



Geographic Information Systems Professional – Asia Pacific (GISP–AP)

Renewal Manual

Surveying and Spatial Sciences Institute

Spatial Information and Cartography Commission

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:

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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 Renewal of Certification Manual - Full of advice, tips and tricks on completing the GISP-AP application;
- GISP-AP Renewal of Certification Application – this is a Microsoft Word document;
- 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);
- Employer's letter;

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

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 two of the three categories: “Educational Achievements” (10), and “Contributions to the Profession” (10), plus achieve a total minimum point total of 40.

However, there is no benefit in documenting a hugely higher than necessary point total (greater than 60 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 Renewal of SSSI General Certification and renewal of GISP-AP Certification

The renewal of GISP-AP Certification process provides an exacting measure of a spatial information professional’s achievements in the previous five years. As such, applicants can use education, professional work experience and contributions to the profession in building their case for renewal of GISP-AP certification. This is in contrast to renewal of SSSI General Certification, which requires a demonstration of continuing professional development. (CPD)

When applying for renewal of GISP-AP Certification, 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/modelcurriculumproject.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 renewal of GISP-AP Certification.

3.4 Recommended Strategy to GISP-AP Certification

The objectives of the applicant are to:

- Achieve the minimum number of required points within two of the three categories: Educational Achievements (10) and Contributions to the Profession (10); AND,
- Achieve a total minimum point total of 40.

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 completed Continuing Professional Development (EDU-R)

If you have less than 10 points, continue to document additional educational achievement. If you are unable to attain 10 “Educational Achievement” points, GISP-AP certification cannot be renewed.

- If you have 10 points or greater, continue to Step Two.

2. Document your “Contributions to the Profession” points (see: CON-R)

- 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 10 points, continue to document additional contributions to the profession. If you are unable to attain 10 “Contributions to the Profession” points, GISP-AP certification cannot be renewed.

- If you have 10 points or greater, continue to Step Three.

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

3. If you have met the minimum point total for each of the categories (Educational Achievement, and Contributions to the Profession) but your compiled point total is less than 40, commence to document points in the category of Work Experience. If you are unable to attain 40 total points, certification cannot be renewed.

- If you have 40 points or greater continue to Step Six.

4. Document GIS Professional Experience (see EXP-R-P & EXP-R-W)

- List primary GIS related professional positions held during the last five years, 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 40 total points, continue to document additional points in any category. If you are unable to attain 40 total points, GISP-AP certification cannot be renewed.

- If you have 40 total points or greater, continue to step Five.

5. Employer’s letter and Résumé

- 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.

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- Continue to Step Six.

6. Compile your application

Compile your application materials as indicated in Section ??1 of this document, Application Arrangement for Renewal of 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 form EDU-R in the application.

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 Certificate with certified (by Justice of Peace) copies.

The Education Point Schedule consists of :

- 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 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/modelcurriculumproject.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, workshops, seminars and conferences should refer to the forms marked EDU-R. 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 EDU-R, 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 6. The resulting value will be the total number of CPD points.

All CPD Points claims need proper documentation

6. Contributions to the Profession Component

Refer to form CON-R in the application

6.1 Minimum Contributions to the Profession Requirement

The minimum qualification for renewal of certification 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 renewal of certification to convince their management that participation contributes to the education and professional development of their staff.

6.2 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. Under the current requirements recertifying GISP-APs need to attain ten (10) Professional Contribution points over a five (5) year period.

The Contribution Point Schedule provided in the Renewal of 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 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.

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.

6.3 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:

6.3.1 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
- 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.

6.3.2 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.

6.4 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.

7. Professional Experience Component

Refer to forms EXP-R-P, EXP-R-W and EXP-R-S in the application.

When applying for Renewal of Geographic Information Systems Professional – Asia Pacific, there is no minimum requirement for Professional Experience. An applicant who has achieved the minimum points in the categories of Education and Contributions to the Profession and also achieved 40 points in total need not apply for points in the category of Professional Experience.

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.

7.1 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.

7.2 Professional Experience Points Documentation

In this section you will list all the jobs and professional responsibilities you currently hold or have held in the previous five years. You should list all the experience that is relevant according to the parameters set by the section and explained on form EXP-R-P and EXP-R-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 from all three categories is 40 or more, you have successfully completed this section and may move on .

Two items will need to accompany the professional experience tabulation sheet (EXP-R-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.

7.2.1 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 EXP-R-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.

7.2.2 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 & Cartography 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.

7.3 How To Document Professional Experience Points

You will use forms EXP-R-P, W and S to document your spatial information professional experience. Each individual job / position will need to be placed within a EXP-R-P and W worksheet pair. EXP-R-S is used as a sheet for totalling points claimed on all the individual Professional Profile forms and Profile Worksheets (EXP-R-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 EXP-R-P Professional Profile form. A corresponding EXP-R-W Profile Worksheet will also need to be filled out.

- The EXP-R-P(rofessional) Profile form requires you to document your GIS-related duties and expand on your experience.

- The EXP-R-W(ork) Profile Worksheet helps you calculate how many points you are allowed for each level worked and position held.
- The EXP-R-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 EXP-R-P Professional Profile form is followed by a EXP-R-W Profile Worksheet. If claiming more than five positions, create and number additional EXP-R-P Professional Profile forms and EXP-R-W Profile Worksheets as needed.

