational degree.
- List all GIS related course work.
- Calculate total points for educational achievement.
- If you have less than 30 points, certification cannot be attained.
- If you have 30 points or greater, continue to Step Three.

Step Two: Document GIS Professional Experience (see EXP-W, P, & S)

NOTE: If you have less than 4 years (48 months) of professional experience you may not apply for GISCI Certification regardless of your point totals in this or any other category.

- List primary GIS related professional positions held:
 - user
 - data compilation / educator
 - analyst
 - manager
- Calculate total points for professional experience.
- If you have less than 60 points, continue to document additional professional experience. If you are unable to attain 60 Professional Experience points, certification cannot be attained.
- If you have 60 points or greater, continue to Step Four.

Step Three: Contributions to the Profession (see CON-1)

- List primary GIS-related professional contributions that you have made such as:
 - authoring publications
 - professional association involvement
 - conference participation
 - award receipt
- Calculate total points for professional contributions.
- If you have less than 8 points, continue to document additional contributions. If you are unable to attain 8 Contribution points, certification cannot be attained.
- Documentation must be provided for claimed contribution points (see the Contribution Points Section for examples of proper documentation).

Contribution point claims of 2 points or less need no attached documentation. Although not mandatory, applicants are advised to submit proper documentation for all point claims. Undocumented claims may be scrutinized to a higher degree. 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.

- If you have 8 or more points, continue to Step Five.

Step Four: Supplemental Points

- If you have met the minimum point total for each of the categories (Educational Achievement, Professional Experience, and Contributions to the Profession) but your compiled point total is less than 150, continue to document additional points. If you are unable to attain 150 total points, certification cannot be attained.
- If your compiled point total (Educational Achievement, Professional Experience, and Contributions to the Profession) is 150 or greater, compile your application materials as indicated in Section 8 of this document, *The Completed Application*.

V. Educational Achievement Component **(Refer to forms EDU-1, EDU-2, and EDU-3 in the application)**

While formal educational experiences may not contribute as much as experience to a GIS professional's qualifications, they certainly do have the potential to be valuable means of acquiring the knowledge, skills, and dispositions that individuals need to be successful in any profession. These guidelines are meant to encourage practitioners to seek out continuing education opportunities while providing incentives to education providers to build substantive GIS programs with quality courses. The GISCI is not an accrediting body, and therefore will not attempt to evaluate the quality of educational institutions or programs. Instead, it will ensure that individuals who seek certification have successfully participated in a minimum of relevant, formal educational experiences.

Education Point Schedule

The Education Point Schedule consists of three parts:

- *Credential Points*: points earned through successful completion of a formal degree or certificate program offered by accredited educational institutions.
- *Course Points*: points earned through successful completion of individual courses, workshops, and other formal, documented educational activities whose subject matter relates directly to geographic information technologies.
- *Conference Attendance Points*: 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.

Applicants may claim a total number of Education points equal to the sum of Credential Points plus Course Points plus Conference Attendance Points. The minimum number of Education points required for certification is 30 points.

Credential Points

Applicants may claim credential points equal to the value of the highest degree or certificate earned. For example:

- An applicant who has earned an Associates degree and a Bachelor's degree may claim 20 points (the value of a Bachelor's degree). With dual degrees, credential points may be claimed for one while the others may only be used for Course Points (see below).
- An applicant who has earned no formal degrees, but who has earned a GIS *Certificate*, may claim 5 points.
- An applicant who has earned degrees from non-U.S. institutions may claim points associated with the most comparable degree (justification required).

Degrees in any field of study awarded by accredited institutions may be counted. Certificates must be specific to GIS.

Course Points

In addition to Credential Points, applicants may claim Course Points for any GIS-related course, workshop, or other formal, documented educational activity. The number of points earned per course or workshop is proportional to the number of Student Activity Hours (the time that a student spends both inside and outside the classroom completing reading or homework assignments, studying, or other preparations) that each course entails.

In most cases, transcripts, certificates of completion and other documentation do not disclose the number of activity hours that successful students are expected to invest in a course or workshop. Activity hours for credit courses offered by colleges and universities can be estimated, however, by multiplying the number of credits earned per course times three (a standard estimate for student activity per credit hour) and then multiplying the result by the duration of the course in weeks. Activity hours for non-credit courses that award Continuing Education Units (CEUs) can be estimated by multiplying the number of CEUs earned by 10 (a CEU is equivalent to 10 hours of student activity). Activity hours for non-credit courses that don't offer CEUs can be estimated by using the exact number of contact hours.

For example:

- A three-credit college or university course in GIS conducted over a fifteen-week semester involves 135 student activity hours (3 credits × 3 activity hours per credit × 15 weeks course duration).
- A non-credit college or university course or workshop for which participants earn 1 continuing education unit (CEU) earns 10 points (1 CEU × 10 activity hours).
- **Most workshops and vendor training do not offer CEU credits.** The applicant will take the number of hours spent in the workshop ÷ 40. For example, a 16-hour workshop would earn 0.4 points. (16 activity hours ÷ 40 activity hours per point).

GISCI awards one course point for every 40 documented Student Activity Hours. For example:

- The three-credit college or university course in GIS that involved 135 student activity hours earns 3.375 points (135 activity hours ÷ 40 activity hours per point);

Unique Activity Hours Per Credit

Most educational institutions use the standard 3.0 activity hours per credit. Some educational institutions offer a different activity hours per credit formula. Unique credit hours are especially typical from international universities.

In these cases, in the formula:

credits × activity hours per credit × weeks course duration = Student Activity Hours
the activity hours per credit should be adjusted upwards or downwards from the standard 3.0 activity hours per credit.

For example, if a university offers every course at 1.0 credits the formula should be adjusted to:

1.0 credits × 9.0 activity hours per credit × 15 weeks = 135 student activity hours.

If a university uses a unique activity hours per credit formula, documentation explaining their credit system must be provided from the university or applicant.

Note: 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. A letter from the sponsoring agency or instructor is acceptable documentation.

