

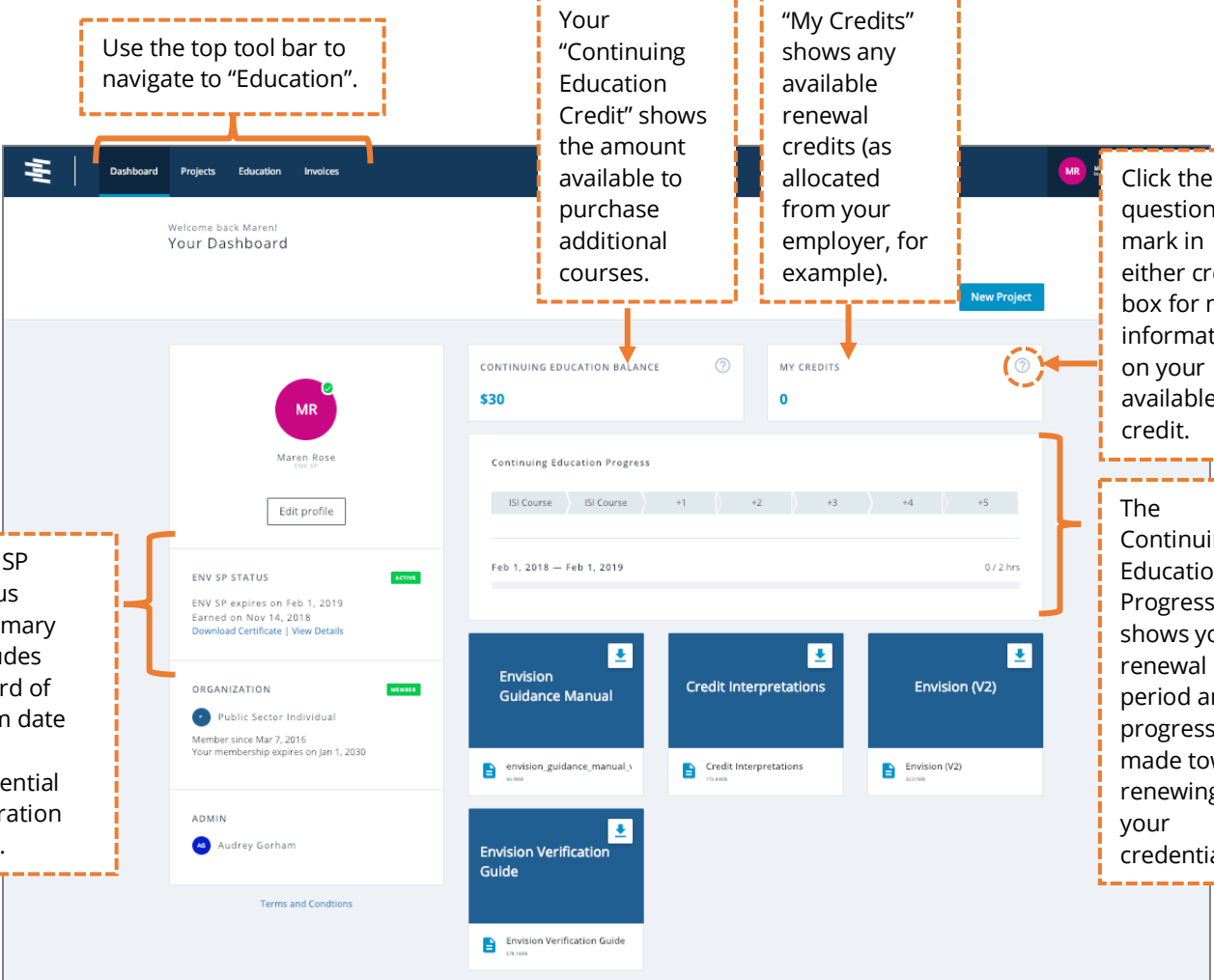
# CREDENTIAL MAINTENANCE

## Online Tutorial

Thank you for proactively maintaining your ENV SP credential! The first step to accessing credential maintenance resources is logging in to your account at [www.sustainableinfrastructure.org](http://www.sustainableinfrastructure.org).

