



International Certification Program for Environmental Samplers and Specialists

Certification Annual Renewal (8 CEUs Required with Renewal)

(You may use one form to renew more than one certification)

Section 1: Certification Information

Your Name: _____

Certification(s) Earned: (Check all that apply)

- | | | |
|--|-------------------------|----------------------------|
| <input type="checkbox"/> Certified Environmental Sampler (CES) | Certification #:* _____ | Certification Date:* _____ |
| <input type="checkbox"/> Certified Ground-Water Monitoring Specialist (CGWMS) | Certification #: _____ | Certification Date: _____ |
| <input type="checkbox"/> Certified Monitoring Well Installation Specialist (CMWIS) | Certification #: _____ | Certification Date: _____ |
| <input type="checkbox"/> Certified Ground-Water Sampler (CGWS) | Certification #: _____ | Certification Date: _____ |
| <input type="checkbox"/> Certified Soil Sampler (CSS) | Certification #: _____ | Certification Date: _____ |
| <input type="checkbox"/> Certified Surface Water & Sediment Sampler (CSWSS) | Certification #: _____ | Certification Date: _____ |

*(*Your Certification Number and Date can be found on your ID card, Letter of Certification and/or Initial Certificate)*

Section 2: Annual Fees

Please check one of the following:

- \$85.00 per certification ($\$85 \times \underline{\hspace{1cm}} = \$ \underline{\hspace{1cm}}$) Annual Renewal Fee (If Paid by January 15, 2017)
- \$170.00 per certification ($\$170 \times \underline{\hspace{1cm}} = \$ \underline{\hspace{1cm}}$) **LATE** Annual Renewal Fee (If Paid After January 15, 2017 or if you missed the prior year's renewal deadline – **allowed one time only**)

Total Amount Enclosed: \$ _____

Please select your payment method:

- Check or Money Order (Must be enclosed. Make checks payable to Nielsen Environmental Field School.)

International Certification Program for Environmental Samplers and Specialists
9600 Achenbach Canyon Road
Las Cruces, NM 88011
Phone: 575-532-5535 Fax: 575-532-5978 E-Mail: info@envirofieldschool.com

09/15/2016

Credit Card Please provide the following information so we can accurately process your credit card transaction:

Name on the Card: _____

Card Number: _____

Expiration Date: _____

CVV code (security code) on the back of the card (or front if using American Express): _____

CORRECT Billing Address* for the Card: _____

(*Please verify before submitting renewal to avoid delay)

Section 3: Contact and Registry Information

It is important that our contact information for you is current. Please provide the following contact information:

Business Information (public information that is included in our on-line registry):

Name: _____

Company: _____

Title or Position with the Company: _____

Complete Business Mailing Address: _____

Work Phone/Fax/ E-mail: _____ / _____ / _____

PLEASE do not just put "no change" or "same" on this part of the renewal form.

Personal Information (information only used in the event we are unable to contact you via your business information)

Name: _____

Complete Home Mailing Address: _____

Home Phone/ E-mail: _____ / _____

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Section 4: Certification

I certify that I have complied with and have not violated the Code of Ethics I swore to abide by in my Application for Certification. I further certify that I have not been convicted of a felony or misdemeanor related to the practice of environmental science nor have I had another license or certification in another jurisdiction revoked in the time since I have held my certification(s) listed in Section 1 of this form.

Signature

Date

Printed Name

Certification #

REMINDER:

One of the requirements for maintaining your certification(s) is that you must earn a minimum of 8 Continuing Education Units (CEUs) annually (1 CEU = 1 contact hour). See Attachment 1 (Renewing Your Certification) to determine what types of training are acceptable for earning CEUs and what does not count toward earning CEUs. Be sure to keep records of your continuing education training and submit copies of your "proof of training" documents with your renewal.

If you have any questions about whether a course, conference, webinar or in-house training session will be accepted, please provide us with detailed content information for the training event (outline, detailed schedule, detailed course description, link to on-line course material, etc.) and we will be happy to evaluate that information for you.

NEW for 2017 Renewals.....

If you earn more than 8 CEUs taking E-Modules or E-Courses, you may carry over the excess CEUs to the next year's renewal.

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Attachment 1

Renewing Your Certification

Annual renewals for each of the six categories of certification are due January 15 of each year. Payment of the \$85.00 (US) renewal fee and a completed Certification Annual Renewal form must be submitted to us prior to January 15 to avoid the late payment fee of an additional \$85.00 (US), or your suspension from the International Registry of Certified Environmental Samplers and Specialists.

Keeping current with evolving technology and field methods is an important part of maintaining your certification. So, annually, each person who is certified must complete at least 8 hours of continuing education specifically related to the subject matter of the certification (i.e., a Certified Ground-Water Sampler must complete 8 hours of training related specifically to ground-water sampling). Under this program, 1 continuing education unit (CEU) is earned for each hour of training. Acceptable forms of continuing education include:

- Attendance at conferences with relevant subject matter
- Attendance at "live" NEFS on-site courses
- Taking Nielsen Environmental E-School modules or E-Courses (New for 2017 renewals – if you earn more than 8 CEUs taking E-Courses or E-Modules, you may carry over the excess CEUs into the next year's renewal)
- Attendance at "live" open-enrollment courses, web-based courses or webinars offered by other providers (including US EPA, ITRC, and other public entities or private companies)
- Attendance at webinars or other on-line training events offered by equipment manufacturers or suppliers
- Attendance at formal in-house (corporate or agency) training sessions that cover subject matter related specifically to the type of certification you hold

The following **do not count** toward your 8-hour CEU requirement:

- Corporate or other health and safety refreshers
- In-house reviews of SOPs or government agency guidance documents
- On-the-job field training
- Watching YouTube videos (unless they are embedded within a structured module or webinar)

Attendance at all training events (whether "live" or web-based) must be properly documented. Acceptable forms of documentation include:

1. Course completion certificates documenting proof of attendance and documenting the date(s) of the course, the subject matter for the course, and the number of hours for each course completed (a course syllabus works for this part);
2. A receipt for payment for each training event, along with a detailed description or outline from the course provider documenting the content and length of the course (simply copying website content without a receipt or formal confirmation of registration is not acceptable);
3. For conferences, a complete schedule of the conference with an indication of which conference presentations (platform papers, workshops, short courses or other events) you attended, and a signed affidavit from the presenter(s) documenting your attendance at each presentation (visit our web site to download our affidavit form or contact the event sponsor prior to the conference to determine if they have a similar mechanism for documenting your participation at the various presentations throughout the conference).
4. For in-house training sessions, an outline of the session (with times) along with a certificate of completion or a signed affidavit from the instructor(s) documenting your attendance.

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