

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

A GISP-AP application or recertification will not be processed unless full payment accompanies the portfolio. Payment may be in the form of a cheque for the full amount. SSSI also accepts Visa.

SSSI does not under any circumstances accept the following forms of payment:

- Currency (foreign or domestic)
- Multiple Party Cheques
- Credit cards other than the ones listed previously
- Purchase Order Numbers

No application will be processed without proper payment. A receipt will be sent along with the letter that notifies you that the application has been received. These letters are sent when a completed application has been received and proper payment was included. If an extra receipt is needed, SSSI will fax a copy of the receipt to you.

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_AP’s 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.

14. GISP-AP Certification Contact Information

Application Procedures

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

OR

- +61 2 6282 2282
- www.spatialsciences.org.au
- members@spatialsciences.org.au