

NATIONAL
GREEN
INFRASTRUCTURE
CERTIFICATION
PROGRAM

ngicp

 Water Environment
Federation
the water quality people®

APPLICANT HANDBOOK





The National Green Infrastructure Certification Program (NGICP) is targeted to individuals who install, inspect, and maintain green infrastructure systems in the United States. The goal of the program is to recognize skilled workers who have demonstrated their knowledge and skill in the construction, inspection, and maintenance of Green Infrastructure (GI) systems. The NGICP supports regional efforts to create sustainable employment within communities and support career opportunities with livable wages through GI investments.

ABOUT WEF AND THE NGICP

The Water Environment Foundation (WEF), a not-for-profit technical and educational organization representing water quality professionals around the world, established the NGICP Certification Council in 2016. The purpose of the NGICP Certification Council is to develop, maintain, and administer a certification program for individuals who install, inspect, and maintain green infrastructure systems.

BENEFITS OF BEING CERTIFIED THROUGH NGICP

Certification helps you remain competitive in the GI workforce. Owners, employers, and contractors are taking additional steps to ensure workers have demonstrated that they possess the required knowledge and skill to build, inspect, and maintain green infrastructure systems.

Every profession requires specialized skills. Not every employer knows that you have those skills. In short, certification is an investment in your career, your livelihood and your future.

The benefits of becoming certified by the NGICP include:

- Expansion of your skills and knowledge of constructing, inspecting, and maintaining GI systems;
- Greater awareness of GI career opportunities;
- Proof of your commitment to supporting sustainable performance of GI practices; and
- Exposure to employers looking to hire skilled GI workers through the NGICP Certification Database.

TABLE OF CONTENTS

SECTION 1 | APPLYING FOR CERTIFICATION

Eligibility Requirements	4
Green Infrastructure Training Course	4
Application Requirements and Processing	5
Special Accommodations	6

SECTION 2 | PREPARING FOR THE EXAMINATION

How the Exam is Developed	7
Exam Preparation	7

SECTION 3 | TAKING THE EXAM

What to Expect on Exam Day	9
Admission to Test Site	9
Security	9
Score Reporting	9
Irregularities	9
Inclement Weather or Other Circumstances	9
Examination Related Complaints	9

SECTION 4 | POST-EXAM

Exam Results	10
Understanding Your Scores	10
Certification Verification	10
GI Certificate	10
Re-Examination	10

SECTION 5 | COMPLAINTS, INVESTIGATIONS, AND DISCIPLINARY ACTIONS

Reconsideration of Adverse Decisions	11
Disciplinary Actions and Complaints	11

SECTION 6 | MAINTAINING YOUR CERTIFICATION

Maintenance of Certification	15
Requirements for Certification Maintenance	15
Recertification Timeline	15
Recertification Application and Fees	16
Certification Expiration and Failure to Maintain Certification	16
Appeals	16
Verification	16

SECTION 7 | POLICIES

Code of Conduct	17
Nondiscrimination	17
Use of Certification Mark	17
Confidential Information and Security	18

SECTION 8 | NGICP FORMS

Certification Application Form	21
NGICP Complaint Form	23

SECTION 1

APPLYING FOR CERTIFICATION

ELIGIBILITY REQUIREMENTS

The NGICP Certification Council has established eligibility requirements for the Green Infrastructure (GI) certification program to help ensure that the certification process is impartial for all applicants and to ensure individuals who earn certification have a proficient level of knowledge and expertise needed to install, inspect, and maintain green infrastructure systems.

The scope of practice for those professionals seeking GI certification was defined through the 2016 Job Task Analysis Survey (JTA). The result of the JTA is the GI exam blueprint which is available on the website at: www.ngicp.org.

Candidates seeking the GI certification must meet the following eligibility requirements:

1. Complete a GI training course that meets the requirements (as listed below in the "Green Infrastructure Training Course" section) or is approved by the Water Environment Federation (WEF);
2. Hold a high school diploma or the equivalent;
3. Take and pass the GI examination; and
4. Attest to the NGICP Code of Conduct.

The NGICP Certification Council does not develop, approve, endorse, or recommend any training course for the GI certification examination. Membership in WEF or other membership organizations is not a requirement to earn the GI certification.

GREEN INFRASTRUCTURE TRAINING COURSE

Applicants for the GI certification exam are required to complete a GI training course that meets the requirements below or is approved by WEF. The GI training course must meet the following criteria:

- The curriculum covers the GI certification examination domains, as listed in the exam blueprint.
- The curriculum covers the practices emphasized by the certification program including bioretention, green roofs/blue roofs, rainwater harvesting (rain barrels and cisterns), dry wells, stormwater wetlands, and permeable/porous pavements.
- The instructor has two out of three of the following qualifications:
 1. At least three years of direct experience in stormwater green infrastructure construction, inspection, and maintenance;
 2. Experience as an instructor for hands-on adult learning courses; and
 3. Minimum of a Bachelor's of Science (BS) degree related to water resource management or environmental sciences.
- The course has a minimum of 35 total contact hours, which include at least seven hours of field or interactive educational activities.
- Delivery must be in person, encompassing a mix of traditional classroom teaching, hands-on activities, and site visits.

