

SAMPLE: DO NOT COMPLETE

EXP: EXPERIENCE POINT PROCEDURE

Use the EXP-W experience worksheets, EXP-P professional profiles and EXP-S summary sheet to document your GIS professional experience. The Experience Point Schedule (next page) defines the points allowed for GIS experience in three different levels of technical complexity and one bonus level for supervisory or management experience.

- **EXP-W Worksheets** help you calculate how many points you are allowed for each level worked and position held.
- **EXP-P Professional Profiles** require you to document your GIS-related duties and expand on your experience.
- **EXP-S** summarizes and totals your experience points.

Following the schedule are *examples* to help you in completing the worksheets.

To qualify for GIS certification, you must have a combination of at least four full-time equivalent years (4 FTE) of professional GIS experience. If you have met the minimum total points required for certification (150), but do not have 4 FTE of experience, you must wait until you have 4 FTE of experience and also meet the minimum Experience Points required (60 points). This 4 FTE minimum requirement can come at any of the three levels of technical complexity.

Procedures

1. Complete one EXP-W worksheet and one EXP-P professional profile for each position held. If using the electronic form, field points will automatically populate the appropriate EXP-P professional profile.
2. Organize the worksheets so that most recent position is listed first. List your next most recent position second, and so on until all positions have been recorded. This same order is duplicated for the professional profiles.
3. Points are awarded for the number of years and fractions of years worked. Use the years and fractions of years in your point calculations. (one month = 0.08 years). One month is the shortest duration for which you may receive points.
4. FTE% (*see examples*) stands for full time equivalency percentage. FTE% is the decimal portion of time credited towards a particular experience level, and supported by the general and tiered description of GIS related duties sections. For example, in a GIS shop, an applicant might spend 80% of their time doing application development and system maintenance and 20% of their time doing data maintenance and update. It would be appropriate for the applicant to record .80 for "GIS Programmer or Similar" and .20 for "GIS Technician or Similar".

In most cases, values entered in "%FTE" will sum to 1. In cases where an academic internship or part-time research is involved, the values in "%FTE" should sum to the appropriate proportion (e.g.: .50 for a half-time graduate research assistant, as appropriate). This proportional estimation can also be applicable to transitional positions or positions with split duties. For example, if an applicant spent 50% of their time in sales, and the balance (50%) of their time doing development work, it would be appropriate for the .50 to be applied to the category supported in the general and tiered description of GIS-related duties sections.

5. If claiming more than six positions, create and label additional EXP-W worksheets and EXP-P professional profiles as needed.

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EXP: EXPERIENCE POINT SCHEDULE	
Base Experience Levels	Points per FTE year
<p>Tier I: GIS Analysis, System Design, Data Development, Programming Typical tasks include:</p> <ul style="list-style-type: none"> • Database design or management • Needs Assessment • Application design and development • Data acquisition • Data analysis and interpretation • Data management • Spatial analysis • Tessellation • Vectorization • Aggregation • Visualization and reporting • Database and systems administration • System implementation • Programming evaluation • Implementation management • Create GIS data <p>Reference "GIS System Analyst/Programmer" and "GIS Analyst," <i>Model Job Descriptions for GIS Professionals</i>.</p>	25 pts
<p>Tier II: Data Compilation, Data Maintenance, Map Composition, Teaching Typical tasks include</p> <ul style="list-style-type: none"> • Editing data • Querying data • Data modeling • Geocomputation • Geocoding • Map composition • Report generation • Utilization of global positioning systems (GPS) • Utilization of photogrammetric outputs and technology • Remote sensing • Database maintenance • Manage GIS layers • Map evaluation • Transaction management of GIS data • Quality assurance/quality control • Support and installation of GIS • Data validation • Instructional training • Teaching. <p>Reference "GIS Technician" and "GIS Specialist," <i>Model Job Descriptions for GIS Professionals</i>.</p>	15 pts
<p>Tier III: GIS User Typical tasks include</p> <ul style="list-style-type: none"> • Technical support and troubleshooting • Maintain GIS web capabilities • Utilization of applications involving geospatial technologies • Management and coordination of GIS outside of technical implementation. <p>Reference "GIS User," <i>Model Job Descriptions for GIS Professionals</i>.</p>	10 pts
<p>Supervisory Bonus (Cannot stand alone. Must compliment FTE% in other 3 tiers) Typical tasks include</p> <ul style="list-style-type: none"> • Personnel or department management responsibilities • Coordination of GIS activities across organizations or jurisdictions. <p>Reference "GIS Coordinator" and "GIS Manager," <i>Model Job Descriptions for GIS Professionals</i>.</p>	10 pts

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EXP-W Worksheet:		Example #1*						
Title (from résumé):		Senior GIS Analyst						
Employer:		Anytown, USA						
Start Date:	5/12/01	End Date:	3/3/06	Years / Months Employed: # of yrs + (# of months / 12) =		4.83		
Experience Level			% Full Time Equiv.		Years/ Months (from above)	Pts/Yr	Subtotal	
Tier 1 - GIS Programmer or Similar			.70	x	4.83	x	25	84.53
Tier 2 - GIS Technician, Educator or Similar			.30	x	4.83	x	15	21.74
Tier 3 - GIS User				x		x	10	
Supervisory Bonus (can push FTE% over 100%)			.50	x	1.08	x	10	10.8
Total this worksheet: <i>(Add figure to EXP-S)</i>							117.07	

* = See professional profile example on the next page.

