OHIO ENVIRONMENTAL EDUCATION CERTIFICATION POLICIES

Jan 2018

Certification Requirements

Applicants must complete and submit the Certification Application with the application fee. Requirements for certification include 1) attend all three course sessions and Saturday of the EECO Annual Conference; 2) submit portfolio assignments at the end of each session; 3) complete a culminating poster to present at the EECO Annual Conference. 4) Recertification is to be completed every five years.

The following are included in the fee: instruction at all three sessions; meals and lodging for Sessions 2 and 3; Saturday registration at the EECO Annual Conference, and one year EECO Membership. Please see the fee schedule below.   Certification through Ohio's program is valid for five years starting upon graduation from the course in April.

Incomplete portfolio submission

Incomplete submission of any of the three portfolio requirements must be resubmitted within one week of notification by the course instructor. An unacceptable submission is less than 70% complete or correct, which is determined by the course instructor. If the work is not acceptable to the instructor, a certificate will not be awarded and the participant has to repeat that session at his/her own expense.

Incomplete course

A refund will not be given to a participant who fails to complete the full series of course sessions. Two years will be allowed to make up the missed sessions and assignments with no additional charge if the fees remain the same. If there is a fee increase, the difference will be the responsibility of the participant.

If an organization or agency pays for an employee to participate in the EE Certification Program, and the employee withdraws from the program prior to completion, a prorated credit will be applied to the employer. The credit may be used within two years by the employer to pay for another employee to complete the EE Certification Program in Ohio.

Recertification

Candidates must submit the Recertification Application every five years by January 1st of their recertification year. Applicants must also submit authenticated documentation of at least 10 units of professional development and 5 units of teaching with their application. Documentation for recertification includes certificates and agendas from approved professional development courses/workshops, etc.; and proof of teaching hours with signatures from applicant's supervisor or program manager.

Alternative EE certification

If a person feels that their background sufficiently qualifies them for certification, an alternative EE certification is available. An interested candidate must complete the entire Certification Application, include a justification for seeking alternative certification, and include the application fee. Upon acceptance of the application by the Certification Committee, the candidate must submit all current portfolio requirements for that year. Portfolio submissions will be reviewed and approved by the current year instructors to determine if the applicant is fully eligible for certification. The applicant will only receive certification if all portfolio

submissions receive a 70% or above by each instructor. The applicant will have the option to graduate with the current year class or receive their certification separately.

Reciprocity

Persons who have received EE Certification in another state can apply for certification through a modified Alternative Certification process. The candidate must submit a Certification Application, pay a fee, and complete the Ohio literacy session including portfolio requirement with 70% or above as determined by the current year instructor for that session. Candidate will receive Certification upon approval by the Certification Committee.

College and University agreement

Some colleges and universities have courses that are equivalent to Ohio's EE Certification program. Course equivalency is determined by the Certification Committee and an agreement between the college/university and EECO must be in place for the students who complete the course to be eligible for certification. To complete the certification process, students who are enrolled in an approved college course must pay a lab fee at the current rate (which will be forwarded to EECO), successfully complete the course, and submit to EECO a Certification Application along with the portfolio requirements completed in their course. The fee includes certification by EECO, a one year membership to EECO, and record keeping. Portfolio requirements will be reviewed by the Certification Committee for approval for certification.

Employer Sponsored Certification

If an organization or agency pays for an employee to participate in the Environmental Education Certification program, and the employee withdraws from the program prior to completion, a prorated credit will be applied to the employer. The credit may be used within in two years by the employer to pay for another employee to complete the environmental education certification program in Ohio.

Certification Committee

Jennifer Bucheit – Certification Coordinator
Marty McTigue – Committee Member
Jen Dennison – Committee Member
Charles McClaugherty – Committee Member
Pat Barron – Committee Member
Susan James – Committee Member
Carrie Bassett – Committee Member

Category	Fee
Certification	$500
Recertification	$100 for EECO members, $135 for non-members
Alternative Certification	$500
Reciprocity	$150
Students enrolled in College and University Course Equivalent	$100