



GIS Certification Institute

GISP Certification Instructions for Accessing the Online Portfolio – New / 1st Time Applicant

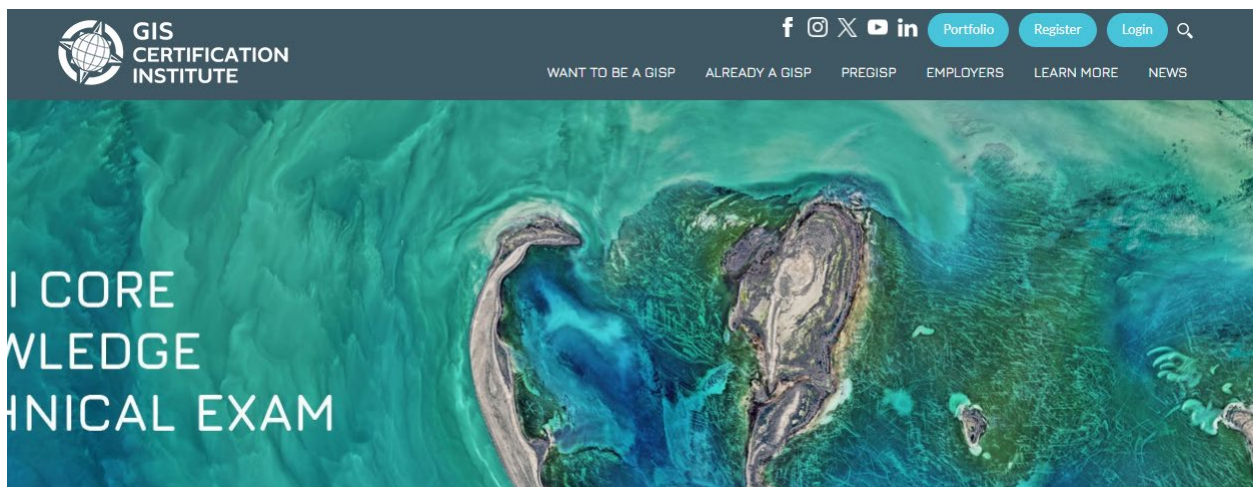
Welcome to the on-line certification process. Thank you for seeing the value in this credential!

The portal for a first-time applicant looks the same as the portal for a recertification, but the web site uses your existing GISP info to determine the correct number of points needed for a recertification.

First Time Applicant

If you are a first-time applicant to the GISCI, you must first create your profile. If you have already created your profile but forgot your login, please contact us at info@gisci.org.

Click the 'Register' button in the top, right-hand portion of the Home Page www.gisci.org. You will be prompted to fill out the required info. A registration email is automatically generated. To ensure that your registration is successful, confirm receipt of this email; if you do not see it be sure to check the spam folder. If you still do not see a confirmation email, please contact us at info@gisci.org. When creating your account, **we highly recommend that you use a personal email address**, not one from your employer. Since folks will sometime change careers, using personal email is the best way to ensure we can always contact you.