EXP-W Worksheet:		Example #2*						
Title (from résumé):		Senior Planner						
Employer:		County Planning Department						
Start Date:	6/18/95	End Date:	5/1/01	Years / Months Employed: # of yrs + (# of months / 12) =		5.92		
Experience Level			% Full Time Equiv.		Years/ Months (from above)	Pts/Yr	Subtotal	
Tier 1 - GIS Programmer or Similar				x		x	25	
Tier 2 - GIS Technician, Educator or Similar			.20	x	5.92	x	15	17.76
Tier 3 - GIS User			.20	x	5.92	x	10	11.84
Supervisory Bonus (can push FTE% over 100%)			.40	x	3.00	x	10	12.0
Total this worksheet: <i>(Add figure to EXP-S)</i>							41.6	

* = There is no professional profile example for example #2

SAMPLE: DO NOT COMPLETE

EXP-P Professional Profile - Example	
Correspond with EXP-W Worksheet #	Example #1
<p>General Description of GIS related duties Plan and coordinate implementation of GIS for County Coordinate multi-participant project involving County Utilities Authority. Create, edit, query, geocoded & georeferenced GIS data as needed. Evaluate existing resources determine requirements and evaluate data sources, conditions and accuracy. Develop implementation plans. Define base map and parcel data standards. Prototype planimetric and cadastral data. Coordinate developing requirements for database design and related consulting services. Compose RFPs for installation of GPS control network, data conversion, and QA/QC. Manages, maintains and deploys GIS files on centralized server. Coordinate data collection and application development to eliminate duplication of effort among agencies/departments. Install and configure software. Supervise and participate in maintenance of the base map coverages for access by the program participants. Provide system training. Act as Towns technical support for ArcGIS 8.x and 9.x. Assist users with operation procedures and problem resolution. Designed applications for various projects; Future Land Use, Parcel Level Zoning, Compatible Use Zones, Airfield Height Limitation.</p>	
<p>Tier 1 Duties (if applicable) Develop database design for enterprise GIS. Serve as system architecture and application developer. Procure satellite imagery for remote sensing needs. Define base map and parcel standards. Create and design ArcSDE geodatabase. Vectorize and attribute town cadastral maps previously in raster format.</p>	<p>Point Subtotal 84.53</p>
<p>Tier 2 Duties (if applicable) Provide support, installation, and operation of GIS software. Edit and query geocoded & georeferenced GIS data, as needed. Act as Town's technical support for ArcGIS 8.x and 9.x. Guide implementation of enterprise GIS architecture; advise / review agency GIS implementation plans; develop and maintain policy documents supporting enterprise architecture. Maintain the GIS street centerline Web page. Manage, maintain, and deploy GIS files on centralized server. Update, verify, and deploy street centerline file on a weekly basis. Create geocoded & georeferenced GIS data as needed.</p>	<p>Point Subtotal 21.74</p>
<p>Tier 3 Duties (if applicable)</p>	<p>Point Subtotal</p>
<p>Supervisory Duties (if applicable) Serve as GIS Coordinator for 13 months. Serve on coordinating council for sharing data among 5 cities while assigned as GIS Coordinator.</p>	<p>Point Subtotal 10.8</p>
Total for Worksheet	117.07

SAMPLE: DO NOT COMPLETE

EXP-W Worksheet:		1					
Title (from résumé):							
Employer:							
Start Date:		End Date:		Years / Months Employed: # of yrs + (# of months / 12) =			
Experience Level			% Full Time Equiv.		Years/ Months (from above)	Pts/Yr	Subtotal
Tier 1 - GIS Programmer or Similar				x		x	25
Tier 2 - GIS Technician, Educator or Similar				x		x	15
Tier 3 - GIS User				x		x	10
Supervisory Bonus						x	10
Total this worksheet: <i>(Add figure to EXP-S)</i>							

EXP-W Worksheet:		2					
Title (from résumé):							
Employer:							
Start Date:		End Date:		Years / Months Employed: # of yrs + (# of months / 12) =			
Experience Level			% Full Time Equiv.		Years/ Months (from above)	Pts/Yr	Subtotal
Tier 1 - GIS Programmer or Similar				x		x	25
Tier 2 - GIS Technician, Educator or Similar				x		x	15
Tier 3 - GIS User				x		x	10
Supervisory Bonus						x	10
Total this worksheet: <i>(Add figure to EXP-S)</i>							

