Certification Renewal Guidelines

Life Cycle Assessment
Certified Professionals

American Centre for Life Cycle Assessment

Australian Life Cycle Assessment Society

Life Cycle Association of New Zealand

ACLCA, ALCAS and LCANZ Recertification Guidelines

1. Certificate Renewal Cycle
Each Life Cycle Assessment Certified Practitioner (LCACP) must renew their certification every three (3) years. All renewal cycles begin on the date of LCACP certification and end three years later.

2. Certification Credit Unit
The basic ALCAS/LCANZ certification unit is called a Continuing Education Unit (CEU). In general, one CEU is earned for each contact hour of LCA education. See pages 6-7 for further details.

3. Approved Certification Methods
LCACPs can maintain their LCACP status by meeting ONE of the following criteria within each three-year certification cycle:

A. Take and successfully complete the current LCACP examination in the third year of the cycle.
B. Earn 36 CEUs in the approved areas of professional development.
C. Earn 18 CEUs and document 25 years of experience in life cycle assessment, utilizing the form provided on the website under Recertification.

4. Certification Time Requirements for Each Cycle
Units can only be acquired from the date of examination for successful LCACPs. All CEUs for a three-year cycle may be earned in one year. All units must be earned during the current cycle.

5. Professional Development Areas

See pages 6-7.

6. Certification Renewal Program Procedures

A. The ACLCA, ALCAS & LCANZ Registry of Certified LCA Professionals is available on the ACLCA, ALCAS & LCANZ web sites (*http://www.lcacenter.org/ ;http://alcas.asn.au;http://lcanz.org.nz.*) It includes the name and address of all those who are currently certified. LCACPs are responsible for reporting their contact information to ACLCA whenever any change occurs to ensure

a correct and up-to-date listing in the LCACP Registry.

B. For each three-year certification cycle, LCACPs must report all CEUs to ACLCA ALCAS/LCANZ on the CEU Reporting Form (see page 5). This form is sent to all LCACPs in the spring of the third year of their cycle (autumn in the case of Australia and New Zealand). The deadline to submit the CEU Credit Reporting Form is the date at which certification expires. However, ACLCA,/ALCAS/LCANZ has instituted a grace period of one month. **No certification renewal materials postmarked after the grace period will be accepted.**

C. Confirmations will be sent in within 3 months to all those who submit certification renewal materials after the conclusion of the processing period.

7. Fees
The Certification Renewal Fee is $300.00. Certification renewal fees are payable when the three-year CEU Reporting Form is submitted. The fee of $300.00 must accompany the CEU Reporting Form. Your check or credit card statement is your receipt for payment. Completed forms and fees may be submitted at any time during the third year of the cycle.

8. Specific Guidelines for Earning CEUs
Only LCA-related activities that promote continued learning and education in the field may be submitted for CEU credit. Personal development and specific manufacturers' product-oriented or marketing presentations do not qualify for CEU credit, except as noted below.

LCA Related refers to areas of education or professional experience that directly contribute to the LCACP's ability to perform work in the life cycle assessment professions. Please note that education or activities that contribute to the LCACP's general knowledge, such as business tax law or accounting or human psychology are not "LCA related" because they do not directly help the LCACP do better LCA work.

Courses on general topics can be included if at least 25% of the course deals with life cycle assessment or its application. Courses on operating a business are applicable if the course

is aimed at the specific needs and issues of an LCA business. Following are some examples of activities that DO and DO NOT qualify as "LCA related."

Unlike the voluntary registration of college courses, all commercial and online courses must be reviewed by the ALCAS/LCANZ Certification Committee for the level of CEUs that can be registered if they are to earn CEUs. Please confirm with the course provider that an ALCAS/LCANZ Certificate of Registration has been obtained from ALCAS/LCANZ

DO QUALIFY
- College level seminars or classes on Life Cycle Assessment
- Life cycle economic analysis, if there are formulas or procedures that apply to LCA-based cost analysis.
- Carbon footprinting, toxicology, Life cycle impact assessment
- LCA courses reviewed by the ALCAS/LCANZ Certification Renewal Committee for the level of CEUs that can be registered.

