



NGICP Online Application User Guide

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1 INTRODUCTION

Welcome to the NGICP Online Application System. This step-by-step guide is designed to assist individuals seeking NGICP certification with the submission of their online exam application.

The Eligibility Requirements for the NGICP exam are a minimum of a high school education and completion of 35 hours of GI training.

IMPORTANT: NGICP exam applicants may apply and register for the NGICP exam prior to completing the required 35 hours of GI training. However, applying does not guarantee acceptance. NGICP exam applicants will not be eligible for the NGICP exam until all eligibility requirements are met (verification of HS education and completion of training), an exam application and payment are received.

Before you begin the application process, you should be ready to provide the following information:

- proof of education (unofficial transcripts will be accepted)
 - a copy of your high school diploma or transcript
 - OR, a copy of your college diploma or transcript
- personal information such as birth date and professional background. If you require accommodations during the exam, you will need documentation that support the need for accommodations.
- a credit card for the \$200 exam fee

2 LOGIN PAGE

Please create a new account in the NGICP Online Application system found at link: <https://ww2.aievolution.com/ngi1801>. After entering your name and email address, you will need to validate your email address. After receiving the validation email, click on the link provided in the email. You will be directed to a screen to create your account password. Once you have created an account, you can enter and leave the system as often as you wish.



Create New Account

* - indicates a required item.

* First Name:

* Last Name:

Company:

* Email:

This form collects name, email address and other contact information so our support team can communicate and provide assistance. Please check our [Privacy Policy](#) to see how we protect and manage submitted data.

* I consent to having this contact information collected via this form.

Create Account & Sign In

3 EDIT CONTACT INFORMATION

After you have activated your account, you will be directed to the Contact Information page. This page is where you can edit and update your contact information. Be sure to keep this information up-to-date so that NGICP can keep you informed about important exam and certification issues.



Step 1 of 2: Edit Contact Information

Please review the information below to make sure it is accurate. Once you complete the review and make any corrections, click "Save" at the bottom of the page to move to the next step of the application process.

* - indicates a required item.

Profile Information

Passwords are case sensitive and must be between 6-15 characters long and contain at least 1 uppercase letter, 1 lowercase letter, and 1 number.

Password: [Change?](#)

Contact Information

*** First Name:**

Eddie

Middle Name:

*** Last Name:**

Gonzalez

Company:

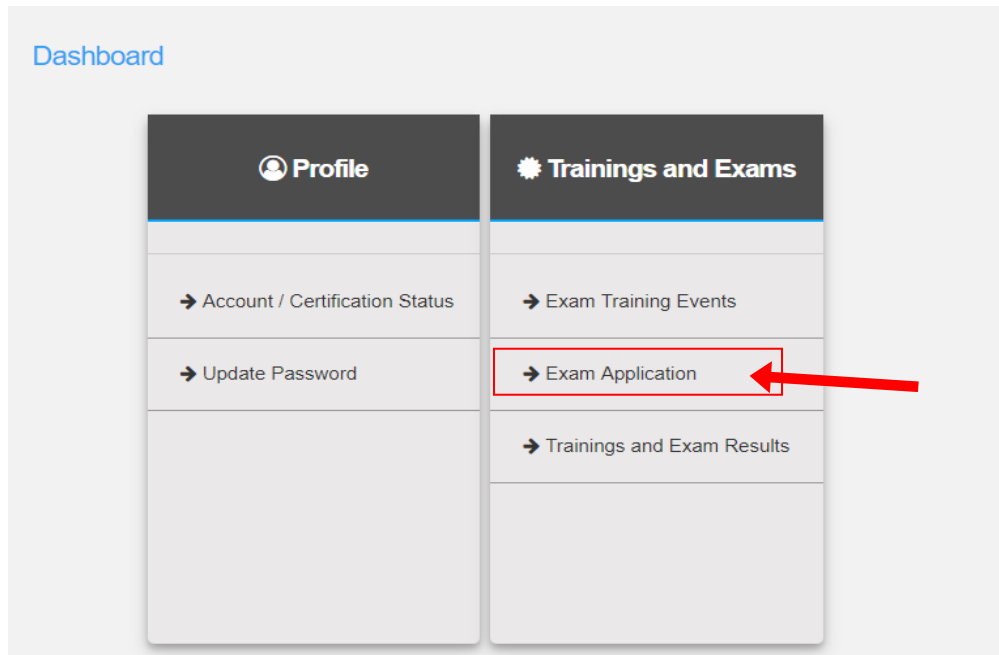
WEF

Job title:

4 EXAM APPLICATION

Once you have entered your Contact Information, the system will open to the main Dashboard. To begin the application process, please select the “Exam Application” link. You will not need to use the other links at this time, but for your information here is a summary of all the links accessible from the Dashboard.