APPLICATION REQUIREMENTS AND PROCESSING

APPLICATIONS FOR CERTIFICATION

All applicants for GI certification must submit a completed application form with the required payment. Download and complete the GI application form, available on the NGICP web-site at www.ngicp.org and in Forms sections of this handbook. Submit the completed application with payment to NGICP via the WEF headquarters:

Mail	Water Environment Federation 601 Wythe Street, Alexandria, VA 22314-1994
Fax	1-703-684-2492
E-mail	ngicp@wef.org (note: a scanned copy of the application is required)

Complete applications are due to WEF at least one month before testing date. The NGICP audits 10 percent of the submitted applications to verify the information submitted. If selected for audit, NGICP will provide the candidate with instructions on how to complete the audit process. If selected for audit, the candidate must complete the audit process before receiving the credential.

REGISTERING TO SIT FOR THE EXAM

Once a NGICP application is accepted, an applicant is eligible to register to take the NGICP exam. Exam dates, locations, and fees are available on the NGICP web site.

RESCHEDULING EXAM DATES

If the applicant is approved to sit for the exam and must reschedule, there will be no fee charged if the applicant gives notice a minimum of ten (10) days prior to the exam date. The applicant will be allowed to select a new exam date any time within the following 12 months with no additional fee required. If the applicant does not notify NGICP staff in writing by either hard copy, e-mail or fax that they will not be sitting for the exam prior to the deadline, they will forfeit the exam registration fee.

EXAM FEES

Exam fees for the exams offered during the pilot phase in 2016 and 2017 are covered by the Founding Partners' fee.

INCOMPLETE APPLICATIONS

NGICP will not process incomplete applications. If an application is incomplete, NGICP will send a hard copy letter and an e-mail to the addresses provided in the application detailing the missing information. The applicant will have one opportunity to submit the missing information within one month (30 days) from the date of the letter outlining the missing information. There will be no additional fee associated with this one resubmittal. After three months, there will be a late completion fee that will be charged to process the additional information. After six months from the date of the letter outlining the missing information, the incomplete application will be deleted from the system.

ELIGIBILITY APPEALS/DENIAL

If a candidate fails to meet the eligibility requirements, the individual will be sent a letter and an e-mail to the contact information provided on the application informing the applicant that he/she was found to not meet the eligibility requirements and therefore is not approved to sit for the exam at this time. Application fees will not be reimbursed for unapproved applications.

An individual may request reconsideration of an adverse non-disciplinary decision made as part of the exam eligibility, exam testing, and recertification processes. The types of items that fall into this policy are: being deemed ineligible to take an exam, not passing the exam, a test site issue, a medical or personal emergency, or denial of a recertification application.

SUBMITTING A REQUEST FOR RECONSIDERATION

An individual must submit a request for reconsideration in writing (via U.S. mail or e-mail) to the NGICP Council within 30 days of the adverse decision. The written request must include the:

- Date of the decision
- Details of the situation and circumstances
- Reason for the request for reconsideration
- Relevant materials for the request for reconsideration
- Individual's contact information (e-mail, phone number, address)

NGICP staff will acknowledge receipt of the request for reconsideration within five days and log it into the Request for Reconsideration Log.

REVIEW PROCESS

A representative of the NGICP Council, who may be a staff member or Council member, will review the request for reconsideration within 10 days of receipt. The representative will notify the individual of the decision within 30 days of the review. The determination of the NGICP Council is final.

SPECIAL ACCOMMODATIONS

The NGICP complies with the Americans with Disabilities Act (ADA). The ADA defines an individual with a disability as a person who has a physical or mental impairment that substantially limits a major life activity (such as seeing, hearing, learning, reading, concentrating, or thinking) or a major bodily function (such as the neurological, endocrine, or digestive system).

The NGICP will grant reasonable testing accommodations to candidates with disabilities covered under the ADA who demonstrate a need for accommodation by a qualified professional. Candidates requesting an accommodation must submit the request in writing with a doctor's note confirming the disability and the accommodation needed to NGICP with their application.

SECTION 2

PREPARING FOR THE EXAMINATION

HOW THE EXAM IS DEVELOPED

JOB ANALYSIS

The purpose of the GI exam is to confirm that candidates for certification have demonstrated they have the required knowledge and skill to install, inspect, and maintain green infrastructure systems. The GI exam is developed to meet established standards of validity, reliability, and fairness. The basis of the program is the Job Task Analysis (JTA). A JTA is a comprehensive study to validate the knowledge, skills, and abilities required by professionals performing in the job role. The result of the JTA is the exam blueprint for the GI examination. The NGICP Certification Council conducts a JTA every five to seven years to ensure the exam content is relevant and current.

EXAM DEVELOPMENT

The NGICP maintains a bank of exam questions, or items, for the GI certification examination. Subject matter experts (SMEs) in GI write and review items based on the approved exam content outline. Items are reviewed occasionally and replaced as necessary to ensure the most up-to-date exam. While specific items may change over time, the content and weighting as described in the content outline remain the same, unless changed as a result of the JTA.

