



APPLICANT PROCEDURES MANUAL

June 2023

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Introduction

Thank you for your interest in the GISP Certification. The requirements for obtaining a GISP Certification, as of April 1, 2023, are:

- You must have at least four (4) years of full-time experience in the geospatial industry.
- You must complete the Portfolio Review Requirements
- You must take and pass the GISCI Geospatial Core Technical Knowledge Exam

You can register on our website and start the process at no cost, paying only when you are ready to submit the Portfolio Review or take the GISP Exam. Once you have taken the exam, or submitted a portfolio, you have up to six (6) years to complete the process before you must start the process over.

Registering

The first step in the process is to register on the GISCI website, www.gisci.org, using the 'Register' button on the top right portion of the landing page. Creating a profile will allow you to access and start the Portfolio Application and apply for the GISP Exam.

Please keep in mind that using a personal email address rather than a work email is highly recommended, although either one can be used as your main contact. Using a personal email address will save time updating your profile should your place of employment change. Your display name should be your legal first and last name.

Should you as a GISCI applicant or member change jobs, you will be responsible for informing the GISCI of the change. You can make the change yourself by updating your user profile. If you fail to keep your information up to date, you may not be reachable and may miss important communications or recertification information.

Preparation for Completing the Portfolio Application

Before beginning to fill out the portfolio application form, you should gather materials and request necessary external documents as some of these requests may take considerable time.

Gather Materials

Collect the materials you will need to complete the portfolio application.

Primary materials include:

- Supervisor letter
- Official or unofficial college transcript(s)

Secondary materials may include:

- Certificates of completion/participation
- Awards
- Publications
- Course catalogs, class syllabi, class reports/projects

Request External Official Documentation

Place requests for external official documents (transcripts and employer/client letters) well in advance of your proposed application submittal date.

- Transcript(s) – School transcripts are required from all schools for which you claim a degree or coursework. Unofficial transcripts are acceptable. Transcripts must be digital for upload, and copies of transcripts are acceptable. Contact your school registrar to request a copy of your transcripts. Do not mail your transcripts to the GISCI. It is permissible to redact personal identifiers such as a social security number prior to submittal.
- Supervisor and Client Letter(s) – Supervisor letters are requested only from your most current immediate supervisor or employer. Letters from employers should have an original signature and should be written on using organization letterhead. A template and further instructions are provided in the “Required Documents” section of the portfolio application.

Self-employed applicants can obtain letters from clients, preferably those clients who establish, start, and end or continue contract work. No more than three client letters should be provided. Client letters should contain similar information as the Employer Letters including identifying:

- You as a contractor/Consultant
- GIS-related work performed for the client
- The period of performance for the contract

No template is available for client letters.

Completing the Portfolio Application

Removal of Sensitive Personal Information

All sensitive or personal information (social security number, driver's license number, maiden name, etc.) may be redacted or obscured from any document. Only the GISCI staff will view this information. These omissions are the only allowable marks that may be made to the applicant's official document.

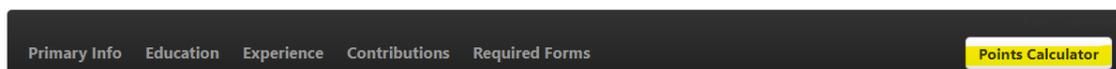
Helpful Tips Before You Begin

There is no benefit to documenting a high-point total. A GISP applicant with 150 points will receive the same approval as an applicant with 150+ points. The point total is used only during application assessment and is not noted or reflected on your final certificate.

As such, it is unnecessary to expend extensive effort documenting achievements unless the point values are needed to meet the minimum requirements. The tendency to 'overachieve' will most likely occur when documenting Contributions to the Profession but should also be avoided by those with extensive professional experience in that category. Make the process easy on yourself by stopping when you reach the point total requirements.

The website will add your points as you complete each section and will show your point total in the **'Points Calculator'** tab in the upper right-hand side of the page.

[Recertification Procedures Manual](#)



Tony Spicci

Current Submission

[Submission History](#)

Current Submission

Recommended Strategy

The objectives of the portfolio application are to:

- Achieve the minimum number of required points within each of the three categories:
 - Educational Achievement (30)
 - Professional Experience (60)
 - Contributions to the Profession (8) AND
- Achieve the total minimum point total of 150.

To minimize the effort expended locating unnecessary documents, it is suggested that applicants consider the following strategy, although you can move around the portfolio application in any order, starting and stopping as needed.

