**GISP Recertification Access Instructions for the Online Process 2019**

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

The entire recertification process is now online, and the PDF recertification form has been migrated to the site. **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. 24 Points are needed.

The following image shows the drop-down window that displays **when you mouse over the Points Calculator** button on the top, right-hand portion of the screen, after you have entered the online portal. It shows 24 points needed for a recertification. **If you see a screen showing 150 points, you are registered as a first-time applicant, and you need to contact us for the correct log in to continue.**



If you are an existing GISP who originally applied through the PDF process, we created a login profile for you. You can only access it by contacting us to obtain your log in credentials. If you create a new registration and login, the site will treat you as a first-time applicant.

If you are a current GISP and applied through the online registration procedure, your log in credentials are the same as that you created when you started the process. **You will not see your history from your PDF application, as it was too difficult to transfer.**

**You can use the online application in one of three ways:**

1. **Access and create a new application, filling in your events and activities until you reach your Expiration Date, at which time you can Submit**
2. **Wait until it is time for your recertification at your Expiration Date and access and fill in the required information then,**
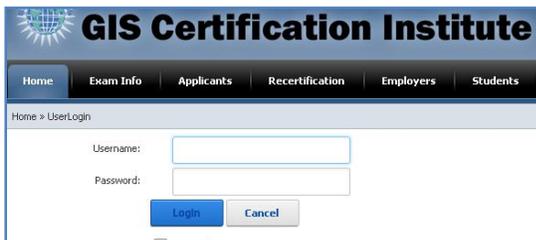
3. **Access and create a new application, filling in your previous employment history, as well as your current and future events and activities, and let the site store and carry along a backup location for all things employment-related as your career moves forward.**

**The site is yours to use as you wish, but, eventually, you will be using it to submit your official recertification application from this time forward.**

To access and move forward through the online process, Click the **Login** button on the top, right-hand portion of the Home page (www.gisci.org):



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



> You will see **GISP Portfolio Application/Renewal & Exam Application (click to continue)** in the middle of the screen……click through to continue………

The first time you access the site for recertification, you will need to click the **Create** button at the bottom of the screen.  This creates a new recertification application, **not a new registration**.  A new recertification application is required for each recertification period.

If you don't see the Create button, just click the (click to continue) link, and go straight to the Application tab at the top right portion of the screen.

## Welcome!

You are about to enter GISCI's online portal that allows you to

- Start a Portfolio Application for a GISP Certification if you are a new applicant
- Apply for the next Exam window, if you are a new applicant
- Or to recertify with a Portfolio Application, if you are an existing GISP Professional
- 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 recognize you as an existing certificant. Please contact us 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 the GISCI Core 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 complete the process at one sitting, and you pay nothing until you are ready to submit. Payment of the Application Fee, Portfolio Review Fee, and Exam Fee will 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.org.

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 returning GISP!

Regards,

Bill Hodge GISP
Executive Director, GISCI

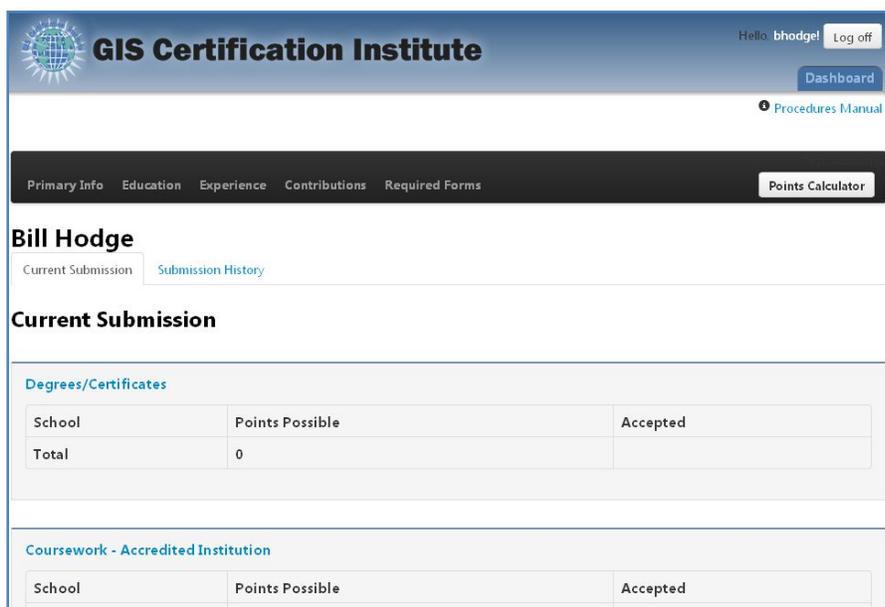**Thank you for taking an interest in becoming a certified GIS Professional.**

Click the button to start your Portfolio Application process:

Start application

When you return in subsequent sessions, you will click the **Application** tab on the upper right to continue where you left off...… If you do not see the Start Application button, just continue to the Application tab on the upper right part of the page.



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.

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

After you submit, you will be filling out the completion screens, providing your updated contact info, and you will have the option to pay online or have payment information emailed to you.

If you choose the email option, Katie Morehead, our Certification Coordinator, will be contacting you after submittal to arrange for payment in a manner most suitable to you.  We can provide receipts and/or invoices for organization reimbursement, if needed.

Send questions to info@gisci.org.

Updated 1/19/17