SAMPLE: DO NOT COMPLETE

EXP-P Professional Profile #1	
Correspond with EXP-W Worksheet #	1
General Description of GIS related duties	
Tier 1 Duties (if applicable)	Point Subtotal
Tier 2 Duties (if applicable)	Point Subtotal
Tier 3 Duties (if applicable)	Point Subtotal
Supervisory Duties (if applicable)	Point Subtotal
Total for Worksheet	

SAMPLE: DO NOT COMPLETE

EXP-P Professional Profile #2	
Correspond with EXP-W Worksheet #	2
General Description of GIS related duties	
Tier 1 Duties (if applicable)	Point Subtotal
Tier 2 Duties (if applicable)	Point Subtotal
Tier 3 Duties (if applicable)	Point Subtotal
Supervisory Duties (if applicable)	Point Subtotal
Total for Worksheet	

SAMPLE: DO NOT COMPLETE

EXP-W Worksheet:		3					
Title (from résumé):							
Employer:							
Start Date:		End Date:		Years / Months Employed: # of yrs + (# of months / 12) =			
Experience Level			% Full Time Equiv.		Years/ Months (from above)	Pts/Yr	Subtotal
Tier 1 - GIS Programmer or Similar				x		x	25
Tier 2 - GIS Technician, Educator or Similar				x		x	15
Tier 3 - GIS User				x		x	10
Supervisory Bonus						x	10
Total this worksheet: <i>(Add figure to EXP-S)</i>							

EXP-W Worksheet:		4					
Title (from résumé):							
Employer:							
Start Date:		End Date:		Years / Months Employed: # of yrs + (# of months / 12) =			
Experience Level			% Full Time Equiv.		Years/ Months (from above)	Pts/Yr	Subtotal
Tier 1 - GIS Programmer or Similar				x		x	25
Tier 2 - GIS Technician, Educator or Similar				x		x	15
Tier 3 - GIS User				x		x	10
Supervisory Bonus						x	10
Total this worksheet: <i>(Add figure to EXP-S)</i>							

SAMPLE: DO NOT COMPLETE

EXP-P Professional Profile #3	
Correspond with EXP-W Worksheet #	3
General Description of GIS related duties	
Tier 1 Duties (if applicable)	Point Subtotal
Tier 2 Duties (if applicable)	Point Subtotal
Tier 3 Duties (if applicable)	Point Subtotal
Supervisory Duties (if applicable)	Point Subtotal
Total for Worksheet	

SAMPLE: DO NOT COMPLETE

EXP-P Professional Profile #4	
Correspond with EXP-W Worksheet #	4
General Description of GIS related duties	
Tier 1 Duties (if applicable)	Point Subtotal
Tier 2 Duties (if applicable)	Point Subtotal
Tier 3 Duties (if applicable)	Point Subtotal
Supervisory Duties (if applicable)	Point Subtotal
Total for Worksheet	

SAMPLE: DO NOT COMPLETE

EXP-W Worksheet:		5				
Title (from résumé):						
Employer:						
Start Date:		End Date:		Years / Months Employed: # of yrs + (# of months / 12) =		
Experience Level			% Full Time Equiv.		Years/ Months (from above)	Pts/Yr
Tier 1 - GIS Programmer or Similar				x		x
Tier 2 - GIS Technician, Educator or Similar				x		x
Tier 3 - GIS User				x		x
Supervisory Bonus						x
Total this worksheet: <i>(Add figure to EXP-S)</i>						

EXP-W Worksheet:		6				
Title (from résumé):						
Employer:						
Start Date:		End Date:		Years / Months Employed: # of yrs + (# of months / 12) =		
Experience Level			% Full Time Equiv.		Years/ Months (from above)	Pts/Yr
Tier 1 - GIS Programmer or Similar				x		x
Tier 2 - GIS Technician, Educator or Similar				x		x
Tier 3 - GIS User				x		x
Supervisory Bonus						x
Total this worksheet: <i>(Add figure to EXP-S)</i>						

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EXP-P Professional Profile #5	
Correspond with EXP-W Worksheet #	5
General Description of GIS related duties	
Tier 1 Duties (if applicable)	Point Subtotal
Tier 2 Duties (if applicable)	Point Subtotal
Tier 3 Duties (if applicable)	Point Subtotal
Supervisory Duties (if applicable)	Point Subtotal
Total for Worksheet	

SAMPLE: DO NOT COMPLETE

EXP-P Professional Profile #6	
Correspond with EXP-W Worksheet #	6
General Description of GIS related duties	
Tier 1 Duties (if applicable)	Point Subtotal
Tier 2 Duties (if applicable)	Point Subtotal
Tier 3 Duties (if applicable)	Point Subtotal
Supervisory Duties (if applicable)	Point Subtotal
Total for Worksheet	

SAMPLE: DO NOT COMPLETE

Use form **EXP-S** to summarize the point totals from the Experience Calculation Worksheets.

EXP-S: EXPERIENCE SUMMARY TABLE		
Worksheet	Title	Points
1		
2		
3		
4		
5		
6		
7		
8		
	*Total Experience Points:	

** = This total must be at least 60.0 in order to qualify for certification.*