Use the EXP-R-P Professional Profile forms, EXP-R-W Profile Worksheets, and EXP-R-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.

7.3.1 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 EXP-R-P Professional Profile forms.

EXPERIENCE POINT SCHEDULE	
Base Experience Levels	Points per FTE year
<p>Tier 1: GIS Analysis, System Design, Data Development, Programming</p> <p>Typical tasks include:</p> <ul style="list-style-type: none"> • 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 • Geocomputation • Remote sensing • Data analysis and interpretation • Spatial analysis • System implementation and deployment <p><i>Reference: “GIS Analyst” and “Systems Analyst/Programmer” in the URISA “Model Job Descriptions for GIS Professionals”.</i></p>	25 pts
<p>Tier 2: Data Compilation, Data Maintenance, Map Composition, Teaching and Research</p> <p>Typical tasks include:</p>	15 pts

<ul style="list-style-type: none"> • 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 <p><i>Reference: "GIS Technician" and "GIS Specialist" in the URISA "Model Job Descriptions for GIS Professionals".</i></p>	
<p>Tier 3: GIS User</p> <p>Typical tasks include:</p> <ul style="list-style-type: none"> • 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 <p><i>Reference: "GIS User" in the URISA "Model Job Descriptions for GIS Professionals".</i></p>	<p>10 pts</p>
<p>Supervisory Bonus</p> <p>(Cannot stand alone. Must complement FTE% in the other 3 tiers)</p> <p>Typical tasks include:</p> <ul style="list-style-type: none"> • Personnel or departmental management responsibilities • Coordination of GIS activities across organisations or jurisdictions <p><i>Reference: "GIS Manager" and "GIS Coordinator" in the URISA "Model Job Descriptions for GIS Professionals".</i></p>	<p>10 pts</p>

7.3.2 The EXP-R-P Professional Profile

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

The applicant must complete the Description of GIS-Related Duties section on each EXP-R-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 EXP-R-Professional Profile form to determine if the points being claimed for that position on the corresponding EXP-R-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 EXP-R-P Professional Profile form should be exhaustive in order to assist the Spatial Information Commission Certification Panel in its determination).

The EXP-R-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.

7.3.3 The EXP-R-W Profile Worksheet

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

This EXP-R-W Profile Worksheet is used to document the applicant"s:

- o Title
- o Employer
- o Duration of Employment
- o Experience Level
- o 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	.83
						months	
2 months	.17	5 months	.42	8 months	.67	11	.92
						months	
3 months	.25	6 months	.50	9 months	.75	12	1.00
						months	

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

7.3.4 Full Time Equivalent Percentages (FTE%)

FTE (see example EXP-R-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 EXP-R 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 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.

7.3.5 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.

7.3.6 EXP-R-S Summary Sheet for Professional Experience Points

Summarize point totals from the EXP-R-W Profile Worksheets. There is no minimum points in this category for renewal of certification.

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

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

EXPERIENCE SUMMARY TABLE		
EXP-R-S		
Professional Profile #	Position Title	Position Points
1	Senior Spatial Analyst	11.5
2		
*Total Professional Experience Points:		11.5

8. Totalling the Points

After all the categories of Education and Contributions to the Profession have been completed, and optionally the category of Professional Experience; the totals from each form (EDU-R-S, CON-R and EXP-R-S) should be added to the Total Certification Points sheet (TOT-R) and added together. If the final total does not exceed 40 points the applicant is not eligible for renewal of certification as a GISP-AP.

Example: TOT-R (Form is truncated)

TOTAL CERTIFICATION POINTS SHEET	
TOT-R	
Achievement Categories	Total Points
Educational Achievement (Total from EDU-R-S)	10.15
Contributions to the Profession (Total from CON-R)	12
Professional Experience (Total from EXP-R-S)	19.68
*TOTAL CERTIFICATION POINTS (Add EDU-R-S, CON-R and EXP-R-S)	41.83

Note: This number must meet or exceed 40 points in order to be considered eligible for renewal of 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:

total when applying for certification: Educational Achievement	10.0
Contributions to the Profession	10.0
Professional Experience	-
Total Points	40

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 10 for the portfolio organisation.

9. Payment

Renewal of GISP-AP certification is free for members of SSSI.

For non-members of SSSI, a renewal of GISP-AP certification 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 3 major credit cards: Visa, MasterCard, Diners and American Express.

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

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.

9.1 Certification Fee Structure

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

9.2 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.

10. 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.sssi.org.au.

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

10.1 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 EDU-R
4. Insert 2 – Official or certified copies of Transcript(s) and/or certified copies of educational achievement documentation.
5. Insert 3 – Contributions to the Profession Component
6. Form CON-R
7. Insert 4 – Contributions to the Profession Documentation
8. Include professional contributions documentation
9. Insert 5 – Professional Experience Component
10. Form EXP-R-P Professional Profile forms and corresponding EXP-R-W Profile Worksheets (include supplemental forms and worksheets, if applicable)
11. Form EXP-R-S Experience Summary Table
12. Insert 6 – Résumé, and Employer Letter
13. Include résumé
14. Include employer letter
15. Insert 7 – Total Certification Points
16. Form CP-TOT

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.

10.2 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. 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.sssi.org.au
- support@sssi.org.au