Only formal courses and workshops that focus specifically upon GIS science, technology, and/or applications are eligible for Course Points. **Relevant courses may**

be counted even if they were completed as part of a degree or certificate program for which the applicant has also claimed Credential Points. Course titles should be listed in the schedule as they appear on the supporting transcript, syllabi, or other documentation. Non-specific course titles such as 'Special Issues in Geography' can be augmented with the actual course topic e.g. 'Special Issues in Geography: Error Analysis'. These courses should be entered onto EDU-X or accompanied by formal course descriptions.

Explaining Vague Course Titles (EDU-X)

Use form marked EDU-X (eXplanation) to justify point claims for student activity hours whose relevance may not be apparent from the course or workshop title. This form is optional and should only be used if the content of course is difficult to discern from the course title. If a course is obviously related to one of the knowledge areas you do not need to provide a description. Relevant courses and workshops are those whose content appears within one or more of the 10 knowledge areas of the UCGIS Body of Knowledge (see EDU-X for the list). If you have a documented description found within a university course catalog please provide that instead of your written description. The final decision regarding the validity of all course points lies with the GISCI Review Committee.

Conference Points

Conference attendance points are a result of the number of total days that the applicant has spent at meetings and conferences sponsored by professional societies and regional and local user groups. Applicants who claim Conference Attendance Points should refer to the form marked EDU-3. Within the form the applicant should place the name of the conference, the year, the host organization, the location and the number of days attended. After all relevant conferences are entered onto EDU-3 the number of days should be added together. The final step is to multiply the number of total days by the GISCI standing value of 0.1. The resulting value will be the total number of conference attendance points and should be added to the Education Point summary sheet.

Conference Attendance Points are determined by the number of days and not hours spent at each event. Therefore, the number of days attended should always result in a whole number multiplied by 0.1.

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. 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 Documentation

Applicants who claim Credential Points are expected to provide evidence of their degree/certificate with an **official** transcript that states the credential was earned. If the official transcript(s) does not contain that information, applicants are expected to supplement the transcript with a photocopy of the highest degree, diploma, and/or certificate.

Applicants who claim Course Points are expected to provide evidence of their achievements with an **official** transcript that states courses by title. In addition, applicants are encouraged to provide class syllabi or other forms of documentation for courses with non-GIS specific course titles.

How to Document Educational Achievement Points

The forms that need to be completed that correspond to the Educational Achievement section are EDU-1, EDU-2, and EDU-3. All forms should be completed if applicable. The EDU summary sheet must be completed. The EDU-S(ummary) sheet is divided into three parts that correspond to the forms EDU 1,2, and 3. If the applicant is not claiming points for one of the EDU sheets, they should place a zero in the corresponding box.

Credential Points:

EDU-1 asks the candidate to enter a credential point that relates to what degree or certificate the candidate has earned. Find the degree or certificate's corresponding point total on the form and enter that in the box marked total credential points. Please remember that the degree may be in any field.

Example: The candidate has earned a Bachelor's Degree in Computer Science

Credentials		Points	
Master's Degree or Higher		25 points	
Bachelor's Degree		20 points	
Associate's Degree		10 points	
GIS Certificate		5 points	
Highest Credential Earned	Year Conferred	Institution	Points Claimed
BS	1989	Purdue University	20

Course Points

EDU-2 is related to GIS coursework. Points are entered after the applicant calculates the appropriate formula that was explained earlier in the manual. For the applicant's convenience, this formula is listed on EDU-2 as well. Please remember that all classes listed need to be found on any included transcripts. For workshop attendance, proper documentation needs to be provided as well.

Example: (form is truncated)

EDU-2: Courses Points					
Year	Course Abbreviation and Number	Course Title	Credits or CEUs	Course Duration (weeks)	Student Activity Hours
1991	GEOG 6534	Introduction to Geographic Information Systems	4 credits	15 wks	180
1991	GESC 4752	Computer Mapping and GIS	3 credits	15 wks	135
1996	n/a	AAG GIS Workshop	2 CEU	n/a	20
1997	n/a	GISCo. GIS Project Management Workshop	n/a	n/a	32
EDU-2 Part C. TOTAL Student Activity Hours				367	
				÷ 40 hrs per point	
EDU-2 Part D. TOTAL COURSE POINTS				9.18	

Course Descriptions Using EDU-X

Example:

ENG 4108 Civil Engineering Measurements	Fundamental surveying measurements, traverse computations, coordinate geometry, mapping, GPS and GIS, circular and parabolic curves, earthwork, boundary surveys, CAD applications.

Conference Attendance Points:

EDU-3 is related to GIS Conference Attendance. Points are entered after the applicant calculates the appropriate formula that was explained earlier in the manual. For the applicant's convenience, this formula is listed on EDU-3 as well. Please remember that all meetings and conferences should be documented correctly.

Example: (form is truncated)

EDU-3: Conference Attendance Points		
Year	Name of Conference/Host Organization/Location	Days Attended
1995	ASPRS Annual Conference – San Antonio, TX	6
1998	NCURISA Annual Conference – Charlotte, NC	3
EDU-3 Part A. TOTAL Conference Days Attended		9
		× 0.1 points per day
EDU-3 Part B. TOTAL CONFERENCE POINTS		0.9

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 will be scrutinized to a higher degree.

Examples of acceptable conference attendance documentation include; certificates, registration confirmation letter, name badges, letter from the sponsoring agency, etc.

Your Educational Achievement point total will be determined by adding the credential points, course points, and conference attendance points as follows:

Note: All point totals should be rounded to two decimal places

EDUCATIONAL ACHIEVEMENT POINTS SUMMARY SHEET	
	Education Points
Credential Points (EDU-1)	20
Course and Workshop Points (EDU-2)	9.18
Conference Points (EDU-3)	0.9
TOTAL EDUCATION POINTS (EDU-1 + EDU-2 + EDU-3) =	30.08

This total should then be added to the GIS Certification Institute Point Tabulation Sheet (TOT-1). Candidates must have 30 points in this section to qualify.

VI. The Professional Experience Component (Refer to forms EXP-W, EXP-P, and EXP-S in the application)

NOTE: If you have less than 4 years (48 months) of professional experience you may **NOT** apply for GISCI Certification regardless of your point totals in this or any other category.