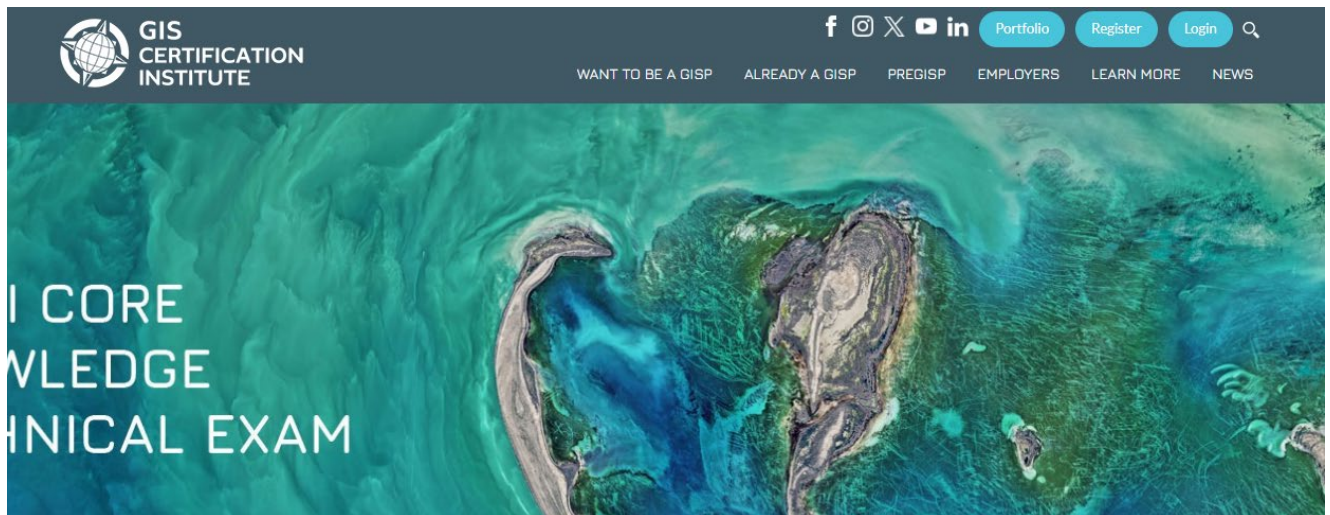


Returning Applicant

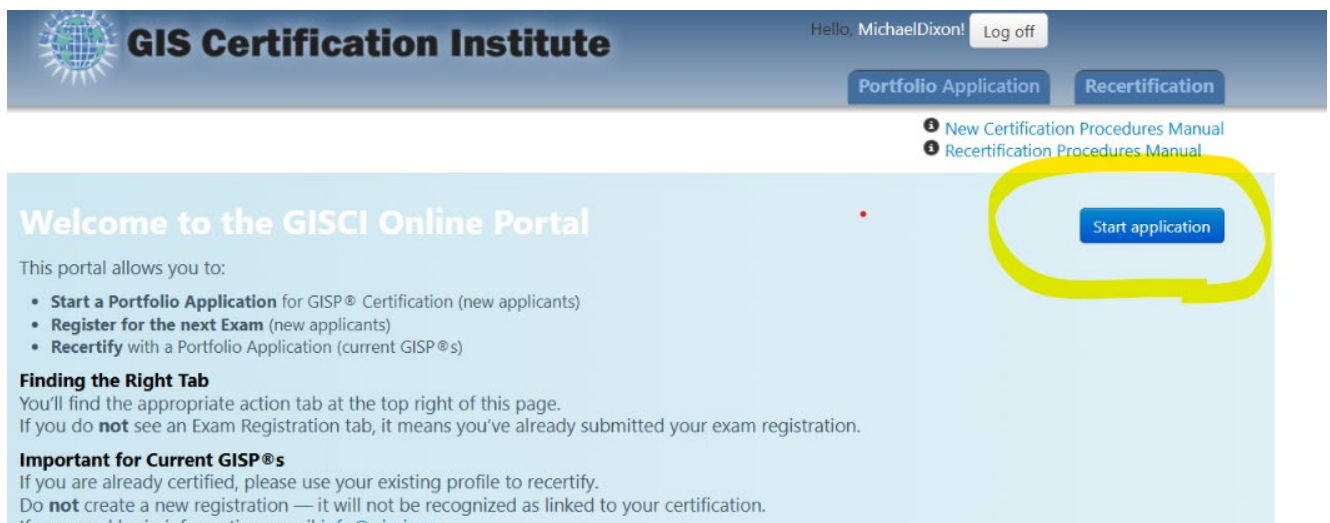
To log into your account, click the '**Login**' button on the top, right-hand portion of the screen. You will be prompted by your username and password. Enter both and click on the 'Login' button.

