CREDENTIAL MAINTENANCE

Guidance Document for
ENV SP credential holders

This guidance document contains important information for maintaining the Envision Sustainability Professional (ENV SP) credential.

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1   INTRODUCTION

Congratulations on your decision to maintain your Envision Sustainability Professional (ENV SP) credential. This is an important step in your career as it bolsters your credibility in the sustainable infrastructure sector.

Maintaining an active credential ensures your knowledge of the latest sustainability practices, demonstrates your continued relevance to the field of sustainability, and strengthens the value of the Envision Sustainability Professional (ENV SP) credential.

This guide is intended to lead you through the process of maintaining your credential as recognized and supported by the Institute for Sustainable Infrastructure (ISI).

2   ENV SP CREDENTIAL MAINTENANCE

Every ENV SP must pursue credential maintenance annually and fulfill the requirements described in this document. Refer to Policy 2.2.1.

2.1 REPORTING PERIOD

Upon successful completion of the ENV SP exam, credentials are active for one year. Credentials are then maintained in 1-year cycles, or reporting periods, starting on the first anniversary of when the credential is earned (based on exam) and ending 1 year from the start date.

Professionals that earned their credential under the Envision v2 framework **before** January 1, 2018 were asked to recommit to their credential by enrolling in the credential maintenance program by December 31, 2018. Reporting period start- and end dates were established based on the date of enrollment.

Table 1: Reporting Period Example

Exam date	Reporting period start date	Reporting period end date	Next reporting period start date	Next reporting period end date
August 15, 2021	August 15, 2022	August 15, 2023	August 15, 2023	August 15, 2024
April 28, 2012	November 15, 2018 (upon enrollment, no later than December 31, 2018)	November 15, 2019	November 15, 2019	November 15, 2020

2.2 CREDENTIAL MAINTENANCE REQUIREMENTS

The table below outlines the credential maintenance education requirements and fee structure.

Table 3: Renewal and Maintenance Requirements

	Member (incl. individual)	Non-Member
Education Requirements	7 hours per reporting period • 2 prescribed by ISI • 5 elective	
Renewal Fee	$50 per reporting period Includes access to prescribed and elective credential maintenance courses available in the online on-demand library.	$80 per reporting period Includes access to prescribed and elective credential maintenance courses available in the online on-demand library.
Additional Course Fees	As listed. Additional course fees may be charged for Premium courses or specialty training.	

Education requirements

All ENV SPs are required to complete a total of 7 education hours annually as a part of their credential maintenance. This education requirement is broken down into "prescribed" and "elective" activities. Full details on qualifying activities are provided in the Section 4.

> *Prescribed*
> Prescribed content and activities are intended to provide and reinforce must-know information and skills necessary to maintain an active ENV SP credential. Each year, ENV SPs complete 2 hours of qualifying prescribed work, and may choose from the following activities:
> * Designated prescribed courses (on-demand or facilitated delivery by a qualified Envision Trainer)
> * Project team work on projects that are actively in the Envision verification process
> * Facilitating training that includes designated prescribed content (trainers)
>
> *Elective*
> To fulfill the remaining 5 education hours, ENV SPs may select from a range of activities to complete. Among the choices are additional ISI continuing education courses offered through the ISI website. Other activities that qualify for fulfillment of the remaining 5 education hours include:
> * ISI online on-demand continuing education courses, designated as elective
> * participating in additional ISI training (verifier, trainer, or project applicants) or premium courses,
> * facilitating Envision workshops, verifying Envision projects,
> * working on Envision projects,

- authoring articles on Envision and sustainable infrastructure, or
- volunteering on an ISI board, committee, or workgroup.
- Prescribed hours completed beyond 2 per reporting period may be counted toward fulfillment of elective hours.

