

Recertification Application Packet

(Revised 12-14-15 HMB & KMI)

Congratulations! You are now a certified environmental educator in Georgia! Your certification is accredited by the North American Association for Environmental Education and awarded by the University of Georgia Warnell School of Forestry and Natural Resources. **This certification is valid for five years from the date printed on your official certificate.** To maintain your certification, you must complete the Recertification Application every five years. So what's next?

Why should I renew my Environmental Education (EE) Certification?

Maintaining your certification allows you to continue your personal growth and receive professional recognition for your mastery in the theory and practice of environmental education. Continued certification ensures credibility of the EE field.

How do I renew my EE Certification?

The following outlines the three steps required for recertification.

Step 1: Recertification Plan

Submit a *Recertification Plan* (RP) **within six months** from the date of completion printed on your certificate. The *Recertification Plan* is YOUR plan! It is much like a road map, showing the path you intend to take to advance your professional development in the field of EE. The RP can be revised and adjusted anytime during the five-year recertification period. Your RP must contain the following information:

- Measurable objectives that address your professional growth and development
- Description of how each objective aligns with NAAEE themes
- Description of **potential** professional development experiences that address each objective
- List of current or intended memberships in EE organizations

Step 2: Professional Development Experiences

Complete a minimum of 50 hours of additional, EE-relevant Professional Development (PD) experiences from at least three different providers **within five years** after certification. The PD experiences should be selected to adequately address your professional development objectives listed in your RP. Acceptable PD experiences include college courses, workshops, professional conferences, and other opportunities that advance your content knowledge and skills in EE. Be sure to include experiences that are approved for Professional Learning Units (PLU) or Continuing Education Unit (CEU) credits. **Also, you are required to take the third of the three Projects (WET, WILD or Learning Tree) if you did not complete them all during initial certification.**

Step 3: Recertification Application

Submit your recertification application **after you have completed ALL requirements.** You will receive several reminder notifications from the ATEEG Program Administrator as the deadline for your recertification approaches. Your *Recertification Application* packet **MUST** contain the following:

- Recertification fee of \$50
- Copy of your *Recertification Plan*
- Measurable objectives
- Description of how your PD experiences addressed the NAAEE themes and your RP PD objectives
- Documentation showing completion of at least 50 hours of PD experiences
- Response to questions about your professional development experiences
- List of current memberships in EE organizations

What if I have questions about the packet or recertification in general?

For questions regarding recertification, contact the Program Administrator at ateeg@eealliance.org.

Recertification Application Packet

The Advanced Training for Environmental Education of Georgia Program does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, or family.

Step 1: Recertification Plan

Directions for preparing your Recertification Plan

SUBMISSION & DUE DATE

Prepare and submit your *Recertification Plan* to the ATEEG Program Administrator at ateeg@eealliance.org within **six months** of the date on your ATEEG Certificate of Completion.

After submission, your RP will be reviewed by the ATEEG Certification Advisory Board and scored using the ***Recertification Plan Approval Form***

(p.3). Reviewers will evaluate your plan and rate it as either “Approved” or “Needs Revision.” If your RP needs revision, reviewers will provide comments to guide your revision so you can resubmit your plan within 30 days. Keep a copy of your approved RP because it will be included with your *Application for Recertification*.

DIRECTIONS

Your *Recertification Plan* (RP) **MUST** follow the directions outlined below. Your RP should be clearly organized and written at an appropriately professional level.

Header

At the top of the first page you **MUST** include your name, date of submission (must be within six months of date of certification), and date of certification (found on your Certificate of Completion).

Professional Development Objectives

Identify at least three objectives that will increase your knowledge and/or skills in the field of EE. Consider your professional needs; reflect on any limitations discovered during your Core Course experiences, feedback you received from reviewers on your independent study proposal and final report, competencies you would like to improve for increased effectiveness in your current job, or growth areas to prepare for future roles in EE. You are also encouraged to revisit the NAAEE themes to identify areas you feel you need to strengthen.