DO NOT QUALIFY
- Courses on the Natural Step, Ecological footprinting, LEED and other green specifications.
- Online and commercial LCA courses which have NOT been registered by the ALCAS/LCANZ Certification Renewal Committee.

9. Professional Development Documentation
LCACPs are to evaluate their own continuing education and professional development activities and determine the appropriate number of CEUs earned based on the information outlined in this publication.

A CEU Reporting Form is sent to all LCACPs to cumulatively record units for each certification cycle. It can also be downloaded from the ALCAS/LCANZ website. LCACPs must fill out the CEU Reporting Form completely and provide all required information, including specific activity dates and activity titles. A course/seminar should be listed exactly as the title appears in the course description. Units earned are based on contact hours. In general, one CEU is earned for each one (1) hour of LCA education. See pages 3-4 for further details.

10. Annual Audit
DO NOT forward documentation of attendance to ALCAS/LCANZ when filing your regular CEU Reporting Form. Completing and retaining documentation is the responsibility of each LCACP. LCACPs must maintain all records for two (2) years following the end of each certification cycle. ALCAS/LCANZ will conduct annual audits of a sampling of those scheduled to renew their certification in any given year and reserves the right to request records from any LCACP as a part of this process. Those LCACPs who are being audited must forward their complete documentation to ALCAS/LCANZ for review. When an LCACP is to be audited, detailed instructions will accompany all audit requests. Failure to comply with audit requests will result in immediate and automatic withdrawal of LCACP status by ALCAS/LCANZ

11. ACLCA Logo and Mark
Both the ACLCA name and the ACLCA mark are the property of ACLCA and are reserved for the official purposes of ACLCA only.
We need to work out what logos we will use

12. Lapsed Certification
LCACP Certification will conclude automatically for LCACPs who do not submit their Reporting Form and meet the certification requirements. However, if an LCACP has a minimum of 85% of the required CEUs by the end of the cycle, an extension may be granted, upon written request, for cases of extenuating circumstances only. For consideration, the written request for such an extension must outline the LCACP's plan to meet the certification requirements and provide a list of the CEUs earned to date, *plus* a completed CEU Reporting Form *and* required fees. These all must be submitted by the date in which the certification cycle ends. Even though ALCAS/LCANZ has instituted a grace period of one month, **no certification renewal materials postmarked more than one month after the lapsing date grace period will be accepted.**

Once LCA Certification has lapsed, the only way to become LCA Certified again is by sitting for and successfully completing the LCACP Examination.

ALCAS/LCANZ LCACP Recertification CEU Credits Information

1.0 Continuing Education LCA Courses - SAME COURSE MAY BE SUBMITTED ONLY ONCE PER CYCLE

1.1 Courses offered at ACLCA, ALCAS and LCANZ Conferences
Credits Determined by: Contact Hours
CEUs: 1 per Contact Hour
One Contact Hour = 50-60 minutes of classroom time.

2.0 Commercial LCA Education - SAME COURSE MAY BE SUBMITTED ONLY ONCE PER CYCLE

2.1 Manufacturers' LCA Education Courses, Seminars, etc.
Credits Determined by: Contact Hours
CEUs: 1 per Contact Hour
*Credit for noncommercial/nonmarketing content only. **A maximum of only 12 CEUs per cycle may be earned in this category.***

2.2 Government LCA Education Courses, Seminars, etc.
Credits Determined by: Contact Hours
CEUs: 1 per Contact Hour
One Contact Hour = 50-60 minutes of classroom time.

2.3 Registered ACLCA, ALCAS or LCANZ Courses, Seminars, etc.
Credits Determined by: Contact Hours
CEUs: 1 per Contact Hour or ACLCA Registered Credits
Courses registered with the ACLCA for CEU credit.

2.5 Attending Regional / National / International LCA Conferences & Tradeshows. Credits Determined by: Number of Conferences or Tradeshows Attended
CEUs: 1 per Conference or Trade Show
Must be officially registered for conference or tradeshow.

