Geographic Information Systems Professional – Asia Pacific (GISP-AP) Certification Manual

Spatial Information and Cartography Commission

Surveying & Spatial Sciences Institute

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1. Acknowledgement

The SSSI is in partnership with the GIS Certification Institute (GISCI) and uses their intellectual property and materials in the production of the GISP-AP certification process and documentation.

For more information on the GISCI please contact:

The GIS Certification Institute ·

1460 Renaissance Drive, Suite 305 ·

Park Ridge, Illinois 60068-1348

Phone (847) 824-7768 ·

Fax (847) 824-6363 ·

info@GISCI.org ·

 www.GISCI.org

2. Obtaining an Application

2.1 General Procedure

The first step is to download an application pack from the SSSI's homepage, www.sssi.org.au.

(In order to minimise administrative overheads, SSSI staff do not mail, fax, or email application materials.)

2.2 Application Package

A checklist will accompany the materials. Start by checking that you have all of the necessary application documents:

- GISP-AP Application Pack and payment form (read first) – General information on the application process;
- GISP-AP Certification Manual - Full of advice, tips and tricks on completing the GISP-AP application;
- GISP-AP Certification Application – this is a Microsoft Word document;
- GISP-AP Code of Ethics, GISP-AP Rules of Conduct, and Acknowledgement Form;
- Employer's Letter Template; and,
- CPD Activities Recorder

Applicants must download all the documents.

When applying, all of the materials must be sent in one application packet. If the SSSI receives materials (degree certificates, transcripts, letter from employer, etc) separately, they will be disposed of. All application packets must be complete, and in the order required, for them to be considered.

2.3 Preparation for Completing the Application

Collect the materials you need to complete the application.

2.3.1 Primary materials include:

- Current résumé or curriculum vitae (CV);
- Degree diploma or certificate and transcript(s) of academic record;
- Employer's letter;

Academic Record(s) Official Tertiary Institution degree diplomas or certificates and transcripts of academic records are required from all tertiary institutions from which you are claiming undergraduate, postgraduate, or course work. Officially certified copies (by a Justice of the Peace) are acceptable. Degree diplomas or certificates and transcripts of academic records should be collected by you and included as part of your application and NOT mailed directly to the SSSI by the tertiary institution(s).

Employer letters are required from your most current immediate supervisor or employer. Exceptions are listed in the Professional Experience Points section of this manual. Letters from employers must have an original signature and should be written using the organisation

letterhead. Copies of employer letters are NOT acceptable. A template and further instructions are provided in this manual and from the SSSI web site as part of the GISP-AP application documents. Alternative versions of the letter will be accepted, but scrutinized more carefully than a letter in the format of the template provided.

Self-employed applicants are required to obtain letters from clients, preferably those clients who establish, start and end/continue contract work. A maximum of three client letters can be provided in the application. Client letters should contain similar information as the Employer Letters, and should:

- confirm that you, the applicant, are their contractor/consultant;
- state the length of time the client has known you, the applicant;
- describe the type of professional work(s) performed by you for the client; and,
- state the period(s) of performance for the contract(s);

No template is currently available for client letters

2.3.2 Secondary materials may include:

- Certificates of Continuing Professional Development completion / participation
- Awards
- Publications
- Course catalogues, course/class syllabi, course/class reports/projects

It is permissible to cross out or otherwise delete a social security or similar identification number if it appears on such documents.

3. Completing the Application

When applying for Geographic Information Systems Professional – Asia Pacific, you are required to document the achievement of the minimum number of required points within each of the three categories: "Educational Achievements" (30), "Professional Experience" (60), and "Contributions to the Profession" (8), plus achieve a total minimum point total of 150.

However, there is no benefit in documenting a hugely higher than necessary point total (greater than 200 points). The point total is used only during application assessment and is not noted or reflected in your final certification. It is therefore unnecessary to expend extensive effort documenting minor achievements, unless the point values are needed to meet the required minimums. The tendency to 'over achieve' will most likely occur when documenting "Contributions to the Profession" but should also be avoided by those with extensive Professional Experience.

3.1. Removal of Personal Information

All sensitive or personal information (eg. social security number, driver's license number, maiden name, etc.) may be removed or obscured from any document. If this information is included, only the SSSI staff and Spatial Information and Cartography Commission Certification Panel (SICCP) members will view it. These omissions are the only allowable marks that you may make to an official document.

3.2. Helpful Tips Before you Begin

Many values in the application will result in decimal points. Numbers should be rounded to the nearest two decimal places (hundredths) for all values. Decimal points should be rounded up when appropriate. For example,

- 25.234 will become 25.23
- 25.345 will become 25.35
- 25.666(repeating) will become 25.67

3.3 SSSI General Certification and the GISP-AP Certification

The GISP-AP Certification process provides an exacting measure of a spatial information professional's lifetime achievements. As such, applicants can use their total professional history (education, professional work experience and contributions to the profession) in building their case for GISP-AP certification. This is in contrast to SSSI General Certification, which requires a demonstration of educational achievement coupled with appropriate periods of professional work experience.

When applying for GISP-AP Certification experience, the applicant is able to use Continuing Professional Development (CPD) points used in maintaining SSSI General Certification (Recertification), provided the CPD short courses and workshops, and seminars and conferences on which they are based include subject matter directly related to the Geographic Information Science and Technology field (as defined in the UCGIS GI S & T Body of Knowledge 2006, http://www.ucgis.org/priorities/education/modelcurriculaproject.asp#1).

Note, however, that the way in which Continuing Professional Developments points are calculated and awarded when using them for maintaining SSSI General Certification (Recertification) is different from the way in which Continuing Professional Development points are calculated and awarded when using them for GISP-AP Certification and maintaining GISP-AP Certification (Recertification).

3.4 Recommended Strategy to GISP-AP Certification

The objectives of the applicant are to:

- Achieve the minimum number of required points within each of the three categories: Educational Achievements (30), Professional Experience (60), and Contributions to the Profession (8); AND,
- Achieve a total minimum point total of 150.

To minimise effort expended locating unnecessary documentation, it is suggested that applicants consider the following strategy.

It is recommended that you:

1. Document your Educational Achievements
   - List the highest completed tertiary educational achievement (see CP-EDU-1);
   - List the tertiary courses in geographic information science and technology disciplines completed either in achieving above or achieved in other tertiary qualifications (see CPEDU-2 and CP-EDU-2X);
   - List completed Continuing Professional Development (CPD) (see CP-EDU-3A & 3B), *If you have less than 30 points, continue to document additional educational achievement. If you are unable to attain 30 "Educational Achievement" points, GISP-AP certification cannot be attained.*
   - If you have 30 points or greater, continue to Step Two.

2. Document GIS Professional Experience (see CP-EXP-P & CP-EXP-W)
   - List primary GIS related professional positions held from present to past, including:
     - Analyst, System Design, Programming
     - Data Compilation, Data Maintenance, Teaching and Research
     - GIS User
     - Any Supervisory Roles
   - Calculate total points for professional experience.
     If you have less than 60 points, continue to document additional professional experience. If you are unable to attain 60 "Professional Experience" points, GISP-AP certification cannot be attained. Also, If you have less than 4 years (48 months) of professional experience you may not apply for GISP-AP Certification, regardless of your point totals in this or any other category.
   - If you have 60 points or greater and more than 4 years of professional experience, continue to step Three.

3. Document your "Contributions to the Profession" points (see: CP-CON)

- List primary GIS-related professional contributions that you have made such as:
    - authoring publications;
    - professional association involvement and or SSSI membership;
    - conference participation
    - award receipt
- Calculate total points for professional experience.
  If you have less than 8 points, continue to document additional contributions to the profession. If you are unable to attain 8 "Contributions to the Profession" points, GISP-AP certification cannot be attained.
- If you have 8 points or greater, continue to Step Four.
  Note: Applicants are advised to submit proper documentation for all "Contribution Point" claims. Undocumented claims may be scrutinized to a higher degree. Also, the SICCP will conduct Random Accuracy Checks on certain applications to determine if undocumented claims are factual. If a claim is found to be incorrect or misstated the application will be rejected and a processing fee will be charged to the applicant.

4. If you have met the minimum point total for each of the categories (Educational Achievement, Professional Experience, and Contributions to the Profession) but your compiled point total is less than 150, continue to document additional points. If you are unable to attain 150 total points, certification cannot be attained.
   - If you have 150 points or greater continue to Step Five.