For **each** of the professional development objectives you defined

- a. List the objective, making sure that it is clear and measurable. Explain briefly how it will increase your knowledge and/or skills in the field of EE.
- b. List the NAAEE theme(s) you think will be addressed by your RP, and explain how PD experiences you have selected will address each one. A minimum of one theme must be aligned with each objective.
- c. Consult directions in ***Step 2: Professional Development Experiences***
- d. (p.4) for finding and selecting appropriate PD experiences. List the PD experience(s) you have selected to attend. Describe how each experience will 1) increase your content knowledge and skills related to environmental education; 2) meet your professional learning objectives; and, 3) if applicable, address feedback received from course instructors.

Memberships

- Membership in the Environmental Education Alliance of Georgia is required.
- List your current professional memberships and include any special responsibilities, such as reviewer or board member.
- List all EE or professional organizations you plan to join.

Recertification Plan Approval Form

All categories must receive “Approved” status for the Recertification Plan to be accepted.

For any categories marked as “Needs Revision,” reviewers should provide some explanation and guidance for the applicant.

Categories Evaluated	Approved	Needs Revision
1. Header includes name, date of submission and date of certification.		
2a. Objective 1: Objective is clear and measurable, and meets identified need.		
2b. Objective 1: Rationale explains how NAAEE themes will be addressed.		
2c. Objective 1: Rationale explains how PD increases skills and knowledge, meets the defined objectives, and addresses feedback during initial certification.		
3a. Objective 2: Objective is clear and measurable, and meets identified need.		
3b. Objective 2: Rationale explains how NAAEE themes will be addressed.		
3c. Objective 2: Rationale explains how PD increases skills and knowledge, meets the defined objectives, and addresses feedback during initial certification.		
4a. Objective 3: Objective is clear and measurable, and meets identified need.		
4b. Objective 3: Rationale explains how NAAEE themes will be addressed.		
4c. Objective 3: Rationale explains how PD increases skills and knowledge, meets the defined objectives, and addresses feedback during initial certification.		
5a. Objective x: Objective is clear and measurable, and meets identified need.		
5b. Objective x: Rationale explains how NAAEE themes will be addressed.		
5c. Objective x: Rationale explains how PD increases skills and knowledge, meets the defined objectives, and addresses feedback during initial certification.		
6. Membership in EE organizations: List is included and appropriate.		

7. Overall: Organization and writing mechanics are professional.		

Step 2: Professional Development Experiences

Directions for documenting PD experiences for recertification

DIRECTIONS

Complete a minimum of 50 hours of relevant PD **within five years** after initial ATEEG Certification.

- Experiences should come from at least three different program providers.
- As you complete each experience, collect documentation that verifies your attendance and completion.

FINDING COURSES

The PD experiences should be selected to adequately address your PD objectives listed in your RP. Acceptable PD experiences include college courses, workshops, professional conferences, and other opportunities that advance your content knowledge and skills in EE. Be sure to include experiences that are approved for Professional Learning Units (PLU) or Continuing Education Unit (CEU) credits. Also, you are required to take the third of the three Projects (WET, WILD or Learning Tree) if you did not complete them all during initial certification.

- Utilize **EEinGeorgia.org** as a resource to find PD experiences.
- Search other EE organizations that have annual conferences as well as workshops, field trips, or other PD opportunities.
- Seek approval to use experiences that satisfy Professional Learning Unit (PLU) or Continuing Education Unit (CEU) credits.
- Look for webinars and continuing education opportunities provided by universities, federal/state agencies and organizations.
- **Complete the final EE Project (Project Learning Tree, Project WILD, or Project WET) if you did not complete them all during initial certification.**

SELECTING COURSES

- Select experiences that address the PD objectives you defined in your RP.
- Acceptable experiences include workshops, conferences, or PD opportunities that advance your content knowledge and skills in EE.
- If you are unsure if an experience is appropriate, contact the Program Administrator at ateeg@eealliance.org.