Once you have enrolled in credential maintenance, your Dashboard will show your continuing education progress. The example Dashboard below shows how you may access different credential maintenance features from your account Dashboard.

### Navigating your account Dashboard



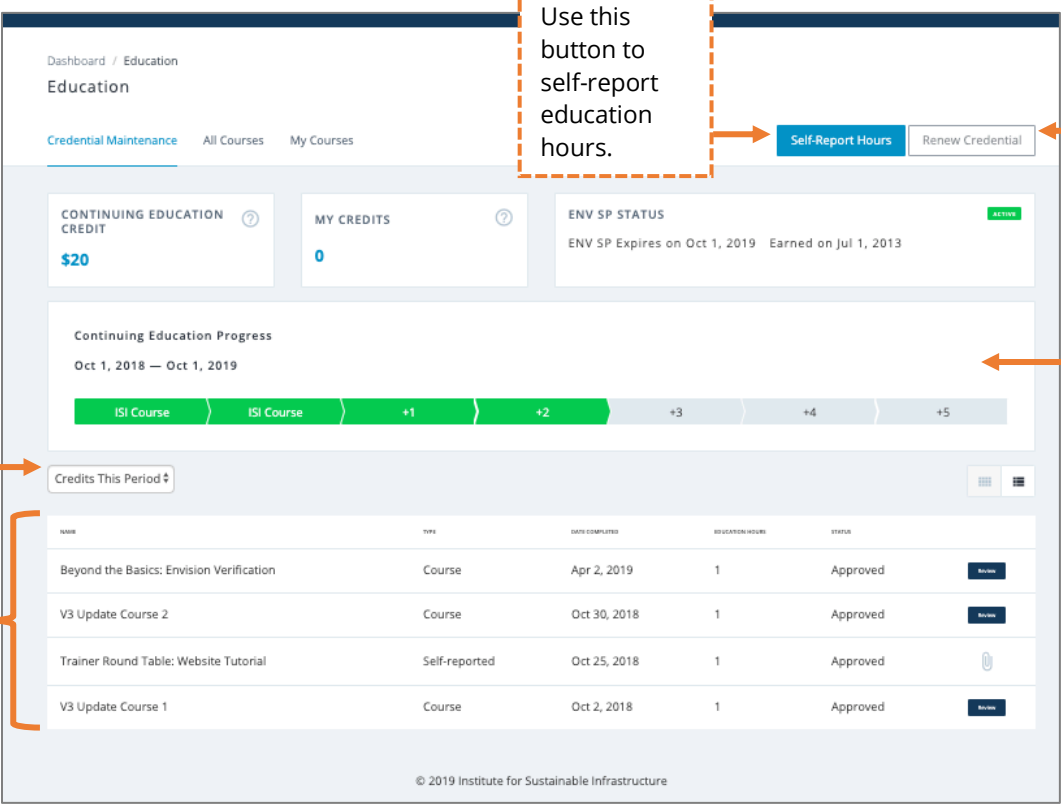
The dashboard screenshot shows a user interface for Maren Rose. At the top, a navigation bar includes 'Dashboard', 'Projects', 'Education', and 'Invoices'. A callout box points to this bar, stating: "Use the top tool bar to navigate to 'Education'".

On the left, a profile card for Maren Rose (ENV SP) includes an 'Edit profile' button. Below it, the 'ENV SP STATUS' section shows 'ACTIVE' and provides details: 'ENV SP expires on Feb 1, 2019', 'Earned on Nov 14, 2018', and a 'Download Certificate | View Details' link. A callout box explains: "ENV SP Status Summary includes record of exam date and credential expiration date." Below this is the 'ORGANIZATION' section (Public Sector Individual, member since Mar 7, 2016) and the 'ADMIN' section (Audrey Gorham).