- **The Account/Certification Status** page is where you can view your certification status and update your contact information.
- **The Update Password** page is where you can change your password.
- **The Exam Training Events** page is where available NGICP trainings will be published.
- **The Exam Application** page is where the exam application is located.
- **The Trainings and Exam Results Page** is where the details of your GI training will be recorded, and exam pass/fail results will be made available.



5 FILLING OUT THE APPLICATION

To complete your application, go through each tab and enter the information requested. As you complete a tab, the tab will turn **green**. You can go back to previous tabs at any time before submitting your application.

Applications

Use the options below to update, change or submit your application. Please review the eligibility criteria before submitting your application.

NGICP Certification Criteria

- NGICP certification requires a high school diploma or equivalent and completion of 35 hours of GI training.

NGICP Recertification Criteria

- To maintain NGICP 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 professional development hours in topics directly related to constructing, inspecting or maintaining green infrastructure during each two-year certification cycle.

Click the "Click here to begin your application" button below to start a new application. Click on the application title to continue an existing application.

No applications have been submitted.

Select Application Year:

Applications 2019

Click here to begin your application

6 EDUCATION & TRAINING

After selecting the Application Year, you must enter your educational background and information about the GI training you will be attending.

Submit NGICP Certification

Please go through each of the tabs below to complete your application. Remember to **Save** each page before moving on to the next tab. Once you save each page, you can go back to previous tabs or log out and return later.

202 - Sarah test12 - Applications 2019 - NGICP Certification
Applications 2019

Incomplete

Application **Education and Training** Transcript/Diploma Review Finalize

* Education and Training

Please complete the following sections.

* - indicates a required item.

* Have you taken the NGICP Certification Exam before?

Yes No

Education

* Applicants must have a high school diploma or GED (or equivalent). Please indicate whether you have a high school degree or equivalency.

High School Equivalency (GED)
 High School Degree

* Full legal name at the time you received high school diploma or equivalent.

* Highest Level of Education

High School or Equivalency

7 UPLOAD PROOF OF EDUCATION

After completing the Education and Training tab, you must upload proof of education. Please upload a copy of your high school or college diploma or transcript.

Submit NGICP Certification

Please go through each of the tabs below to complete your application. Remember to **Save** each page before moving on to the next tab. Once you save each page, you can go back to previous tabs or log out and return later.

202 - Sarah test12 - Applications 2019 - NGICP Certification
Applications 2019

Incomplete

Application Education and Training **Transcript/Diploma** Review Finalize

*Transcript/Diploma

Use the form below to upload your high school diploma, transcript, and other required documents.

Applicants must provide proof that they have completed a minimum of a High School diploma or equivalent. Your application will not be considered if you do not upload this information.

* Document Type:

-- SELECT --

Add Document

8 FINALIZE APPLICATION

Please review the responses you provided and read the audit disclosure statement carefully before submitting your application.

Submit NGICP Certification

Please go through each of the tabs below to complete your application. Remember to **Save** each page before moving on to the next tab. Once you save each page, you can go back to previous tabs or log out and return later.

202 - Sarah test12 - Applications 2019 - NGICP Certification
Applications 2019

Incomplete

Application Education and Training Transcript/Diploma Review Finalize

***Finalize**

If you have not completed all of the required steps, you will see a list below of the required remaining steps. Please complete the steps to finalize your application.

Please take a few minutes to review your application prior to submitting it. Once finalized, you will not be able to make changes to your application. If you have any questions, please contact Support, sstallard@wef.org.

Audit Disclosure Statement & Attestation

Please be aware that NGICP audits applications to verify completion of a minimum requirement of a High School diploma or equivalent, and completion of 35 hours of GI training.

Only after these eligibility requirements are met and the application is received, will applicants be able to schedule their exam.

Confirmation

9 EXAM REGISTRATION

After finalizing your exam application, you will be directed to the exam registration page. Please select the month that approximately matches your training dates.