NOTE: Contribution point claims of 2 points or less do not require documentation. The GISCI will randomly conduct accuracy checks on applications to determine if claims are factual. If a claim is found to be incorrect or misstated, the application will be rejected, and the Portfolio Review Fee will be forfeited.

Educational Achievement Component

The GISCI values education in any form, hence the reason for awarding points for a non-geospatial degree. Applicants do not need to have a formal degree to qualify for GISP Certification. Individualized coursework and/or study and software training in sufficient quantity will qualify for Education points.

While formal educational experiences may not contribute as much as experience to a GIS professional's qualifications, they certainly do have the potential to be valuable means of acquiring the knowledge, skills, and dispositions individuals need to succeed in any profession. These guidelines are meant to encourage practitioners to seek continuing education opportunities while incentivizing education providers to build substantive GIS programs with quality courses.

The GISCI is not an accrediting body, and therefore will not attempt to evaluate the quality of educational institutions or programs, instead, it will ensure that individuals who seek certification have successfully participated in a minimum of relevant, formal education experiences.

Education Point Schedule

The minimum number of Education points required for certification is thirty (30) points. Additional Education points will count towards the Supplemental points.

The Education Point Schedule consists of four parts:

- Degrees/Certificates - points earned through successful completion of a formal degree or GIS Certificate Program offered by accredited educational institutions. GIS Certificates for software-specific certifications do not qualify in this category.
- Coursework – Accredited Institutions – points earned through successful completion of individual courses, workshops, and other formal, documented educational activities whose subject matter is related directly to GIS technologies. These are generally earned at a college or university.
- Coursework – Non-Accredited Institutions – points earned through successful completion of individual software training courses, workshops, and other documented educational activities whose subject matter relates directly to GIS technologies. These are generally not earned at a college or university.
- Conferences and Webinars – conference attendance points are awarded in recognition of the valuable informal learning afforded through participation in meetings, conferences, and webinars sponsored by professional societies and local and regional user groups.

Degree/Certificate Points

Applicants may claim credential points equal to the value of the highest degree or certificate earned. For example:

- An applicant who has earned an associate degree and a bachelor's degree may claim 20 points (the value of the Bachelor's degree). With dual degrees, credential points may be claimed for one while the others may only be used for Course Points (see below).
- An applicant who has earned no formal degrees, but who has earned a GIS Certificate may claim five (5) points.
- An applicant who has earned degrees from non-U.S. institutions may claim points associated with the most comparable degree (justification required).

Degrees in any field of study awarded by accredited institutions may be counted. GIS Certificates are generally 4-5 course degree programs offered at a college or university specific to GIS. An Esri certification will not be counted as a 5-point certification, but the training taken in advance of that certification will count toward Education points.

Coursework – Accredited Institution Points

In addition to Credential Points, applicants may claim Course Points for any GIS-related course, workshop, or other formal, documented educational activity. The number of points earned per course or workshop is proportional to the number of Student Activity Hours (the time that a student spends both inside and outside the classroom completing reading or homework assignments, studying, or other preparations) that each course entails. A 3-credit hour course generally has 120 Total Student Activity Hours related to it. Qualifying coursework includes GIS, Geography, higher math (including Statistics), Programming, Computer Science, Analysis, Databases, and applications. Although

peripheral coursework will count for points, the GISCI expects the applicant to show a predominance of GIS work to demonstrate professionalism in GIS.

Coursework – Non-Accredited Institution Points

Applicants may claim credit for any GIS-related training. In most cases, transcripts, certificates of completion, and other documentation do not disclose the number of activity hours that successful students are expected to invest in a course or workshop.

The GISCI awards one course point for every 40 documented training hours.

Unique Activity Hours Per Credit

Most educational institutions use the standard 3.0 activity hours per credit. Some educational institutions offer a different activity hours per credit formula. Unique credit hours are especially typical of international universities.

In these cases, the formula:

Student Activity Hours for a 3-credit hour course generally total 120 total Student Activity Hours.

The activity hours per credit should be adjusted upwards or downwards from the standard 3.0 activity hours per credit for 1, 2, and 4 credit-hour courses.

For example, if a university offers every course at 1.0 credits the formula should be adjusted to:

1.0 credits x 9.0 activity hours per credit x 15 weeks = 135 student activity hours. If a university uses a unique activity hours per credit formula, documentation explaining their credit system must be provided by the university or applicant.

