



# ECO CERTIFICATIONS Applicant Guide

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Greenhouse Gas Quantifiers  
Greenhouse Gas Verifiers

A STEP-BY-STEP GUIDE TO THE GHG CERTIFICATION PROCESS

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## Welcome to the CECAB Certification Process

Thank you for your interest in Greenhouse Gas (GHG) Professional Certification with the Canadian Environmental Certification Approvals Board (CECAB). Please review the information provided in this guide to ensure your eligibility and also to make certain that your application is completed as accurately as possible. It is an excellent reference to assist in the application process.

### **About CECAB**

ECO Canada's certifications are overseen by the Canadian Environmental Certification Approvals Board (CECAB) which was established by ECO Canada in 1997. CECAB is a national organization dedicated to recognizing competent environmental professionals in Canada. The Board oversees the final approval of all candidates who meet certification requirements, contributes to the maintenance of the certification process, and ensures that the CECAB Code of Ethics is upheld.

The GHG Professional Certification program will be further overseen by a GHG Certification Sub-Committee. The sub-committee is comprised of GHG Professionals as well as representatives of industry and regulators.

## Greenhouse Gas (GHG) Professional Certifications

Greenhouse Gas (GHG) Professionals can seek the following designations through ECO Certifications and CECAB:

**Certified Greenhouse Gas Quantifier**— Practitioners in this area quantify, assess and report emissions and emissions reductions that result from the activities of organizations, entities, facilities or GHG emissions reduction projects. Within this area, practitioners can be certified in the following specializations:

- Inventory Quantification
- Project Quantification

**Certified Greenhouse Gas Verifier** - Practitioners in this area act as the independent party that evaluates how a GHG inventory, or project, has been established and/or reported against program criteria and/or a specific protocol that states expectations of greenhouse gas accounting principles. Within this area, practitioners can be certified in the following specializations:

- Quantification
- Auditing
- Team Lead

## GHG Professional Certification Standards

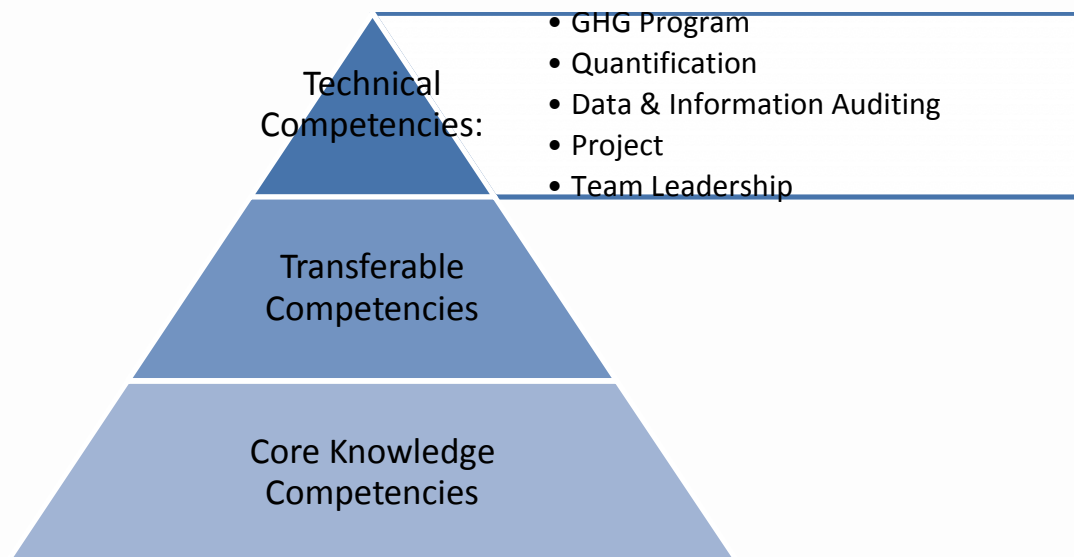
Certifications are awarded based on the evaluation of an individual's competency level, in his or her area of expertise, as compared to the National Occupational Standards (NOS). These standards were developed as a definitive guide of the skills and knowledge required for practitioners to do their jobs within the areas of Greenhouse Gas Quantification and Verification.

The NOS for Greenhouse Gas Professionals were developed through extensive consultation and validation with industry experts within Canada; and are aligned with the international standards in this field (ISO 14064 parts 1, 2, and 3, ISO 14065, ISO 14066 – in development).

### *GHG Verifier Competencies*

The certification program defines competence in accordance with the National Occupational Standards (NOS) for GHG Verifiers, as documented by ECO Canada and validated by GHG Verifiers across Canada. The NOS has further been cross-referenced with the relevant international standards (ISO 14064.3 and ISO 14065).

