

# GISP Recertification Procedures Manual

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|             |  |          |
|-------------|--|----------|
| <b>I)</b>   | <b>Preparation for Completing the GISP Renewal Application .....</b> | <b>2</b> |
|             | Gather Materials.....  | 2        |
| <b>II)</b>  | <b>Completing the GISP Renewal Application .....</b>                 | <b>2</b> |
|             | Key points to filling out the GISP Renewal Application.....          | 2        |
|             | Step One – Demographic information.....                              | 2        |
|             | Step Two – Course and Conference (Education) Component .....         | 3        |
|             | Step Three – Contributions to the Profession Component .....         | 3        |
|             | Minimum Contributions to the Profession Requirement .....            | 3        |
|             | Contributions to the Profession Point Schedule .....                 | 4-5      |
|             | Step Four – Professional Experience Component .....                  | 6        |
|             | Step Five – Totaling Points .....                                    | 6        |
| <b>III)</b> | <b>Payment.....</b>  | <b>7</b> |
| <b>IV)</b>  | <b>Completed Application .....</b>                                   | <b>7</b> |
|             | Application Arrangement.....   | 7        |
|             | Submission Guidelines .....  | 7        |

## I. Preparation for applying for GISP Recertification

Thank you for deciding to continue with your hard-won GISP Certification!

Recertification may now be done entirely online. Before beginning to fill out the Renewal application form, an applicant should gather materials needed for completing the application. No documentation is required to be included with the recertification application.

Materials may include:

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

## II. Completing the GISP Renewal Application

The objective of the applicant is to:

1. Achieve the minimum number of required points within each of the three categories: Education (6), Contributions to the Profession (6), with additional points to be earned from a combination of Education, Work Experience, and Contributions (12).
2. Achieve a total minimum point total of 24. There is no benefit to documenting a high point total. Candidates only need to reach the renewal point total of 24 to achieve GISP renewal.

**Step One:** Obtain your log in to your existing profile and online account from GISCI. **If you create and use a new registration, the web site will treat you as a first-time applicant.**

The online application will automatically assign points in each section based on the information you provide. It will also automatically track your point totals as you progress.

**This document is intended to provide background information to an applicant, so that you may better understand the process.**

Update any information that may have changed from what is on file.

It is the GISP's responsibility to keep GISCI informed whenever your contact information changes. Failure to do so may result in your missing important communications or being incorrectly listed on the GISP roll.

## Step Two: Course & Conference (Education) Point Component (Section EDU-R)

The web site will automatically assign total points from the information provided and track your totals.

The Course & Conference Points are awarded as follows:

1 point for each 6 professional development hours (contact hours) of relevant course or conference attendance.

(8 hour conference would be  $8/6=1.33$  points) or

(3 credit hour class for 10 weeks = 3 credit hours x 3 activity hours x 10 weeks =  $90/6=15$  points)

GISP Renewal candidates must obtain 6.0 Education points to qualify for GISP Renewal.

Course and conference titles should be listed in the Accredited Coursework Section as they appear on the supporting transcript, syllabi, or other documentation.

Any software-specific training should be listed in the non-Accredited Coursework section.

Conference and Webinar attendance should be listed in the Conference/Webinar Section.

### Section EDU-R COURSE & CONFERENCE (EDUCATION) POINTS

| Year or Date | Course or Conference Title | Description/Location        | Professional Development Points |
|--------------|----------------------------|-----------------------------|---------------------------------|
|              |                            |                             |                                 |
| 2005         | GEOG 6534                  | Adv Geographic Info Systems | 15.00                           |
| 2006         | ESRI 2006                  | ESRI Conference (5 days)    | 6.6                             |

## Step Three: Contributions to the Profession Component (Section CON-R)

### Minimum Contributions to the Profession Requirement

The GISP should locate the appropriate contribution on the Contribution Point Schedule on pages 4-10 of this manual. Refer to the contributions categories section for further details on contributions at [www.gisci.org](http://www.gisci.org) GISPs Renewal Certification. The minimum requirement for Contributions to the Profession component is 6 points.

### Section CON-R CONTRIBUTIONS TO THE PROFESSION POINTS

| <b>Type<br/>(indicate<br/>letter)</b> | <b>Year(s)</b> | <b>Description</b>         | <b>Points</b> |
|---------------------------------------|----------------|----------------------------|---------------|
| G                                     | 2006           | Paper URISA 2005 Conf Proc | 6             |
| T                                     | 2007           | Illinois GIS State Award   | 6             |