5. Employer's letter, Résumé and Code of Ethics and Rules of Conduct
   - Using the template provided, organise the employer's letter
   - Develop a résumé in one of the preferred formats (Section 7.2.1) detailing your professional experience
   - Attach your résumé or CV detailing your total work experience.
   - Sign the GISP-AP Code of Ethics and GISP-AP Rules of Conduct Acknowledgement Form
   - Continue to Step Six.

6. Compile your application

Compile your application materials as indicated in Section 12.1 of this document, Application Arrangement for Geographic Information Systems Professional – Asia Pacific (GISP-AP).

4. Emeritus GISP-AP

Emeritus achievement of GISP-AP is available to those SSSI members and non-members who retire as a GISP-AP and wish to continue recognition of their professional standing in retirement.

Emeritus GISP-AP is an honorary recognition and as such does not require recertification.

A professionally active GISP-AP can switch to the Emeritus classification on retirement by writing to the secretary of the Spatial Information Commission Certification Panel requesting a classification change. Use the postal address below.

The Secretary
Spatial Information Commission Certification Panel
Surveying & Spatial Sciences Institute
PO Box 307, Deakin West, 2600
ACT, Australia

5. Educational Achievement Component

Refer to forms CP-EDU-1, 2, 2-X, 3A, 3B & S in the application.

While formal educational experiences may not contribute as much as experience to a GIS professional's qualifications, they certainly do have the potential to be valuable means of acquiring the knowledge, skills, and dispositions that individuals need to be successful in any profession.

These guidelines are meant to encourage practitioners to seek out continuing education opportunities while providing incentives to education providers to build substantive geographic information science and technology programs with quality courses.

5.1 Educational Achievement Documentation

Applicants who claim Educational Achievement points are expected to document their degree and/or Certificate with certified (by Justice of Peace) copies of their highest degree diploma and/or certificate if the official transcript(s) of their academic record(s) does not contain that information.

The Education Point Schedule consists of three parts:

- Credential Points: - points earned through successful completion of a formal undergraduate degree, postgraduate degree or certificate program;
- Course points - awarded after the successful completion of individual subjects (courses/papers) associated with a tertiary educational institution's formal degree, postgraduate or certificate programs, with subject matter that relates directly to Geographic Information Science and Technology, including subjects (course/papers) completed in achieving the undergraduate, postgraduate or certificate qualifications claimed for in CPEDU-1; and,
- Continuing Professional Development (CPD) points - awarded after the successful completion short courses and workshops, and seminars and conferences, with subject matter that relates directly to one or more of the 10 knowledge areas of the UCGIS Geographic Information Science and Technology (GI S&T) Body of Knowledge.

5.1.1 Credential Points

Applicants may claim credential points equal to the value of the highest tertiary qualification earned.

- Masters Degree or Higher (e.g., M.A., M.S., or Ph.D.) -25 points
- Undergraduate Degree (e.g., B.A. or B.S.) (3 or 4 year qualification) -20 points
- Associate Degree / Diploma (2 year qualification) - 10 points
- GIS Certificate (1 year qualification) -5 points

For example: an applicant who has earned an undergraduate four year degree may claim 20 points. With dual (double) degrees, credential points may be claimed for one while the other's may only be used for Course Points (see below). An applicant who has earned no formal degrees, but who has earned a GIS *Certificate*, may claim 5 points.

An Applicant who has earned degrees from a non-Australian or non-New Zealand institution may claim points associated with the most comparable degree (justification is required).

Degrees in any field of study awarded by a tertiary institution may be counted.

Certificates must be specific to GIS.

Example: CP-EDU-1 This candidate has earned a Masters in GIS

HIGHEST CREDENTIAL EARNED	YEAR CONFERRED	INSTITUTION	POINTS
Masters in GIS	2000	University of Queensland	25

5.1.2 Course Points

Course points are awarded after the successful completion of individual subjects (courses/papers) associated with a tertiary educational institution's formal degree, postgraduate or certificate programs, with subject matter that relates directly to Geographic Information Science and Technology, including subjects (course/papers) completed in achieving the undergraduate, postgraduate or certificate qualifications claimed for in CP-EDU-1. Course points may be claimed for subjects (courses/papers) completed in achieving undergraduate postgraduate, or certificate qualifications claimed for in CP-EDU-1.

The number of points earned per subject (course/paper) is proportional to the number of Student Activity Hours (the time that a student spends both inside and outside the classroom completing reading or homework assignments, studying, or other preparations) that each subject (course/paper) entails. To calculate Student Activity Hours (SAH) per subject (course/paper), use the formula $SAH = C \times 2.25 \times W$ where C is the number class contact hours per subject, 2.25 is the standard number of activity hours per contact hour, and W is the duration of the subject (course/paper) in weeks. For example, a typical subject (course/paper) with 4 class contact hours conducted during a 14-week semester earns 126 hours (4 class contact hours $\times$ 2.25 $\times$ 14 weeks = 126 activity hours).

Applicants claiming SAHs for subjects (courses/papers) completed at non-Australian tertiary institutions must provide satisfactory documented evidence that their claim is valid. (e.g. a letter from the institution where they studied (a Head of Department letter will suffice) certifying the number of SAHs associated with the particular subject for which SAHs are being claimed, or a certified copy, for example, of the page in the university's official calendar where the university's assignment of SAHs to subjects is explained).

Subject (course/paper) titles should be listed in the schedule as they appear on the supporting transcript, syllabi, or other documentation. Non-specific subject (course/paper) titles such as 'Special Issues in Geography' can be augmented with the actual subject (course/paper) topic e.g. 'Special Issues in Geography: Error Analysis'. Relevant subjects (courses/papers) are those whose content appears within one or more of the 10 knowledge areas of geographic information science and technology. If you have a documented description found within a university course catalogue please provide that instead of your written description. A summary of the 10 knowledge areas of geographic information science and technology can be found at: http://www.ucgis.org/priorities/education/modelcurriculaproject.asp#1.

Applicants who claim Course Points are expected to provide evidence of their achievements with an official transcript (or certified copy) that states subjects (courses/papers) by title. In addition, you are encouraged to provide class syllabi or other forms of documentation for courses with non-GIS specific subject (course/paper) titles.

The Knowledge Areas are:

Code	Knowledge Area	Code	Knowledge Area
AM	Analytical Methods of Geographic Information Science and Technology	DN	Data Manipulation
CF	Conceptual Foundations of Geographic Information Science and Technology	GC	Geocomputation
CV	Cartography and Visualisation	GD	Geospatial Data
DA	Design Aspects of Geographic Information Science and Technology	GS	Geographic Information Science and Technology and Society
DM	Data Modelling	OI	Organizational and Institutional Aspects of Geographic Information Science and Technology

Use form marked CP-EDU-2X (eXplanation) to justify point claims for student activity hours whose relevance may not be apparent from the subject (course/paper) title. This form is optional and should only be used if the content of subject (course/paper) is difficult to discern from the subject (course/paper) title. If a subject (course/paper) is obviously related to one of the knowledge areas, you do not need to provide a description. Relevant subjects (courses/papers) are those whose content appears within one or more of the 10 knowledge areas of the geographic information science and technology discipline (see above and CP-EDU-2X for the list).

If you have a documented description found within a university course catalogue, please provide that instead of your written description. All point claims need official descriptions from university course catalogues or from the organisation sponsoring the educational opportunity

The final decision regarding the validity of all course points lies with the Spatial Information Commission Certification Panel.

Example: CPU-EDU-2. This candidate has completed a subject in "Introductory GIS" at UQ (Form is truncated).

CP-EDU-2: COURSE POINTS

(Use additional copy if necessary – label as EDU-2-ext)

Year	Institution, Course Name and Number	Subject Title	Class Contact Hours	Course Duration (weeks)	Multiplier	Student Activity Hours
2005	*UQ - GEO7300*	*Concepts in Geographic Information Systems*	*4*	*14*	*2.25*	126
				SUBTOTAL – Student Activity Hours		**126**
					Divided by 40	÷ 40
					TOTAL SHORT COURSE POINTS	3.15

Note: All course point claims need documentation. Applicants are advised to submit proper documentation for all course point claims, as undocumented claims may not be counted. If a claim is found to be incorrect or misstated the points will not be counted toward your certification.

Example: CPU-EDU-2-X. (Form is truncated).

Course Title	Knowledge Area Code	Course Description
ENG 4108 Civil Engineering Measurements	GD	Fundamental surveying measurements, traverse computations, coordinate geometry, mapping, GPS and GIS, circular and parabolic curves, earthwork, boundary surveys, CAD applications.