Minimum Professional Experience Requirement

The minimum qualification for initial certification is four years of professional experience in the area of GIS. An individual also will need to accrue 60 points in this area to meet the minimum requirement. Therefore, if the applicant has less than four years of professional experience but meets the 60-point minimum the applicant must wait until the 4-year (48 month) employment requirement is met. An applicant who has met the 4-year (48 month) requirement must still earn the minimum of 60 points.

Different positions offer different levels of points. More credit is given for GIS analysis and design experience, for example, than for data compilation or teaching.

Rationale

Job experience is the most important factor contributing to an individual's qualifications as it allows opportunities to become skilled at the application of GIS technology to real world problems. Failures and successes in these contexts provide valuable learning experiences that, in turn, allow growth and expansion of skill sets. In addition, the professional working environment, where one is often working with other GIS professionals who have different skill sets and different experiences, provides opportunities to gain knowledge from one's peers. Successes, failures, and access to mentors all form skill development opportunities in the working experience, and the longer one is exposed to these opportunities, the more one is qualified to address new problems. Therefore, four years of experience is the minimum number of years required for GIS Certification.

Completing the Professional Experience Section

This section will list all the jobs and professional responsibilities that the applicant had or currently has. The applicant should list the duration title, duration of employment, and percentage of time spent working in GIS on the EXP-W forms. The applicant should list all the experience that is relevant according to the parameters set by the section and explained on the EXP-P professional profiles. Only positions that have a GIS focus should be included while unrelated positions should be left off entirely. When the applicant has listed the relevant positions, they should complete the related calculations and determine their point total. If the total amount of experience points meets or surpasses the minimum point total, the applicant has successfully completed this section and may move on to another section.

The applicant will use forms EXP-W, EXP-P, and EXP-S to document GIS professional experience. Complete one EXP-W worksheet and one EXP-P professional profile for each position held. Each individual job will need to be placed within its own EXP-W worksheet. A corresponding EXP-P professional profile will need to be filled out to verify claims made on the EXP-W worksheet.

- **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(summary)** summarizes and totals your experience points.

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. The application is arranged so that two EXP-1 worksheets are followed by two EXP-P profiles. Then two more EXP-W worksheets are followed by two more EXP-P profiles. If claiming more than six positions, create and label additional EXP-W worksheets and EXP-P professional profiles as needed.

EXP-S will be used as a tally sheet for all the individual worksheets used. Points may be noted in ink or filled in using the form fields. The documentation that needs to be provided for verification is the employer letter.

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.

Professional Experience Point Schedule

The Experience Points Schedule is broken down into three tiers with one supplemental "bonus" tier:

- **Tier I:** Points for years in a GIS position of data analysis, system design, programming, or similar GIS position.
- **Tier II:** Points for years in a GIS position of data compilation, teaching, or similar position.
- **Tier III:** Points for years in a GIS User position (an individual who employs the use of GIS technology but not in the capacities identified above).
- **Supervisory Bonus:** This option recognizes the responsibility of a supervisor for the work of subordinates, thereby multiplying the volume of work for which the

applicant is in responsible charge. A fixed addition of 10 points per FTE of supervisory duty can be added to the applicant's score for hands-on GIS work. The FTE% for the Supervisory Bonus is equal to the sum of all the hands-on work FTE% (% Full-time Equiv. column) for Tiers 1, 2, and 3, but is never greater than 100% (1.00 FTE). If supervisory duties were assigned for only a portion of the duration of the applicant's service in this position, then the years of service (Years/Months column) should be adjusted accordingly. No adjustments in the Supervisory Bonus are applied to reflect the number of staff positions supervised or the amount of time required to perform supervisory functions.

Examples of what GIS-related skills fall into each tier can be found on the **Experience Point Schedule**. This list is not all-inclusive. It is designed to give applicants an idea about what duties fall within each tier. When possible, do not simply list the duties performed on the EXP-P professional profiles. Applicants should go into more detail when claiming duties. Applicants should put the identified duties on the schedule into the context of their positions.

How to Document Experience Achievement Points

The EXP-W Experience Worksheets

The EXP-W Experience Worksheet is used to document the applicant's:

- Title
- Employer
- Duration of Employment
- Experience Level
- Subtotaled and Totaled Points

Example: The applicant has worked as a Senior GIS Analyst for 4 years and 10 months (58 months)

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			.30	x	4.83	x	15	21.74
Tier 3 - GIS User				x		x	10	
Supervisory Bonus ("%FTE" cannot exceed 1.00)			1.00	x	1.08	x	10	10.8
<i>Total this worksheet:</i>							117.07	
							<i>(Add figure to EXP-S)</i>	

Years and Months Employed

Applicants need to determine the years and months employed at each position. If the hire date is before the 15th of that month, the month will count towards the total. If the hire date is after the 15th it will not. The opposite is true for the termination date. The termination date must be after the 15th of the month to count towards the total.

The following values should always be used to determine years and months employed:

1 month	.08	4 months	.33	7 months	.58	10 months	.83
2 months	.17	5 months	.42	8 months	.67	11 months	.92
3 months	.25	6 months	.50	9 months	.75	12 months	1.00

For example, if an applicant was employed from: May 10, 2000 – June, 7 2004
The years and months employed would be: 4 years and 1 month = 4.08

Full Time Equivalent Percentages (FTE%)

FTE% (see example EXP worksheets) stands for Full Time Equivalent. "%FTE" is the decimal portion of time credited towards a particular experience level, and supported by the Description of GIS Related Duties and Tier I, II, III and Supervisory Bonus sections. For example, in a small GIS office, 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 100%. 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 be applied for transitional 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 description on an EXP-P professional profile. Applicants claiming supervision bonus will sum Tiers 1-3 to get %FTE.

Years/months of employment should be entered into all categories that apply, multiplied by the appropriate number of points and added together.

Full Time vs. Part Time Work

The Full Time Equivalency Percentage (FTE%) is based on a 40-hour workweek. If the applicant works part time, the FTE% cannot exceed 50% or 0.50. If the applicant works 35 hours per week, the FTE% cannot exceed 88% or 0.88.