The main content area features a 'CONTINUING EDUCATION BALANCE' of \$30 and 'MY CREDITS' of 0. A callout box for the balance states: "Your 'Continuing Education Credit' shows the amount available to purchase additional courses." A callout for the 'MY CREDITS' section states: "'My Credits' shows any available renewal credits (as allocated from your employer, for example)." A callout for a question mark icon in the 'MY CREDITS' section states: "Click the question mark in either credit box for more information on your available credit." Below these are 'Continuing Education Progress' bars for 'Feb 1, 2018 - Feb 1, 2019' showing 0 / 2 hrs. A callout box for this bar states: "The Continuing Education Progress bar shows your renewal period and progress made toward renewing your credential." At the bottom, there are download links for 'Envision Guidance Manual', 'Credit Interpretations', 'Envision (V2)', and 'Envision Verification Guide'.

## Navigating your Education page

Navigate to the Education page from the top navy-blue menu. The first page shows your Credential Maintenance summary.



**Use this button to self-report education hours.** (Callout pointing to the 'Self-Report Hours' button)

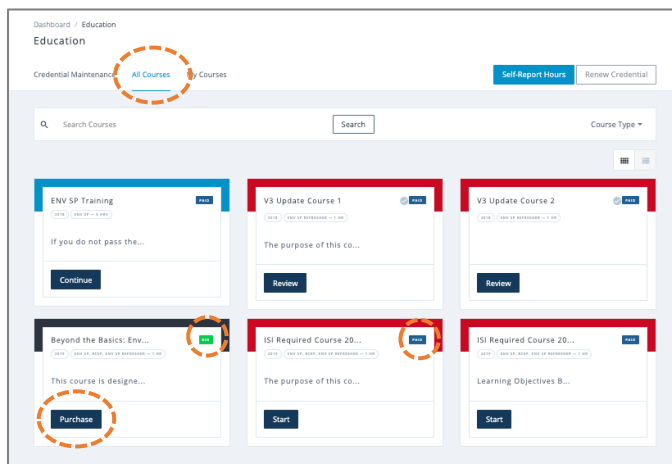
**Use this button to renew your credential** (Callout pointing to the 'Renew Credential' button)

**This drop-down allows you to toggle which reporting period credits are viewable in the table below.** (Callout pointing to the 'Credits This Period' dropdown)

**Your "Continuing Education Progress" bar shows your current reporting period's progress. Completed hours are highlighted in green.** (Callout pointing to the progress bar)

**This table shows a record of the courses you've completed or self-reported.** (Callout pointing to the course table)

NAME	TYPE	DATE COMPLETED	EDUCATION HOURS	STATUS
Beyond the Basics: Envion Verification	Course	Apr 2, 2019	1	Approved
V3 Update Course 2	Course	Oct 30, 2018	1	Approved
Trainer Round Table: Website Tutorial	Self-reported	Oct 25, 2018	1	Approved
V3 Update Course 1	Course	Oct 2, 2018	1	Approved



**All Courses** (Callout pointing to the 'All Courses' tab)

**Search Courses** (Callout pointing to the search bar)

**Course Type** (Callout pointing to the dropdown menu)

**ENV SP Training** (Callout pointing to the blue 'paid' icon)

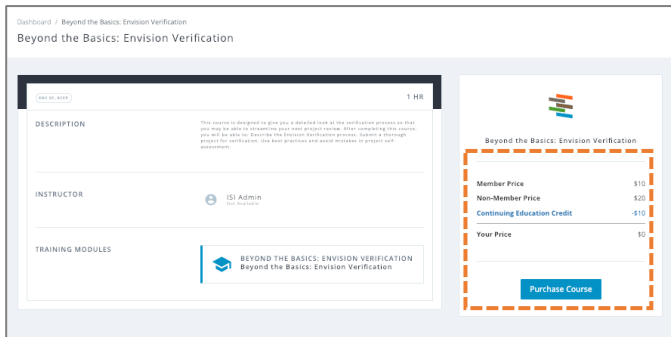
**ISI Required Course 2B...** (Callout pointing to the red 'paid' icon)