5.1.3 Continuing Professional Development Points

Continuing Professional Development (CPD) points are awarded for the successful completion of short courses and workshops, and seminars and conferences, with subject matter directly related to one or more of the 10 knowledge areas of the Geographic Information Science and Technology Body of Knowledge as defined by the University Consortium for Geographic Information Science (Reference http://www.ucgis.org/priorities/education/modelcurriculaproject.asp#1).

Applicants claiming CPD points for short courses and workshops, and seminars and conferences, that they have successfully completed must show very clearly and very specifically that their claims are valid in the context of meeting the above requirement, even to the extent, for example, that in the case of some conferences that they have attended, they

would only be able to legitimately claim points for the days, or parts of days, associated with specific parts of the conferences.

CPD points are a result of the number of total hours that you have spent at short courses and workshops and the total number of days spent attending seminars and conferences with subject matter that relates directly to geographic information science and technology, and applications.

Applicants who claim CPD Points for short courses and workshops should refer to the forms marked CP-EDU-3A. Within the forms you should place the name of the event, the year, the host organization, the location and the number of hours allotted to that particular activity. After all the claims have been entered onto CP-EDU-3A, the number of hours should be added together. The final step is to divide the total number of hours by the Spatial Information Commission Certification Panel standing value of 40. The resulting value will be the total number of CPD short course and workshop points and should be added to the Education Point summary sheet (CP-EDUS).

Applicants who claim CPD Points for seminars and conferences should refer to the forms marked CP-EDU-3B. Within the form you should place the name of the event, the year, the host organization, the location and the number of CPD days allocated to that particular activity. After all the claims have been entered onto CP-EDU-3B the number of days should be added together. The final step is to multiply the total number of days by the Spatial Information Commission Certification Panel standard value of 0.1. The resulting value will be the total number of CPD Certification seminar and conference points and should be added to the Education Point summary sheet (CP-EDU-S).

All CPD Points claims need proper documentation

Example: CP-EDU-3A (Form is truncated)

Year	CPD Event Title / Hosting Organisation / Location	Knowledge Area Code	Event allocated CPD Hours
2004	Short Course on GIS Management – SSSI Qld Northern Group – Townsville	OI	14
2005	Introduction to GIS, SSSI NZ Region – Wellington NZ	CF	16
2005	Digital Lodgement – SSSI Qld Region – Brisbane	GD	14
		SUBTOTAL – CPD Hours	44
		Divided by 40	÷ 40
		TOTAL SHORT COURSE AND WORKSHOP POINTS	1.1

Note: Short Course and Workshop Points need documentation. Applicants are advised to submit proper documentation for all short course and workshop point claims, as undocumented claims will not be counted. If a claim is found to be incorrect or misstated the points will not be counted toward your certification.

Example: CP-EDU-3B (Form is truncated)

Year	CPD Event Title / Hosting Organisation / Location	Knowledge Area Code	CPD Days
2004	*SSSI Qld Northern Group Conference - SSSI Qld Northern Group – Townsville*	*GS*	*2.5*
2005	*"As Constructed – Digital Lodgement" Seminar. (3 hours) – SSSI Qld Region - Brisbane*	*GD*	*0.5*
2006	*Combined 5th Trans Tasman Surveying Conference, 2nd Queensland Spatial Industry Conference – SSSI & NZIS – Cairns.*	*GS*	*3*
2005	*Surveying & Spatial Sciences Conference (SSC2005) – SSSI – Melbourne*	*GS*	*3*
		SUBTOTAL – CPD Days	9
		Multiply by .1	.1
		TOTAL SEMINAR AND CONFERENCE POINTS	.9

Note: Seminar and Conference Points need documentation. Applicants are advised to submit proper documentation for all short course and workshop point claims, as undocumented claims will not be counted. If a claim is found to be incorrect or misstated the points will not be counted toward your certification.

Your Educational Achievement points total will be determined by adding the credential points, course points and your CPD short course and workshop points, and CPD seminar and conference points as follows:

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Example: CP-EDU-S

EDUCATIONAL ACHIEVEMENT POINTS SUMMARY SHEET CP-EDU-S	
Educational achievement points are awarded for credentials earned from tertiary education (documented in section CP-EDU-1), completed tertiary education courses (CP-EDU-2) and from Continuing Professional Development (CPD) events (short courses, workshops, seminars and conferences) successfully completed (CP-EDU-3A & 3B). The sum of points claimed on the three forms is the total number of education points earned (subject to approval by SSSI Spatial Information and Cartography Commission Certification Panel).	

Procedure

1) Complete sections CP-EDU-1, CP-EDU-2, CP-EDU-3A & 3B.

2) Enter in the spaces below the point totals calculated in each of the sections.

3) Sum the point totals to produce the total number of education points.

	Education Points
Credential Points (CP-EDU-1)	25
Subject/Course Points (CP-EDU-2)	3.15
Short Course and Workshop Points (CP-EDU-3A)	1.1
Seminar and Conference Points (CP-EDU-3B)	.9
*TOTAL EDUCATION POINTS (EDU-1 + EDU-2+EDU-3A & 3B) =	30.15

*This total must be at least 30.0 in order to qualify for GISP-AP certification.

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6. Professional Experience Component

Refer to forms CP-EXP-P, W & S in the application.

NOTE: If you have less than 4 years (48 months) of professional experience you may not apply for GISP-AP Certification regardless of your point totals in this or any other category.

If applying for Geographic Information Systems Professional – Asia Pacific, the objective is to achieve the minimum number of required points within the Professional Experience component (60), and achieve a total minimum point total of 150 for certification as a "Geographic Information Systems Professional – Asia Pacific" ("GISP–AP").

The minimum qualification for initial certification is four years of professional experience in the area of Geographic Information, Science and Technology. An individual also will need to accrue 60 points in this area to meet the minimum requirement. Therefore, if the applicant has less than four years of professional experience but meets the 60-point minimum the applicant must wait until the 4-year (48 month) employment requirement is met. An applicant who has met the 4-year (48 months) requirement must still earn the minimum of 60 points.

Experience is an important factor contributing to an individual's skills and knowledge as it allows opportunities to become skilled at the application of the spatial sciences. Failures and successes in these contexts provide valuable learning experiences that, in turn, allow growth and expansion of skill sets. In addition, the professional working environment, where one is often working with other spatial information professionals who have different skill sets and different experiences, provides opportunities to gain knowledge from one's peers. Successes, failures, and access to mentors all form skill development opportunities in the working experience, and the longer one is exposed to these opportunities, the more one is qualified to address new problems.

Different positions offer different levels of points. For example, more credit is given for GIS analysis and system design experience than for data compilation and teaching and research experience.

6.1 Professional Experience Point Schedule

The Experience Points Schedule is broken down into three tiers corresponding to decreasing task complexity with a supplementary "supervisory bonus" section:

- Tier 1 - Points for years in a GIS position of data analysis, system design, programming, or similar GIS position;
- Tier 2 - Points for years in a GIS position of data compilation, teaching, or similar position;
- Tier 3 - Points for years in a GIS User position (an individual who employs the use of GIS technology but not in the capacities identified above).
- Supervisory Bonus: This option recognizes the responsibility of a supervisor for the work of subordinates, thereby multiplying the volume of work for which the applicant is in responsible charge. A fixed addition of 10 points per FTE of supervisory duty can be added to the applicant's score for hands-on GIS work. The FTE% for the Supervisory Bonus is equal to the sum of all the hands-on work FTE% (% Full-time Equiv. column)

for Tiers 1, 2, and 3, but is never greater than 100% (1.00 FTE). If supervisory duties were assigned for only a portion of the duration of the applicant's service in this position, then the years of service (Years/Months column) should be adjusted accordingly. No adjustments in the Supervisory Bonus are applied to reflect the number of staff positions supervised or the amount of time required to perform supervisory functions.

6.2 Professional Experience Points Documentation

In this section you will list all the jobs and professional responsibilities you currently hold or have held that you wish to have included as contributing to your GISP-AP assessment. You should list all the experience that is relevant according to the parameters set by the section and explained on form CP-EXP-P and W. Only positions that have a Geographic Information, Science and Technology focus should be included. When you have listed the relevant positions, you should complete the related calculations and determine their point total. If the total amount of experience points meets or surpasses the minimum point total, you have successfully completed this section and may move on to another section.

Two items will need to accompany the professional experience tabulation sheet (CP-EXP-S).