The EXP-P Professional Profiles

The professional profile is the applicants chance to fully explain the GIS-related duties at the positions claimed on the EXP-W worksheets. The general and tiered description sections on each worksheet determine how points are awarded for that position. It is imperative that a detailed professional profile accompanies the application. The resume should fully explain the full range of duties one had at each position claimed on an EXP-W worksheet. The resume descriptions may either be bulleted lists or paragraphs. Please concentrate on duties as well as projects that incorporated those duties. A formal job description can be included as well.

If filling out the application using the form fields, the values from the EXP-W Experience Worksheets will automatically populate to the corresponding professional profile. If filling out the application in ink, the values will need to be entered manually.

On each professional profile the applicant must complete the **Description of GIS-Related Duties** section for each position the applicant is claiming points for. The applicant must also complete the corresponding **Tier I, II, III, and Supervisory Bonus point sections** where applicable. If an applicant is claiming points in Tier I, the description of those points must be provided on the corresponding professional profile. If an applicant is not claiming points within a specific tier, there is no need to fill out the corresponding professional profile box for that tier. This description should be concise and should not expand outside of the provided box. This description should encapsulate the breadth of the duties performed in that position so that the Review Committee may determine if points are being claimed in the correct category. For example, if an applicant is claiming 100% of their GIS-related duties in tier II, the description of those duties on the professional profile in tier II should be exhaustive. In the previous example, tiers I, III, and the Supervisory Bonus should be left blank.

Example: The applicant provides a profile for the Senior GIS Analyst position documented on EXP-W Experience Worksheet: Example #1.

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.</p>	<p>Point Subtotal 84.53</p>
<p>Tier 2 Duties (if applicable) Provide support, installation, and operation of GIS software. Edit and query geocoded & georeferenced GIS data, as needed. Act as Town's technical support for ArcGIS 8.x and 9.x. Guide implementation of enterprise GIS architecture; advise / review agency GIS implementation plans; develop and maintain policy documents supporting enterprise architecture. Maintain the GIS street centerline Web page. Manage, maintain, and deploy GIS files on centralized server. Update, verify, and deploy street centerline file on a weekly basis. Create geocoded & georeferenced GIS data as needed.</p>	<p>Point Subtotal 21.74</p>
<p>Tier 3 Duties (if applicable)</p>	<p>Point Subtotal</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>
<p>Total for Worksheet</p>	<p>117.07</p>

The EXP-P forms are kept purposefully small to avoid editorializing. If more space is needed, please attach a separate sheet that lists further GIS-related duties. The form may also be recreated as long as the style is identical to the one used in the official application.

The Supervisor Letter

One item will need to accompany the professional experience tabulation sheet:

A signed letter from the applicant's immediate supervisor or employer stating that the information listed is correct. The letter must be on the organization's official letterhead. A sample letter is available at www.gisci.org. The text of this letter may be copied verbatim and signed by the employer. Alternative versions of the letter will be accepted but scrutinized more carefully than the letter provided by GISCI.

Additional items may be included to strengthen the application:

- A current copy of the applicant's résumé **edited to include only GIS related positions.**
- Formal job descriptions from the applicant's employer.

Sample Supervisor Letter

ORGANIZATION LETTERHEAD
<i>Month, Date, Year</i>
<i>GIS Certification Institute 1460 Renaissance Drive, Suite 305 Park Ridge, IL 60068</i>
<i>Dear GISCI Review Committee:</i>
<i>As the supervisor or employer of [NAME], I am pleased to send this letter in support of his/her application for certification as a Geographic Information Systems Professional (GISP). Having reviewed the applicant's portfolio, I can attest that it is true and correct as to the applicant's current title, duties, experience level, and duration of employment here, and that it is consistent with what I know of the applicant's prior background. (I understand that GISCI does not expect me to be able to vouch for the entire portfolio, and that any errors are solely the responsibility of the applicant.)</i>
<i>Sincerely,</i>
<i>Name</i>
<i>Position</i>

Inclusion of this document is a requirement. No exceptions or exemptions will be made. Please do not annotate, write, highlight, or otherwise mark either the employer letter. Marked documents will not be considered. In addition, inclusion of these documents is not an acceptable substitute for the completion of the tabulation forms, EXP-W, EXP-P, and EXP-S. These forms need to be completed in full and the employer letter is used to verify the information included on the sheet is truthful and valid. If there is a discrepancy or any of the documents are missing, the applicant will be rejected and will need to resubmit their materials.

Definition: Immediate Supervisor – The administrative officer who oversees one's professional duties, tasks, or operations.

NOTE 1– An individual with a higher position than an immediate supervisor may also sign the employer letter. A peer, partner, or subordinate may **NOT**.

NOTE 2 – Consultants and those who are self-employed will need to have the letter signed by a current or past client. Clients are in fact the supervisors of the consultant albeit indirectly.

NOTE 3 – Presidents or Chief Executive Officers of companies will need to have the letter signed by a representative from the corporation’s Board of Directors.

NOTE 4 – If the applicant is unemployed an effort should be made to obtain a letter from a past employer.

NOTE 5 – If the applicant does not have a determinable immediate supervisor considering the above exceptions, the decision will be left up to the Review Committee.

The EXP-S Summary Sheet

Summarize point totals from the Experience Calculation Worksheets. Minimum 4.0 years experience and 60 points from the Experience section is required for certification.

Note: All point totals should be rounded to two decimal places

Worksheet	Title	Points
1	Senior GIS Analyst	117.07
2	Technical Coordinator (<i>not shown in the above example</i>)	78.75
3		
4		
5		
6		
	Total Experience Points:	195.82

This total should then be added to the GIS Certification Institute Point Tabulation Sheet (TOT-1).

VII. Contributions to the Profession Component (Refer to form CON-1 in the application)

Minimum Contributions to the Profession Requirement

The minimum qualification for initial certification is to accrue points in areas that not only benefit the applicant but also benefit the profession as a whole. There are eight major areas of involvement with points being awarded for a multitude of activities within them.

Contribution points may fall into any of the categories or be distributed among all eight.