Education hours must be earned in the reporting period for which they are acknowledged. For example: facilitating an Envision workshop on January 1, 2020 *cannot* support education hours earned for a reporting period that begins August 1, 2020. Two exceptions are:

- Eligible ENV SPs may renew up to 2 months in advance of their expiration date. Upon early renewal, education hours completed will be acknowledged in the upcoming reporting period. For example: an ENV SP with an expiration date of August 1, 2020 may renew as early as June 1, 2020. After renewing, any education hours completed between June 1, 2020 – August 1, 2021 will be acknowledged for the reporting period: August 1, 2020 – August 1, 2021.
- ENV SPs may complete education hours after the reporting period ends if completed within the 6-month renewal grace period. For example: an ENV SP with an expiration date of August 1, 2020 can complete education hours within the 6-month grace period, which ends on February 1, 2021. Until the ENV SP renews, any hours completed within the grace period will be applied to the August 1, 2019 – August 1, 2020 reporting period.

Any education hours earned above and beyond the 7-hour requirement will *not* be rolled over to subsequent reporting periods. Any elective education hours that are earned above and beyond the 5 hours allotted per reporting period will not replace or be used as a substitute for the 2 education hours required as ISI prescribed courses.

Fees

Renewal fees are due on the start date of each reporting period. Fees may be paid in advance; however, the reporting period start and end dates will not change. Renewal fees are paid for the upcoming year (not for the past year) and cover the ENV SP's participation in the credential maintenance program for that year.

Credential maintenance fees are waived for full-time students and faculty; however, students and faculty must fulfill the education requirements.

Note that an ENV SP credential is not synonymous with ISI membership; ENV SPs that are not affiliated with a corporate, governmental, academic, or organizational account may become individual members.

> *Renewal Fees as a Subscription*
> The renewal fee serves as a subscription to all available prescribed and elective courses found in the ISI All Courses library online. Active and Inactive ENV SPs will not be charged additional course fees to complete online courses designated as prescribed or elective. Premium courses and specialty training require additional registration fees.

3 RENEWING YOUR CREDENTIAL

Renewing your credential requires 2 parts:
1. Completing the required education hours, and
2. Submitting the renewal fee.

Education hours are due at the end of the reporting period while renewal fees are due at the beginning of the subsequent reporting period; both hours and fees may be submitted on the same day (i.e. the last day of the reporting period).

3.1 COMPLETING EDUCATION HOURS

ENV SPs are required to complete 7 hours of education annually. Two of these 7 hours will be designated as prescribed by ISI. The remaining 5 hours may be comprised of ISI continuing education courses or other qualifying activities (see Section 4 on "Acceptable Activities for earning Hours".)

All 7 hours are to be completed, reported, and submitted by the last day of the reporting period. When the ENV SP has accrued enough education hours, they will "submit" their full report via their online credential maintenance portal found in their ISI account.

Self-reported hours

An ENV SP wishing to earn education hours for any activities not tracked by ISI will be required to self-report all additional hours in order to complete their annual credential maintenance. Activities should be relevant to ISI, Envision, or sustainable infrastructure. Acceptable activities are detailed in Section 4.

ENV SPs within the first year of completing the exam are not required to complete education hours and will not have the option to self-report hours.

ENV SPs should use the self-report form accessible via their accounts to track and submit education hours. Fields marked with a red Asterix (*) on the self-report form are required for approval, including supplemental documentation that demonstrates completion of the self-reported activity. Suggested supporting documentation can be found in the description of each acceptable activity as detailed in Section 4.

All self-reported hours are subject to ISI review, and will be marked "pending" until approved. ENV SPs are advised to allow 2-4 weeks for the review of self-reported hours. ENV SPs may not submit their full report of education hours for renewal with individual education hours pending review. In the event that ISI declines a self-reported hour, the ENV SP shall have until the end of their reporting period to complete all required hours. No credential maintenance extensions will be granted in order to make up hours that were declined.

The following describes self-reported hours that may be approved upon submission:

Pre-approved ISI Course with Code
In some cases (such as for ISI webinars or pre-approved ISI Education Provider courses), ISI will issue a course code for an individual education activity. ENV SPs may use a course code issued by ISI for automatic approval of the self-reported hour(s).

Verified projects
To earn hours toward credential maintenance, project team members will self-report their participation on projects that are actively in the Envision verification process. Project team members linked to the project online may self-report hours as prescribed or elective.