PASSING SCORE

The passing score for the GI exam is selected to identify individuals who can or cannot adequately perform on the job. The passing point for the GI exam is established using a criterion-referenced technique known as the "Angoff Method" based on requirements of the job and the difficulty of the exam items as judged by a panel of expert. Qualified and trained subject matter experts participate in recommending the passing point under the guidance of a qualified testing consultant and the Certification Council is responsible for final approval of the passing point for the exam.

EXAM PREPARATION

The NGICP Certification Council does not develop, approve, endorse, or recommend any training course for the GI certification examination. Candidates are, however, required to complete a training program that meets the defined requirements or is approved by the Water Environment Federation (WEF).

EXAM DESCRIPTION

The GI examination contains 100, multiple-choice items and is given in English. Candidates have two and a half hours to complete the exam. Additional time may be given for applicants taking an exam with more questions on the form for pre-testing purposes. The examination is given via paper and pencil scheduled at specified dates and times as sponsored through the NGICP Partner organizations. Exam test site locations and exam dates and times are available on the NGICP web site (www.ngicp.org).

EXAM BLUEPRINT

The Green Infrastructure (GI) practices focused on in the National Green Infrastructure Certification Program (NGICP) are as follows: bioretention (rain gardens, bioretention cells, curb extensions/bulb-outs, bioswales, stormwater planters), rainwater harvesting (rain barrels and cisterns), permeable pavements (porous concrete, pervious asphalt, and permeable pavers), green roofs and blue roofs, dry wells and stormwater wetlands. Presented below are the weightages for various sections:

WATERSHED FUNDAMENTALS	6 – 10%
Apply the key concepts of basic hydrology/hydrologic function	
Apply the basic concept and recognize the environmental benefits of stormwater management and green infrastructure	
GREEN INFRASTRUCTURE (GI) PRACTICES	19 – 23%
Identify the basic functionality of various GI practices	
Identify the purpose, functionality and properties of the basic physical components of GI practices	
Apply key concepts related to the lifecycle of GI practices	
Identify the terminology used to describe various GI practices	
GI METHODS AND MATERIALS	50 – 54%
Recognize the appropriate application of equipment for the construction or the maintenance of a GI practice	
Apply the key concepts of site layout and grade checking	
Recognize the purpose of common GI construction materials	
Apply the key concepts of basic vegetation management and establishment	
Recognize the significance of and identify the procedure for proper storage and handling of materials	
Recognize the significance of and identify the procedure for water management, as well as, erosion and sediment control during the construction and maintenance of a project	
Identify potential site safety hazards associated with GI practices and personal protective equipment (PPE)	
Read and comprehend architectural and engineering drawings	
Recognize adjacent and related infrastructure variables as they pertain to GI	
GI FUNCTIONALITY AND APPEARANCE	17–21%
Recognize GI-related performance issues	
Diagnose the cause of common GI failures	
Recognize adequate and comprehensive documentation of GI practices	

SECTION 3

TAKING THE EXAM

WHAT TO EXPECT ON EXAM DAY

The GI examination is given via paper and pencil at testing sites sponsored by NGICP partner organizations. Test site locations are available on www.ngicp.org. Candidates must select the exam site sponsored by their local NGICP Partner.

ADMISSION TO TEST SITE

Candidates must have the NGICP Exam Entrance Letter with confirmation number and a government-issued form of photo identification for admission to the testing site.

SECURITY

Exam candidates may only bring two No. 2 pencils into the exam with them. All cell phones must be turned off and stowed within a zipped or secured bag kept at the front of the exam room in full view of all exam candidates for the duration of the exam. Cell phones and other electronic devices must be stowed prior to entrance at the exam site, and are not permitted for use during the testing. Any participant found with a cell phone or electronic device in use during the exam will be required to turn in their exam, leave the testing site, and forfeit their exam fee.

No one is allowed to bring any paper or books or calculators or any other materials into the exam. At the end of the exam, each candidate is required to turn over all materials on their desks except for the two pencils that they entered with.

NGICP testing sites and proctors follow security protocols to ensure the integrity of the certification program and protect the confidentiality of exam materials and content.

SCORE REPORTING

Individual exam scores will be reported within 45 days to each candidate by hard copy letter mailed to the address on record and a scan of the letter sent via e-mail.

IRREGULARITIES

Occasionally, testing irregularities occur that affect an individual or a group of test takers. Such problems include, without limitation, administrative errors, defective equipment or materials, improper access to test content and/or the unauthorized general availability of test content, as well as, other disruptions of test administrations (for example, natural disasters and other emergencies). Typical testing irregularities will be investigated and resolved by the NGICP staff, in conjunction with the test site representative. Significant irregularities will be escalated to the attention of the Certification Council. The Council may direct either not to score a test or to cancel test scores based on the irregularity.

INCLEMENT WEATHER OR OTHER CIRCUMSTANCES

Exam administrations may be canceled and rescheduled due to inclement weather or where the government has declared a local state of emergency for the time period including the scheduled exam time or during the 24 hours immediately preceding the exam time. Determination of weather will be based upon local authorities such as public school boards or weather advisories issued by the National Weather Service for the area in which the exam will be administered.

EXAMINATION RELATED COMPLAINTS

See the Reconsideration of Adverse Decisions policy on p. 11.