## Contribution Point Schedule

| <b>CONTRIBUTIONS POINT SCHEDULE</b>   |   |
|---|---|
| (Refer to Contributions Categories reference on <a href="http://www.gisci.org">www.gisci.org</a> under GISPs Certification Renewal) |   |
| <b>I. GIS Publications</b>  |   |
| <b>Publication Type:</b>  | <b>Points Earned per Publication:</b>                   |
| A. Book or Published Atlas Author/Editor  | 45  |
| B. Book Chapter or Refereed Paper Author  | 15  |
| C. Published Maps (as author)   | 9   |
| D. Editorial Board  | 9   |
| E. Magazine/Journal Article or Column   | 9   |
| F. Paper in Conference Proceedings  | 6   |
| G. Magazine/Journal/Newsletter Column Editor  | 3   |
| H. Newsletter Article or Review (Books, Software, Policy, etc.)   | 3   |
| <b>II. GIS-Related Professional Association Involvement</b>   |   |
| <b>Level of Involvement:</b>  | <b>Points Earned per Year of Office or Affiliation:</b> |
| I. President or Board Chair   | 15  |
| J. Board Membership   | 12  |
| K. Committee Chairperson  | 9   |
| L. Committee Member   | 6   |
| M. Association/Organization Membership  | 3   |
| <b>III. GIS Conference Participation</b>  |   |
| <b>Level of Involvement</b>   | <b>Points Earned per Conference</b>                     |
| N. Conference Chairperson   | 12  |
| O. Conference Committee Member  | 6   |
| <b>IV. Workshop Instruction</b>   |   |
|   | <b>Points Earned per Workshop</b>                       |
| P. Workshop Instruction   | 9   |
| <b>V. GIS Conference Presentations</b>  |   |
| <b>Presentation Type</b>  | <b>Points Earned per Event</b>                          |
| Q. Conference Presentation  | 3   |
| R. Conference Poster Display  | 3   |

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| <b>VI. GIS Awards Received</b>       |  |
|--------------------------------------|--|
| <b>Recognition Type</b>              | <b>Points Earned per Award</b>               |
| S. National Award                    | 9  |
| T. Local/Regional/State Award        | 6  |
| <b>VII. GIS Volunteer Efforts</b>    |  |
| <b>Nature of Volunteer Work</b>      | <b>Points Earned per Activity</b>            |
| V. Volunteer Missions                | 1.5 points per day deployed                  |
| U. Volunteer Work                    | 0.15 points per every hour of volunteer work |
| <b>VIII. Other GIS Contributions</b> |  |
| <b>Participation Type:</b>           | <b>Points Earned per Activity</b>            |
| W. Event Organizer                   | 6  |
| X. Event Participation/Moderation    | 3  |
| Y. Related Community Contributions   | 3-6  |

## Step Four: The Professional Experience Component

**GISPs can complete this section if they need additional points beyond the areas of Education and Contributions to meet the minimum 24 point requirement for renewal.**

**You should list your most current job to ensure your profile is current.**

*Please refer to the Renewal of GISP Certification application for information on completing the Professional Experience Component of the application.*

## Step Five: Totaling Points

The web site will perform this activity automatically and continually update the totals as new information is added. If the total is not at least 24 points, the applicant is not eligible for GISP Renewal of GIS Certification, and you will not see the Submit tab appear.

|  |             |
|--|-------------|
| Course & Conference minimum  | 6.0         |
| Contributions to the Profession minimum  | 6.0         |
| Work Experience minimum – no minimum required  |             |
| Additional points to be earned from a combination of Education, Work Experience, and Contributions | 12.0        |
| <b>Total</b>   | <b>24.0</b> |

**Once the online application has been completed and the minimum and supplemental requirements met, a Submit tab will appear at the top of the application, and you can officially submit to GISCI.**

### **III. Payment**

A GISP Renewal will not be processed unless full payment is received.

Effective July 1, 2015, this will be an annual maintenance fee of \$ 95/year for each of the 3 years of your recertification period. This can be paid in the amount of \$285.00, a one-time payment, or paid each year on the anniversary date of your recertification.

Payment may be in the form of a check for the full amount, made payable to **GIS Certification Institute**.

GISCI also accepts Visa, MasterCard, and American Express. GISCI will contact the applicant after submittal in order to have you supply GISCI with card/account number, the expiration date, and the cardholder's name.

Wire Transfers are accepted, but the fee is \$130.00 to cover the wire transfer processing fee and application fee (\$115.00 + 15.00).

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

- Currency
- Multiple Party Checks
- Credit cards other than the ones listed previously
- Purchase Order Numbers

### **IV. Completed Application**

Once your application is complete online, you may submit your application to GISCI.

**Supporting documentation should NOT be included with the application, but should be retained should a question arise in regards to your GISP Renewal. No completed applications or individual application materials, under any circumstances, will be returned to the applicant.**

**Certification Renewal applications do NOT need to be mailed; the process can be completed entirely online.**

**At the time of submission, the applicant will receive an automatically-generated email with an Order #. Please refer to this Order # in any subsequent contact with GISCI about your application.**

e-mail: [info@gisci.org](mailto:info@gisci.org)

**GIS Certification Institute  
701 Lee Street, Suite 680  
Des Plaines, IL 60016**

*Contact GISCI at (847) 824-7768, Fax (847) 824-6363*

**Upon receipt, a confirmation notice will be sent to the applicant.**