**ISI Required Course 2B...** (Callout pointing to the red 'paid' icon)

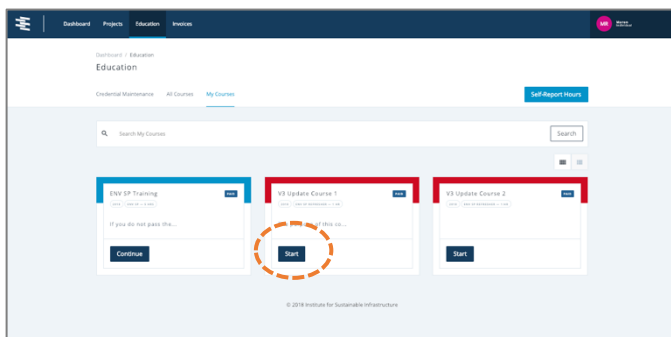
**Purchase** (Callout pointing to the 'Purchase' button)

All available online courses are found on the "All Courses" page. On this page you can access courses available for purchase as well as courses you have already purchased. Purchased courses will be designated with a blue "paid" icon in the upper right-hand corner of the course tile. Available courses will be designated with a green icon showing the course price. To purchase a course, click "Purchase" from the course tile.

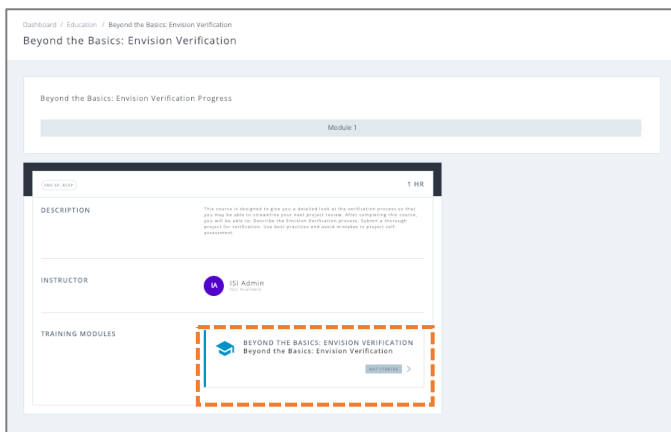
The ENV SP Training course is highlighted in blue. You will always have access to this content. ISI required courses are highlighted in red; completion of these course is prescribed on an annual basis. Courses that are highlighted in black qualify for "user's choice" or elective credential maintenance hours.



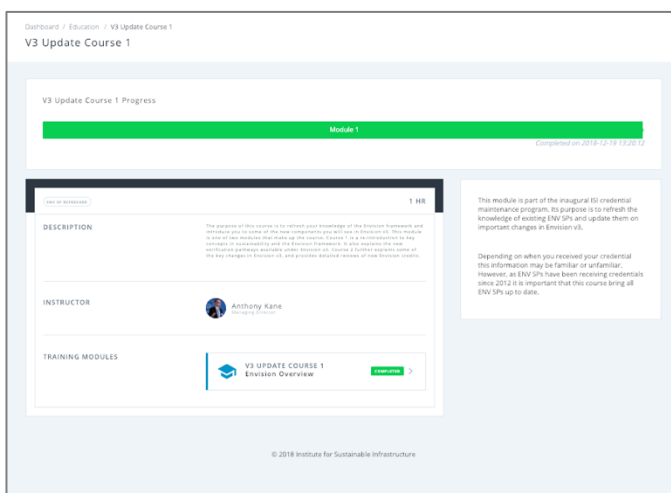
When you click “Purchase” from a course tile, any available dollar-value continuing education credit you have will be used to purchase the course. If you do not have any remaining dollar-value continuing education credit, you may purchase courses “a la carte”. Continuing education courses are available for \$20 each, or at a discounted rate of \$10 each for ISI members.