2.5. Attending an ACLCA, ALCAS or LCANZ conference or workshop.
Credits: 2 per day of attendance.
Must be officially registered.

3.0 TAFE/University LCA Courses - SAME COURSE MAY BE SUBMITTED ONLY ONCE PER CYCLE

3.1 Undergraduate LCA and LCA - Related Courses
Credits Determined by: Contact Hours
CEUs: 1 per Contact Hour

3.2 Graduate Level Courses and Research
Credits Determined by: Contact Hours
CEUs: 1 per Contact Hour

3.3 Adult Continuing Education Courses
Credits Determined by: Contact Hours
CEUs: 1 per Contact Hour

4.0 Masters/PhD Degree LCA Study

4.1 Masters Thesis
Credits Determined by: Completed Manuscript
CEUs: 36

4.2 PhD Dissertation
Credits Determined by: Completed Manuscript
CEUs: 36

5.0 LCA Educational Speaking/Teaching - A MAXIMUM OF 18 CEUs MAY BE EARNED IN THIS AREA PER CYCLE.

5.1 Teaching LCA Courses, Seminars, etc.
Credits Determined by: Contact Hours
CEUs: 1 per Contact Hour
Add 1 CEU if first time taught. Same course may be submitted only once per year.

5.2 Tradeshow Educational Presentations
Credits Determined by: Contact Hours
CEUs: 1 per Contact Hour
Add 1 CEU if first time taught. Same course may be submitted only once per year.

5.3 Conference Presentations
Credits Determined by: Contact Hours
CEUs: 1 per Contact Hour
Add 1 CEU if first time taught. Same presentation may be submitted only once per year.

6.0 Published LCACP-Authored LCA Materials - A MAXIMUM OF 12 CEUs MAY BE EARNED IN THIS AREA PER CYCLE.

6.1 Peer-reviewed Journal Articles: LCACP must be one of the published authors.
CEUs: 12 Credits

6.2 LCA Ordinances, Manuals, etc.
Credits Determined by: Published Page
CEUs: 2 per page - *Product literature excluded.*

6.3 Design Guides, Practices, Technical Memorandums, etc.
Credits Determined by: Published Page
CEUs: 1 per 2 pages

6.4 LCA-Related Engineering & Design Books
Credits Determined by: Published Text
CEUs: 36 - *This category is not subject to the 18 maximum CEUs per cycle limit.*

7.0 LCA Professional Recognition - A MAXIMUM OF 9 CEUs MAY BE EARNED IN THIS AREA PER CYCLE.

7.1 Association/Society LCA and LCA-Related Awards
Credits Determined by: Award Received
CEUs: 1, 2 or 3 per Award
Regional = 2 credits; National/International = 3 credits. Credit will be granted only for the highest award received in an awards program.

7.2 Technical Achievement Awards
Credits Determined by: Award Received
CEUs: 2 per Award - *Includes member organization Fellow Award.*

8.0 LCA Industry Leadership - A MAXIMUM OF 18 CEUs MAY BE EARNED IN THIS AREA PER CYCLE.

8.1 ACLCA, ALCAS or LCANZ Executive Committee Member
Credits Determined by: Years Served
CEUs: 3 per Year - *Must be national or international level position.*

8.2 ACLCA, ALCAS or LCANZ Advisory Council Member or Committee Chair for any ACLCA committee
Credits Determined by: Years Served

CEUs: 2 per Year.

8.3 ACLCA, ALCAS or LCANZ Committee or Task Force Member
Credits Determined by: Years Served
CEUs: 1 per Year
8.4   Chairing an LCA standards committee or an industry Lif Cycle Study committee.
Credits: 2 per year

8.5   Being a member on an LCA standards committee or an industry Life Cycle study Committee.
Credits: 1 per year.

8.6 Development of questions for the LCACP exam
Credits: one credit for five questions developed

8.7. Review of questions for the LCACP exam
Credits: one credit for 25 questions reviewed

9.0 LCA Course Development -- Creation of New LCA Courses
Credits Determined by: Course Contact Hours
CEUs: 1 per Course Contact Hour

Applies only to new LCA courses with 3 or more contact hours in Categories 1.0, 2.0, 3.0, 4.0, and 5.0 above. The new course must contain significant new material and cannot just be a rearrangement of an existing course, and it must have been created within the current certification cycle. NOTE: These CEUs are for course development only, not for teaching.