SECTION 4

POST-EXAM

EXAM RESULTS

Individual exam scores will be reported within 45 days to each candidate by hard copy letter mailed to the address on record and a scan of the letter sent via e-mail. Candidates who fail the exam will receive information of their performance as compared to the passing standard.

UNDERSTANDING YOUR SCORES

A criterion-referenced standard setting process is used to establish the passing point for each exam. This means that each candidate's performance on the exam is measured against a pre-determined standard. Candidates are not graded on a curve and do not compete against each other or against a quota. Receiving a higher than passing score is not an indication of more advanced knowledge or a predictor of better job performance. All individuals who pass the exam, regardless of their score, have demonstrated an acceptable level of knowledge.

CERTIFICATION VERIFICATION

The names of individuals who have earned the GI certification are not considered confidential. NGICP will publish the names of individuals who have passed the GI certification examination in the Directory of Certified Green Infrastructure individuals.

The directory will include the certified individual's first name, last name, city, state, ID number (if applicable), and certification status. A certificant may opt out of the directory.

GI CERTIFICATE

NGICP issues a non-transferable certificate only to individuals found to meet all certification requirements. No other factors shall be used to determine an individual's qualification to earn the certificate.

The certificate will also include: the certificant's name, ID number, title of certification, scope of certification, certification issuer (NGICP), and the signature of the NGICP Council Chair.

RE-EXAMINATION

Candidates who did not successfully pass the examination must wait a minimum of 120 days from the date of their most recent exam to apply to retest. Candidates must continue to meet the published eligibility criteria, submit the required application, and pay the corresponding fees in order to retake the exam.

SECTION 5

COMPLAINTS, INVESTIGATIONS, AND DISCIPLINARY ACTIONS

RECONSIDERATION OF ADVERSE DECISIONS

An individual may request reconsideration of an adverse non-disciplinary decision made as part of the exam eligibility, exam testing, and recertification processes. The types of items that fall into this policy may include: being deemed ineligible to take an exam, concerns about an unsuccessful exam result, a test site issue, a medical or personal emergency, or denial of the recertification application.

To request a reconsideration of a decision, submit the request in writing (via U.S. mail or e-mail) to the NGICP Council at 601 Wythe Street, Alexandria, VA 22314-1994 or via e-mail at ngicp@wef.org within 30 days of the date on the letter or e-mail stating the original decision. The written request must include the:

- Date of the decision
- Details of the situation and circumstances
- Reason for the request for reconsideration
- Relevant materials for the request for reconsideration
- Individual's contact information (e-mail, phone number, address)

Once your request has been received, it will be entered into the Request for Consideration Log. Then a representative of the NGICP Council, who may be a staff member or Council member, will review the request within 10 days of receipt and notify the candidate within 30 days of the review. The determination of the NGICP Council on the matter is considered final.

DISCIPLINARY AND COMPLAINTS

CODE OF CONDUCT & GROUNDS FOR SANCTIONS

Individuals certified by the NGICP Certification Council have successfully completed the requirements of the certification process by meeting established eligibility requirements and passing the GI certification examination. An important part of maintaining certification includes understanding and complying with the NGICP Code of Conduct and related policies. Pledging to uphold the Code of Conduct is an essential piece of the certification process as it assures that a certificant agrees to uphold the highest standards of personal and professional behavior. Attesting to the Code of Conduct occurs initially with the certification application and is reaffirmed at each recertification.

Those certificants who are found to be in violation of the Code of Conduct may face disciplinary action under the NGICP Disciplinary Policy.

The grounds for sanctions may include, but are not limited to:

- Violation of established NGICP certification program policies, rules, and requirements;
- Fraud or misrepresentation in the application for, or maintenance of, certification;
- An irregular event in connection with the GI certification examination, including (but not limited to) copying examination materials, causing a disruption in the testing area, or failure to abide by reasonable test administration rules;
- Taking the exam for any purpose other than that of becoming credentialed in the area referenced in the title of the exam;

- Disclosing, publishing, reproducing, summarizing, paraphrasing, or transmitting any portion of the exam in any form or by any means (verbal, written, electronic or mechanical) without the prior express written permission of NGICP;
- Unauthorized possession or misuse of the GI credential, examination, and other intellectual property;
- Misrepresentation of credential status; and
- Failure to provide requested information in a timely manner.

COMPLAINTS AND INVESTIGATIONS

Complaints must be submitted in writing to NGICP Council, 601 Wythe Street, Alexandria, VA 22314-1994 or via e-mail at ngicp@wef.org by an individual or entity. The complaint must be submitted using the NGICP Complaint Form (available on the NGICP website) with the required information including:

- the certificant name or other identifying information;
- the specific complaint and the corresponding grounds for sanctions (listed above);
- supporting evidence to support the complaint; and
- contact information for the individual submitting the complaint, if applicable.

Upon receipt of the complaint, it will be entered into the Complaint Log. NGICP staff will then conduct a preliminary review of a submission. The NGICP staff will determine if the submission constitutes an actual complaint and if disciplinary action should be taken.

If the submission is determined to be an actionable complaint, the certificant in question will receive a written notice about the complaint and will be granted the opportunity to respond to the complaint. The individual will then have thirty (30) days to submit any and all applicable documentation. The staff lead also shall ensure that the individual submitting the complaint receives notice that the complaint is being reviewed by NGICP.

