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«First\_Name» «Last\_Name», GISP  
«Address\_1»  
«Address\_2»  
«City», «State» «Zip»

**Subject: GISCI Certification Renewal**

Dear «First\_Name»:

You are one of more than 4,500 GISPs who are making a difference by increasing the level of professionalism and ethical conduct of GIS practitioners around the world. Thank you for your ongoing contributions to the profession.

You were certified as a Certified GIS Professional (GISP®) through the GIS Certification Institute (GISCI) on «Certification\_Date». Initial GISP certification is good for 5 years. **Your GISP certificate «Customer» will expire on «Expiration\_Date».**

This letter is intended to notify and guide you through the process to renew your GISCI Certification.

**Key Points to Remember for GISCI Certification Renewal:**

- Renewal is mandatory. If you do not submit a renewal application you will be considered inactive and you may no longer use the GISP credential.
- Renewal has different requirements from initial certification.
- All renewal applications may be submitted by email, fax, or mail.
- The renewal fee is \$115. The fee will cover an additional five years of affiliation.
- There is an appeals process in place should your number of points not meet the minimum point value for a particular category. This should only be used as a last resort.

Complete GISCI Certification Renewal information is posted online at <http://www.gisci.org/recertification.aspx>

Please feel free to contact GISCI at 847-824-7768 or [info@gisci.org](mailto:info@gisci.org) if you have any questions or difficulties as you prepare your renewal application.

Best regards,

Wendy Nelson  
Interim Executive Director

P.S. It is recommended that you submit your completed renewal application and payment **at least thirty days prior to your expiration date** to avoid a disruption in your status. (Again, your certificate will expire on «Expiration\_Date».)

## GISCI Certification Renewal Information Sheet

[www.gisci.org/recertification.aspx](http://www.gisci.org/recertification.aspx)

**GISP Certification Renewal has arrived.** In some professional societies, earning a professional credential is the culmination of a process. GISCI views it as the start.

As the GIS Code of Ethics prescribes, GISPs have an obligation to not only be qualified for the tasks accepted, but also to keep current in the field through readings and professional development. In order to maintain currency in the GIS field, GISCI requires GISPs to be renewed every five years. To ensure that applicants have a broad foundation, specific minimums in each of the three achievement categories must be met or exceeded. These minimums are as follows:

To renew, you must earn at least 40 professional renewal points during the preceding five-year period. At least 10 of those points must be earned through relevant Education opportunities and 10 points through Contributions to the Profession activities. The remaining 20 points required for renewal may be from any combination of Education, Work Experience, and Contributions to the Profession. Relevant education and work experience is identified by its inclusion in the GISP Body of Knowledge. Points are accrued as follows:

- Education – Professional Development hours (1 point for each 6 professional development hours, (i.e. contact hours))
- Contributions to the Profession – points are earned according to a table of activity values
- Work Experience – 10 points for each 12 months of full-time equivalent (FTE) work.

Course and Conference (Educational) minimum	10.0
Contributions to the Profession minimum	10.0
Work Experience minimum – no minimum required	
Additional points to be earned from a combination of Education, Work Experience, and Contributions	20.0
<b>Total</b>	<b>40.0</b>

All points must be earned in the 5-year window immediately following your initial certification date. For example, if your certification date was 1/25/2007 any points earned from 1/26/2007 through 1/25/2012 are eligible for the recertification portfolio. If you did not claim courses or professional activities that occurred prior to your initial certification date, they are NOT eligible for recertification credit.

### Renewal of Certification and the Grandfathering Provision

There is no Grandfathering Provision for renewal, so if you were certified under the Grandfathering Provision you must apply and meet the minimum renewal requirements just as those who were certified under the regular process.

### Certification Renewal Application and Fee

By the conclusion of the 5-year certification cycle, a Renewal of Certification application must be completed and sent to GISCI for review. **The application must be received by your renewal date.** For example, if your initial certificate date was 1/25/2005 your renewal date is 1/25/2010 and your renewal application must be received by 1/25/2010. GISCI will notify candidates one year prior to their renewal of certification date.

If an application is not received by your 5 year Renewal of Certification date your Certification status will be *inactive* and the GISP credential cannot be used.

### Renewal Fee

A processing fee of \$115 needs to accompany the application. This fee will cover five additional years of affiliation.

### Electronic Submission

**Certification Renewal applications do NOT need to be mailed.** GISCI accepts scanned and emailed versions of all certification renewal application packets. This is done as a cost saving measure to you.

Any questions regarding recertification points or eligibility should be directed to:

Phone: 847-824-7768

Fax: 847-824-6363

[info@gisci.org](mailto:info@gisci.org)

Or use the feedback/contact form at [www.gisci.org](http://www.gisci.org)