10.0 Online continuing education courses that have been reviewed by the ACLCA or ALCAS/LCANZ Certification Renewal Committee and where a certificate has been obtained by the LCACP from the educational institution. - *A maximum of 18 CEUs may be earned in any online course.*

11.0 Critically Reviewed LCA Studies
11.1   Authoring a Critically reviewed LCA study. Credits determined by studies completed and reviewed.
CEUs: 3 CEUs per peer reviewed LCA study. A maximum of 18 CEUs may be earned in this category.

11.2   Critically reviewing or being a member of a critical review team for an LCA Study. Credits determined by number of critical reviews performed.
CEUs: 1 per study. *A maximum of 18 CEUs may be earned in this category.*

NOTES:

1. May submit same course only once per year for credit. The same activity may not be listed twice for credit unless authorized above.
2. One Contact Hour = 50 - 60 minutes of classroom instruction.
3. Maximum CEU Restrictions apply to both 36 CEU and 18 CEU (25 year) methods.

ACLCA, ALCAS & LCANZ CEU Credit reporting Form

Certification reports must be submitted every three years. *CEU Credit Reporting Forms must be post-marked not later than one month following the end of the third certification period, as noted on the LCACP certificate.*

Renewal fee is $300.00

Make check payable to ACLCA or pay by Credit Card online at
http://aclca-shop.lcacenter.org/products/lcacp-renewal

Additional copies of this form may be reproduced or downloaded from the ACLCA website, *http://aclca-shop.lcacenter.org/.* Forms must be submitted by January 31 of the year following the end of your certification cycle.

Name (please print full name): _____

Address to be listed on Registry: _____
_____

Phone:_____ E-mail:_____

DIRECTIONS: For each Professional Development activity, please include the following information: 1. Program Date 2. Program Title 3. Program Sponsor 4. Program Category: See LCACP Certification Renewal Guidelines, p. 3-4. 5. Number of CEUs: See LCACP Certification Renewal Guidelines, p. 3-4

List EACH activity individually with specific dates (mo/dd/yr), program titles and Program Category codes (see pages 4-5). Incomplete Forms will be returned without processing.

Program Date	Program Title	Program Sponsor	Program Category #	# of CEUs

By submitting and signing this CEU Credit Reporting Form for a three-year renewal cycle, I verify to the best of my knowledge that the information contained herein is true, complete and accurate, and that the professional development activities undertaken were in LCA and LCA-related fields. I understand that all credits are subject to verification bythe ACLCA, ALCAS or LCANZ through the audit process.

Signature: _____ Date: _____

ACLCA Commercial and Online Program Registration Form

Submitted By:

    Contact Name: _____

    Organization: _____

    Street Address: _____

    City: _____ State: _____ Postal Code: _____

    Email Address: _____

    Organizational Web Site: _____

Name of Program: _____

Teacher(s)_____

Estimated Time to Complete Program: _____ minutes

Will program include testing? ❑ YES   ❑ NO

Learning Objectives:

    _____

    _____

    _____

    _____

What new knowledge or skill will the participants gain from this program?

    _____

    _____

    _____

    _____

Return this form, along with a link to where the program can be reviewed at least 3 weeks prior to the program becoming available to: Secretary, ACLCA, staff@iere.org, IERE, PO Box 2449, Vashon WA 98070, ATTN: Program Registration. For additional assistance, call 206-463-7430,

To be completed by ACLCA personnel only:

This program has been: Date: _____

    ❑ Accepted for _____ CEUs   Reviewed By: _____

    ❑ Not accepted because:

        _____

        _____