



GISCI Recertification Instructions for the Online Process

Welcome to the GISCI web site and the **2017** recertification process. If you are accessing this section, you are an existing GISCI and have decided to continue with your hard-won Certification. Thank you for seeing value in this credential!

The entire recertification process is now **2017** , 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 GISCI info to determine the correct number of points needed for a recertification.

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 **2017** 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.

	Points	Goal	Met
Education	7.99	6	☑
<i>Degrees/Certificates</i>	0		
<i>Accredited</i>	0		
<i>Non-Accredited</i>	0		
<i>Workshop/Vendor Training</i>	7.99		
Experience	17.09	0	☑
Contributions	54.00	6	☑
Supplemental Points	67.08	12	☑
Required Forms			☑
Total	79.08	24	☑

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**:

GIS Certification Institute

Home Exam Info Applicants Recertification Employers Students

Home > User Login

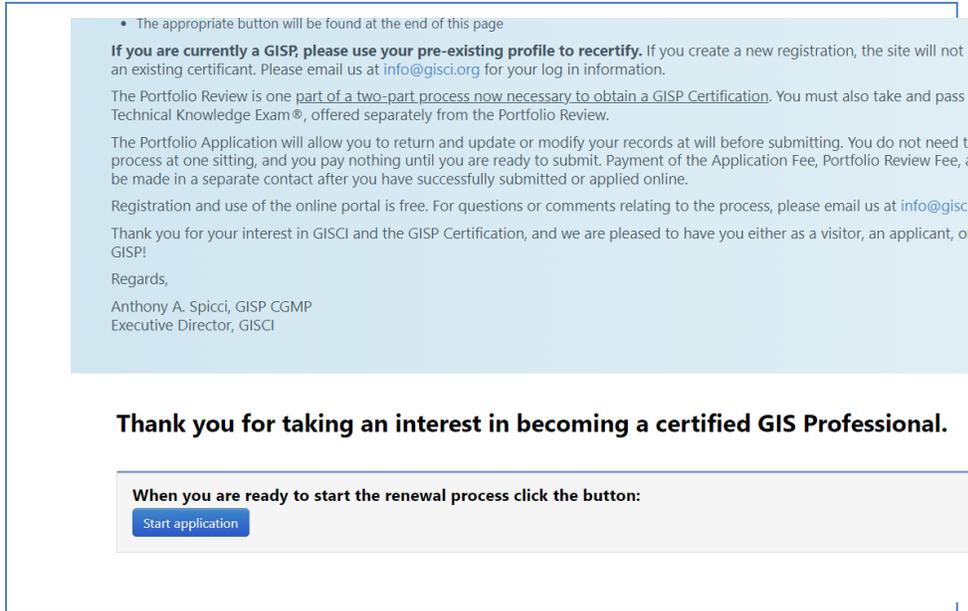
User Name:

Password:

>You will see **GIS Application/Renewal** in the upper right portion of the screen.....



The first time you access the site for recertification, you will need to click the **Start Application** button at the bottom of the screen.



When you return, you can simply click the **Application** tab on the upper right to continue where you left off.....



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 add a signed ethics statement each time you renew.

The screenshot shows the GIS Certification Institute user interface. At the top, the user is identified as 'Bill Hodge' with a 'Log off' button. A 'Dashboard' button is also present. Below the navigation bar, there are tabs for 'Primary Info', 'Education', 'Experience', 'Contributions', and 'Required Points'. A 'Points Calculator' button is located on the right side of this bar. The main content area is titled 'Bill Hodge' and includes a 'Current Submission' section. This section contains two tables:

Degree/Certificates		
School	Points Possible	Accepted
Total	0	

Coursework - Accredited Institution		
School	Points Possible	Accepted

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 and you have submitted your ethics statement. You will not pay until you officially submit the application.

After you submit, you will fill out the completion screens, provide updated contact info and submit payment. You may choose to pay on-line or Katie Morehead, our Certification Coordinator, will be contact you to arrange for alternate payment. We will automatically provide receipts upon payment or an invoice for organization reimbursement, if needed.

Send questions to info@gisci.org.

Updated 1/12/2022