It must be emphasized, however, that **work-related publications and sales presentations are elements of work experience**. Contributions are intended to recognize documents and activities that relay lessons learned and techniques developed at work beyond the client and employer. They should benefit the profession as a whole.

Rationale

The GIS Certification Program is an opportunity to define the profession of GIS. The program should not be used as a personal yardstick for career development. As such, it must be recognized that professional contributions in the form of conference planning, publications, committee/board participation, outreach, and other related efforts are fundamental to the health of any profession.

The ability to contribute can be limited by lack of administrative support and resources; however, the program and the GIS community must not lower expectations to the lowest common denominator. Instead, a case should be made for the value of participation. In this way, GIS staff members can use Certification to convince their management that participation contributes to the education and professional development of their staff.

Contribution Points Schedule

In general, it is expected that an active professional is capable of attaining a minimum of two Contributions points per year. Contributions are an element of both Certification and Renewal of Certification and the point requirements have been de-emphasized for initial certification and increased for renewal candidates. This places greater pressure for contributions upon established professionals, and reduces the pressure on those who are newer to the profession.

The Contribution Point Schedule provided below is broken down into eight categories:

- **GIS Publications** (writing or reviewing certain GIS related materials). Theses and dissertations are included in the Education section under coursework credit and no additional credit will be given.
- **GIS Professional Association Involvement** (being a member of an organization with a focus on GIS activities or education)
- **GIS Conference Participation** (organizing a state, local, or national GIS conference)
- **GIS Workshop Instruction** (presenting a workshop at a state, local, or national event. Workshops that are presented on behalf of the applicant's employer are not applicable)
- **GIS Conference Presentation** (presenting at a state, local, or national GIS conference. This includes poster presentations)
- **GIS Awards Received** (awards for excellence in GIS proficiency that may be bestowed by a variety of sources)

- **GIS Volunteer Efforts** (Any form of uncompensated GIS-related work performed in agreement with a service-oriented organization)
- **Other GIS Contributions** (includes GIS Day type event organization or participation and various community contributions)

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

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

The contributions section will be filled out in a similar fashion as the previous two. Points should be included for each instance that the applicant has satisfied the listed contribution. Therefore, if the applicant has satisfied a contribution category more than once, the applicant may receive duplicate points. There is no limit to how many times a category may be used or how many points may be accrued in that category. Also, not all categories need to be filled. If the candidate for example, has not published a book, they should move onto the next category. The candidate will be responsible for completing the calculations and arriving at a total that meets the minimum amount. GISCI will also complete a separate tabulation to verify that the points and totals are correct and satisfactory.

Contribution to the Profession Documentation

All Contribution Points of three or higher need to be documented.

Contribution point claims of 2 points or less need no attached documentation. Although not mandatory, applicants are advised to submit proper documentation for all point claims. Undocumented claims will be scrutinized to a higher degree. 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.

If all CON claims are less than 2 points, applicants should at least try to provide documentation for 25% of the claims.

Please keep in mind that the applicant is not entitled to document every single contribution point they earned during a 10 or 20-year career. Trying to provide documentation from a conference that occurred in the distant past is not necessary if the amount of contribution

points earned since then puts the applicant above the minimum amount. The goal of this entire program is to surpass the minimum level of 150 points. Candidates cannot be considered “more certified” by supplying a point total that greatly exceeds the minimum. Also, point totals will not be released so the submission of extra points is not recommended. If a discrepancy or misrepresentation of points is uncovered, the applicant runs the risk of being rejected.

Try to include points where adequate documentation is readily available. Often the applicant may want to start with the most recent points earned and then work backwards until the point total is satisfied. It is the idea that the applicant may have recent materials on hand to document the claimed points.

Contribution Categories and Suggested Documentation

Documentation is essential to the Contributions to the Profession component. The following are definitions for each contribution category and suggested forms of documentation.

I. GIS Publications (writing or reviewing certain GIS related materials).

For any work to be considered published, for purposes of earning contribution points, it must be or have been publicly available in electronic or print form from an independent third party. "Publicly available" means that copies could be downloaded or acquired in hardcopy form. An "independent third party" is defined as a person or business, other than the author, who makes decisions regarding publication and/or content and who is not the author's employer or educator. There is no limitation regarding direct or indirect payment to produce the book, article, or map. Theses and dissertations are included in the Education section under coursework credit and no additional credit will be given.

Author/Co-Author

Authors and co-authors are the recognized writers of a publication. They are credited within the publication as originating or creating the material.

A. Book or Published Atlas Author/Editor

Book or Published Atlas Author

Writing, originating, and/or creating literary material for a publication.

Book or Published Atlas Editor

Organizing or assembling a literary work or publication.

Documentation	Photocopy of cover and title page is preferred. It should include the ISBN #, year, and title.
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B. Book Chapter or Refereed Paper Author

Writing, originating and/or creating a book chapter or paper that was peer-reviewed (as with academic or technical publications) prior to publication.

Documentation	
Book Chapter Author	Photocopy of book cover, table of contents and first page of the chapter. It should include the ISBN #, year, and title.
Refereed Paper Author	Photocopy of journal cover, table of contents and title page. It should include the journal's title, ISSN#, Volume and Number.

C. Published Maps (as author)

Published maps are printed in periodicals and books. A series of published maps within one publication counts as one published map. For an atlas or map to be considered as published, for purposes of earning contribution points, it must not have been produced as a result of a work or academic assignment.

Documentation	Photocopy of map(s) with citation.
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D. Editorial Board

Serving on a Board for a serial or a publication that is peer-reviewed (as with academic or technical publications) prior to publication.

Documentation	Photocopy of editorial board roster is preferred. May include a letter that lists the journal, publication, or serial, the ISSN#, years and capacity served.
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E. Magazine/Journal Article or Column

Writing, originating and/or creating an article or column that appear in a magazine or journal.

Documentation	Name of the publication in which it appeared, date, year, ISSN#, and a photocopy of the article
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F. Paper in Conference Proceedings

Writing, originating and/or creating a paper that appears in an edited volume of conference proceedings. Presentation materials (e.g. PowerPoint presentations, slides) do not count as papers.