3.2 SUBMITTING THE RENEWAL FEE

Renewal fees will be accepted via online payment and are due on the first day of the reporting period. The renewal fee covers the upcoming year's participation in the credential maintenance program as an active ENV SP.

4 ACCEPTABLE ACTIVITIES FOR EARNING HOURS

Table 4: Education Hours Activity Summary

Activity	Prescribed	Automatically tracked	Self-reported	Education hours
Education				
ISI prescribed courses	X	X		1 education hour/hour of education
ISI prescribed content delivered by a qualified trainer	X	X**		1 education hour/hour of education
Additional ISI courses		X		1 education hour/hour of education
ISI Webinar	X*		X*	1 education hour/hour of education
General coursework on sustainable infrastructure			X*	1 education hour/hour of education
University coursework on sustainable infrastructure			X	1 education hour/credit-hour
Envision Trainers				
Train the Trainer			X	5 education hours/course
Facilitated workshops (Trainer)	X		X	Up to 5 education hours/ ENV SP Training; Up to 7 education hours/ Credential Maintenance workshop
ISI Verifiers				
Verifier Training			X	5 education hours/course
Project Verification			X	Up to 5 education hours/project
Additional Qualifying Activities				
Envision Project Participation			X	Up to 5 education hours/project
Envision Verified Project Participation	X		X*	Up to 7 education hours/project
Authorship			X	Up to 3 education hours/article
Volunteering			X	Up to 5 education hours/volunteer position held

*Self-reported hours may be automatically approved when using an ISI course code.
**Prescribed hours are automatically tracked by workshop registration and completion.

4.1 EDUCATION

Education should be relevant to sustainable infrastructure and in the form of prescribed courses and continuing education courses delivered by ISI or self-reported courses and presentations. Both participants and instructors receive 1 education hour per hour of education. Instructors who participated in the development of course content can earn 1 additional hour of education per hour of content.

ISI prescribed courses
Prescribed content and activities are intended to provide and reinforce must-know information and skills necessary to maintain an active ENV SP credential. Each year, ENV SPs complete 2 hours of qualifying prescribed work. ISI will create and maintain an updated library of online courses with the prescribed designation. ISI prescribed content will be available on the ISI website as on-demand e-learning modules or facilitated regularly through ISI webinars.

ISI prescribed content delivered by a qualified trainer
Qualified Envision trainers may deliver prescribed content as part of a workshop, seminar, or webinar. Prescribed hours are automatically tracked by workshop registration and completion; the credential holder will not self-report these hours.

ISI continuing education courses
Additional courses are available on the ISI website for credential maintenance. Participation in these courses is at the credential holder's discretion. These courses qualify as "elective". Completion of each course will be tracked automatically and hours will be awarded to the credential holder's credential maintenance progress. The credential holder will not self-report these hours.

ISI Webinars
ISI webinars are intended to provide live educational opportunities for credential holders to complete education hours toward their ENV SP credential maintenance. Where noted, some ISI webinars qualify for prescribed education hours. ISI facilitates regular webinars and will issue a course code for all participants. All ISI webinars must be self-reported and will be automatically approved with the issued course code included on the self-report hours form.

General coursework on sustainable infrastructure
Credential holders are at liberty to take additional courses on sustainable infrastructure that are not delivered by ISI. These courses are taken at the discretion of the credential holder. Hours are not tracked automatically; all general sustainable infrastructure courses must be self-reported and are subject to ISI approval. Certificates of completion should be provided as supporting documentation.

University coursework on sustainable infrastructure
Part-time and full-time students and faculty are at liberty to self-report courses taken or taught during the semester that focus on sustainable infrastructure. Education hours are awarded per credit-hour, not per hour of education.

Hours are not tracked automatically; all university coursework on sustainable infrastructure must be self-reported and is subject to ISI approval. The course syllabus and any final indication of completion (transcript, etc.) should be submitted as supporting documentation.

4.2 ENVISION TRAINERS

Approved Envision trainers are eligible to receive continuing education hours for facilitation of training events.