NOTE: For non-credit courses and workshops for which neither credits nor CEUs were earned, Student Activity Hours should be documented by the training provider in the course description and/or certificate of completion. Prior to completing a course whose provider has not documented the course's Student Activity Hours, the applicant should request such information from the provider. A letter from the sponsoring agency or instructor is acceptable documentation.

Formal courses and workshops that focus specifically on GIS science and related technology, and/or applications, such as programming, higher math (trigonometry, statistics, etc.), geography, computer science, networking, and databases are eligible for Course Points.

Relevant courses may be counted even if they were completed as part of a degree or certificate program for which the applicant has also claimed Credential Points. Course titles should be listed in the schedule as they appear on the supporting transcript, syllabi, or other documentation. Non-specific course titles such as 'Special Issues in

Geography' can be augmented with the actual course topic e.g., 'Special Issues in Geography: Error Analysis'. These courses should be entered onto the site or accompanied by formal course descriptions.

Conference and Webinar Points

Conference attendance points are a result of the number of total days the applicant has spent at meetings and conferences sponsored by professional societies and regional and local user groups. The applicant should enter the name of the conference, the year, the host organization, the location, and the number of days attended. Conference Attendance Points are determined by the number of days and not hours spent at each event.

NOTE: Conference attendance claims do not need documentation. The GISCI will conduct random accuracy checks to determine if undocumented claims are factual. If a claim is found to be incorrect or misstated, the portfolio application will be rejected, and the Portfolio Review Fee will be forfeited.

Webinar points are assigned based on the total number of hours spent online.

Explaining Vague Course Titles

Use the notes portion of the site to briefly justify point claims for student activity hours whose relevance may not be apparent from the course or workshop title. If a course is obviously related to one of the knowledge areas, the applicant does not need to provide a description. Relevant courses and workshops are those whose content appears within one or more of the 10 knowledge areas of the UCGUS Body of Knowledge

<http://gistbok.ucgis.org/>

The final decision regarding the validity of all courses lies with the GISCI Executive Director.

Entering Educational Achievements

- Under Degrees/Certificates – list the highest completed educational degree. You may list others, but you will only get points for the highest degree achieved.
- Under Coursework – Accredited Institution – list all GIS-related courses. A 3-credit hour course will yield 3 Education points using 120 as the Total Student Activity Hours in the drop-down menu. Prorate for coursework higher or lower than 3 credit hours.
- Under Coursework – Non-Accredited Institution – list any training courses not taken at an accredited institution. This is generally software-specific training and workshops.
- Under Conference Webinar...

Once you have reached 30 points STOP unless you intend to use education for supplemental points.

The Professional Experience Component

NOTE: If you have less than four (4) years (48 months) of professional experience, you may NOT submit your Portfolio Application, but you may take the GISCI Geospatial Core Technical Knowledge Exam.

Minimum Professional Experience Requirement

The minimum qualification for initial certification is four years of professional experience in the geospatial field. An individual also will need to accrue 60 points in this area to meet the minimum requirement. Therefore, if the applicant has less than four years of professional experience but meets the 60-point minimum, the applicant must wait until the 4-year (48-month) employment requirement is met. An applicant who has met the 4-year (48-month) requirement must still earn a minimum of 60 points.

Various positions offer various levels of points. More credit is given to GIS analysis and design experience, for example, than to data compilation or teaching.

Rationale

Job experience is the key factor contributing to an individual's qualifications as it allows opportunities to become skilled in the application of GIS technology to real-world problems. Failures and successes in these contexts provide valuable learning experiences that, in turn, allow growth and expansion of skill sets. In addition, the professional working environment, where one is often working with other GIS professionals who have different skill sets and different experiences, provides opportunities to gain knowledge from one's peers. Successes, failures, and access to mentors all form skill development opportunities in the working environment, and the longer one is exposed to these opportunities, the more one is qualified to address recent problems. Therefore, four years of professional experience is the minimum number of years required for GIS Certification.

Completing the Professional Experience Section

This section will list all the jobs and professional responsibilities that the applicant had or currently has. The applicant will start by entering an employer and employment duration. Then, for each employer, the applicant will add a specific job title, choosing a Tier description for that job based on the drop-down menu shown. Experience points are automatically awarded based on the percentage that each geospatial Tier component is present in each position listed.