Documentation	Date and location of the conference, name of the conference, copy of the paper's title page
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G. Magazine/Journal/Newsletter Column Editor

Organizing or assembling material for a magazine, journal, or newsletter column.

Documentation	Photocopy of editorial board roster is preferred. May include a letter that lists the journal, publication, or serial, the ISSN#, years and capacity served.
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H. Newsletter Article or Review (Books, Software, Policy, etc.)

Writing, originating and/or creating an article for a newsletter. Performing a scholarly or technical review of various materials.

Documentation	Date and year of the article, Issue # or date, month, year, name of the newsletter, copy of the article or title
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Note: Professional writing is credited as Experience. Publication of theses and dissertations is credited as Education.

Further Examples of What Constitutes a Work-related Publication

(1) An employee of a county GIS organization creates maps of zoning and future land use, then someone else in the county's IT department puts those maps on a county Web site for access by the public. This is **not** a contribution to the profession as the decision to publish was made by the author's employer.

(2) An employee of a city-planning department writes an article for the regional GIS user group's newsletter during normal working hours describing how a zoning map was produced. This is a contribution since the decision to publish was made by the newsletter editor.

(3) A consultant designs a new database for a client and then writes a magazine article describing the project and its results at the request of the firm's marketing department. The database design is **not** a contribution, but the magazine article is.

(4) A student does original research to produce a term paper, and then writes an article for the *URISA Journal* describing the work. The term paper is **not** a publication, but the *Journal* article is. The difference between the term paper and the published article, if any, is not relevant.

II. GIS Professional Association Involvement (being a member of an organization with a focus on GIS activities or education)

A Professional Association is characterized as an organization of persons having a common professional interest. An association can be local or national, dues paying or open, large or small. A professional association is not the same as one's place of employment. Membership should be voluntary and regular compensation from the association to the member for their involvement should not exist (i.e salary). An honorarium is acceptable. The association must have GIS or geospatial technology be either a primary or related focus. Organizations having special interest groups or membership categories related to GIS or geospatial technology are acceptable. The applicant must be affiliated for more than six continuous months to earn credit for a full year of membership. There are no points awarded for partial years (0.5 years, 0.25 years) of affiliation.

I. President or Board Chair

The chief officer of an organization usually entrusted with the direction and administration of its policies.

J. Board Membership

A member of a group of persons having managerial, supervisory, investigatory, or advisory powers for an organization.

K. Committee Chairperson

The presiding officer of a body delegated to consider, investigate, take action on, or report on some matter.

L. Committee Member

A representative to a body delegated to consider, investigate, take action on, or report on some matter.

M. Association/Organization Membership

A representative to an organization of persons having a common professional interest.

<i>Documentation</i>	Include a copy of a membership card, listing in a Membership Directory or other association publication, dues receipt, certificate or a verification letter from the association.
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III. GIS Conference Participation (organizing a state, local, or national GIS conference)

Conferences are organized events featuring persons discussing common concerns related to GIS or geospatial technology. Conferences are typically more comprehensive than activities such as GIS Day or user group meetings. This category is similar to Association involvement and therefore should be documented in the same manner.

N. Conference Chairperson

The presiding officer of an organized event featuring persons discussing common concerns related to GIS.

O. Conference Committee Member

A representative to a body dedicated to planning an organized event featuring persons discussing common concerns related to GIS.

<i>Documentation</i>	Documentation may include a listing in a Conference Program or other publication or a verification letter from the association/organization.
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IV. GIS Workshop Instruction (presenting a workshop at a state, local, or national event. Workshops that are presented on behalf of the applicant’s employer are not applicable)

Workshops are brief intensive educational programs for a group of people that focus on the transfer of techniques and skills in GIS or geospatial technology. Workshops do not include presentations at conferences. Workshops are longer in duration and deeper in scope.

P. Workshop Instruction

Serving as the primary or supporting teacher of the material covered by the workshop.

<i>Documentation</i>	A copy of the relevant pages from the program or an acceptance letter from the organization sponsoring the event is acceptable documentation. If this documentation is not available, a signed letter from the sponsoring organization will suffice. This letter should indicate the date, year, and name of the conference.
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V. GIS Conference Presentation (presenting at a state, local, or national GIS conference. This includes poster presentations)

Q & R. Conference Presentation or Poster Display

Presenting experiences, work, or material at an organized event featuring persons discussing common concerns related to GIS.

<i>Documentation</i>	A copy of the relevant pages from the program or an acceptance letter from the organization sponsoring the event is acceptable documentation. If this documentation is not available, a signed letter from the sponsoring organization will suffice. This letter should indicate the date, year, and name of the conference.
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Note: Credit is accrued separately for a conference presentation and publication of same in the conference proceedings (see item 1. GIS Publication).

VI. GIS Awards Received (awards for excellence in GIS proficiency that may be bestowed by a variety of sources)

S. National Award

Earning an award for excellence in GIS proficiency bestowed by an organization with a national or international focus.

T. Local/Regional/State Award

Earning an award for excellence in GIS proficiency bestowed by an organization with a local, regional, state or provincial focus.

Documentation	A signed letter from the award granting institution or proof of when/where/why the award was bestowed. This can consist of a listing in a conference program, newsletter, magazine, memo, etc. May include a photocopy or digital image of the award.
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Note: Awards issued by the applicant’s employer do not count as a contribution to the profession.

VII. GIS Volunteer Efforts (Any form of uncompensated GIS-related work performed in agreement with a service-oriented organization such as GISCorps, clubs, organizations, schools, or other entities)

U. Volunteer Missions

Providing 72 or more consecutive hours of time, including time for food and rest, in active volunteer status.

V. Volunteer Work

Providing periodic volunteer work with a duration of less than 72 consecutive hours in active volunteer status.

Documentation	A signed letter from the organization acknowledging the nature and duration of the volunteer effort.
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Note: Do not claim credit for both Volunteer Work and Volunteer Missions for the same effort. The categories are either/or.

The volunteer effort must not be subsumed by or be additive to another contribution point category. For example, work done in support of a committee is already recognized in a separate point category and no additional credit will be given.