This documentation will be presented to a committee of three members of the NGICP Council for investigation. If no applicable documentation is submitted within the thirty (30) days, the committee may proceed with making a determination.

The staff lead shall make a determination of whether the submitted information constitutes an actual complaint that requires further investigation and review. NGICP staff will provide the notices required hereunder within sixty (60) days of receipt of the complaint.

REVIEW PROCESS

1. For each complaint submission that the NGICP staff concludes is a valid and actionable complaint, the Certification Council authorizes an investigation into its specific facts or circumstances to whatever extent is necessary in order to clarify, expand, or corroborate the information provided by the submitter.
2. Both the individual submitting the complaint and the certificant who is the subject of the investigation (or his or her employer) may be contacted for additional information with respect to the complaint. The Certification Council may, at its discretion, contact such other individuals who may have knowledge of the facts and circumstances surrounding the complaint.
3. All investigations and deliberations of the committee and the Certification Council are conducted in confidence, with all written communications sealed and marked "Personal and Confidential." They are conducted objectively, without any indication of prejudgment. An investigation may be directed toward any aspect of a complaint which is relevant or potentially relevant. Formal hearings are not held and the parties are not expected to be represented by counsel, although the committee or the Certification Council may consult legal counsel.
4. The committee and the Certification Council shall undertake all reasonable efforts to ensure that the review process set forth in this section shall be completed within ninety (90) days of the determination to investigate.

DETERMINATION OF VIOLATION

Upon completion of an investigation, the committee of the Certification Council may make a determination that there has been a demonstrable and serious violation based on the grounds for sanction. The determination of the disciplinary decision is prepared under the staff lead's supervision and is presented to the full NGICP Certification Council along with the record of the committee's investigation:

1. If the committee determines that a violation has not occurred, the complaint is dismissed with notice to the certificant and the individual or entity who submitted the complaint. The complaint is included in an annual summary Certification Council report.
2. If the committee determines that a violation has occurred, the committee will decide on an appropriate sanction.
3. This determination and the imposition of a sanction are promulgated by written notice to the certificant and to the individual submitting the complaint (if the submitter agrees in advance and in writing to maintain in confidence whatever portion of the information is not made public by the committee or Council.)
4. In certain circumstances, the committee or the Certification Council may determine that the certificant who has violated the Code of Conduct or other grounds for sanctions, should be offered an opportunity to submit a written assurance that the conduct in question has been terminated and will not recur. The decision of the committee to make such a determination is within their discretionary power. If such an offer is extended, the certificant at issue must submit the required written assurance within thirty days of receipt of the offer, and the assurance must be submitted in terms that are acceptable to the committee. If the committee accepts the assurance, notice is given to the certificant and to the submitter of the complaint, if the submitter agrees in advance and in writing to maintain the information in confidence.

SANCTIONS

Any of the following sanctions may be imposed by the Certification Council upon a certificant whom the Certification Council has determined has violated the Code of Conduct. The disciplinary decision applied must reasonably relate to the nature and severity of the violation, focusing on reformation of the conduct and deterrence of similar conduct by others.

Actions may include:

- a. written reprimand to the certificant;
- b. suspension of the certificant for a designated period; or
- c. termination of the certificant's certification from NGICP.

Once a determination has been made, the NGICP database and certificant's file will be promptly updated to reflect any certification suspension or termination.

- A formal, written reprimand from the Certification Council is generally first sent to a certificant who has received his or her *first* substantiated complaint.
- Suspension normally is imposed on a certificant who has received *two* substantiated complaints.
- Termination normally is imposed on a certificant who has received *two* substantiated complaints within a *two year period*, or *three or more* substantiated complaints.

The Certification Council may, at its discretion, impose any of the above sanctions, if warranted, in specific cases.

Certificants who have been terminated shall have their certification revoked and all certificates or other materials requested by NGICP must be returned promptly to NGICP.

APPEAL

Within thirty (30) days from receipt of notice of a determination by the Certification Council that an individual violated the Code of Conduct—or of other substantive requirements of the certification process resulting in grounds for sanctions—the certificant in question may submit to NGICP a written request for an appeal.

Upon receiving a request for appeal, the Chair of the Council will appoint a three person Appeal Panel. Individuals appointed to serve on the Appeal Panel cannot be current members of the NGICP Council. No one with any personal involvement or conflict of interest may serve on the Appeal Panel. Appeal Panel members will sign a confidentiality and conflict of interest statement prior to beginning their service on the committee.

This Appeal Panel may review one or more appeals, upon request of the NGICP Council Chair.

The Appeal Panel may only review whether the determination by the Certification Council was inappropriate because of:

- a. material errors of fact, or
- b. failure of the Certification Council or NGICP to conform to published criteria, policies, or procedures.

Only facts and conditions known to NGICP up to and including the time of the Certification Council's determination are considered during an appeal. The appeal shall not include a hearing or any similar trial-type proceeding. Except as otherwise set forth herein, legal counsel is not expected to participate in the appeal process, unless requested by the appellant and approved by the NGICP Certification Council and the Appeal Panel. The Certification Council and Appeal Panel may consult NGICP legal counsel.

The Appeal Panel conducts and completes the appeal within ninety (90) days after receipt of the request for an appeal.

