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The GIS Certification Institute · 701 Lee Street, Suite 960 · Des Plaines, IL 60016

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DATE, YEAR

John Smith  
GIS Director  
City of Anytown  
1234 Main St.  
Anytown, USA 12345

Dear John:

Congratulations! On **[January 1, 2021 [Julie Jones]** was certified by the GIS Certification Institute (GISCI) as a certified geographic information systems (GIS) professional (GISP). This letter is intended to provide background information on the GISCI certification process and how it can help enhance your employer/employee relationship.

The GISCI is the geospatial professional's institute, providing recognized leadership in the certification of professional accomplishment in the field of GIS including ethics, professional development, and education. GISPs use their skills to find solutions to geospatial questions and provide a foundation for better planning and decision-making. Further, the certification deepens the commitment to the field of GIS and helps build professional esteem through public recognition.

Since the field of Geographic Information Systems is diverse and ever-changing, the program uses both a portfolio and exam to qualify candidates. Individuals must pass the Geospatial Core Technical Knowledge Exam to individuals and must submit a peer-reviewed portfolio application as an evaluation mechanism.

The application consists of three parts:

- **Educational Achievement:** The applicant's degree along with formal and informal learning activities, coursework, and conference attendance.
- **Professional Experience:** Professional positions involving specific duties related to GIS and geospatial technology.
- **Contributions to the Profession:** Activities benefiting the profession as a whole.

Finally, all GISPs must sign the Code of Ethics before being recognized by the Institute.

### **What are the Recertification Requirements?**

GISPs must recertify every three years. Points need to be earned in the three-year window following the initial certification date and before the recertification date. Should a GISP wait until the last minute to start earning points towards recertification, the credential may be jeopardized. It is important that GISPs earn points over the three-year period so that recertification is quick and straightforward.

### **How Can Employers and Organizations Help?**

As an employer, you play a valuable role in helping maintain the GISP credential. In particular, please consider:

- Encouraging employees to take courses and workshops that will expand their knowledge and technical proficiency.
- GISPs claim recertification points within the three tiers of GIS work described previously. Work with your employee to determine if the appropriate balance of those tiers is reflected in their daily work.
- Encourage your employee to share the high-quality work done by your agency or firm through preparing and presenting professional papers and posters, and to the extent your budget allows, help with travel, professional society, and education costs.
- Encourage your employee to help with organizing a local GIS Day or volunteering to provide maps and technology local schools to assist in spreading the word about GIS and giving back to the community at large.
- Financially support your employee as they apply, test and re-certify as a GISP

GISPs are proud of their accomplishment. Thank you for your support of [NAME] and this program. We hope that you as a supervisor, your organization, and [NAME] will continue to reap the rewards of getting involved.

More information about the GISCI program and all application materials are available at [www.gisci.org](http://www.gisci.org). If you have any questions, concerns, or suggestions, contact GISCI at [info@gisci.org](mailto:info@gisci.org) or at 847-824-7768. We have also included a GISCI brochure which has additional information on the program and the credential.

Best Regards,



Tony Spicci  
Executive Director, GISCI