VIII. Other GIS Contributions (includes GIS Day type event organization or participation and various community contributions)

Intended to serve as the panacea for all volunteer activities that fall outside the other categories. A variety of GIS activities may be included as Other GIS Contributions including school presentations, community maps, organizing GIS Day, etc. Contributions cannot be mandatory job requirements.

W. Event Organizer

Helping plan an event featuring persons discussing issues related to GIS. These events are not as organized as a national or local conference. Typically, the transfer or demonstration of GIS knowledge is the primary activity.

X. Event Participation/Moderation

Participating in an event other than as an attendee. Conference/Event attendance should be documented on EDU-3. "Participation" involves contributing to the planning or execution of a meeting outside of a formal committee structure. Events feature persons discussing issues related to GIS. Typically, the transfer or demonstration of GIS knowledge is the primary activity.

Y. Related Community Contributions

Reserved for GIS contribution point claims that fall outside the other categories. These claims must benefit the applicant and the profession as a whole. GISCI makes the final determination on whether or not points will be awarded.

<i>Documentation</i>	Include any materials that would signify your participation in these events. This would include letters, articles, fliers, etc.
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How to Document Contribution Points

Locate the applicable contribution type on the Contribution Point Schedule and place the corresponding letter in the box and provide the necessary information. When all claims have been listed, sum all the Contribution Points earned for your Contribution Point Total. If an Activity has had duration of more than one year (i.e. Association Membership/Board of Directors Term/etc.) place the adjusted point total counting each year in the Points box.

Example: (form has been truncated)

CON-1: Contribution Points				
Note: If the Activity has had a duration of more than one year (i.e. Association Membership/Board of Directors Term/etc.) place the adjusted point total in the Points box.				
CON Type (indicate letter)	Year(s)	Description	Documentation?	Points
F	2001	GITA 2001 Proceedings San Antonio, TX	Yes	2
M	2000-2004	ACSM Member	Yes	4
S	2001	URISA Horwood Distinguished Service Award	Yes	3
B	2001	Paper – Geoinformatic (Vol. 17 No. 3)	Yes	5
J	2003	Board Member – SCAUG	Yes	4
O	2005	Workshop Chair – Carolina URISA Conference	Yes	2
P	2003	Instructor – Intro to ArcInfo Workshop	Yes	3
Q	1999	1999 UGIC Conference Pres.	Yes	1
R	2001	ESRI Map Gallery Poster	Yes	1
V	2004	Developed Maps for Community Neighborhood Watch Program	Yes	0.4
W	2005	Organized GIS Day – Maricopa County	Yes	2
Y	2005	Presentation – 4H Club Maricopa County	Yes	1
TOTAL CONTRIBUTIONS POINTS (Sum the above points) =				29

This total should then be added to the GIS Certification Institute Point Tabulation Sheet (TOT-1).

The example above indicates this applicant has had a paper included in a book of Proceedings. The applicant also has been a member of the American Congress on Surveying and Mapping for 4 years. The applicant received a national award. He had a paper published in a peer-reviewed journal. The applicant was a Board member for a

regional organization. He served on the conference committee at the 2005 Carolina URISA Conference. He was an instructor of an ESRI ArcInfo Workshop in 2003. The applicant gave a presentation at the 1999 Utah GIS Conference. He featured a map in the 2001 ESRI Conference Map Gallery. The applicant volunteered uncompensated GIS work to help support his neighborhood's community watch program in 2004. The applicant was the primary organizer of a County GIS Day in 2005. Lastly, the applicant received a related community contribution for running a GIS demo fro a local 4H club.

Documentation should immediately follow *Insert VI – Contributions to the Profession Documentation* and should be in the exact order as listed in the right column. One may mark the documentation required to support the Contribution points. Some of this documentation may be difficult to ascertain from a casual glance. **The applicant is invited to circle, underline, or otherwise annotate any included item that may be difficult to read.** If documentation does not exist, move onto the next item that does. No blank pages or special inserts need to be included for missing documentation. If the documentation is large or contains multiple pages the candidate may provide just a sample page or reduce the document down to 8 1/2 by 11 (page size) for easier scanning by GISCI staff.

VIII. Documenting Additional Points

When the minimums in all three categories are achieved, the applicant must then specify 52 extra points in any of the 3 achievement categories to earn their certification. These supplemental points do not need to be tabulated in a separate area and should be included directly on the related achievement category forms. In total, the minimum number of points needed must meet or exceed 150. An application that is submitted that does not present a minimum of 150 points will not be considered, regardless if the minimum levels have been met for each component. If any points are deemed unusable or irrelevant and the total fails to meet 150 points, the application will not be considered. If the points are determined to be false or misrepresented, the application will not be considered.

After all three components have been completed, the totals from each form (EDU, EXP, and CON) should be added to the Total Certification Points sheet (TOT-1) and added together. If the final total does not exceed 150 points the applicant is not eligible for GISCI certification.

Example:

TOTAL CERTIFICATION POINTS SHEET (TOT-1)

Achievement Categories	Total Points
Educational Achievement (Total from EDU)	30.08
Professional Experience (Total from EXP)	195.82
Contributions to the Profession (Total from CON)	29
TOTAL POINTS* (Add EDU, EXP, and CON Totals) =	254.9

Once the tabulation sheets have been completed and the minimum and supplemental requirements met, the supporting materials need to be organized into a portfolio. **NO STAPLES, PAPER CLIPS, or OTHER FASTENERS should be included in the portfolio. All items should be grouped together loose and sent in a pocket folder. Portfolios should not be bound, laminated, or enhanced aesthetically. All portfolios are scanned electronically and inclusion of these items may substantially delay the processing of an application.** It is important that all the supporting documents be organized properly to ensure consideration and to allay confusion. The documentation of your activities should immediately follow the achievement category to which it relates.

IX. Payment

A GISCI application will not be processed unless full payment accompanies the portfolio. Payment may be in the form of a check for the full amount. The check must be valid and signed by the proper party. Checks with insufficient funds or “bad” checks will result in the removal of the application from consideration along with the applicant being charged a processing fee. Incomplete checks or checks containing incorrect information will be destroyed and the accompanying application will not be considered. Duplicate checks may be sent to rectify the situation but the candidate’s review may be substantially delayed.

