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The GIS Certification Institute · 701 Lee Street, Suite 680 · Des Plaines, Illinois 60016

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June 6, 2022

Mr. Tony Spicci, GISP CGMP  
Executive Director  
GIS Certification Institute

GISCI Endorsement Designation Application

Dear Tony:

The GIS Certification Institute would like to formally apply in consideration of becoming a GISCI Endorsed Employer organization.

Here is how the GISCI is meeting the requirements and optional criteria of the designation:

1. Encourage or require all GIS staff to have or obtain GISP certification during employment with the organization.  
All GIS staff are encouraged or required to obtain GISP certification during employment. Staff are expected to begin the certification process within 6 months of employment. We expect that all staff at the GIS Specialist grade or higher will obtain their GISP within 18 months of employment.
2. Pay for initial GISP certification fees for candidates.  
The GISCI pays all fees associated for certification for staff including one attempt at the geospatial knowledge exam.
3. Pay for ongoing GISP recertification fees for candidates.  
The GISCI pays all recertification fees for GISPs in the organization.
4. Pay for ongoing specialized training.  
The GISCI will pay for all training associated with obtaining a GISP as well as recertification. The GISCI will evaluate the coursework based on the role of the employee in the organization and their responsibilities. The GISCI reserves the right to review and approve training to ensure it meets the standards of the organization and is reasonable priced.
5. Pay for GIS-related continuing education courses.  
The GISCI expects its employees to engage in continuing education. This includes but is not limited to short courses, webinars, and college work towards GIS degrees. The GISCI also expects employees to attend at least one professional conference per year and present.

6. Tie compensation to GISP Certification (e.g., bonus, raises)

Any employee that receives their GISP receives a 3% raise above their base salary and a \$500 annual bonus. Each employee must maintain their GISP certification to keep their salary adjustment.

7. Promotion criteria includes required GISP Certification

The following positions are required to have a GISP. Any advancement requires that the candidate must be a GISP or a candidate with an approved portfolio. These individuals must be prepared to take the next exam offered by the GISCI and must pass to keep the promotion.

- **GIS Technician:** encouraged to become a GISP
- **GIS Analyst:** must have started the GISP process
- **GIS Specialist:** must be a certified GISP or have approved portfolio
- **Senior GIS Specialist:** must be a certified GISP
- **GIS Manager:** must be a certified GISP

8. Provide support for ongoing activities to maintain certification (e.g., conference attendance and presentations, membership in professional societies)

The GISCI expects all GIS staff to attend at least one conference per year and present as well as belong to a local or national professional society. The GISCI will cover all fees associated with said activities in accordance with organizational policy.

9. As an organization, strive to meet the ethical standards of the GIS Certification Institute and support their GISPs in meeting those standards

Ethics are at the core of what we do. All employees are expected to follow organizational policy and procedures as well as the GISCI Code of Ethics.

Thank you for your consideration. Please let me know if you have any questions.

Sincerely,



Anthony A. Spicci GISP CGMP  
GIS Director  
GIS Certification Institute



Dan Boudreau  
GISCI Employment Officer  
GIS Certification Institute



Brittney Sones  
Chief Information Officer  
GIS Certification Institute