

EXAMINATIONS BY PSI SERVICES LLC

EnviroCert International (ECI) has contracted with PSI Services LLC (PSI) to deliver their exams.

ELIGIBILITY FOR THE EXAMINATION

Based on communications from ECI, you have been approved by ECI and you have indicated that you plan to schedule your exam through PSI. We look forward to working with you. Next, you are responsible for contacting PSI to schedule the examination. Your eligibility at PSI is valid for one examination attempt only. If you need to retake an exam, you will need to wait 72 business hours for your information to be updated.

INTERNET SCHEDULING

For the fastest and most convenient test scheduling process, register for your examination online by accessing PSI's registration website at www.psiexams.com. Internet registration is available 24 hours a day. In order to register by Internet, complete the steps below:

1. Log onto PSI's website and create an account (it is easiest to click on the link embedded in the registration confirmation email you received from PSI). Please enter your email address and your name. This information must match exactly with the information you previously submitted to ECI. Be sure to check the box next to "Check here to attempt to locate existing records for you in the system."
2. Create your password, select your security question, and create your security answer.
3. Once you are logged in, your record will be found and you will now be ready to pay for and schedule the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired testing site, available dates will appear.

TELEPHONE SCHEDULING

To schedule an examination by phone, please call 800-733-9267. The times of operation for live operators are as follows:

Time Zone	Monday - Friday	Saturday - Sunday
Eastern Time	7:30am - 10:00pm	9:00am - 5:30pm
Central Time	6:30am - 9:00pm	8:00am - 4:30pm
Mountain Time	5:30am - 8:00pm	7:00am - 3:30pm
Pacific Time	4:30am - 7:00pm	6:00am - 2:30pm

CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received at least 2 days before the scheduled examination by 4pm Pacific Time*. After that time, examination fees are non-refundable and nontransferable.

Note: A voice mail message is not an acceptable form of cancellation. Please use the telephone system and speak to a Customer Service Representative, or you may go online to cancel.

MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid and you will not be able to take the examination as scheduled, if you:

- Do not cancel your appointment at least 2 days before the scheduled examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

EXAM ACCOMMODATIONS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination must get pre-approved by the sponsor.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling 800-733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check our website at www.psiexams.com.

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive 30 minutes before your appointment. This extra time is for sign-in, identification, and familiarizing you with the examination process. *If you arrive late, you may not be admitted to the examination site.*

REQUIRED IDENTIFICATION

Candidates need to provide one (1) valid forms of identification.

Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. All required identification below must match the first and last name under which the candidate is registered.



PRIMARY IDENTIFICATION - Choose One

- State issued driver’s license
- State issued identification card
- US Government Issued Passport
- US Government Issued Military Identification Card
- US Government Issued Alien Registration Card

Failure to provide the required identification at the time of the examination without notifying PSI is considered a missed appointment and you will not be able to take the examination at that time.

- Children, guests, cellular telephones, personal digital assistants (PDAs), recording devices, cameras, pagers, purses, notebooks, notebook computers, reference or reading material, music players, radios, electronic games, or briefcases.
- Personal items including watches, backpacks, pens, pencils, or other writing devices, food, drinks and good-luck items.
- Hats, baseball caps, or visors (with the exception of religious apparel), coats, shawls, hooded clothing, heavy jackets or overcoats.

The following security procedures will apply during the examination:

- NO conversing or any other form of communication among candidates is permitted once you enter the examination area.
- No smoking, eating, or drinking will be allowed at the testing site.
- You may not exit the building during the examination.

SECURITY PROCEDURES

Candidates will receive PSI issued scratch paper and a pencil at the testing site. Candidates are allowed 5 sheets of scratch paper at the beginning of the exam, and are allowed to exchange as necessary with the proctor for new sheets of scratch paper. The proctor will track the total of number of sheets to collect post exam. Calculators are allowed, but calculators must not be able to access the internet and must not have a camera.

The following items are not permitted in the examination room:

- All personal electronic devices except for an approved calculator and those devices that are a medical necessity.

EXAMINATION RESULTS

Candidates will receive a pass/fail score report after the exam is taken. The 5 pieces of scratch paper must be returned to the test center administrator before the candidate’s score report will be issued.

Exam Details

Exam Title	Materials Allowed	Books/References Allowed
CESSWI - Full CESSWI - Part 1 CESSWI - Part 2	Scratch Paper (5 pieces) Pencil Calculator Straight Edge Ruler or Engineer Scale	CESSWI Maps provided onscreen for CESSWI - Full & CESSWI Part 2 only
CESSWI SI - Full CESSWI SI - Full - Spanish CESSWI SI - Part 1 CESSWI SI - Part 1 - Spanish CESSWI SI - Part 2 CESSWI SI - Part 2 - Spanish	Scratch Paper (5 pieces) Pencil Calculator Straight Edge Ruler or Engineer Scale	CESSWI Maps provided onscreen for CESSWI SI - Full and CESSWI SI Part 2 only
CPESC - Full CPESC - Part 1 CPESC - Part 2	Scratch Paper (5 pieces) Pencil Calculator Straight Edge Ruler or Engineer Scale	CPESC Resource Booklet provided onscreen.
CPESC SI - Full CPESC SI - Full - Spanish CPESC SI - Part 1 CPESC SI - Part 1 - Spanish CPESC SI - Part 2 CPESC SI - Part 2 - Spanish	Scratch Paper (5 pieces) Pencil Calculator Straight Edge Ruler or Engineer Scale	CPESC SI Resource Booklet provided onscreen.
Certified Professional in Municipal Stormwater Management (CPMSM)	Scratch Paper (5 pieces) Pencil	None



CPISM - Full CPISM - Part 1 CPISM - Part 2	Scratch Paper (5 pieces) Pencil Calculator Straight Edge Ruler or Engineer Scale	CPISM Reference materials provided onscreen.
CPSWQ - Full CPSWQ - Part 1 CPSWQ - Part 2	Scratch Paper (5 pieces) Pencil Calculator Straight Edge Ruler or Engineer Scale	CPSWQ Resource Booklet provided onscreen.
CPSWQ SI - Full CPSWQ SI - Part 1 CPSWQ SI - Part 2	Scratch Paper (5 pieces) Pencil Calculator Straight Edge Ruler or Engineer Scale	CPSWQ SI Resource Booklet provided onscreen.