The following diagram depicts the structure of the National Occupational Standard (NOS) for GHG Verifiers. As demonstrated, the foundation of the standard is competence in specific Core Knowledge areas, i.e. the ability to demonstrate that Core Knowledge. Further to the Core Knowledge competence, Verifiers must demonstrate distinct Transferable Competencies that define the way in which Verifiers should perform their work. Building further upon the Transferable Competence of Verifiers are the Technical Competencies specific to the various functions within a Verification team, specifically, GHG Program, Quantification, Data & Information Auditing, Project and Team Leadership competencies.

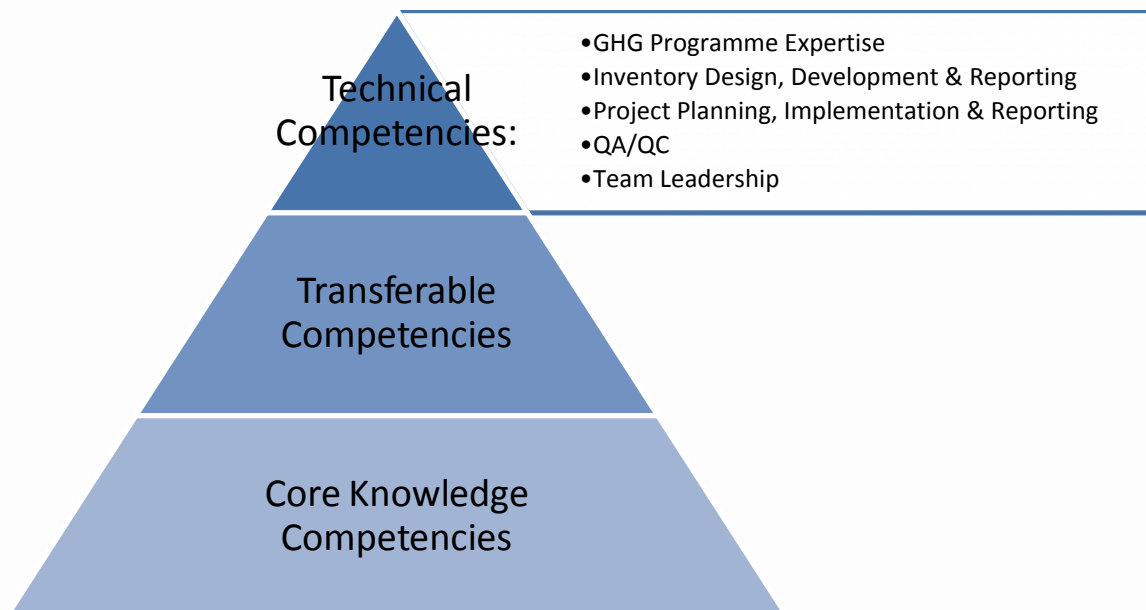


See the [Support Documents](#) webpage for the GHG Verifier competency profiles.

### ***GHG Quantifier Competencies***

The certification program defines competence in accordance with the National Occupational Standards (NOS) for GHG Quantifiers, as documented by ECO Canada and validated by GHG Quantifiers across Canada. The NOS has further been cross-referenced with the relevant international standards (ISO 14064.1 and ISO 14064.2).