Professional Experience Point Schedule

The Experience Points Schedule is broken down into three tiers with one supplemental “bonus” tier:

- Tier I – Points for years in a GIS position of data analysis, system design, programming, or similar GIS position.
- Tier II – Points for years in a GIS position of data compilation, teaching, or a similar position.
- Tier III – Points for years in a GIS User position (an individual who employs the use of GIS technology but not in the capacities listed above).
- Supervisory Bonus – This option recognizes the responsibility of a supervisor for the work of subordinates. To achieve the maximum Supervisory Bonus allowed for each position, a second instance of employer and time period will need to be created, Then, a Supervisory position of 100% be assigned.

Applicants should be brief when claiming duties. Applicants should put the identified duties on the schedule into the context of their positions.

Years/months of employment should be entered into all categories that apply.

Full Time vs. Part Time Work

The Full Time Equivalency Percentage (FTE%) is based on a 40-hour work week. If the applicant works part-time. The FTE% cannot exceed 50% or 0.50. If the applicant works 35 hours per week, the FTE% cannot exceed 88% or 0.88.

The Supervisory Letter

A signed letter from the applicant’s immediate supervisor or employer is needed. The letter must be on the organization’s official letterhead. A sample letter is available below. The text of this letter may be copied verbatim and signed by the immediate supervisor. Alternate versions of the letter will be accepted but scrutinized more carefully than the letter provided by the GISCI.

Additional items may be included to strengthen the application:

- A current copy of the applicant’s resume edited to include only GIS-related items.
- Formal job descriptions from the applicant’s immediate supervisor.

Sample Supervisor Letter

ORGANIZATION LETTERHEAD

Month, Date, Year

GIS Certification Institute
503 E. Nifong #338
Columbia, MO 65201-3717

Dear GISCI Review Committee:

As the supervisor or employer of [NAME], I am pleased to send this letter in support of his/her application for certification as a Geographic Information Systems Professional (GISP). Having reviewed the applicant's portfolio, I can attest that it is true and correct as to the applicant's current title, duties, experience level, and duration of employment here and that it is consistent with what I know of the applicant's prior background. (I understand that GISCI does not expect me to be able to vouch for the entire portfolio and that any errors are solely the responsibility of the applicant.)

Sincerely,

Name
Position

[Entering GIS Professional Experience](#)

NOTE: if you have less than four (4) years (48 months) of professional experience you may start the portfolio application process for GISP Certification, but you will not be awarded a GISP status until this requirement has been met.

Add Employers to your portfolio:

List primary GIS-related professional positions held:

- user
- data compilation/educator
- analyst
- manager

The website will calculate total points for professional experience as you provide information. If you have less than 60 points, continue documenting additional professional experience. If you are unable to document 60 Professional Experience points, certification cannot be attained.

Contributions to the Profession Component

Minimum Contributions to the Profession Requirement

The minimum qualification for initial certification is to accrue points in areas that not only benefit the applicant but also benefit the profession. There are eight major areas of involvement with points being awarded for a multitude of activities within them.

Contribution points may fall into any of the categories or be distributed among all eight.

It must be emphasized, however, that work-related publications and sales presentations are generally elements of work experience. Contributions are intended to recognize documents and activities that relay lessons learned and techniques developed at work beyond the client and employer. They should benefit the profession.

Rationale

The GIS Certification Program is an opportunity to define the profession of GIS. The program should not be used as a personal yardstick for career development. As such, it must be recognized that professional contributions in the form of conference planning, publications, committees or board participation, outreach, and other related efforts are fundamental to the health of any profession.

The ability to contribute can be limited by lack of administrative support and resources; however, the program and the GIS community must not lower expectations to the lowest common denominator. Instead, a case should be made for the value of participation. In this way, GIS staff can use Certification to convince their management that participation contributes to the education and professional development of their staff.

Contribution to the Profession Points Schedule

In general, it is expected that an active professional can attain a minimum of two (2) Contribution points per year. Contributions are an element of both Certification and Renewal of Certification and the point requirements have been de-emphasized for initial certification and increased for renewal candidates. This places greater emphasis for contributions on established professionals and reduces the emphasis on those who are newer to the profession.

The Contribution Point Schedule provided below is broken down into eight categories:

- **GIS Publications** - (writing or reviewing certain GIS-related materials). Theses and dissertations are included in the Education section under coursework credit and no additional credit will be given.
- **GIS Professional Association Involvement** – Being a member of an organization with a focus on GIS activities or education.
- **GIS Conference Participation** – Presenting at a state, local, or national GIS conference. This includes poster presentations.