- A current copy of your résumé edited to include only Geographic Information, Science and Technology related positions.
- A signed letter from your immediate supervisor or employer stating that the information listed is correct. The letter must be on the organization's official letterhead. A sample letter is available at www.sssi.org.au. The text of this letter may be copied verbatim and signed by the employer. Alternative versions of the letter will be accepted but scrutinized more carefully than the letter provided by SSSI. Inclusion of these documents is a requirement. No exceptions or exemptions will be made. Please do not annotate, write, highlight, or otherwise mark either the employer letter or the résumé. Marked documents will not be considered.

6.2.1 The Résumé

The experience of an applicant is to be assessed on the basis of the information contained in the applicant's résumé and the descriptions of positions the applicant has held, as given by the applicant in his/her application. The résumé should fully explain the full range of duties one has held at each position claimed on the CP-EXP-P and W worksheets. The résumé descriptions may either be bulleted lists or paragraphs. Please concentrate on duties as well as projects that incorporated those duties. A formal job description can be included as well. The preferred formats (bulleted list and description) are demonstrated below.

Sample Position Description from the Résumé (bulleted list)

GIS Specialist, Anywhere City, Australia
March 10, 1996 - July 18, 2003 (7.42 years)

- Create, edit, query, geo-coded & geo-referenced GIS data as needed.
- Project Manager of the City's Street Centreline Initiative to establish a single layer that can be used by all city departments.

- Maintain inventory control system, QA/QC, and technical auditing and reporting of GIS digital products.
- Update QAs/QCs & deploys centreline file on a weekly basis.
- Manage technical consulting effort for database development and implementation.
- Maintain the GIS Street Centreline web page.
- Manages, maintains and deploys GIS files on centralised server.
- Guide implementation of enterprise GIT architecture; advise/review agency GIS implementation plans; develop and maintain policy documents supporting enterprise architecture.
- Attributed town cadastral maps.
- Provide support, installation and operation of GIS software.
- Act as City's technical support for ArcGIS 8.x and 9.x.
- Database design for enterprise GIS.
- System architecture and application development.
- Procurement of satellite imagery for remote sensing needs.
- Define base map standards.
- ArcSDE geo-database creation and design.

Sample Position Description from the Résumé (paragraph)

Senior GIS Analyst, Anywhere City, Australia
March 10, 1996 - July 18, 2003 (7.42 years)

Plan and coordinate implementation of GIS for City. Coordinate multi-participant project involving two utility organisations. Create, edit, query, geocoded & georeferenced GIS data as needed. Evaluate existing resources determine requirements and evaluate data sources, conditions and accuracy. Develop implementation plans. Define base map data standards. Prototype planimetric and cadastral data. Coordinate developing requirements for database design and related consulting services. Compose RFPs for installation of GPS control network, data conversion, and QA/QC. Manage, maintain and deploy GIS files on centralised server. Coordinate data collection and application development to eliminate duplication of effort among agencies/departments. Install and configure software. Supervise and participate in maintenance of the base map coverages for access by the program participants. Provide system training. Act as City's technical support for ArcGIS 8.x and 9.x. Assist users with operation procedures and problem resolution. Design applications for various projects.

6.2.2 Employer's Letter

Sample Employer Letter

[Month, Date, Year]

Surveying & Spatial Sciences Institute
27 – 29 Napier Close
Deakin ACT 2600
PO Box 307, Deakin West
ACT, 2600 Australia

Dear Spatial Information Commission Certification Panel

As the supervisor or employer of [NAME], I am pleased to send this letter in support of [his/her] application for certification as a Geographic Information Systems Professional – Asia Pacific (GISP_AP). Having reviewed the applicant's portfolio, I can attest that it is true and correct as to the applicant's current title, duties, experience level, and duration of employment here, and that it is consistent with what I know of the applicant's prior background. (I understand that SSSI
Certification Panel does not expect me to be able to vouch for the entire portfolio, and that any errors are solely the responsibility of the applicant.)

Yours sincerely,

[Name
Position]

Definition: Employer's Immediate Supervisor – The administrative officer who oversees your professional duties, tasks, or operations.

NOTE 1– An individual with a higher position than an immediate supervisor may also sign the employer letter. A peer, partner, or subordinate may not.

NOTE 2 – Consultants and those who are self-employed will need to have the letter signed by a current or past client.

NOTE 3 – Presidents or Chief Executive Officers of companies will need to have the letter signed by a representative from their corporation's Board of Directors.

NOTE 4 – If you are unemployed, obtain a letter from a past employer.

NOTE 5 – If you do not have a determinable immediate supervisor considering the above exceptions, the decision will be left up to the SSSI Certification Panel.

6.3 How To Document Professional Experience Points

You will use forms CP-EXP-P, W and S to document your spatial information professional experience. Each individual job / position will need to be placed within a CP-EXP-P and W worksheet pair. CP-EXP-S is used as a sheet for totalling points claimed on all the individual Professional Profile forms and Profile Worksheets (CP-EXP-P & W) used. The documentation that needs to be provided for verification is the employer letter and current résumé.

Each individual job will need to be characterised and placed within its own CP-EXP-P Professional Profile form. A corresponding CP-EXP-W Profile Worksheet will also need to be filled out.

- The CP-EXP-P(rofessional) Profile form requires you to document your GIS-related duties and expand on your experience.
- The CP-EXP-W(ork) Profile Worksheet helps you calculate how many points you are allowed for each level worked and position held.
- The CP-EXP-S(ummary) form summarises and totals your experience points.

Organise the worksheet pairs so that most recent position is listed first. List your next most recent position second, and so on until all positions have been recorded. The application is arranged so that the CP-EXP-P Professional Profile form is followed by a CP-EXP-W Profile Worksheet. If claiming more than six positions, create and number additional CP-EXP-P Professional Profile forms and CP-EXP-W Profile Worksheets as needed.

Use the CP-EXP-P Professional Profile forms, CP-EXP-W Profile Worksheets, and CP-EXP-S summary sheet to document your GIS professional experience. The Experience Point Schedule (next page) defines the points allowed for GIS experience in three different levels of technical complexity and one bonus level for supervisory or management experience.

6.3.1 Professional Experience Point Schedule

The Experience Points Schedule is broken down into three tiers with one supplemental "bonus" tier:

- Tier I: Points for years in a GIS position of data analysis, system design, programming, or similar position.
- Tier II: Points for years in a GIS position of data compilation, teaching, or similar position.
- Tier III: Points for years in a GIS User position (an individual who employs the use of GIS technology but not in the capacities identified above).
- Supervisory Bonus: Points for years in a GIS supervisory or management position (points are additive to the other three positions, i.e. a GIS Manager who also manages the department would receive 25 points + 10 points per year in that position).

Examples of what GIS-related skills fall into each tier can be found on the Experience Point Schedule. This list is not all-inclusive. It is designed to give applicants an idea about what duties fall within each tier. Applicants should go into some detail when listing the duties performed on the CP-EXP-P Professional Profile forms.

EXPERIENCE POINT SCHEDULE	
Base Experience Levels	**Points per FTE year**
Tier 1: GIS Analysis, System Design, Data Development, Programming, etc. Typical tasks include: • Data modelling • Database design • Needs assessment • Application design and development • Programming evaluation (software programming critique, in contrast to program evaluation) • Data creation • Application of photogrammetric science and technology to create data • Geo-computation • Remote sensing • Data analysis and interpretation • Spatial analysis • System implementation and deployment *Reference: "GIS Analyst" and "Systems Analyst/Programmer" in the URISA "Model Job Descriptions for GIS Professionals".*	**25 pts**
Tier 2: Data Compilation, Data Maintenance, Map Composition, Teaching, etc. Typical tasks include: • Database management • Data management • Editing data • Visualization and reporting • Database and system administration (to the extent that it requires knowledge of spatial data) • Querying data (in the process of doing other spatial data work) • Geocoding (a form of data conversion) • Map composition (Cartography) • Report generation • Utilization of GPS • Utilization of photogrammetric outputs • Database maintenance • Manage GIS layers • Map evaluation • Transaction management of GIS data • Quality assurance and quality control • Support and installation of GIS (not the normal IT stuff) • Data validation • Instructional training • Teaching and research *Reference: "GIS Technician" and "GIS Specialist" in the URISA "Model Job Descriptions for GIS Professionals".*	**15 pts**

Tier 3: GIS User Typical tasks include: • Technical support and troubleshooting • Maintain GIS web capabilities • Utilization of applications involving geospatial technologies • Management and coordination of GIS outside of technical implementation. • Data acquisition *Reference: "GIS User" in the URISA "Model Job Descriptions for GIS Professionals".*	**10 pts**
Supervisory Bonus (Cannot stand alone. Must complement FTE% in the other 3 tiers) Typical tasks include: • Personnel or departmental management responsibilities • Coordination of GIS activities across organisations or jurisdictions *Reference: "GIS Manager" and "GIS Coordinator" in the URISA "Model Job Descriptions for GIS Professionals".*	**10 pts**

6.3.2 The CP-EXP-P Professional Profile

The résumé should fully explain the full range of duties one had at each position claimed on an EXP-W worksheet. The résumé descriptions may either be bulleted lists or paragraphs. Please concentrate on duties as well as projects that incorporated those duties. A formal job description can be included as well.