Written appellate submissions and any reply submissions may be made by authorized representatives of the appellant and of the Appeal Panel. Submissions are made according to whatever schedule is reasonably established by the Appeal Panel.

The decision of the Appeal Panel either affirms or overrules the determination of the Certification Council, but does not address a sanction imposed by the Certification Council. The decision of the Appeal Panel, including a statement of the reasons for the decision, is reported to the NGICP Certification Council in writing. The Appeal Panel decision is binding upon the Certification Council, the certificant who is subject to the sanction, and all other persons.

RESIGNATION

If a certificant who is the subject of a complaint voluntarily surrenders his or her GI certification at any time during the pendency of a complaint under these procedures, the complaint will be dismissed without any further action by the Certification Council or an Appeal Board established after an appeal. If this occurs, the information will be retained in NGICP's permanent file for future reference. A certificant who resigns during a complaint investigation will not be allowed to reapply and take the exam again to become certified for a minimum of three years. At the time of reapplication, the individual may be asked to submit an additional statement that answers any questions from the original complaint investigation. However, the Certification Council may authorize the Certification Chair to communicate the fact and date of resignation, and the fact and general nature of the complaint which was pending at the time of the resignation, to or at the request of a government entity engaged in the administration of law. Similarly, in the event of such resignation, the person or entity who submitted the complaint is notified of the fact and date of resignation and that Certification Council has dismissed the complaint as a result.

SECTION 6

MAINTAINING YOUR CERTIFICATION

MAINTENANCE OF CERTIFICATION

The NGICP monitors ongoing compliance with the certification requirements through mandatory certification maintenance. This maintenance program is designed to promote continuing education and training so that those within the fields of green infrastructure installation, inspection, and maintenance may continue to reinforce and expand their knowledge and skill sets.

REQUIREMENTS FOR CERTIFICATION MAINTENANCE

To maintain GI certification, all certified individuals are required to recertify every two (2) years*, at which time a certificant must document participation in a minimum of 14 contact hours of continuing education training in topics directly related to constructing, inspecting or maintaining green infrastructure during each two-year certification cycle. Through these recertification contact hours, certificants are encouraged to become familiar with several topics or to take a more detailed training in a specific area of green infrastructure.

RECERTIFICATION TIMELINE

The two-year certification cycle begins on the date NGICP awards the credential and expires on the first day of the month immediately following this date. For example, if certification was granted on February 18, 2016, the first recertification would be due on March 1, 2018. All individuals seeking recertification must complete an application for recertification, available for download from the NGICP website.

Recertification applications, contact hour documentation, and the recertification fee are all due on the day of the deadline by the close of business at WEF's offices in Alexandria, Virginia. After the deadline, progressive late fees will be charged above and beyond the recertification application fee according to the schedule below:

Days after Deadline	Late Fee
1 – 30	\$25
31 – 90	\$50
91 – 180	\$75
181 – 365	\$100

After 365 days (or one year), the certification expires and recertification is not possible. The individual will need to submit a new NGICP application, pay all applicable fees, take, and pass the exam in order to become certified again.

RECERTIFICATION APPLICATION AND FEES

All individuals seeking recertification must complete an application for recertification, available for download from the NGICP website. Applications will be accepted as a hard copy that is delivered to WEF's offices, as a scanned e-mail attachment or as faxed copies.

INCOMPLETE APPLICATIONS

If an application is deemed incomplete by the NGICP staff (missing fields or qualifications), the applicant will be sent a hard copy letter to the address listed on their application as well as an e-mail sent to the e-mail address listed on their application, detailing the specific information that is missing that caused their application to be classified as incomplete (i.e. checklist showing which fields are missing). The applicant will have one opportunity to submit the missing information within one month from the date of the e-mail outlining the missing information. There will be no additional fee associated with this one resubmittal. After three months, there will be a late completion fee that will be charged to process the additional information. After six months from the date of the e-mail outlining the missing information, the incomplete application will be deleted from the system.

If the recertification application is deemed to be complete, the certificant will be sent a hard copy letter and an e-mail to notify them that the application was successful.

CERTIFICATION EXPIRATION AND FAILURE TO MAINTAIN CERTIFICATION

If a candidate fails to meet the eligibility requirements, the individual will be sent a hard copy letter at the address listed on the application as well as an e-mail (if an e-mail address was included on the application) that states that the applicant was found to not meet the recertification requirement. Application fees will not be reimbursed for unapproved applications.

The certification status will be listed as *pending recertification* after the expiration date. If any requests for certification verification are received during this period, it will be noted that the certification is not active but pending recertification.

On the first day of the month twelve months after the expiration date, the certification becomes null and void, after which former certificants must reapply as a new candidate and take the certification exam again.

APPEALS

Read more on the appeals process in Section 5 – Complaints, Investigations and Disciplinary Actions under “Reconsideration of Adverse Decisions” on page 11.

VERIFICATION

The NGICP will randomly audit a minimum of ten (10) percent of the applications for the NGICP recertification. NGICP will verify continuing education training credits (e.g. certificate of completion, roster from sponsoring organization).