- **GIS Workshop Instruction** – Presenting a workshop at a state, local, or national event. Workshops that are presented on behalf of the applicant’s employer are not applicable.
- **GIS Conference Presentation** – Presenting at a state, local, or national GIS conference. This includes poster and digital presentations.
- **GIS Awards Received** – Awards for excellence in GIS proficiency that may be bestowed by a variety of sources.
- **GIS Volunteer Efforts** – Any form of uncompensated GIS-related work performed in agreement with a service-oriented organization.
- **Other GIS Contributions** – This includes GIS Day type event organization or participation and various community contributions.

CONTRIBUTIONS POINT SCHEDULE	
Refer to Pages 11 – 19 in the Procedures Manual for detailed descriptions of each Contributions to the Profession point category	
I. GIS Publications (pages 13 - 15)	
Publication Type:	Points Earned per Publication:
A. Book or Published Atlas Author/Editor	15
B. Book Chapter or Refereed Paper Author	5
C. Published Maps (as author)	3
D. Editorial Board	3
E. Magazine/Journal Article or Column	3
F. Paper in Conference Proceedings	2
G. Magazine/Journal/Newsletter Column Editor	1
H. Newsletter Article or Review (Books, Software, Policy, etc.)	1
II. GIS-Related Professional Association Involvement (pages 15-16)	
Level of Involvement:	Points Earned per Year of Office or Affiliation:
I. President or Board Chair	5
J. Board Membership	4
K. Committee Chairperson	3
L. Committee Member	2
M. Association/Organization Membership	1
III. GIS Conference Participation (page 16)	
Level of Involvement	Points Earned per Conference
N. Conference Chairperson	4
O. Conference Committee Member	2

IV. Workshop Instruction (page 16)	
	Points Earned per Workshop
P. Workshop Instruction	3
V. GIS Conference Presentations (pages 16-17)	
Presentation Type	Points Earned per Event
Q. Conference Presentation	1
R. Conference Poster Display	1
VI. GIS Awards Received (page 17)	
Recognition Type	Points Earned per Award
S. National Award	3
T. Local/Regional/State Award	2
VII. GIS Volunteer Efforts (page 17)	
Nature of Volunteer Work	Points Earned per Activity
V. Volunteer Missions	0.5 points per day deployed
U. Volunteer Work	0.05 points per every hour of volunteer work
VIII. Other GIS Contributions (pages 17-18)	
Participation Type:	Points Earned per Activity
W. Event Organizer	2
X. Event Participation/Moderation	1
Y. Related Community Contributions	1-3

Detailed Contributions List

GIS Publications – Writing or reviewing certain GIS related materials.

For any work to be considered published, for the purpose of earning contribution points, it must be or have been publicly available in electronic or print form from an independent third party. “Publicly available” means that copies could be downloaded or acquired in hardcopy form. An “independent third party” is defined as a person or business, other than the author, who makes decisions regarding publication and/or content and who is not the author’s employer or educator. Theses and dissertations are

included in the Education section under coursework credit and no additional credit will be given. **Authors and co-authors** are the recognized writers of a publication. They are credited within the publication as originating or creating the material.

A. Book or Published Atlas Author/Editor

Book or Published Atlas Author

Writing, originating, and/or creating literary material for a publication.

Book or Published Atlas Editor

Organizing or assembling a literary work or publication.

Documentation: Photocopy of cover and the title page is preferred. It should include the ISBN#, year, and title.

B. Book Chapter or Refereed Paper Author

Writing, originating and/or creating a book chapter or paper that was peer-reviewed (as with academic or technical publications) prior to publication.

Documentation:

Author – Photocopy of book cover, table of contents, and first page of the chapter. It should include the ISBN#, year, and title.

Refereed Paper Author – Photocopy of journal cover, table of contents, and title page. It should include the journal's title, ISBN#, Volume and Number.

C. Published Maps (as author)

Published maps are printed in periodicals and books. A series of published maps within one publication counts as one published map. For an atlas or map to be considered as published, for purposes of earning contribution points, it must not have been produced because of a work or academic assignment.

Documentation: Photocopy of map(s) with citation.

D. Editorial Board

Serving on a Board for a serial or a publication that is peer-reviewed (as with academic or technical publications) prior to publication.

Documentation: Photocopy of editorial roster is preferred. May include a letter that lists the journal, publication, or serial, the ISBN#, years and capacity served.

