GISP Recertification Instructions for the Online Process

Welcome to the GISCI web site and the online recertification process. If you are accessing this document, you are an existing GISP and have decided to continue with your hard-won Certification. Thank you for seeing the value in this credential!

Recertification is quick and easy. This document details the steps necessary to renew online. A recertification requires 24 points.

- 6 pts **must** come from education.
- 6 pts **must** come from contributions to the profession.
- The remaining 12 can come from any combination of education/experience/contributions (use the Points Calculator to track your totals).

Most folks use experience for the supplemental points, but experience is NOT required to recertify. Remember that you do not need to submit any documentation other than the signed ethics statement. You have the time since your last certification (3 years) to account for those points. It should be a fairly simple process but if you have questions, please let us know.

The entire recertification process is completed online within this portal. The portal looks the same for a first-time applicant as well as an applicant for a recertification, but the web site uses your existing GISP info to determine the correct number of points needed for a recertification. As such, you should see only the 24 points needed for recertification, not 150.

The first step is to login into the portal (https://www.gisci.org/) using your GISP credentials. If you do not know your credentials or need a password reset, please emails us at info@gisci.org

Click the **Login** button on the top, right-hand portion of the home page (www.gisci.org):

Sign in using your Username and Password (see notes, above), and Click > **Login**:
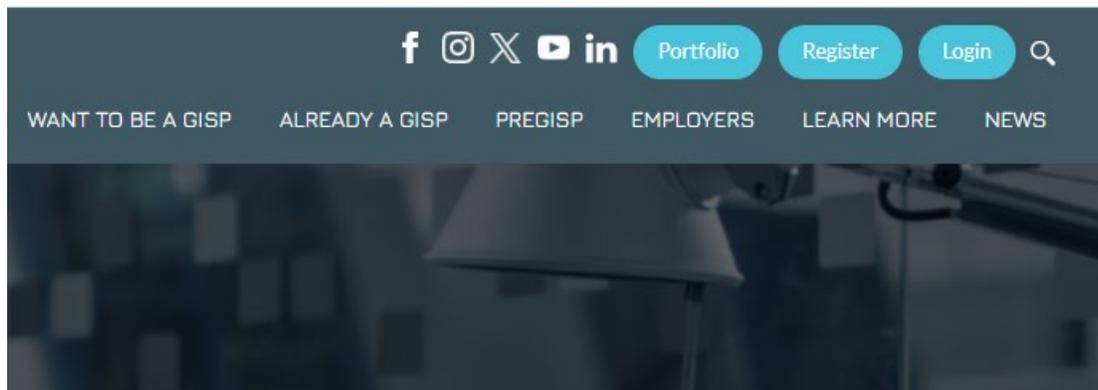
User Log In

Username:	AnthonySpicci
Password:	••••••••••••

☐ Remember Login

Login   Cancel

Register   Reset Password

You will see **Portfolio button** in the upper right portion of the screen, click on that to get started……

f ⃝ X ▶ in   Portfolio   Register   Login   🔍

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Each time you access the site for a new recertification, you will need to click the **Start Application** button at the bottom of the screen (see below). If you do not see that button, it likely means that you already started working on your portfolio. If that's the case, jump right in

- The appropriate button will be found at the end of this page

If you are currently a GISP, please use your pre-existing profile to recertify. If you create a new registration, the site will not re an existing certificant. Please email us at info@gisci.org for your log in information.

The Portfolio Review is one part of a two-part process now necessary to obtain a GISP Certification. You must also take and pass th Technical Knowledge Exam®, offered separately from the Portfolio Review.

The Portfolio Application will allow you to return and update or modify your records at will before submitting. You do not need to process at one sitting, and you pay nothing until you are ready to submit. Payment of the Application Fee, Portfolio Review Fee, an be made in a separate contact after you have successfully submitted or applied online.

Registration and use of the online portal is free. For questions or comments relating to the process, please email us at info@gisci.c

Thank you for your interest in GISCI and the GISP Certification, and we are pleased to have you either as a visitor, an applicant, or a GISP!

Regards,

Anthony A. Spicci, GISP CGMP
Executive Director, GISCI

Thank you for taking an interest in becoming a certified GIS Professional.

When you are ready to start the renewal process click the button:

Start application

If you click on 'Submission History' you will see previous efforts:

Primary Info   Education   Experience   Contributions   Required Fo

Tony Spicci

Current Submission   Submission History

Current Submission

Degrees/Certificates

School	Points Possible
Total	0

If you do not complete the process, when you return, you can simply click the **Application** tab on the upper right to continue where you left off……

The form automatically saves the information from your initial application as well as subsequent recertifications. You can find your history in each section under the 'History' tab:

Here is what an example history looks like:

Start filling out the Education, Experience and Contributions info under each tab. The site will automatically save your entries and calculate your points as you go. You will also need to upload and save a signed ethics statement each time you renew.

If you want to see a running total of your points, you can use the Points Calculator:

Here is what the Points Calculator should look like:

Click '**Submit Application**' when the points calculator brings the '**Submit Application'** button into view after all point categories have been met. It will not appear until all point requirements have been met and you have submitted your ethics statement. You will not pay until you officially submit the application.

After you submit, you will have the option to pay for all three years at once or choose an annual payment option:

Click '**Purchase**' which will bring you to the completion screens: provide updated contact info and submit payment. You may choose to pay on-line or request an invoice. If you request an

invoice, it will be emailed to you automatically and include a link to make an online payment. If you need an alternate payment method, please contact Kent Park, our Certification Coordinator at kpark@gisci.org. We will automatically provide receipts upon payment or an invoice for organization reimbursement, if requested.

Please be sure to mail payment to the following address:

GISCI
503 E. Nifong #338
Columbia, MO 65201-3717

Please send questions to info@gisci.org.

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