Train the Trainer
New trainers may receive education hours for the completion of the Train the Trainer course. A maximum of 5 education hours will be awarded for completion of the Train the Trainer Course.
These hours are self-reported and subject to ISI approval. ISI may confirm participation via the course roster/sign-in sheet.

Workshop facilitation
Approved Envision trainers are eligible to receive education hours for facilitating Envision Training or Credential Maintenance workshops.
Lead trainers may receive a maximum of 5 education hours per ENV SP Training workshop or up to 7 hours (including prescribed hours if prescribed content is delivered) per Credential Maintenance workshop. Any supporting co-trainers may receive 1 education hour per hour presented during the workshop.
In order to receive education hours for conducting workshops, trainers must self-report hours. Self-reported hours are subject to ISI approval and each trainer/co-trainer must be affiliated with the workshop on the ISI website in order to receive education hours. ISI will confirm participation based on the online workshop management portal.

4.3 ISI VERIFIERS

Approved ISI Verifiers are eligible to receive continuing education hours for their participation in verifying projects.

Verifier Training
New Verifiers may receive education hours for the completion of the Verifier Training. A maximum of 5 education hours will be awarded for completion of the Verifier Training.
These hours are self-reported and subject to ISI approval. ISI will confirm participation based on the course roster/sign-in sheet.

Project Verification
Verifiers are eligible to receive education hours for completing project verifications. Verifiers may receive a maximum of 5 education hours per project. The lead verifier and members of the verification team are eligible to earn hours for project verification. Verifiers must self-report hours.

The number of hours an ENV SP self-reports should be commensurate with the work completed on the project. For example, the assigned lead verifier may self-report 5 education hours per project, while a verifier who only provided one-time consultation on one Envision credit should only self-report 1 education hour.

Self-reported hours are subject to ISI approval. ISI will confirm participation based on the verifier assigned to the project on the ISI website. Additionally, suggested supporting documentation includes a letter from the assigned verifier attesting to verification team members' participation on a verification.

4.4 ENVISION PROJECT PARTICIPATION

Envision project work qualifies for ENV SP education hours regardless of the status of the project.

Envision projects self-assessed using the Online Scoresheet
Work on Envision projects will count for up to 5 elective education hours per project that is assessed using the Envision online scoresheet (regardless of whether the project is registered to pursue Envision verification). In order to be eligible for project participation hours, each credential holder should be associated with the project on the ISI website. If work on an Envision project spans more than one reporting period, the ENV SP may self-report hours for one project on multiple consecutive reporting periods.

Project participation education hours are self-reported and confirmed by ISI through the project database on the ISI website. The number of hours an ENV SP self-reports should be commensurate with the work completed on the project. For example, an Envision Project Lead may self-report 5 education hours per project, while an ENV SP who only provided one-time consultation on one Envision credit should only self-report 1 education hour. Additionally, suggested supporting documentation includes a letter from the Envision Project Lead attesting to project members' participation on a project. To qualify for education hours, the project's online self-assessment must be complete, including the project description and details.

When submitting self-reported hours, include "Envision project" and the name of the project (as it appears on the online scoresheet) on the self-report hours form in the activity name field. Use the description field to provide an overview of the project and how Envision and the online scoresheet are being used. Upload a pdf of the completed project description and details as supporting documentation.

Completion of the Envision Pre-Assessment Checklist
Completion of the Envision Pre-Assessment Checklist also qualifies for education hours toward ENV SP credential maintenance. Earn up to 1 hour of education for each project (or project alternative) reviewed using the Envision pre-assessment checklist.

When submitting self-reported hours, include "Envision pre-assessment checklist" and the name of the project on the form in the activity name field. Use the description field to provide an overview of the project and how the Envision Pre-Assessment Checklist was used. Upload a copy of the completed checklist as supporting documentation.

Envision Verified Project Participation
Work on a project that has started Envision verification will count for up to 7 education hours (including prescribed) per project. In order to be eligible for project participation

hours, each credential holder should be associated with the project on the ISI website. Only work completed during the verification phase will contribute to an ENV SP's education hours.

If work on an Envision project through completed verification spans more than one reporting period, the ENV SP may self-report hours for one project on multiple consecutive reporting periods.