E. Magazine/Journal Article or Column

Writing, originating, and/or creating an article or column that appears in a magazine or journal.

Documentation: Name of the publication in which it appeared, date, year, ISBN#, and a photocopy of the article.

F. Paper in Conference Proceedings

Writing, originating and /or creating a paper that appears in an edited volume of conference proceedings. Presentation materials (e.g., PowerPoint presentations slides) do not count as papers.

Documentation: Date and location of the conference, name of the conference, copy of the paper's title page.

G. Magazine/Journal/Newsletter Column Editor

Organizing or assembling materials for a magazine, journal, or newsletter column.

Documentation: Photocopy of the editorial board roster is preferred. May include a letter that lists the journal, publication, or serial, the ISBN#, years and capacity served.

H. Newsletter Article or Review (Books, Software, Policy, etc.)

Writing, originating and/or creating an article for a newsletter. Performing a scholarly or technical review of various materials.

Documentation: Date and year of the article, Issue #, or date, month, year, name of the newsletter, copy or the article or title.

NOTE: Professional writing is credited as Experience. Publication of theses and dissertations is credited as Education.

Further Examples of What Constitutes a Work-Related Publication

- (1) An employee of a county GIS organization creates maps of zoning and future land use, then someone else in the county's IT department puts those maps on the county website for access by the public. This is **not** a contribution to the profession as the decision to publish was made by the author's employer.
- (2) An employee of a city-planning department authors and article for the regional GIS user group's newsletter during normal working hours describing how zoning map was produced. This is a contribution since the decision to publish was made by the newsletter editor.
- (3) A consultant designs a new database for a client and then writes a magazine article describing the project and its results at the request of the firm's marketing

department. The database design is **not a contribution, but the magazine article is.**

- (4) A student does original research to produce a term paper, and then authors an article for the *URISA Journal* describing the work. The term paper is **not** a publication, but the *Journal* article is. The difference between the term paper and the published article, if any, is not relevant.

GIS Professional Association Involvement (being a member of an organization with a focus on GIS activities or education)

A Professional Association is characterized as an organization of people having a common professional interest. An association can be a local or national, dues paying or open, large or small. A professional association is not the same as one's place of employment. Membership should be voluntary and regular compensation from the association to the member for their involvement should not exist (i.e., salary). An honorarium is acceptable. The association must have GIS or geospatial technology be either a primary or related focus.

Organizations having special interest groups or membership categories related to GIS or geospatial technology are acceptable. The applicant must be affiliated for more than six continuous months to earn credit for a full year of membership. There are no points awarded for partial years (0.5 years, 0.25 years) of affiliation.

I. President or Board Chair

The chief officer of an organization usually entrusted with the direction and administration of its policies.

J. Board Membership

A member of a group of people having managerial, supervisory, investigatory, or advisory powers for an organization.

K. Committee Chairperson

The presiding officer of a body delegated to consider, investigate, take action on, or report on some matter.

L. Committee Member

A representative to a body delegated to consider, investigate, take action on, or report on some matter.

M. Association/Organization Membership

A representative to an organization of people having a common professional interest.

Documentation: Include a copy of a membership card, listing in a Membership Directory or other association publication, dues receipt, certificate, or a verification letter from the association.

GIS Conference Participation (organizing a state, local, or national GIS conference)

Conferences are organized events featuring people discussing common concerns related to GIS or geospatial technology. Conferences are typically more comprehensive than activities such as GIS Day or user group meetings. The category is similar to Association involvement and therefore should be documented in the same manner,

N. Conference Chairperson

The presiding officer of an organized event featuring people discussing common concerns related to GIS or geospatial technology.

O. Conference Committee Member

A representative to a body dedicated to planning an organized event featuring people discussing common concerns related to GIS or geospatial technology.

Documentation: Documentation may include a listing in a Conference Program or other publication or a verification letter from the association/organization.

GIS Workshop Instruction (presenting a workshop at a state, local, or national event. Workshops that are presented on behalf of the applicant's employer are not applicable)

Workshops are brief intensive educational programs for a group of people that focus on the transfer of techniques and skills in GIS or geospatial technology. Workshops do not include presentations at conferences. Workshops are longer in duration and deeper in scope.

P. Workshop Instruction

Serving as the primary or supporting teacher of the material covered by the workshop.