Submitting Information into Your Portfolio

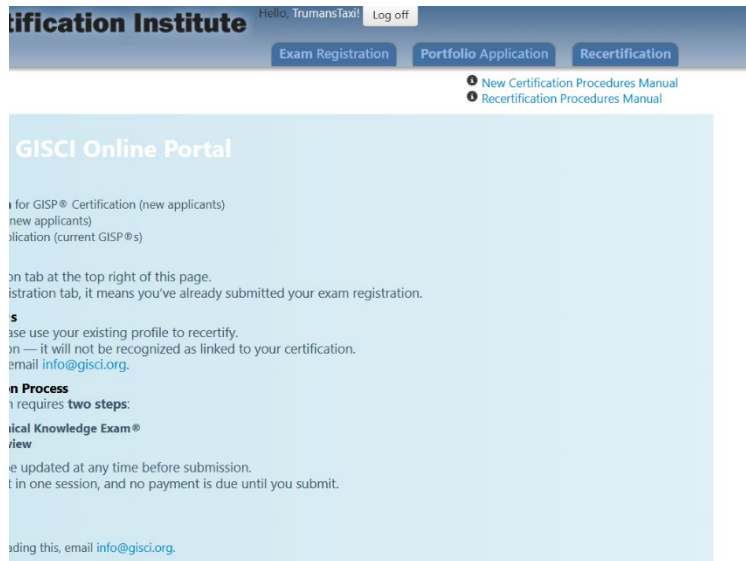
To enter your portfolio, click **Portfolio** in the middle of the screen or upper-right corner.



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



If the **Start Application** button isn't visible on the right side of the page, Click the **Portfolio Application** tab on the top right.



To begin the Portfolio Application, click the **Portfolio Application** tab on the top right portion of the screen and start filling out the Education, Experience and Contributions info under each tab.

To apply for the next, upcoming Exam, use the **Exam Registration** button at the bottom of the screen.

When you begin the Portfolio Application portion, the screen will look similar to this:

School	Points Possible	Accepted
Total	0	

School	Points Possible	Accepted
Total	0	

School	Points Possible	Accepted
Total	0	

If you hover over the **Points Calculator** button, you will see a summary of the points the web assigns to each section as you enter events.


GIS Certification Institute
Hello: AnthonySpici! [Log off](#)
[Dashboard](#)

[New Certification Procedures Manual](#)
[Recertification Procedures Manual](#)

[Primary Info](#)
[Education](#)
[Experience](#)
[Contributions](#)
[Required Forms](#)
[Submit Application](#)
[Points Calculator](#)

[Add Employer](#)

[Edit](#)
[Delete](#)

Title:
Executive Director
Employer:
GIS Certification Institute
Timespan:
5/15/2021 — Present
Location:
Illinois, United States
Duties:
Executive Director of the GISCI

[Add Experience](#)

Show entries

Exp Level	% Full Time	Pts/Year	Duties	Reviewed	
Tier 3 - GIS User	100	20.00	brief description		Edit Delete
Total		20.00			

[Previous](#)
[Next](#)

[History](#)

Here is what the Points Calculator should look like:


GIS Certification Institute
Hello: TrumansTaxi! [Log off](#)

[New Certification Procedures Manual](#)
[Recertification Procedures Manual](#)

[Primary Info](#)
[Education](#)
[Experience](#)
[Contributions](#)
[Required Forms](#)
[Points Calculator](#)

Truman The Tiger

[Current Submission](#)
[Submission History](#)