The CP-EXP-P Professional Profiles are the applicant's chance to fully explain the GIS-related duties at the various positions for which CP-EXP-W Profile Worksheets are completed. The general and tiered description sections on each CP-EXP-P Professional Profile determine how points are to be claimed on the corresponding CP- EXP-W Worksheet for each position.

The applicant must complete the Description of GIS-Related Duties section on each CP-EXP-P Professional Profile form used to describe the duties associated with the various positions for which the applicant is claiming points. The applicant must also complete the corresponding Tier I, II, III, and Supervisory Duties sections where applicable. These descriptions should be concise and should not expand outside of the provided boxes. The applicant should encapsulate the breadth of the duties performed in that position, at the tier levels that are applicable. (The Spatial Information Commission Certification Panel will use the descriptions given in the CP-EXP-Professional Profile form to determine if the points being claimed for that position on the corresponding CP-EXP-W Profile Worksheet form are being claimed correctly. If an applicant is claiming say 100% of their GIS-related duties in tier II for a particular position, the description of those duties in tier II on the CP-EXP-P Professional Profile form should be exhaustive in order to assist the Spatial Information Commission Certification Panel in its determination).

The CP-EXP-P forms are kept purposefully small to avoid editorialising. If more space is needed, please attach a separate sheet that lists further GIS-related duties. The form may also be recreated as long as the style is identical to the one used in the official application.

Example: CP-EXP-P. The example provides a Professional Profile for a Senior GIS Analyst position.

Professional Profile					
CP-EXP-P (Example #1)					
Position Title (from résumé):		Senior GIS Analyst, Anywhere, Australia			
Employer:		Anywhere City			
Start Date	12/05/01	**End Date**	03/03/06	**Years / Months Employed:** # of yrs + (# of months / 12) =	4.83

General Description of GIS Related Duties:

Plan and coordinate implementation of GIS for City. Coordinate multi-participant project involving two utility organisations. Create, edit, query, geo-coded & geo-referenced GIS data as needed. Evaluate existing resources determine requirements and evaluate data sources, conditions and accuracy. Develop implementation plans. Define base map data standards. Prototype planimetric and cadastral data. Coordinate developing requirements for database design and related consulting services. Compose RFPs for installation of GPS control network, data conversion, and QA/QC. Manage, maintain and deploy GIS files on centralised server. Coordinate data collection and application development to eliminate duplication of effort among agencies/departments. Install and configure software. Supervise and participate in maintenance of the base map coverages for access by the program participants. Provide system training. Act as City's technical support for ArcGIS 8.x and 9.x. Assist users with operation procedures and problem resolution. Design applications for various projects.

Tier 1 Duties (if applicable) – GIS Analysis, System Design, Data Development, Programming, etc:

- Develop database design for enterprise GIS.
- Serve as system architecture and application developer.
- Procure satellite imagery for remote sensing needs.
- Define base map data standards.
- Create and design ArcSDE geodatabase.
- Attribute City cadastral maps.

Tier 2 Duties (if applicable) – Data Compilation, Data Maintenance, Map Composition, Teaching, etc:

- Provide support, installation, and operation of GIS software.
- Edit and query geocoded & georeferenced GIS data, as needed.
- Act as City's technical support for ArcGIS 8.x and 9.x.
- Guide implementation of enterprise GIS architecture; advise / review agency GIS implementation plans; develop and maintain policy documents supporting enterprise architecture.
- Maintain the GIS street centerline Web page.
- Manage, maintain, and deploy GIS files on centralized server.
- Update, verify, and deploy street centerline file on a weekly basis.
- Create geocoded & georeferenced GIS data as needed.

Tier 3 Duties (if applicable)) – GIS User:
•
Supervisory Duties (if applicable)
• Serve as GIS Coordinator for 13 months
• Serve on coordinating committee for data sharing among City and two utility organisations

6.3.3 The CP-EXP-W Profile Worksheet

The applicant must also complete a corresponding CP-EXP-W Profile Worksheet for each position for which the applicant is claiming points, and for which the applicant has completed a CP-EXP-P Professional Profile.

This CP-EXP-W Profile Worksheet is used to document the applicant's:

- Title
- Employer
- Duration of Employment
- Experience Level
- Subtotalled and Totalled Points

Applicants need to determine the years and months employed at each position. If the employment date is before the 15 of that month, the month will count towards the total. If the employment date is after the 15 it will not. The opposite is true for the termination date. The termination date must be after the 15 of the month to count towards the total.

The following values should always be used to determine years and months employed:

1 month	.08	4 months	.33	7 months	.58	10 months	.83
2 months	.17	5 months	.42	8 months	.67	11 months	.92
3 months	.25	6 months	.50	9 months	.75	12 months	1.00

For example, if an applicant was employed from: May 10, 2000 – June, 7 2004. The years and months employed would be: 4 years and 1 month = 4.08

Example: CP-EXP-W. The example provides a applicant has worked as a Senior GIS Analyst for 4 and 10 years (58 months)

Profile Worksheet CP-EXP-W (Example #1)							
Corresponding CP-EXP-P No:		*Example #1*					
Position Title: (from résumé)		Senior GIS Analyst					
Employer:		Anywhere City, Australia					
Start Date	12/05/01	**End Date**	03/03/06	**Years / Months Employed:** # of yrs + (# of months / 12) =			4.83
Experience Level		**% Full Time Equiv.**		**Years** **(from above)**		**Pts/Yr**	**Subtotal**
Tier 1: GIS Analysis, System Design, Data Development, etc Programming, etc (See CP-EXP-P)		.70	x	4.83	x	25	84.53
Tier 2: Data Compilation, Data Maintenance, Map Composition, Teaching, etc (See CP-EXP-P)		.30	x	4.83	x	15	21.74
Tier 3: GIS User (See CP-EXP-P)			x		x	10	
Supervisory Bonus (See CP-EXP-P) (% FTE cannot exceed 1)		1	x	1.08		10	10.8
					Total this worksheet: *(add figure to CP-EXP-S)*		115.86

* Note – all decimals are rounded to 2 places in the total.

6.3.4 Full Time Equivalent Percentages (FTE%)

FTE (see example CP-EXP-W Profile Worksheet) stands for Full Time Equivalent. "%FTE" is the decimal portion of time credited towards a particular experience level, for a particular position and supported by the description of GIS related duties (Tier 1 Duties, Tier 2 Duties, Tier 3 Duties and Supervisory Duties) described on the CP-EXP Professional Profile form. For example, in a small GIS office, an applicant might spend 80% of their time doing application development and system maintenance and 20% of their time doing data maintenance and

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update. It would be appropriate for the applicant to record .8 for "Programmer or Similar" and .2 for "GIS User or Similar". In most cases, values entered in "%FTE" will sum to 1.

In cases where an academic internship or part-time research is involved, the values in "%FTE" should sum to the appropriate proportion (e.g. .5 for a half-time graduate research assistant, as appropriate). This proportional estimation can be applied for transitional or positions with split duties. For example, if an applicant spent 50% of their time in sales, and the balance (50%) of their time doing development work, it would be appropriate for the .5 to be applied to the category supported in the description of spatial information-related duties section.

Research undertaken in the course of gaining tertiary qualifications cannot be counted as work professional experience.

Years/months of employment should be entered into all categories that apply, multiplied by the appropriate number of points and added together. The example given above should illustrate what is required.

6.3.5 Part Time Work

The Full Time Equivalency Percentage (FTE%) is based on full time employment, i.e. a 36.25 to 40-hour work week. If the applicant works part time, the FTE% is calculated by the hours worked divided by the full time employment hours normal for that position or industry. For example, an applicant working 20 hours a week cannot exceed 50% or 0.5 if the full time employment hours for that position are 40.

6.3.6 CP-EXP-S Summary Sheet for Professional Experience Points

Summarize point totals from the CP-EXP-W Profile Worksheets. The minimum qualification for certification as a GISPAP is 60.0 points.