SECTION 7

POLICIES

CODE OF CONDUCT

Individuals certified by the NGICP Certification Council have successfully completed the requirements of the certification process by meeting established eligibility requirements and passing the GI certification examination. An important part of maintaining certification lies with reading, understanding, and complying with the NGICP Code of Conduct and related policies. Pledging to abide by the Code of Conduct is an essential piece of the certification process as it assures that a certificant agrees to uphold the highest standards of personal and professional behavior. Attesting to the Code of Conduct occurs initially with the certification application and is reaffirmed at each recertification. Failure to follow the code of conduct may result in the loss of certification.

- Act honestly, competently and with integrity
- Use my knowledge and skill for the protection of the water environment
- Be truthful and accurate in the information I provide to the NGICP
- Adhere to all laws and regulations applicable to the profession
- Promote and encourage a high quality level of work on all green infrastructure projects
- Accurately represent my qualifications and credentials
- Protect and keep information, including exam content, confidential in order to maintain it as an accurate validation of others' knowledge in green infrastructure
- Strive for continued professional development throughout my career in a way that supports on-going improvement and efficiency of my day-to-day job tasks
- Properly use the certificate, stamp and other marks of the NGICP designation, which are the property of WEF, as I am specifically authorized to do so

- Uphold and follow all of the policies and procedures outlined in the NGICP Policies and Procedures Manual required in order to become and to remain NGICP certified and in good standing
- Represent the NGICP professionally

NONDISCRIMINATION

NGICP adheres to principles of fairness and due process and endorses the principles of equal opportunity. In administering the certification program, NGICP shall not discriminate or deny opportunity to anyone on the grounds of race, color, national origin, sex, age, religion, marital status, sexual orientation, or any other status that is protected by applicable law.

USE OF CERTIFICATION MARK

The GI certification mark and logo are the property of NGICP. Permission to use the certification mark or logo is granted to certified persons at the discretion of the NGICP Certification Council, for permissible uses only.

Individuals who have met the GI certification and recertification requirements and have agreed to the Code of Conduct are authorized to use the GI certification mark and logo as a means to alert those within the green infrastructure industry, such as employers, important stakeholders and the general public, of the designation.

Any complaint of credential or logo misuse should be submitted to NGICP through the disciplinary and complaint process. (See Section 5 – Complaints and Disciplinary Actions.) NGICP will follow all policies and procedures to determine the validity of the complaint and notify the person misusing the logo that they must cease and desist use. If they fail to cease and desist, NGICP will take further steps, possibly including legal action, to prevent logo misuse.

CONFIDENTIAL INFORMATION AND SECURITY

Confidential personal information about applicants and certificants and their examination scores will be released only to the individual candidate and will not be disclosed without a written request and signed release from the protected party for release to a 3rd party, unless required by law.

Applicant/certificant personal information supplied on an application for initial certification or recertification is considered confidential. Personal information retained within the applicant/certificant database will be kept confidential.

The names of certified individuals are not considered confidential and may be published by the Council in an online directory and other literature. Certified individuals may elect to have their names withheld from these publications. Regardless of this election, the Council verifies the certification status of any individual upon written request. This verification includes whether the individual is currently certified or not. Application status, or whether or not an individual has taken the exam(s), is not released.

Aggregate exam statistics for the certification program (including the number of exam candidates, pass/fail rates, and total number of certificants) will be publicly available. Aggregate exam statistics, studies and reports concerning applicants/certificants will contain no information identifiable with any applicant, unless authorized in writing by the applicant.

SECTION 8

NGICP FORMS

The following pages contain the NGICP Certification Application and NGICP Complaint forms. Please complete these forms and return them to:

NGICP Council
c/o Water Environment Federation
601 Wythe Street, Alexandria VA 22314

or e-mail to ngicp@wef.org



keep checking us out

We are constantly updating and adding information to the NGICP Web site.
Visit www.ngicp.org frequently to stay up-to-date on everything you need.



www.ngicp.org

APPLICANT INFORMATION

First name		Last name	
Address			
City		State	Zipcode
Phone 1 <input type="checkbox"/> CELL <input type="checkbox"/> HOME <input type="checkbox"/> WORK		Phone 2 <input type="checkbox"/> CELL <input type="checkbox"/> HOME <input type="checkbox"/> WORK	
E-mail		DOB (MM/DD/YYYY)	
Have you taken the NGICP Certification Exam before? <input type="checkbox"/> YES <input type="checkbox"/> NO	Date of Exam (MM/DD/YYYY)	Location	

NGICP Exam Eligibility Criteria

1. High school diploma or GED (or equivalent)
2. A minimum of 35 contact hours of training in GI construction, inspection, and maintenance of various GI practices (bioretention, blue/green roofs, permeable pavements, rainwater harvesting, dry wells, and stormwater wetlands).

Applicants must demonstrate that they have met these requirements by providing the Education and Training information requested below.

EDUCATION

NOTE: Please provide an official transcript documenting your high school graduation or an official GED or equivalent transcript with your application for certification. A minimum of a tenth grade reading level is recommended to support candidates in completing the written multiple-choice NGICP exam.