DOCUMENTING COURSES

1. Document completion for ALL PD experiences at time of recertification.
2. Keep track of documents that verify your attendance for each PD experience. Examples of acceptable documentation include:
 - a. Signed course form (*Professional Development Documentation Form*)
 - b. (p.5)
 - c. Signed conference form (*Conference Documentation Form*)
 - d. (p.6)
 - e. Signed attendance certificate, signed agenda or syllabus, registration receipt, or email/letter confirming attendance.

****Include only one page of documentation for each course or two pages for each conference.**

Professional Development Documentation Form

Use this form to document participation for a single PD Event

DIRECTIONS

Completion of this Professional Development Documentation Form provides evidence that you have completed one event for recertification. Use a separate form for each event.

Date: _____

Your Name: _____

Your Organization: _____

Event or Session Title: _____

Total # of Hours: _____

Facilitator Signature (**REQUIRED**): _____

Event Description: (From website/agenda/facilitator)

Recertification Application Packet

The Advanced Training for Environmental Education of Georgia Program does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, or family.

Conference Documentation Form

Use this form to document multi-session conference attendance

DIRECTIONS

Completion of this Conference Documentation Form provides documentation that you have attended one conference. Use a separate form for each conference attended. List each session you want to apply toward recertification credit. Each presenter must sign for their session. More than one Conference Documentation Form may be used for each conference attended.

Date: _____ Total Conference Hours Attended: _____

Your Name: _____

Your Organization: _____

Conference Title: _____

Session Title: _____

Presenter Signature: _____ Length of Session _____

Session Description:

Session Title: _____

Presenter Signature: _____ Length of Session _____

Session Description:

Session Title: _____

Presenter Signature: _____ Length of Session _____

Session Description:

Step 3: Recertification Application

Directions for preparing your Recertification Application

DIRECTIONS

Recertification requires submission of the following items prior to the expiration of your current certification (within five years of previous certification):

- Recertification fee of \$50 (Make check payable to “EEA”)
- Approved RP – reviewers compare proposed with accomplished professional development
- ***Recertification Application Cover Page*** (p.8)
- At least three measurable objectives – may be same as RP or revised
- ***Professional Development Completion Form***
 - (p.9) (minimum of 50 hours)
 - Documentation and description of attendance for each PD experience
 - Responses to ***Short Answer Questions*** (p.10) -- questions relate to your PD experiences
 - A list of current memberships in EE, and other professional organizations – membership in EEA is required.

Your RP should be clearly organized and written at an appropriately professional level.

What happens next?

After submission of all the required materials, your recertification application will be reviewed by the ATEEG Certification Advisory Board (CAB). The CAB reviews applications quarterly and scores them using the ***Recertification Application Approval Form*** (p.11). Reviewers will evaluate your application and rate it as either “Approved” or “Needs Revision.”

If your application needs revision, reviewers will provide comments to guide your revision. You will have 30 days to resubmit your application to the Program Administrator. If you do not submit the requested information within 30 days, your certification will be denied. You may appeal any decision made by the CAB in writing within six months from the date of denial. Appeals should be sent to the Program Administrator.

Once the application has been approved by the CAB, the CAB will send a recommendation to the Certifying Agent, the University of Georgia Warnell School of Forestry and Natural Resources, to confirm recertification. The University of Georgia will send your renewal certificate to the Program Administrator who will make a copy of your new certificate for your file and mail the original to you.

When will my next recertification be due?

In order to have uninterrupted certification, you will be required to apply for recertification every five years prior to your current certification expiring. The Program Administrator will send you a reminder notification of your recertification due date six months and one month before expiration and one month after expiration, if your application has not been received.

What if I have questions about the packet or recertification in general?

Questions regarding courses or recertification should be directed to the Program Administrator at ateeg@eealliance.org.