Current Submission

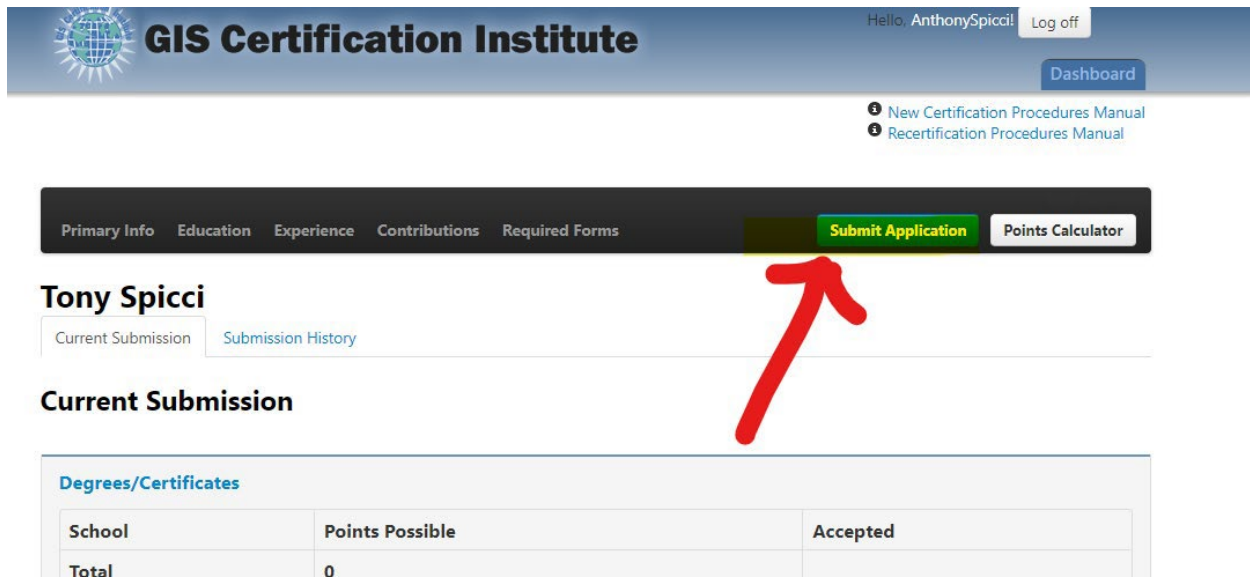
Degrees/Certificates	
School	Points Possible
University of Missouri-Columbia	25.00
University of Missouri-Columbia	20.00
University of Missouri-Columbia	5.00
Total	25.00

Points Calculator

	Points	Goal	Met
Education	30.60	30	☒
<i>Degrees/Certificates</i>	25.00		
<i>Accredited</i>	2.00		
<i>Non-Accredited</i>	1.00		
<i>Workshop/Vendor Training</i>	2.60		
Experience	488.42	60	☒
Contributions	15.00	8	☒
Supplemental Points	436.02	52	☒
Required Forms			☒
Total	534.02	150	☒

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 and Employer Supervisor Letter

under **Required Forms**. You will not pay until you officially submit the application, and you can continue to access the info as long as you desire, as you continue your education and/or professional career. The information is automatically saved as you enter it.



The screenshot shows the GIS Certification Institute website. At the top, there is a header with the logo, the name "GIS Certification Institute", and a user greeting "Hello AnthonySpicci!" with a "Log off" link. Below the header, there are links for "New Certification Procedures Manual" and "Recertification Procedures Manual". A navigation bar contains links for "Primary Info", "Education", "Experience", "Contributions", "Required Forms", "Submit Application" (highlighted with a red arrow), and "Points Calculator". Below the navigation bar, the user's name "Tony Spicci" is displayed, along with tabs for "Current Submission" and "Submission History". The "Current Submission" section is active, showing a table titled "Degrees/Certificates".

School	Points Possible	Accepted
Total	0	

After you submit it, you will be prompted to make payment for the Portfolio Review. Click **'Purchase'** which will bring you to the completion screens: provide updated contact info and submit payment. You may choose to pay online or request an invoice. If you request an invoice, it will be emailed to you automatically and include a link to make online payment. If you need an alternative payment method, please contact 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

Helpful Links

Here are some helpful links to consider as you navigate the process:

- Applicant Information - <https://www.gisci.org/Want-to-be-a-GISP>
- Applicant Procedures Manual - <https://www.gisci.org/Portals/0/Instructions/Applicant%20Procedures%20Manual%20Web.pdf>
- Exam Information – <https://www.gisci.org/Want-to-be-a-GISP/The-Exam/Exam-Preparation-Info>
- Portfolio Preparation - <https://www.gisci.org/Want-to-be-a-GISP/Portfolio>

Please send questions to info@gisci.org.

Updated 10/15/2025.