All courses that are available to you are shown in “My Courses”. This includes all courses that you have purchased, whether or not you have completed the course. When you renew your credential, the ISI prescribed courses for the renewal period will be automatically “purchased” using your continuing education credit and will be added to your account in “My Courses”.



To begin a course, click the blue button labeled “start” on the course tile. Then click on the course module from the course page.



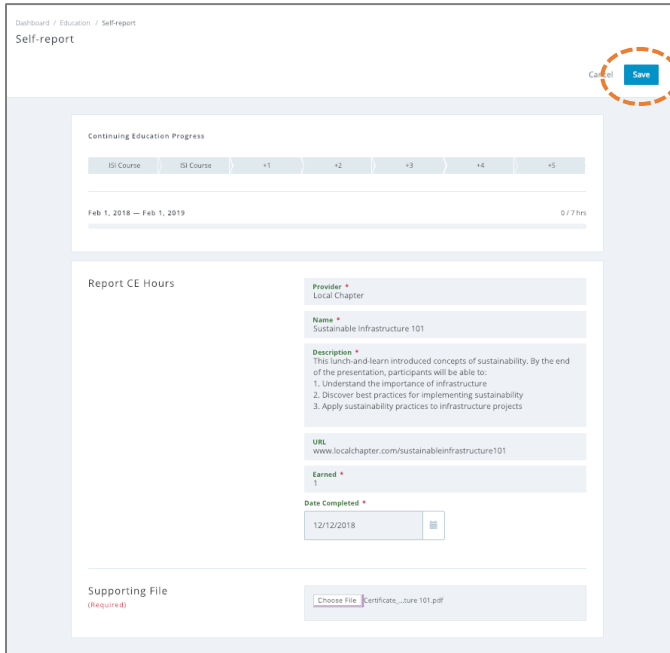
When you have completed the course, it will track as complete on the course page and in your continuing education progress bar. All online courses are automatically tracked.

## Self-reporting continuing education hours

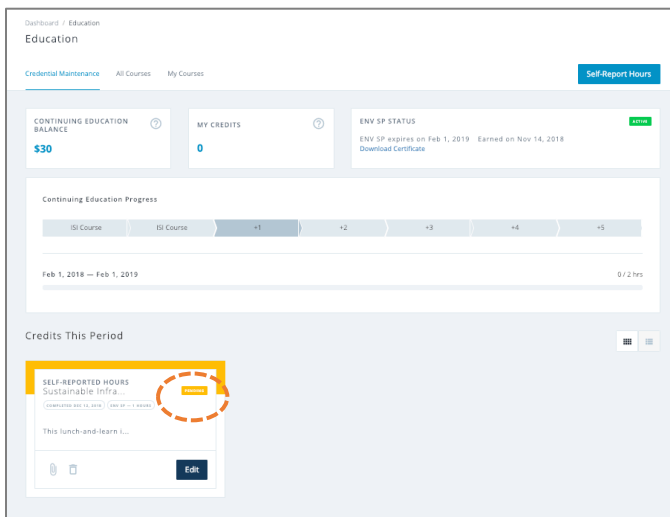
You may self-report hours for courses and activities you complete outside of what is available on the ISI website.

From your Education page, select the blue button labeled “Self-Report Hours”.

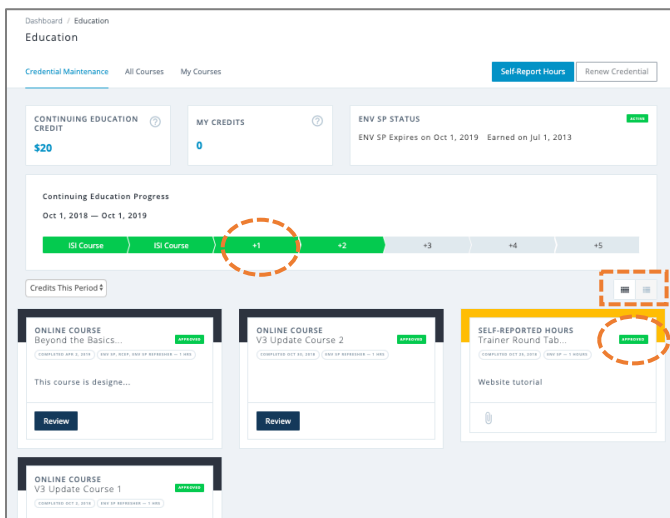
Complete the form then click the blue “save” button to submit the form. All information marked with a red “\*” is required, including the upload of a document. Your documentation should indicate your successful completion of the course or activity and indicate the duration of the course or activity that qualifies for ENV SP credential maintenance.