<input type="checkbox"/> High school degree	School name	
	Location	Graduation date
<input type="checkbox"/> High school equivalency (GED)	State	Date received
Full legal name at the time you received high school diploma or equivalent:		
Highest level of education	<input type="checkbox"/> Some college <input type="checkbox"/> Two-year college degree <input type="checkbox"/> Four-year college degree <input type="checkbox"/> Advanced degree	

TRAINING

Please attach training agenda detailing topics covered and the signed attendance verification form from your trainer.

Name of training program		Dates attended	Total contact hours
Instructor's information	Name	Phone	
	E-mail		

Note: For the November 2017 exam, trainers will be submitting Training Attendance Verification documentation directly to NGICP.

PAYMENT INFORMATION

NGICP Certification Exam – November 2017			Application Fee: \$ NA
<input type="checkbox"/> Check	<input type="checkbox"/> Personal Check <input type="checkbox"/> Company Check	Check No.	
<input type="checkbox"/> Credit Card	<input type="checkbox"/> American Express <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA		
	Card Number	Exp Date.	CWV
	Name on Card		
	Billing Address		
	City	State	Zip code
	Signature		
I authorize WEF to charge my credit card for the amount indicated.			

Do you have an ADA Title I disability/impairment for which you may need assistance during the exam? Yes | No
 Please enclose a letter (from a medical professional authorized to make such assessments) that describes the specific accommodations that will be required.

Applicant's Signature	Date
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I certify that all information contained in this application, including any attachments, is true and correct to the best of my knowledge and belief. I understand that omissions may disqualify me and that knowingly making a false statement may result in the NGICP's refusal to issue a certificate or a revocation of any certification granted, as well as possible prosecution under appropriate law, which could provide for criminal penalties of a fine, imprisonment or both. I consent to an investigation of my education and training participation and other statements for the purpose of verification of my eligibility for certification. Additionally, I understand that if my application is randomly selected for audit, I may need to provide additional information or sign a release so that my information can be verified. I also understand that if I am successful and I am awarded the NGICP certification, my name, city, state and certification status will be listed on the NGICP website and third party individuals and organizations such as potential employers will be given specific verification of my certification status if it is requested.

I, _____, agree to adhere to the following Code of Conduct.

I understand that failure to do so may result in the loss of certification.

- Act honestly, competently and with integrity.
- Use my knowledge and skill for the protection of the water environment.
- Be truthful and accurate in the information I provide to the NGICP.
- Adhere to all laws and regulations applicable to the profession.
- Promote and encourage a high quality level of work on all green infrastructure projects.
- Accurately represent my qualifications and credentials.
- Protect and keep information, including exam content, confidential in order to maintain it as an accurate validation of others' knowledge in green infrastructure.
- Strive for continued professional development throughout my career in a way that supports on-going improvement and efficiency of my day-to-day job tasks.
- Properly use the certificate, stamp and other marks of the NGICP designation, which are the property of WEF, as I am specifically authorized to do so.
- Uphold and follow all of the policies and procedures outlined in the NGICP Policies and Procedures Manual required in order to become and to remain NGICP certified and in good standing.
- Represent the NGICP professionally.

I further understand and agree that my signature constitutes a binding acceptance of these pledges and conditions.

I further understand that review within the NGICP Certification Council will be the final determination of any matter arising between NGICP and me.

Name (please print)	
Signature	Date

FOR OFFICIAL USE ONLY	
Application ID	
Application approved for:	Date
<input type="checkbox"/> Application NOT approved	Prerequisite(s) not met:

PLEASE PROVIDE THE FOLLOWING INFORMATION

Date of incident:	Location of testing site (if applicable):
Date complaint filed:	

Individual Filing Complaint Information		
Last Name	First Name	
Organization		
Address		
City	State	Zipcode
Phone	E-mail	

PLEASE SELECT THE TYPE OF COMPLAINT THAT YOU ARE LODGING

<input type="checkbox"/>	Violation of NGICP policies, rules, and requirements
<input type="checkbox"/>	Exam site violation
<input type="checkbox"/>	Suspected duplication of examination materials, causing a disruption in the testing area, or failure to abide by reasonable test administration rules
<input type="checkbox"/>	Disclosing, publishing, reproducing, summarizing, paraphrasing, or transmitting any portion of the exam in any form or by any means, verbal, written, electronic or mechanical, without the prior express written permission of NGICP
<input type="checkbox"/>	Taking the exam for any purpose other than that of becoming credentialed in the area referenced in the title of the exam
<input type="checkbox"/>	Testing accommodations in question
<input type="checkbox"/>	Fraudulent application for, or maintenance of certification
<input type="checkbox"/>	Unauthorized possession or misuse of the GI credential, examination, and other intellectual property
<input type="checkbox"/>	Misrepresentation of credential status
<input type="checkbox"/>	Failure to provide information in a timely manner

PLEASE PROVIDE AS MUCH DETAIL AS POSSIBLE TO SUPPORT THE COMPLAINT

Also provide names of witnesses with knowledge of infraction(s) alleged in the complaint, as well as contact information. Additionally, please attach any pertinent documentation or evidence of the infraction.)

Signature of Complainant	Date
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Submit this form via e-mail to ngicp@wef.org or mail to NGICP Council | c/o Water Environment Federation | 601 Wythe Street | Alexandria, VA 22314

NATIONAL
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CERTIFICATION
PROGRAM

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