Documentation: A copy of the relevant pages from the program or an acceptance letter from the organization sponsoring the event is acceptable documentation. If this documentation is not available, a signed letter from the sponsoring organization will suffice. This letter should indicate the date, year, and the name of the conference.

GIS Conference Presentation (presenting at a state, local, or national GIS conference. This includes poster presentations)

Q&R. Conference Presentation or Poster Display

Presenting experiences, work, or material at an organized event featuring people discussing common concerns related to GIS or geospatial technology.

Documentation:

A copy of the relevant pages from the program or an acceptance letter from the organization sponsoring the event is acceptable documentation. If this documentation is not available, a signed letter from the sponsoring organization will suffice. This letter should indicate the date, year, and the name of the conference.

NOTE: Credit is accrued separately for a conference presentation and publication of same in the conference proceedings (see item 1. GIS Publication)

GIS Awards Received (awards for excellence in GIS proficiency that may be bestowed by a variety of sources)

S. National Award

Earning an award for excellence in GIS proficiency bestowed by an organization with a national or international focus.

T. Local/Regional/State Award

Earning an award for excellence in GIS proficiency bestowed by an organization with a local, regional, state, or provincial focus.

Documentation: A signed letter from the award granting institution or proof of when/where/why the award was bestowed. This can consist of a listing in a conference program, newsletter, magazine, memo, etc. May include a photocopy or digital image of the award.

NOTE: Awards issued by the applicant's employer do not count as a contribution to the profession.

GIS Volunteer Efforts (Any form of uncompensated GIS-related work performed in agreement with a service-oriented organization such as GISCorps, clubs, organizations, schools, or other entities)

U. Volunteer Missions

Providing 72 or more consecutive hours of time, including time for food and rest, in active volunteer status.

V. Volunteer Work

Providing periodic volunteer work with a duration of less than 72 consecutive hours in active volunteer service.

Documentation: A signed letter from the organization acknowledging the nature of the volunteer effort.

NOTE: Do not claim credit for both Volunteer Work and Volunteer Mission for the same effort. The categories are either/or.

The volunteer effort must not be subsumed by or be additive to another contribution point category. For example, work done in support of a committee is already recognized in a separate point category and no additional credit will be given.

Other GIS Contributions (includes GIS Day type event organization or participation and various community contributions)

Intended to serve as the panacea for all volunteer activities that fall outside the other categories. A variety of GIS activities may be included as Other GIS Contributions including school presentations, community maps, organizing GIS Day, etc. Contributions cannot be mandatory job requirements.

W. Event Organizer

Helping plan an event featuring people discussing issues related to GIS or geospatial technology. These events are not organized as a national or local conference. Typically, the transfer or demonstration of GIS knowledge is the primary activity.

X. Event Participation/Moderation

Participating in an event other than as an attendee. Conference/Event attendance should be documented on EDU-3. "Participation" involves contributing to the planning or execution of a meeting outside of a formal committee structure. Events feature people discussing issues related to GIS or geospatial technology. Typically, the transfer or demonstration of GIS knowledge is the primary activity.

Y. Related Community Contributions

Reserved for GIS contribution point claims that fall outside the other categories. These claims must benefit the applicant and the profession. GISCI makes the final determination on whether points will be awarded.

Documentation: Include any materials that would signify your participation in these events. This would include letters, articles, fliers, etc.

The contributions section should be filled out in a similar fashion as the previous two. Points should be included for each instance that the applicant has satisfied the listed contribution. Therefore, if the applicant has satisfied a contribution category more than once, the applicant may receive duplicate points. There is no limit to how many times a category may be used or how many points may be accrued in that category. Also, not all categories need to be filled. If the applicant for example has not published a book, they should move on to the next category. The applicant will be responsible for completing the calculations and arriving at a total that meets the minimum amount. GISCI will also complete a separate tabulation to verify that the points and the totals are correct and satisfactory.

[Contribution to the Profession Documentation](#)

All Contribution Points of three (3) or higher need to be documented.

Contribution point claims of two (2) points or less do not need documentation. GISCI will conduct accuracy checks on random portfolio applications to determine if undocumented claims are factual. GISCI will reach out to applicants if there is a question on a claim to seek clarification. Applicants will be given an opportunity to correct a mistake without penalty, although this could delay acceptance of the portfolio application. Intentional misrepresentation or falsification will result in the rejection of the application and possible forfeiture of the portfolio review fee or a part thereof.

If all Contributions claims are less than two (2) points, applicants should at least try to provide documentation for 25% of the claims.