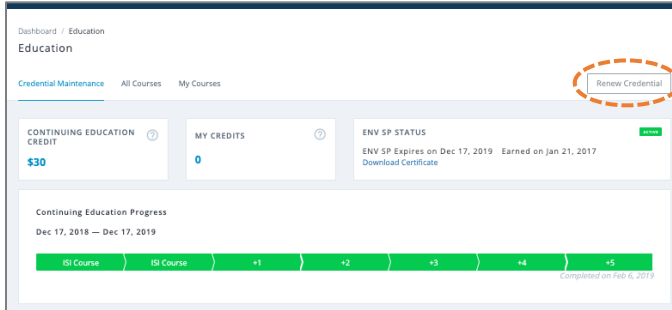
When you submit self-reported hours, they will be marked with a yellow “pending” icon to indicate they are pending ISI approval. Please allow 2-4 weeks for the approval of self-reported hours.



When a self-reported activity is approved, it will be marked with a green “approved” icon in the upper right corner of the tile and the appropriate number of hours will be highlighted in green on your continuing education progress bar.

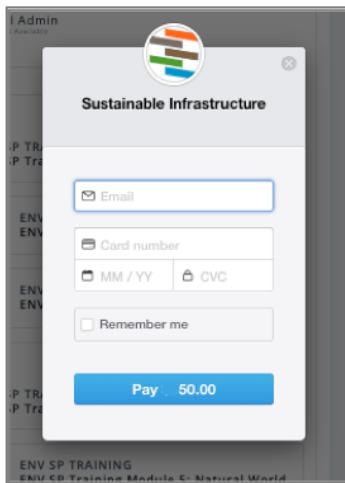


Note in this view, black tiles indicate courses completed on ISI’s website; yellow tiles are self-reported activities. The course reporting can be toggled to a tabular view by clicking the icon at the top right of the report.



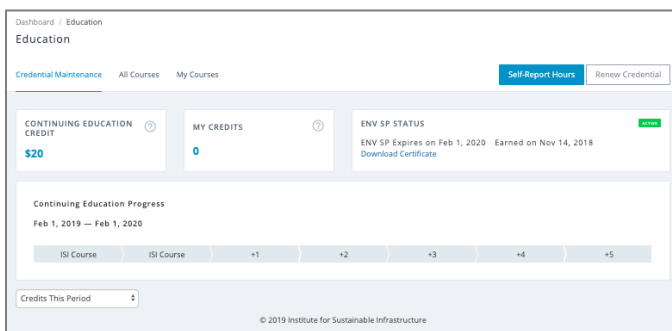
You may renew your credential up to 2 months in advance of your credential expiration date. If you have completed your continuing education hours for the reporting period and you are within 2 months of your upcoming expiration date, the “Renew Credential” button will become active.

If you are not able to renew (either because you are not within 2 month of your expiration date or you have not completed your credential maintenance hours), your “Renew Credential” button will not be active. Scroll over the button to reveal additional details.



Renew your credential by selecting “Renew Credential” and submitting the renewal fee. Submit payment via the third-party vendor Stripe, pop-up payment portal.

If your employer has allocated a renewal credit to your account, you will be renewed without further payment when you click “Renew Credential”.



When you successfully renew, you will see a new (blank) continuing education progress bar and an updated renewal period and expiration date. Your ENV SP certificate is also updated to include a “valid through” date.