Note: All point totals should be rounded to two decimal places

Example: CP-EXP-S (Form is truncated)

EXPERIENCE SUMMARY TABLE CP-EXP-S		
Professional Profile #	**Position Title**	**Position Points**
1	Senior Spatial Analyst	115.68
2		
7		
8		
	*Total Professional Experience Points:	*115.68*

* Note: This total must be at least 60.0 in order to qualify for certification as a GISP-AP.

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7. Contributions to the Profession Component

Refer to form CP-CON in the application

7.1 Minimum Contributions to the Profession Requirement

The minimum qualification for certification and recertification is to accrue points in areas that not only benefit the applicant but also benefit the Geographic Information, Sciences and Technology professions as a whole. There are eight areas of professional involvement with points being awarded for a multitude of activities within them. Contribution points may fall into any of the categories or be distributed among all eight.

It must be emphasised, however, that work-related publications and sales presentations are elements of work experience. Contributions are intended to recognize documents and activities that relay lessons learned and techniques developed at work beyond the client and employer. They should benefit the Geographic Information, Sciences and Technology professions as a whole.

It is recognised that professional contributions in the form of conference planning, publications, committee/board participation, outreach, and other related efforts are fundamental to the health of the Geographic Information, Sciences and Technology professions. The ability to contribute can be limited by lack of administrative support and resources; however, the program and the Geographic Information, Sciences and Technology community must not lower expectations to the lowest common denominator. Instead, a case should be made for the value of participation. In this way, geographic information professionals can use certification and recertification to convince their management that participation contributes to the education and professional development of their staff.

7.2 Professional Contribution Points Schedule

In general, it is expected that an active SSSI GISP-AP professional is capable of attaining a minimum of two Professional Contribution points per year for certification. Under the current requirements recertifying GISP-APs need to attain seven (7) Professional Contribution points over a five (5) year period.

The Contribution Point Schedule provided in the Certification (and Recertification Application) is broken down into eight categories:

- Geographic Information, Sciences and Technology publications (writing or reviewing certain GIS related materials). Theses and dissertations are included in the Education section under coursework credit and no additional credit will be given;
- Surveying & Spatial Sciences Institute or Geographic Information, Sciences and Technology related professional association involvement (being a member of an organization with a focus on geographic information sciences and technologies activities or education);
- Geographic Information, Sciences and Technology committee participation (being a member of a committee with a focus on geographic information sciences and technologies activities or education);

- Geographic Information, Sciences and Technology conference organisation participation (organizing a state, local, national or International GIS conference);
- Geographic Information, Sciences and Technology Conference Presentations and Workshop Instruction (e.g. presenting at a CPD event) at a state, local, or national event. Workshops that are presented on behalf of the applicant's employer are not applicable; (This includes poster presentations);
- Geographic Information, Sciences and Technology Awards Received (awards for excellence in GIS proficiency that may be bestowed by a variety of sources)
- Geographic Information, Sciences and Technology Volunteer Efforts (Any form of uncompensated GIS-related work performed in agreement with a service-oriented organization); and,
- Other Geographic Information, Sciences and Technology contributions (includes GIS Day type event organization or participation and various community contributions).

Points should be included for each instance that the applicant has satisfied a listed contribution. Therefore, if the applicant has satisfied a contribution category more than once, the applicant may receive duplicate points. There is no limit to how many times a category may be used or how many points may be accrued in that category.

However in the SSSI or Geographic Information, Sciences and Technology related professional association involvement category, only one level of involvement can be counted per year, i.e. no double counting – use the highest points level.

Also, not all categories need to be filled. If the candidate for example, has not published a book, they should move onto the next category. The candidate will be responsible for completing the calculations and arriving at a total that meets the minimum amount. The Spatial Information Commission Certification Panel will also complete a separate tabulation to verify that the points and totals are correct and satisfactory.

CONTRIBUTIONS POINT SCHEDULE

(Refer to "Contributions to the Profession" Pages in the Procedures Manual for detailed descriptions of each "Contributions to the Profession" point category

1. Geographic Information Sciences and Technologies Publications

Note: For any work to be considered published, for purposes of earning contribution points, it must be or have been publicly available in electronic or print form from an independent third party. "Publicly available" means that copies could be downloaded or acquired in hardcopy form. An "independent third party" is defined as a person or business, other than the author, who makes decisions regarding publication and/or content and who is not the author's employer or educator. There is no limitation regarding direct or indirect payment to produce the book, article, or map. (See examples of acceptable and unacceptable publication contribution within the Spatial Information and Cartography Commission Certification Panel Procedures Manual)

Code	Publication Type	Points Earned per Publication or Activity
1.1	Book or Published Atlas Author/Editor	15
1.2	Author of a refereed Journal paper	5
1.3	Co-author of a refereed Journal paper	3
1.4	Book Chapter Author	5
1.5	Published Map (as author)	3
1.6	Magazine Article	2
1.7	Magazine Column	2
1.8	Author of paper in Conference Proceedings (refereed & non-refereed)	2
1.9	Co-author of paper in Conference Proceedings (refereed & non-refereed)	1
1.10	Magazine / Newsletter Column Editor	1
1.11	Newsletter Article	1
1.12	Non-Association Editorial Board	3

Note: Professional writing is credited as Experience. Publication of thesis and dissertations is credited as Education.

2. Surveying & Spatial Sciences Institute or Geographic Information Sciences and Technologies Professional Association Involvement

Code	Level of Involvement	Points Earned per Year of Office or Affiliation
2.1	National Executive member	5
2.2	National Board Membership	4
2.3	Young Spatial Professional Committee	3
2.4	Regional Committee Member	3
2.5	Association Editorial Board	3
2.6	Regional Sub-Committee Membership (e.g. CPD Committee)	2
2.7	Certification Panel Member (e.g. SICCP)	2
2.8	Regional Young Spatial Professional Committee	2
2.9	SSSI Sub Regional Group Committee (e.g. SSSI Qld Northern Group)	2
2.10	Surveying & Spatial Sciences Institute Membership	1

Note: Only one level of involvement can be counted per year. All levels of involvement above SSSI membership include a point for SSSI membership.

3. Geographic Information Sciences and Technologies Committees Participation

Code	Level of Involvement	Points Earned per Committee
3.1	International (e.g. FIG)	5
3.2	National (e.g. ANZLIC)	4
3.3	State (e.g. QSIIS, WALIS)	3
3.4	Regional Group (e.g. DIGGARS, FUNGIS, etc)	2

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4. Geographic Information Sciences and Technologies Conference Organisation Participation

Code	Level of Involvement	Points Earned per Conference
4.1	International / National Conference Chairperson / Convener	4
4.2	International Conference Committee Member	3
4.3	Regional Conference Chairperson / Convener	3
4.4	National / Regional Conference Committee Member	2
4.5	Chair of Conference Papers Referee Panel	3
4.6	Member of Conference Papers Referee Panel	2

5. Geographic Information Sciences and Technologies Presentations

Code	Presentation Type	Points Earned per Event
5.1	Workshop development and /or instruction	2
5.2	Continuing Professional Development (CPD) Presentation	1
5.3	Conference Presentation	1
5.4	Conference Poster Display	1

Note: Credit is accrued separately for a conference presentation and publication of same in the conference proceedings (see item 1. GIS Publication).

6. Geographic Information Sciences and Technologies Awards Received

Code	Recognition Type	Points Earned per Award
6.1	International Award (FIG, URISA)	4
6.2	National Award (e.g. APSEA)	3
6.3	State Award (e.g. QSEA)	2
6.4	Local Award	1

Note: Awards issued by the applicant's employer do not count as a contribution to the profession. These awards will not be considered.

7. Other Geographic Information Sciences and Technologies Contributions

Code	Participation Type:	Points Earned per Activity
7.1	Event Organizer	2
7.2	Event Participation/Moderation	1
7.3	Related Spatial Community Contributions	1
7.4	Spatial Technologies in Schools Coordinator / Mentor	2
7.5	YP Mentor	1

Note: These events cannot be mandatory job requirements. An example would be organizing activities for GIS Day.

	8. Geographic Information Sciences and Technologies Volunteer Efforts	
Code	**Participation Type:**	**Points Earned per Activity**
8.1	Volunteer Missions	0.5 points per day deployed
8.2	Volunteer Work	0.05 points per every hour of volunteer work

NOTE: Validating documentation is required for all "Contribution Points. Applicants are advised to submit proper documentation for all "Contribution Point" claims. Undocumented claims may be scrutinized to a higher degree. Also, the SICCP will conduct Random Accuracy Checks on certain applications to determine if undocumented claims are factual. If a claim is found to be incorrect or misstated the application will be rejected and a processing fee will be charged to the applicant.