Project participation education hours are self-reported and automatically approved by the ISI website. When self-reporting hours for work completed on a project actively in the verification phase, select activity type "Verified Project" for automatic approval. The credential holder must be affiliated with the project in order to submit hours using this activity type. The number of hours an ENV SP self-reports should be commensurate with the work completed on the project. Additionally, suggested supporting documentation includes a letter from the Envision Project Lead attesting to project members' participation on a project.

4.5 AUTHORSHIP

Authorship includes credited contributions to a print or digital publication and is worth up to 3 education hours for published article. Articles should be relevant to Envision and sustainable infrastructure. Unsubstantiated digital media does not contribute to credential maintenance.

All authorship hours are self-reported and subject to approval by ISI. Suggested supporting documentation includes the published article itself, or at a minimum the first page, with publication and by-line details.

4.6 VOLUNTEERING

Volunteering includes participation on ISI's committees or working groups. Acceptable activities include attending meetings, planning events, performing research and engaging in governance, among others. Participation on a non-ISI committee does not contribute to continuing education hours. For example, actively participating on a local chapter sustainability committee does not contribute to education hours.

Volunteers can claim up to 5 hours per active volunteer position held during the reporting period. The number of hours an ENV SP self-reports should be commensurate with the activities completed as a volunteer. For example, members of a volunteer committee that meets monthly and was responsible for a particular work product may self-report 5 education hours. Members of a less active committee, or less active members of a committee should only report 1-2 education hours. All volunteer hours are self-reported and subject to approval by ISI. Supporting documentation may include meeting minutes or completed work products.

5 POLICIES

All credential maintenance policies are contained within Appendix A for ease of reference. Note that these policies might be updated and expanded from time to time. The latest ISI Policies document is

available for download from the ISI website. If you previously downloaded a copy of this document or the ISI Policies document, be sure to check the website often for updates as the latest versions. These policies should be reviewed in conjunction with this larger document.

6 DEFINITIONS

Education hour – a measure of an activity that contributes to an ENV SP's credential maintenance. One education hour does not always correlate to one hour of time spent on an activity. Activities and their earned education hours are provided in Section 4.

Prescribed – activities that are designated by ISI and required for the continued maintenance of the ENV SP credential. The ENV SP is required to complete 2 education hours of prescribed activities per reporting period.

Active – the status of an ENV SP who is participating in credential maintenance and is in good standing.

Inactive – the status associated with an ENV SP whose credential has lapsed and is still within the 6-month renewal grace period.

Expired – the status associated with an ENV SP whose credential has fully lapsed and is beyond the 6-month renewal grace period.

Self-reported – activities that are not tracked automatically by ISI should be reported by the ENV SP to earn hours for credential maintenance.

Elective – designates education hours that are not prescribed by ISI. A list of elective activities and their earned education hours are provided in Section 4.

APPENDIX A -   CREDENTIALING POLICIES

[Excerpt from ISI policy document – reference website for latest version / full set]

2.0 CREDENTIALING
2.1 ENVISION SUSTAINABILITY PROFESSIONAL CREDENTIAL

2.1.1 Envision Sustainability Professional Credential Requirements and Prerequisites *[Issued 2012, Updated 2022-03-01]*

To become an Envision Sustainability Professional (ENV SP), an individual must take ISI's official ENV SP training either online or facilitated by an approved Envision trainer and pass an online exam. An ENV SP must remain in good standing through the ongoing credential maintenance. There are no other requirements or minimum qualifications to become an ENV SP.

2.1.2 Credential Exam *[Issued 2018-10-01]*

The exam may be attempted up to three (3) times. Once an exam has started, it must be completed within 72 consecutive hours. The exam is open book and is comprised of multiple-choice questions. A passing grade is 75%.

If a passing grade is not earned after three exam attempts, the ENV SP training must be retaken, and individuals are responsible for all applicable fees.

2.2 CREDENTIAL MAINTENANCE

2.2.1 Inactivation of ENV SP Credential *[Issued 2018-10-01]*

The ENV SP credential is valid for 1 year. On the first anniversary of earning the credential, credential maintenance begins. If the credential is not maintained per the required renewal fees and completion of education hours, the credential expires. Credential holders will be listed as "inactive" on the ISI website, and may no longer use the "ENV SP" designation.