Recertification Application Cover Page

Date: _____

Name: _____

Organization: _____

Organization Address: _____

City: _____ State: _____ Zip Code: _____

Preferred Phone: _____ Email: _____

Fax: _____ Date last certified: _____

This form serves as my intent for recertification. I have included the requested materials below:

_____ Recertification Fee (\$50) (Make check or money order payable to "EEA")

_____ Recertification Application: Cover Page

_____ Measurable Objectives

_____ Professional Development Completion Form -- chronological list of PD experiences

_____ Professional Development Documentation -- documentation of completed PD experiences

_____ Responses to Short Answer Questions

_____ List of current professional EE memberships*

*Note: Membership in EEA is required. If you wish to renew your EEA membership, include a separate check and registration form (from eealliance.org) with your recertification packet. Membership renewal is also available on-line.

Declaration

To the best of my knowledge, I have completed the required coursework and application needed for recertification. I have included the recertification fee and documentation for completion of all coursework with my submission.

Participant Signature _____ Date _____

Mail this registration form, required materials, and your recertification fee to the **ATEEG Program**, EEA, P.O. Box 170458, Atlanta, GA 30317. Make check or money order payable to "EEA."

The ATEEG Certification Advisory Board will review submissions quarterly. The recertification certificate will be mailed to the address provided above. If you have questions regarding the status of your application, please email ateeg@eealliance.org.

Professional Development Completion Form

Use this form to list PF experiences you have completed

DIRECTIONS

1. List all completed PD experiences in chronological order (start with first PD event completed).
2. For each PD experience, use the format provided below
 - a. Provide a brief description of the event (from flyer, website or facilitator).
 - b. Explain how this event addressed your professional development objective(s) and NAAEE themes. At least one NAAEE theme should be addressed for each PD experience.
Description and rationale may be the same as in your RP if the event was included in your RP.
3. Enclose documentation of completion for each event (e.g. signed course form, signed conference form, signed attendance certificate, signed agenda, registration receipt, or email/letter confirming attendance). Include only one page of documentation for each course.

Date(s)	Event Title	Contact Hours	Objective #

Event Title: _____

Event Description: (from website/facilitator)

Rationale: Explain how this event addressed your professional development objective(s) and NAAEE theme(s).

Short Answer Questions

DIRECTIONS

Submit responses for each of the four items below. Please type each numbered heading with your response below it (just as shown below) using 12pt. font.

#1: Selection

Select ONE of your PD experiences (conference, workshop, training etc.) and explain WHY you chose it. Explain how you determined that this experience would address at least one of the NAAEE themes and satisfy at least one of your PD objectives.

#2: Benefits

Select a different PD experience (not one used to answer #1 above) and describe what you learned and how it will benefit you as an EE Professional. Relate your answer to the NAAEE theme(s) and your professional development objectives.

#3: Application

Based on ALL of your PD experiences, explain how you have applied the new knowledge/skills gained to your daily professional life. Describe how you will apply what you learned in the future.

#4: Professional Change

Reflect on the time since you completed your initial ATEEG Certification. Describe the best you can any changes in the EE field and/or in your own practice. Describe how your PD experiences did or did not help you adjust to these changes.

Recertification Application Approval Form

Applicant Name: _____

Date of Original Certification: _____

Name of Committee Members Reviewing: _____

 Date of Review: _____

All categories must receive “Approved” status for the Recertification Application to be accepted. For any categories marked as “Needs Revision,” reviewers should provide some explanation and guidance for the applicant.

Categories	Approved	Needs Revision
1. Recertification Fee of \$50 is included.		
2. Approved Recertification Plan is submitted.		
3. Recertification Application Cover Page		
4. Objectives: At least three measurable objectives are included; they may be same as RP or revised.		
5. PD Completion Form: Chronological listing of PD experiences that include year and month and objective(s) addressed.		
6. PD Description: Description of each PD experience clearly describes how objectives and NAAEE themes were addressed.		
7. PD Documentation: Adequate documentation is provided for at least 50 hours of PD.		
8. Short Answer Questions: Responses are clear, adequate, and appropriate.		
9. Membership in EE organizations: List is included and appropriate.		
10. Overall: Organization and writing mechanics are professional.		

Comments from Review Committee:

Recertification application is

Approved

Denied

Date of Approval: _____