7.3 Contribution Points Documentation

All Contribution Points need to be documented.

Applicants are advised to submit proper documentation for all "Contribution Point" claims. Although not mandatory, applicants are advised to submit proper documentation for all point claims. Undocumented claims may be scrutinized to a higher degree. Also, the SICCP will conduct Random Accuracy Checks on certain applications to determine if undocumented claims are factual. If a claim is found to be incorrect or misstated the application will be rejected and a processing fee will be charged to the applicant.

With this in mind, documentation is a necessary part of this section of an application and some types of contribution and the methods to be used for their documentation are provided below:

7.3.1 Geographic Information, Sciences and Technology Publications

- Books / Book Chapter Author / Published Atlas: Photocopy of book cover and title page is preferred. It should include the ISBN #, year, and title. Chapter authors should include first page of chapter
- Refereed Papers: Photocopy of journal cover, table of contents and title page. It should include the journal's title, ISSN#, Volume and Number.
- Published Map (as author) -Photocopy of map(s) with citation.
- Editorial Board: Photocopy of editorial board roster is preferred. May include a letter that lists the journal, publication, or serial, the ISSN#, years and capacity served.
- Article: Name of the publication in which it appeared, date, year, ISSN#, and a copy of the article
- Paper in Conference Proceedings: Date and location of the conference, name of the conference, copy of the paper's title page

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- Newsletter Article: Date and year of the article, Issue # or date, month, year, name of the newsletter, copy of the article or title. Examples of What Constitutes a Work-related Publication:
    - An employee of a GIS organization creates maps of zoning and future land use, then someone else in the same organisation's IT department puts those maps on a Web site for access by the public. This is not a contribution to the profession as the decision to publish was made by the author's employer.
    - An employee of a city-planning department writes an article for the regional spatial information user group's newsletter during normal working hours describing how a zoning map was produced. This is a contribution since the decision to publish was made by the newsletter editor.
    - A consultant designs a new database for a client and then writes a magazine article describing the project and its results at the request of the firm's marketing department. The database design is not a contribution, but the magazine article is.
    - A student does original research to produce a term paper, and then writes an article for the SSSI Journal describing the work. The term paper is not a publication, but the Journal article is. The difference between the term paper and the published article, if any, is not relevant.

7.3.2 Geographic Information, Sciences and Technology Professional Association Involvement

A Professional Association can be characterized as an organization of persons having a common professional interest. An association can be local or national, dues paying or open, large or small. A professional association is not the same as one's place of employment. Membership should be voluntary and regular compensation from the association to the member for their involvement should not exist (i.e salary). An honorarium is acceptable.

There are numerous levels of involvement in a professional association. These levels are listed below along with supporting documentation examples. In this category only one level of involvement can be counted per year, i.e. no double counting – use the highest points level.

For involvement in a organisation other than the SSSI or its founding partners, documentation may include a copy of a membership card, listing in a Membership Directory or other association publication, dues receipt, certificate or a verification letter from the association. This association must have Geographic Information, Sciences and Technology either as a primary or related focus. Organizations having special interest groups or membership categories related to Geographic Information, Sciences and Technology are acceptable.

- Geographic Information, Sciences and Technology Committees Participation
  This category is similar to Association involvement and therefore should be documented in the same manner. Documentation may include a copy of a Committee publication or a verification letter from the Committee secretariat.
- Geographic Information, Sciences and Technology Conference Organisation
  Participation This category is similar to Association involvement and therefore should be documented in the same manner. Documentation may include a listing in a

Conference Program or other publication or a verification letter from the association/organization stating your involvement.

- Geographic Information, Sciences and Technology Presentations
This category is similar to Association involvement and therefore should be documented in the same manner. Documentation may include a listing in a Conference Program or other publication or a verification letter from the association/organization. If the conference was held independently from a professional association/organization then a copy of the relevant pages from the conference program or similar documentation will suffice.

- Conference Presentation/Poster
A copy of the relevant pages from the program or an acceptance letter from the organization sponsoring the event is acceptable documentation. If this documentation is not available, a signed letter from the sponsoring organization will suffice. This letter should indicate the date, year, and name of the conference.

- Workshop Presentation
A copy of the relevant pages from the program or an acceptance letter from the organization sponsoring the event is acceptable documentation. If this documentation is not available, a signed letter from the sponsoring organization will suffice. This letter should indicate the date, year, and name of the conference.

- Geographic Information, Sciences and Technology Awards
A signed letter from the award granting institution or proof of when/where/why the award was bestowed. This can consist of a listing in a conference program, newsletter, magazine, memo, etc.

- Geographic Information, Sciences and Technology Volunteer Efforts
Any form of uncompensated GIS-related work performed in agreement with a service-oriented organization such as GISCorps, clubs, organizations, schools, or other entities.
  - Volunteer Missions - Providing 72 or more consecutive hours of time, including time for food and rest, in active volunteer status.
  - Volunteer Work - Providing periodic volunteer work with a duration of less than 72 consecutive hours in active volunteer status.

To document volunteer efforts a signed letter from the organisation acknowledging the nature and duration of the volunteer effort. Note: Do not claim credit for both Volunteer Work and Volunteer Missions for the same effort. The categories are either/or. The volunteer effort must not be subsumed by or be additive to another contribution point category. For example, work done in support of a committee is already recognized in a separate point category and no additional credit will be given.

- Other Geographic Information, Sciences and Technology related Contributions
Include any materials that would signify your participation in these events. This would include letters, articles, fliers, etc.

7.4 How to Document Contribution Points

Locate the applicable contribution type on the Contribution Point Schedule and place the corresponding code in the box and provide the necessary information. When all claims have been listed, sum all the Contribution Points earned for your Contribution Point Total. If an

Activity had a duration of more than one year (i.e. Association Membership/Board of Directors Term/etc.) place the adjusted point total counting each year in the Points box. Note: Only one level of involvement can be counted per year, i.e. no double counting of association involvement.

Documentation should immediately follow Insert 6 – Contributions to the Profession Documentation and should be in the exact order as listed in the right column. One may mark the documentation required to support the Contribution points. Some of this documentation may be difficult to ascertain from a casual glance. The applicant is invited to circle, underline, or otherwise annotate any included item that may be difficult to read. If documentation does not exist, move onto the next item that does. No blank pages or special inserts need to be included for missing documentation.

Example: CP-EXP-S (Form is truncated)

CONTRIBUTIONS TO PROFESSION POINTS SHEET

CP-CON   (Use additional copy if necessary – label as CP-CON-ext)

Procedure

1. Locate the applicable contribution type on the Contribution Point Schedule.

2. Place the corresponding code in the CON Type box and provide the necessary explanatory information.

3. If the Activity had a duration of more than one year (e.g. Association Membership/Board of Directors Term/etc) place the adjusted point total in the Points box.

4. Sum all the Contribution Points earned for your Contribution to the Profession Point Total.

Notes

1 Refer to the Procedures Manual for detailed examples.

2. **Validating documentation is required for all "Contribution Points".** Applicants are advised to submit proper documentation for all "Contribution Point" claims. Undocumented claims may be scrutinized to a higher degree. Also, the SICCP will conduct Random Accuracy Checks on certain applications to determine if undocumented claims are factual. If a claim is found to be incorrect or misstated in the application will be rejected and a processing fee will be charged to the applicant.

CON Type (*indicate number*)	Year(s)	Description	Documentation?	Points
1.8	2003	Author Paper in the SSC 2003 Proceedings Canberra, ACT	Yes	2
5.3	2003	Presentation of the above paper at the SSC 2003	Yes	1
2.2	2004-2005	National Board Member (Spatial Information and Cartography Commissioner)	Yes	4
2.10	2003 - 2004	SSSI Membership	Yes	1
2.10	2005 - 2008	SSSI Membership	Yes	4
*TOTAL CONTRIBUTION to PROFESSION POINTS (Sum the above points) =				**12**

* Note: This total must be at least 8.0 in order to qualify for GISP-AP Certification.

8. Documenting Additional Points

When the minimums in all three categories are achieved, the applicant must then specify 52 extra points in any of the 3 achievement categories to earn their certification. These supplemental points do not need to be tabulated in a separate area and should be included directly on the related achievement category forms. In total, the minimum number of points needed must meet or exceed that required for certification. An application that is submitted that does not present the required minimum points will not be considered, regardless if the minimum levels have been met for each component. If any points are deemed unusable or irrelevant and the total fails to meet the minimum points, the application will not be considered. If the points are determined to be false or misrepresented, the application will not be considered.