2.2.2 Renewal Fees *[Issued 2018-10-01, Updated 2022-03-01]*

Envision Sustainability Professionals are responsible for the renewal fee at the beginning of the reporting period. Payments will be accepted by credit/debit card via the ISI website. Submitted payments cover renewal of the credential for the coming year. For example, if a renewal fee is submitted on time, on the first day of the reporting period, on June 1, 2020, the credential is active until June 1, 2021. During this 1-year period the ENV SP has access to online credential maintenance courses.

Each paid renewal fee supports the purchase of continuing education courses from ISI's website. The renewal fee serves as a subscription to available prescribed and elective courses found in the ISI All Courses library online. Active and Inactive ENV SPs will not be charged additional course fees to complete online courses designated as prescribed or elective.

Renewal fees cannot be used to offset the purchase of any of the following, including, but not limited to: membership fees, registration or verification fees; credential training (online or in-person); exams; credential maintenance renewal fees; premium courses or specialty training.

2.2.3 Continuing Education Credit *[Issued 2018-10-01, Sunset on 2022-03-01]*

2.2.4 Past Due *[Issued 2018-10-01, Updated 2022-03-01]*

Credential holders will have a 6-month grace period in which to renew their credential, which starts after the reporting period has ended. While you will be able to earn hours during this time, your reporting period does not change.

For example, if an ENV SP's renewal period is June 1, 2020 – June 1, 2021, the credential holder will be past due on June 2, 2021. The grace period becomes June 2, 2021 – December 1, 2021. Regardless of when the credential is renewed within the 6-month grace period, the reporting period remains the same. After renewal, the next reporting period becomes June 1, 2021 – June 1, 2022; all renewal fees and hours

will be due on June 1 regardless of when the last renewal was submitted. If the credential holder doesn't report enough hours and successfully renew by the end of the grace period, the credential will be rendered "expired".

Example Reporting Period with Grace Period

Reporting period start date	Reporting period end date	Grace period end date	Next reporting period start date	Next reporting period end date
June 1, 2020	June 1, 2021	December 1, 2021	June 1, 2021	June 1, 2022

2.2.5 Self-Reported Hour Reviews *[Issued 2018-10-01, Updated 2022-03-01]*

All self-reported hours are subject to ISI approval. Self-reported hours will display as "pending" for a maximum of 4 weeks (28 days) while ISI review is occurring.

2.2.6 Failure to Comply *[Issued 2018-10-01]*

Each Envision Sustainability Professional is responsible for demonstrating full compliance with credential maintenance guidelines. Unsupported, misstated, or fraudulent reporting of education hours is cause for action by ISI and may be grounds for disciplinary action, up to and including revocation of the ENV SP credential.

Failure to fulfill and/or report the required education hours for the credential maintenance reporting period will result in inactivation of the Envision credential. Failure to submit the required renewal fee for the credential maintenance reporting period will result in inactivation of the Envision credential.

2.2.7 Waivers/Extensions *[Issued 2018-10-01, Updated 2022-03-01]*

If unforeseen circumstances prevent the credential holder from being able to complete credential maintenance within the 1-year reporting period, one may request a waiver or extension. Situations that could be recognized by ISI as warranting a waiver or extension include: long term unemployment; military deployment; or health problems. This list is not exhaustive nor do these circumstances guarantee a waiver or extension. Written requests must be received at least 30 days before the end of the reporting period. ISI reviews requests on a case-by-case basis and only grants waivers or extensions in situations where the ENV SP was prevented from completing credential maintenance.

2.2.8 Reinstatement *[Issued 2018-10-01]*

To regain a credential after expiration, one must apply, register, train and retest as a new candidate. Such individuals are responsible for all applicable fees.

2.2.9 Maintenance Renewal Closure *[Issued 2018-10-01]*

ISI retains the right to close the credential maintenance portal and course library at any time, for any reason, and without notice. The closure of the portal means that no education hours may be tracked, and no renewals may be submitted.