Exam Events

Your application has been submitted, please register for one of the exam months below.

Please select the event/group that matches your training dates.

Event/Group	Dates	Action
NGICP Exam 2019-03	March 1 - 31, 2019	Register Now
NGICP Exam 2019-04	April 1 - 30, 2019	Register Now
NGICP Exam 2019-05	May 1 - 31, 2019	Register Now
NGICP Exam 2019-06	June 1 - 30, 2019	Register Now
NGICP Exam 2019-07	July 1 - 31, 2019	Register Now
NGICP Exam 2019-08	August 1 - 31, 2019	Register Now
NGICP Exam 2019-09	September 1 - 30, 2019	Register Now
NGICP Exam 2019-10	October 1 - 31, 2019	Register Now
NGICP Exam 2019-11	November 1 - 30, 2019	Register Now
NGICP Exam 2019-12	December 1 - 31, 2019	Register Now
NGICP Exam 2020-01	January 1 - 31, 2020	Register Now
NGICP Exam 2020-02	February 1 - 29, 2020	Register Now
NGICP Exam 2020-03	March 1 - 31, 2020	Register Now

10 CONTACT INFORMATION

After you select an exam month, you will be directed to the Contact Information Page. The Contact Information that you previously entered on your exam application will get populated into this section.



[Register For NGICP Exam 2019-03](#)

Contact Information

Demographics

Registration Item

Payment Information

Contact Information

* - indicates a required item.

Contact Information

* First Name:

sarah

Middle Name:

* Last Name:

test12

Company:

Job title:


* Address:

test

11 DEMOGRAPHICS

After saving your Contact Information, you must respond to a series of demographic questions.

Register For NGICP Exam 2019-03

Contact Information 

Demographics

Registration Item

Payment Information



Demographics

ADA Title I Disability / Impairment

* 1. Do you have an ADA Title I disability/impairment for which you may need assistance during the exam?

- Yes
- No

If so, please email a letter (from a medical professional authorized to make such assessments) that describes the specific accommodations that will be required, to ngicp@wef.org

Demographics

* 2. Gender


- Male
- Female
- Other
- Prefer not to answer

* 3. Race

- White - Please enter origin, for example: English, Italian, Lebanese, Egyptian, etc.

12 AUDIT DISCLOSURE

After completing the exam demographic section, you must read the audit disclosure statement carefully and agree to the terms and conditions to proceed with your registration.



Audit Disclosure Statement & Attestation

Please be aware that NGICP audits applications to verify completion of a minimum requirement of a High School diploma or equivalent, and completion of 35 hours of GI training.

Only after these eligibility requirements are met and the application is received, will applicants be able to schedule their exam.

*** 14. Please indicate that you have read and agree with the above terms and conditions.**

Yes - I have read and agree to the audit statement

*** 15. Print Name**

Previous

Next

13

REGISTRATION ITEM

After you agree to the above terms and conditions, please review the registration item before proceeding to the payment section.

Register For NGICP Exam 2019-03

Contact Information Demographics Registration Item Payment Information

Registration Item*

<input checked="" type="radio"/> Exam Registration 2019-03:	\$200
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Previous Next

14**PAY WITH CREDIT CARD**

Please enter your payment information. After you submit your payment, you are finished with the application process and you will receive an email with your payment receipt.

Once your eligibility requirements are verified and your application is approved, NGICP will send you an email regarding scheduling your exam.

Register For NGICP Exam 2019-03

[Contact Information](#) [Demographics](#) [Registration Item](#) [Payment Information](#)

Summary

*** Your registration is not complete. Please review your Registration Summary and use the Edit links to make any changes. When All information is correct, scroll to the bottom of the page, then click Submit. A confirmation page will follow. ***

Contact Information [edit](#)

sarah test12
test
test, VT
sarah_stallard@yahoo.com

Demographics [edit](#)

Please click 'edit' link above to change your demographic information.

Registration Item [edit](#)

Order Details	Quantity	Unit Price	Total
Exam Registration 2019-03	1	\$200.00	\$200.00

Payment Information

Enter your payment information below if required.

Credit Card Information



Thank you for your interest in the NGICP certification. We look forward to working with you to advance the field of GI.

If you have any questions about your application, please contact Sarah Stallard at sstallard@wef.org.