9. Totalling the Points

After all three components have been completed; the totals from each form (CP-EDU-S, CP-EXPS, and CP-CON) should be added to the Total Certification Points sheet (CP-TOT) and added together. If the final total does not exceed 150 points the applicant is not eligible for certification as a GISP-AP.

Example: CP-EXP-S (Form is truncated)

TOTAL CERTIFICATION POINTS SHEET
CP-TOT-1

Achievement Categories	Total Points
Educational Achievement (Total from EDU-S)	**30.15**
Professional Experience (see Note 1) (Total from CP-EXP-2)	**115.68**
Contributions to the Profession (Total from CP-CON)	**12**
*TOTAL CERTIFICATION POINTS (Add CP-EDU-S, CP-EXP-S, and CP-CON)	**158.73**

Note: This number must meet or exceed 150 points in order to be considered eligible for SSSI Spatial Information and Cartography Commission Certification as a Geographic Information Systems Professional – Asia Pacific. Remember the following minimums need to be met for all three categories and the total when applying for certification:

Educational Achievement	30.0
Professional Experience	60.0
Contributions to the Profession	8.0
Total Points	150

Once the tabulation sheets have been completed and the minimum and supplemental requirements met, the supporting materials need to be organized into a portfolio. NO STAPLES, PAPER CLIPS, or OTHER FASTENERS should be included in the portfolio. All items should be grouped together loose and sent in a pocket folder. Portfolios should not be bound, laminated, or enhanced aesthetically. All portfolios are scanned electronically and inclusion of these items may substantially delay the processing of an application. It is important that all the supporting documents be organized properly to ensure consideration and to avoid confusion. The documentation of your activities should immediately follow the achievement category to which it relates. See Section 12 for the portfolio organisation.

10. Payment

GISP-AP fees must be received in full before an application will be considered.

Our preferred payment method is Electronic Fund Transfer (EFT) [also known as a wire transfer]. The necessary bank information is provided below.

Bank Name:	Westpac Banking Corporation
Branch Address:	Woden Centre Plaza, 3 Bradley St, Woden, ACT 2606
Account Name:	Surveying and Spatial Sciences Institute
BSB:	032-713
Account No:	346913
Swift Code:	WPACAU2S (transfer in AUD)
Reference:	**GISP-AP Cert – Applicant's surname (change as required)**

Note: If using the EFT payment method you also need to send a remittance advice to finance@sssi.org.au to make sure your payment is tracked properly.

If you wish to pay via credit card or BPay, you can request an invoice is created outlining the payment instructions for these methods. Payments can no longer be accepted over the phone. Please request this service by emailing finance@sssi.org.au.

10.1 Certification Fee Structure

GISP-AP Certification and Recertification fees are provided in the GISP-AP Application Pack.

10.2 Refund Policy

Applicants who do not meet the certification requirements upon review of their application may make a written request for a refund. Upon receipt of the written request, a refund will be issued less a $100.00 processing fee.

11. Completed Application

Once your application is complete and all supporting documentation is in hand, you may submit your application to the SSSI. Ensure you have included the payment form if applicable and signed page 2 of the application.

NO STAPLES, PAPER CLIPS, or OTHER FASTENERS should be included in the portfolio. All items should be grouped together loose and sent in a pocket folder. Portfolios should not be bound, laminated, or enhanced aesthetically. All portfolios are scanned electronically and inclusion of these items may substantially delay the processing of an application.

All of the documents should be included in the manner described within each section. Inserts should be added correctly. If the application is incorrectly organized, it may jeopardize its consideration or significantly delay its processing. There is no need for a title page, pagination, table of contents, or other extraneous cosmetic items.

All the necessary documents supporting your application are available on-line at:

www.spatialsciences.org.au.

No completed applications *or individual application materials will be returned to you.*

11.1 Application Arrangement for GISP-AP

The completed application should be arranged in the following manner:

1. Cover pages – *Sign and date page 2 of the application form.*
2. Insert 1 – Educational Achievement Component
3. Form CP-EDU-1
4. Form CP-EDU-2
5. Form CP-EDU-2X
6. Form CP-EDU-3A
7. Form CP-EDU-3B
8. Educational Achievement Points Summary Sheet (CP-EDU-S)
9. Insert 2 – Official or certified copies of Transcript(s) and/or certified copies of educational achievement documentation.
10. Insert 3 – Professional Experience Component
11. Form(s) CP-EXP-P Professional Profile forms and corresponding CP-XP-W Profile Worksheets (include supplemental forms and worksheets, if applicable)
12. Form CP-EXP-S Experience Summary Table
13. Insert 4 – Résumé, and Employer Letter
14. Include résumé
15. Include employer letter
16. Insert 5 – Contributions to the Profession Component
17. Form CP-CON
18. Insert 6 – Contributions to the Profession Documentation
19. Include professional contributions documentation
20. Insert 7 – Total Certification Points
21. Form CP-TOT

The signed Code of Ethics and Rules of Conduct Acknowledgment Form must accompany the completed portfolio.

Once again, it is very important to adhere to the outlined submission structure in order to facilitate processing. Also, as many separate pieces of paper will be included in your submission, the portfolio should be contained in a single file or pocket folder.

Completed applications should be sent to SSSI.

11.2 Mailing Instructions

The completed application should be placed in a file or pocket folder and sealed in an envelope. The portfolio should be sent to SSSI headquarters at the following address:

The Secretary
Spatial Information Commission Certification Panel
Surveying & Spatial Sciences Institute
PO Box 307, Deakin West, 2600
ACT, Australia

Upon receipt, a confirmation notice will be sent to you.

11.3 GISP-AP Code of Ethics and Rules of Conduct

Included with the application documentation is the GISP-AP Code of Ethics and Rules of Conduct Acknowledgement Form. The Acknowledgement Form that must be signed and dated and returned with your application. This form must accompany the completed application in order to be considered for certification. The GISP-AP Code of Ethics and Rules of Conduct are online at www.spatialsciences.org.au.

No candidate, regardless of points achieved, will be considered certified without signing the GISP-AP Code of Ethics and Rules of Conduct Acknowledgement Form.

12. Renewal of Certification

In order to retain certification, the Certified GIS Professional must maintain currency with the profession and document those activities periodically. He or she must earn **additional points in renewal categories** since initially being certified or previously renewed to remain certified. If the certified GISP-AP fails to earn the minimum renewal points during that period, then he or she is no longer considered professionally certified by SICCP (SSSI). GISP-AP certification lasts for 5 years. The initial cycle begins on the day the applicant signs the Code of Ethics and is notified by SICCP of their certified status. When the applicant submits his or her materials for renewal of certification, the cycle will begin again and last for another 5-years. Recertification does not require the GISP-AP to sign the Code of Ethics again. The applicant will be expected to pay a recertification fee in the manner described in the Payment section of the renewal of certification procedure manual.

Recertification is the GISP-AP's responsibility. The SSSICP recommends that GISP-APs continually review their progression to recertification - this includes retention of the documentation to support recertification. GISP_APs whose certification is due for renewal should fully review their progress six months before the recertification date. Failure to provide the necessary materials supporting renewal may result in the loss of rights afforded to a certified GISP-AP.

12.1 Requirements for Recertification

The following is a breakdown of the points that are required for renewal of certification. These points must be earned only in the five years that have passed since initial or renewed certification.

- Education – Professional Development hours (1 point for each 6 professional development hours, (i.e. contact hours))
- Contributions to the Profession – points are earned according to a table of activity values
- Work Experience – 10 points for each 12 months of full-time equivalent (FTE) work.

Component	Points
Educational Achievement minimum	10.0
Contributions to the Profession minimum	10.0
Work Experience minimum	No minimum required
Additional points to be earned from a combination of Education, Work Experience, and Contributions	20.0
Total	40.0

Please refer to the SSSI website, www.ssi.org.au for further details and proper procedures on renewal of certification. Failure to earn the above points will result in the forfeiture of GISP-AP certification.

12.2 Renewal of Certification

Points will need to be earned in the Educational Achievement and Contributions to the Profession sections of the application for renewal of certification. The only points that may be used for recertification need to be earned in the 5-years since the candidate was initially certified.

13. GISP-AP Certification Contact Information

Application Procedures

Surveying & Spatial Sciences Institute
27 – 29 Napier Close
Deakin ACT 2600
PO Box 307, Deakin West, 2600
ACT, Australia

- www.sssi.org.au
- chair.sicc@sssi.org.au