

GISP Renewal of Certification Procedures Manual

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I. Preparation for Completing the GISP Renewal application

Before beginning to fill out the GISP Renewal application form, an applicant should gather materials needed for completing the application.

Materials may include:

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

II. Completing the GISP Renewal Application

The objective of the applicant is to:

1. Achieve the minimum number of required points within each of the three categories: Course and Conference (Education) (10), Contributions to the Profession (10), additional points to be earned from a combination of Course and Conference (Education), Work Experience, and Contributions (20)
2. Achieve a total minimum point total of 40. There is no benefit to documenting a high point total. Candidates only need to reach the renewal point total of 40 to achieve GISP renewal.
3. Some values in the application will result in decimal points. Numbers should be rounded up and to the nearest two decimal places (hundredths) for all values. For example, 25.234 will become 25.23 and 25.236 will become 25.24.

Step One: Place your **NAME** and **GISP certification number** on application.

Update any information that may have changed from what is on file.

It is the GISP's responsibility to keep GISCI informed whenever your contact information changes. Failure to do so may result in your missing important communications or being incorrectly listed on the GISP roll.

Step Two: Course & Conference (Education) Point Component (Section EDU-R)

The Course & Conference Points are awarded as follows:

- 1 point for each 6 professional development hours (contact hours) of relevant course or conference attendance. Use Form EDU-R.
(8 hour conference would be $8/6=1.33$ points) or
(3 credit hour class for 10 weeks = 3 credit hours x 3 activity hours x 10 weeks = $90/6=15$ points)
- GISP Renewal candidates must obtain 10.0 points in EDU-R to qualify for GISP Renewal.

Course and conference titles should be listed in the Section EDU-R as they appear on the supporting transcript, syllabi, or other documentation.

**Section EDU-R
COURSE & CONFERENCE (EDUCATION) POINTS**

Year or Date	Course or Conference Title	Description/Location	Professional Development Points
2005	GEOG 6534	Adv Geographic Info Systems	15.00
2006	ESRI 2006	ESRI Conference (5 days)	6.6

Step Three: Contributions to the Profession Component (Section CON-R)

Minimum Contributions to the Profession Requirement

The GISP should locate the appropriate contribution on the Contribution Point Schedule on pages 4-10 of this manual. Refer to the contributions categories section for further details on contributions at www.gisci.org GISPs Renewal Certification. The minimum requirement for Contributions to the Profession component is 10 points.

**Section CON-R
CONTRIBUTIONS TO THE PROFESSION POINTS**

Type (indicate letter)	Year(s)	Description	Points
G	2006	Paper URISA 2005 Conf Proc	6
T	2007	Illinois GIS State Award	6

Contribution Point Schedule

CONTRIBUTIONS POINT SCHEDULE	
(Refer to Contributions Categories reference on www.gisci.org under GISPs Certification Renewal)	
I. GIS Publications	
Publication Type:	Points Earned per Publication:
A. Book or Published Atlas Author/Editor	45
B. Book Chapter or Refereed Paper Author	15
C. Published Maps (as author)	9
D. Editorial Board	9
E. Magazine/Journal Article or Column	9
F. Paper in Conference Proceedings	6
G. Magazine/Journal/Newsletter Column Editor	3
H. Newsletter Article or Review (Books, Software, Policy, etc.)	3
II. GIS-Related Professional Association Involvement	
Level of Involvement:	Points Earned per Year of Office or Affiliation:
I. President or Board Chair	15
J. Board Membership	12
K. Committee Chairperson	9
L. Committee Member	6
M. Association/Organization Membership	3
III. GIS Conference Participation	
Level of Involvement	Points Earned per Conference
N. Conference Chairperson	12
O. Conference Committee Member	6
IV. Workshop Instruction	
	Points Earned per Workshop
P. Workshop Instruction	9
V. GIS Conference Presentations	
Presentation Type	Points Earned per Event
Q. Conference Presentation	3
R. Conference Poster Display	3

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VI. GIS Awards Received	
Recognition Type	Points Earned per Award
S. National Award	9
T. Local/Regional/State Award	6
VII. GIS Volunteer Efforts	
Nature of Volunteer Work	Points Earned per Activity
V. Volunteer Missions	1.5 points per day deployed
U. Volunteer Work	0.15 points per every hour of volunteer work
VIII. Other GIS Contributions	
Participation Type:	Points Earned per Activity
W. Event Organizer	6
X. Event Participation/Moderation	3
Y. Related Community Contributions	3-6

Step Four: The Professional Experience Component

GISP's only need to complete this section if they cannot obtain enough points in the areas of Course & Conference points and Contributions points to meet the minimum 40 point requirement for renewal.

Please include the essay at the end of your GISP Renewal Application.

Please refer to the Renewal of GISP Certification application for information on completing the Professional Experience Component of the application.

Step Five: Totaling Points

The totals from each form EDU-R, CON-R, and Profession Experience Component (if needed) should be added to the Total Renewal Points sheet and added together. If the total is not at least 40 points, the applicant is not eligible for GISP Renewal of GIS Certification.

Course & Conference 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

Once the tabulation sheets have been completed and the minimum and supplemental requirements met, the materials can be sent, scanned and emailed or faxed to GISCI along with payment.

III. Payment

A GISP Renewal will not be processed unless full payment is received in the amount of \$115.00. This fee will cover a 5 year renewal of your GISP Certification. Payment may be in the form of a check for the full amount, made payable to **GIS Certification Institute**.

GISCI also accepts Visa, MasterCard, and American Express. The cardholder will need to supply GISCI with card/account number, the expiration date, and the cardholder's name.

Wire Transfers are accepted, but the fee is \$130.00 to cover the wire transfer processing fee and application fee (\$115.00 + 15.00).

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

- Currency
- Multiple Party Checks
- Credit cards other than the ones listed previously
- Purchase Order Numbers

IV. Completed Application

Once your application is complete, you may submit your application to GISCI.

Supporting documentation should NOT be included with the application, but should be retained should a question arise in regards to your GISP Renewal. No completed applications or individual application materials, under any circumstances, will be returned to the applicant.

Application Arrangement

The completed application should be arranged in the following manner:

1. Update Name / Address Information and Point Total
2. Form EDU-R
3. Form CON-R
4. Experience Essay (include only if needed)
5. Payment Form

Submission Instructions

Certification Renewal applications do NOT need to be mailed. GISCI accepts scanned and emailed or faxed versions of all certification renewal application packets.

e-mail: info@gisci.org

**GIS Certification Institute
701 Lee Street, Suite 680
Des Plaines, IL 60016**

Contact GISCI at (847) 824-7768, Fax (847) 824-6363

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