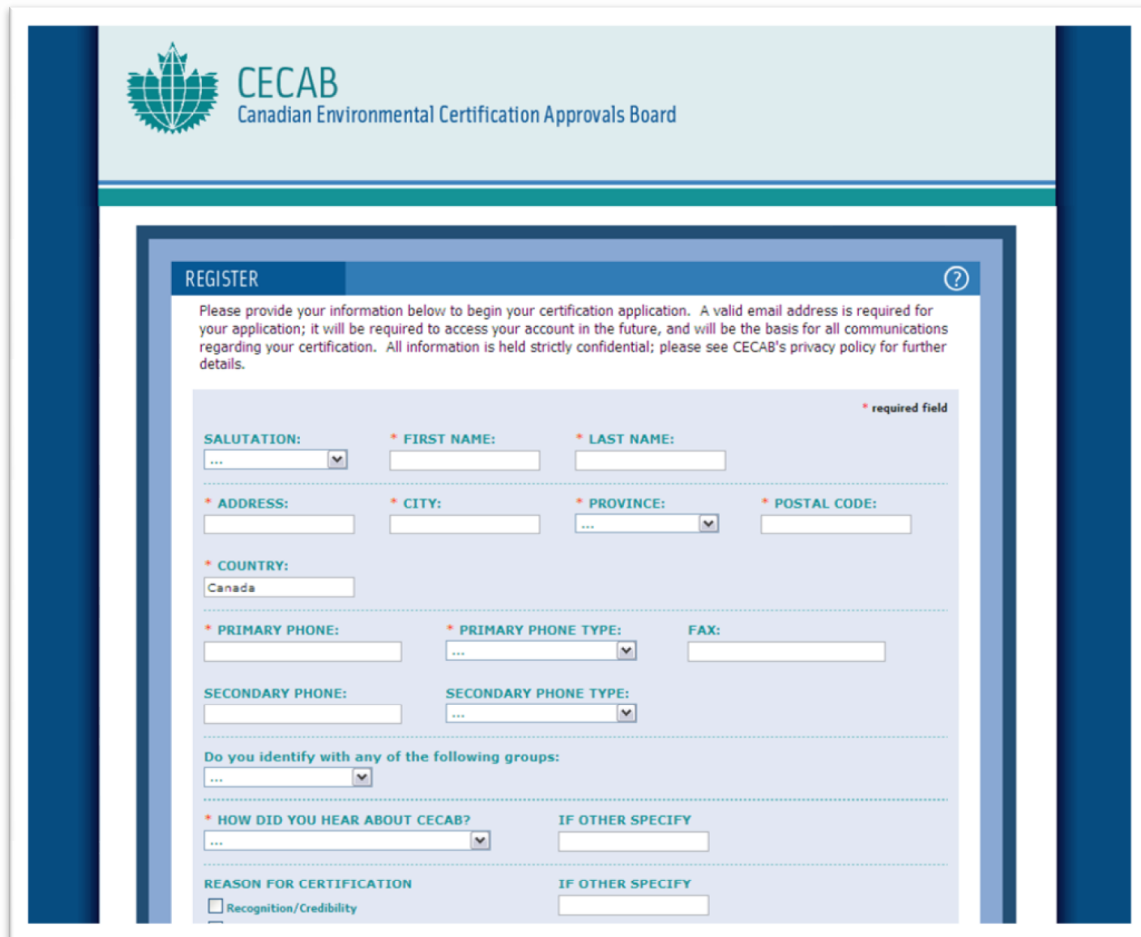
The following diagram depicts the structure of the National Occupational Standard (NOS) for GHG Quantifiers. As demonstrated, the foundation of the standard is competence in specific Core Knowledge areas, i.e. the ability to demonstrate that Core Knowledge. Further to the Core Knowledge competence, Quantifiers must demonstrate distinct Transferable Competencies that define the way in which Quantifiers should perform their work. Building further upon the Transferable Competence of Quantifiers are the Technical Competencies, specifically, GHG Programme Expertise, Inventory Design, Development & Reporting, Project Planning, Implementation & Reporting, QA/QC, and Team Leadership.



See the [Support Documents](#) webpage for the GHG Quantifier competency profiles.

## Application Process

CECAB administers its applications through its online application system, which can be found at: <https://www.cecab.org/applicant/register.aspx>.



The image shows a screenshot of the CECAB registration form. At the top left is the CECAB logo, a stylized green leaf, and the text "CECAB Canadian Environmental Certification Approvals Board". Below this is a blue header bar with the word "REGISTER" and a question mark icon. The main content area is white with a light blue border. It contains a paragraph of instructions: "Please provide your information below to begin your certification application. A valid email address is required for your application; it will be required to access your account in the future, and will be the basis for all communications regarding your certification. All information is held strictly confidential; please see CECAB's privacy policy for further details." Below the instructions are several form fields, each with a red asterisk indicating it is a required field. The fields are: SALUTATION (dropdown menu), FIRST NAME (text box), LAST NAME (text box), ADDRESS (text box), CITY (text box), PROVINCE (dropdown menu), POSTAL CODE (text box), COUNTRY (text box with "Canada" selected), PRIMARY PHONE (text box), PRIMARY PHONE TYPE (dropdown menu), FAX (text box), SECONDARY PHONE (text box), SECONDARY PHONE TYPE (dropdown menu), a question "Do you identify with any of the following groups:" with a dropdown menu, "HOW DID YOU HEAR ABOUT CECAB?" (dropdown menu), "IF OTHER SPECIFY" (text box), "REASON FOR CERTIFICATION" (checkbox for "Recognition/Credibility"), and another "IF OTHER SPECIFY" (text box).

There are five basic phases to the GHG Professional Certification Program:

1. Eligibility
2. Self-Assessment
3. Application Validation and Review
4. Examination
5. Board Ratification

## 1. Eligibility

Applicants for the GHG Professional Certification Program must satisfy the following requirements to be eligible for the Quantifier or Verifier designations:

### Education

Certified GHG Quantifier and Certified GHG Verifier applicants must have a Canadian **university degree in a relevant field, or equivalent**. Equivalence is considered in two scenarios:

1. Where the applicant has a college diploma and greater than 7 years of relevant work experience
2. Where the applicant has a university degree in a non-relevant field, and has 7 years of relevant work experience

Such applicants will be assessed on a case-by-case basis by the Canadian Environmental Certification and Approvals Board (CECAB) Registrar, and (where necessary) the GHG Certification Committee.