Please keep in mind that the applicant is not required to document every single contribution point they earned during a 10 or 20-year career, especially in the 1 to 2-point category. We ask you to document what you can, but include what you have done, regardless. The goal of completing the portfolio application is to meet the requirements of each category and thus surpass the minimum level of 150 points. Adding a reasonable number of extra items is acceptable and can help compensate for points if a different item in the portfolio application is rejected. If a discrepancy or misrepresentation of points is uncovered, the applicant runs the risk of having their portfolio application rejected.

Try to include points where adequate documentation is readily available. Often the applicant may want to start with the most recent points earned and then work backward until the point total is satisfied. It is the idea that the applicant may have recent materials on hand to document the claimed points.

Entering Contributions to the Profession

List primary GIS-related professional contributions using the drop-down menu on the site. Contributions can come from activities such as:

- Authoring publications
- Professional association involvement/membership
- Conference participation/organization
- Award receipt

If you have less than eight (8) Contribution points, you will not be able to submit your portfolio application. Documentation must be provided for claimed contribution points.

Entering Supplemental Points

The website will automatically populate this field with any points beyond the minimum point total for each of the categories (Education, Achievement, Professional Experience, and Contributions to the Profession). If you are unable to attain 150 total points, your portfolio application cannot be submitted.

Code of Ethics

A signed copy of the GISCI Code of Ethics must be included with your portfolio application and must be uploaded to the **Required Documents** section of the online application. You will not be able to submit your portfolio application online without uploading a signed Code of Ethics document.

Payment

A GISCI portfolio application will not be processed unless full payment is provided. Upon submission of a Portfolio Application, the applicant will be given payment options. The applicant may choose to pay immediately via credit card or request a payment email. If requesting an email, our Certification Coordinator will be in touch with the applicant to arrange payment. The email will provide the option to pay over the phone, mail in a form with a check or give the applicant access to pay online.

Payment may be in the form of a check for the full amount. The check must be valid and signed by the proper party. Checks with that come back as insufficient funds will result in the removal of the application from consideration along with the applicant being charged a processing fee as determined by the banking institution. Incomplete checks or checks containing incorrect information will be destroyed and the application will not be considered.

GISCI also accepts four (4) major credit cards: Visa, MasterCard, Discover, and American Express. The cardholder will need to supply GISCI with card/account number, security code, expiration date, and the cardholder's name.

GISCI does not, under any circumstances, accept the following forms of payment:

- Currency (foreign or domestic)
- Multiple Party Checks
- Credit Cards other than the ones listed previously.

A receipt will be sent along with the letter that notifies the applicant that the portfolio application has been received.

Wire Transfers

GISCI will add a \$15.00 USD charge in addition to the regular application fee for applicants who pay with a wire transfer. The applicant will be expected to pay any fees assessed in setting up the wire transfer.

Renewal of Certification

To retain certification, the Certified GIS Professional must maintain currency with the profession and document those activities periodically. He or she must earn additional points in renewal categories since initially being certified or previously renewed to

remain certified. If the Certified GIS Professional fails to earn the minimum renewal points during that period, then he or she is no longer considered professionally certified by GISCI.

GISCI certification lasts for three (3) years. The initial cycle begins on the day the applicant signs the Code of Ethics and is notified by GISCI of their certified status. When the applicant submits his or her materials for renewal of certification, the cycle will begin again and last for another three (3) years. Recertification requires the GIS Professional to sign the Code of Ethics again. The applicant will be required to pay a recertification fee in the manner described in the Payment section of the renewal of certification procedure manual.

Requirements for Recertification

The following is a breakdown of the points that are required for renewal of certification. These points must be earned in the three (3) years that have passed since initial certification or last recertification.

Educational (courses/conferences)	6 points minimum
Contributions to the Profession	6 points minimum
Work Experience	No minimum requirement, up to 12 points optional
Additional points in any category	12 points
TOTAL	24 points

Points for recertification are earned with the following formulas:

- Education – Professional Development hours 1 point for each 6 professional development 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.

Please refer to the GIS Certification Institute website, www.gisci.org for further details and proper procedures on renewal of certification. Failure to earn the above required points will result in the loss of a GIS Professional's certification.

GISCI Certification Program Contact Information

Mailing Address:

GIS Certification Institute
503 E. Nifong Blvd. #338
Columbia, MO 65201-3717

Phone:

847-824-7768

Email:

Info@gisci.org