GISCI also accepts 3 major credit cards: Visa, MasterCard, and American Express. The cardholder will need to supply GISCI with card/account number, the expiration date, and the cardholder’s name. All of this information needs to be present before the application may be processed. Any incorrect or inaccurate information will result in the removal of the application from consideration.

GISCI does not under any circumstances accept the following forms of payment:

- Currency (foreign or domestic)
- Multiple Party Checks
- Credit cards other than the ones listed previously
- Purchase Order Numbers

No application will be processed without proper payment. A receipt will be sent along with the letter that notifies the applicant that the application has been received. These letters are sent when a completed application has been received and proper payment was included. If an extra receipt is needed, GISCI will fax a copy of the receipt to the candidate.

Wire Transfers

GISCI will add a \$15.00 charge in addition to the regular application fee for applicants who pay with a wire transfer. The applicant will be expected to pay any fees assessed in setting up the wire transfer. GISCI will cover the fees assessed for accepting the transfer.

Therefore, all applicants who use a wire transfer service need to pay \$265.00 in order for the application to be processed.

X. Completed Application

Once your application is complete and all supporting documentation is in hand, you may submit your application to GISCI.

NO STAPLES, PAPER CLIPS, or OTHER FASTENERS should be included in the portfolio. All items should be grouped together loose and sent in a pocket folder. Portfolios should not be bound, laminated, or enhanced aesthetically. All portfolios are scanned electronically and inclusion of these items may substantially delay the processing of an application.

All of the documents should be included in the manner described within each section. Inserts should be added correctly. If the application is incorrectly organized, it may jeopardize its consideration or significantly delay its processing. There is no need for a title page, pagination, table of contents, or other extraneous cosmetic items. All the necessary items are available on-line at www.gisci.org or by submitting a request to GISCI headquarters in the manner previously discussed.

No completed applications or individual application materials, under any circumstances, will be returned to the submitter.

Application Arrangement

The completed application should be arranged in the following manner:

1. Application front cover signed
2. Insert II – Educational Achievement Component
3. **Form EDU-1**
4. **Form EDU-2**
5. **Form EDU-X (Optional)**
6. **Form EDU-3**
7. **Educational Achievement Points Summary Sheet**
8. Official Transcript(s) and/or Educational Achievement Documentation
9. Included transcript(s)
10. Educational Achievement Documentation
11. Insert III – Professional Experience Component
12. **Form(s) EXP-W Professional Experience Worksheets**
13. **Form(s) EXP-P Professional Profiles**
14. Supplemental Professional Experience Worksheets (if applicable)
15. **Form EXP-S Experience Worksheet Summary Sheet**
16. Insert IV –Employer Letter (Letter from Supervisor or Client)
17. Included résumé, curriculum vita, or job descriptions (*optional*)
18. Insert V – Contributions to the Profession Component
19. **Form CON-1**
20. Insert VI – Contributions to the Profession Documentation
21. Included contributions documentation
22. Insert VII – Total Certification Points
23. **Form TOT-1**
24. **The Code of Ethics Acknowledgment Form** must accompany the completed portfolio
25. Survey completed
26. Included employer letter (Letter to be sent to employer if approved for GISP)
27. Payment form with payment

Once again, it is very important to adhere to the outlined submission structure in order to facilitate processing. Also, as many separate pieces of paper will be included in each applicant's submission, the portfolio should be contained in a single file or pocket folder.

Completed applications should be sent to GISCI Headquarters. GISCI will notify the applicant upon receipt.

Mailing Instructions

The completed application should be placed in a file or pocket folder and sealed in an envelope. Proper postage should be applied and the portfolio should be sent to GISCI headquarters at the following address:

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

Upon receipt, a confirmation notice will be sent to the applicant.

XI. Code of Ethics

Included with this application is a copy of the GISCI Code of Ethics. The first page of the Code contains an acknowledgement form that must be signed and dated and returned with your application. This form must accompany the completed application in order to be considered for certification. The Code of Ethics is available for review online at www.gisci.org.

No candidate, regardless of points will be considered certified without signing the GISCI Code of Ethics.

XII. Renewal of Certification

In order to retain certification, the Certified GIS Professional must maintain currency with the profession and document those activities periodically. He or she must earn **additional points in renewal categories** since initially being certified or previously renewed to remain certified. If the Certified GIS Professional fails to earn the minimum renewal points during that period, then he or she is no longer considered professionally certified by GISCI.

GISCI certification lasts for 5 years. The initial cycle begins on the day the applicant signs the Code of Ethics and is notified by GISCI of their certified status. When the applicant submits his or her materials for renewal of certification, the cycle will begin again and last for another 5-years. Recertification does not require the GIS professional to sign the Code of Ethics again. The applicant will be expected to pay a recertification fee in the manner described in the Payment section of the renewal of certification procedure manual.

Requirements for Recertification

- The following is a breakdown of the points that are required for renewal of certification. These points must be earned only in the five years that have passed since initial or renewed certification.
- Education – Professional Development hours (1 point for each 6 professional development hours, (i.e. contact hours))
- Contributions to the Profession – points are earned according to a table of activity values
- Work Experience – 10 points for each 12 months of full-time equivalent (FTE) work.

Educational Achievement minimum	10.0
Contributions to the Profession minimum	10.0
Work Experience minimum – no minimum required	
Additional points to be earned from a combination of Education, Work Experience, and Contributions	20.0
Total	40.0

Please refer to the GIS Certification Institute website, www.GISCI.org for further details and proper procedures on renewal of certification. Failure to earn the above points will result in the forfeiture of a GIS Professional's certification.

Renewal of Certification

Points will need to be earned in the Educational Achievement and Contributions to the Profession sections of the application for renewal of certification. The only points that may be used for recertification need to be earned in the 5-years since the candidate was initially certified.

XIII. GISCI Certification Program Contact Information

Application Procedures

GIS Certification Institute
1460 Renaissance Drive, Suite 305
Park Ridge, IL 60068
847-824-7768
F: 847-824-6363
info@gisci.org

GISCI Web Page

www.GISCI.org