Further, the university degree, or equivalent education must be in a field relevant to the GHG industry, relevant fields include:

- “ Engineering
- “ Natural sciences
- “ Environmental science
- “ Environmental technology
- “ Accounting

When you are entering your education information on the background page, please be sure that you fill in the name of the institute from which you graduated, your field of specialization, the credential awarded, your date of graduation, the length of the program, and the location of the institution you attended.

The screenshot shows a web-based application form titled "EDUCATION". At the top, there are three tabs: "BACKGROUND", "SELF-ASSESSMENT", and "PEER MANAGEMENT". The "EDUCATION" tab is active. Below the tabs, there is a header "EDUCATION" with a help icon. A sub-header reads: "Please provide the following details of your education. Click on the Help (?) icon for further details." The form contains several required fields, indicated by a red asterisk:

- DEGREE TYPE:** A dropdown menu.
- PROGRAM LENGTH:** A dropdown menu.
- FIELD OF STUDY:** A dropdown menu.
- CREDENTIAL:** A dropdown menu.
- DATE OBTAINED:(mm/dd/yyyy):** A date input field with a calendar icon.
- INSTITUTE:** A dropdown menu.
- CITY:** A text input field.

There are also two "IF OTHER, PLEASE SPECIFY:" text input fields. A red asterisk and the text "required field" are located in the top right corner of the form area.

NOTE: If an applicant's education was attained outside of Canada, they must apply to have their educational background assessed for Canadian equivalency (an educational assessment can be attained by visiting the Canadian Information Centre for International Credentials (CICIC) website at: [www.cicic.ca/415/credential-assessment-services.canada](http://www.cicic.ca/415/credential-assessment-services.canada)).

### ***Applicant Transcripts***

It is important that the information entered in the application matches the information on the transcripts the institution sends to CECAB. In submitting transcripts, applicants must ensure:

- “ Transcripts are sent directly to CECAB from the awarding institution. Personal, faxed or opened copies of academic transcripts will not be accepted. They must bear the Registrar's stamp to ensure authenticity.
- “ The applicant has officially graduated from the institution before the transcript request is made. CECAB requires that the degree awarded and graduation date be indicated on the transcripts.

Please have transcripts sent to the following address:

Attention - ECO Canada - CECAB Registrar  
 ECO Canada  
 Suite 200, 308 - 11th Avenue SE  
 Calgary, Alberta  
 T2G 0Y2



## Relevant Work Experience

All applicants must possess a minimum of 5 years of relevant work experience.

While Canadian experience is preferred, equivalencies will also be given for relevant international work experience, at the discretion of the GHG Registrar and, where required, the GHG Certification Committee. The following combinations are acceptable to meet the required five years of Canadian environmental work experience:

- 10 or more years of relevant foreign PLUS 2 years of Canadian work experience
- 5-9 years of relevant foreign PLUS 3 years of Canadian work experience
- 1-4 years of relevant foreign PLUS 4 years of Canadian work experience
- 5 years of relevant Canadian work experience

Relevant employment areas would include:

- Engineering
- Environmental auditing
- Accounting
- Emissions inventory
- Climate change experience.

Internships are acceptable for use towards satisfying the work experience requirements as they are defined as work placements that are independent of post-secondary studies. However, a co-op work term, or any work term whose completion is required for graduation, is not acceptable to use towards satisfying the work experience requirements because it is seen to be part of the education requirement. Currently, CECAB will accept volunteer work as eligible employment; however CECAB may require that the work must be validated by a qualified reference.

The screenshot shows a web application interface with a navigation bar at the top containing 'BACKGROUND', 'SELF-ASSESSMENT', and 'PEER MANAGEMENT'. The main content area is titled 'EMPLOYMENT' and includes a help icon. Below the title, there is a text prompt: 'Please provide the following details of your employment. Click on the Help (?) icon for further details.' and a note: 'NOTE: For "current" employment, you are only required to enter your start date (FROM), not an end date (TO)'. The form contains several required fields, each marked with a red asterisk: 'JOB TITLE', 'ORGANIZATION', 'STATUS', 'JOB TYPE', 'ORGANIZATION SIZE', 'FROM:(mm/dd/yyyy)', 'TO:(mm/dd/yyyy)', 'SUPERVISOR', 'SUPERVISOR EMAIL', 'SUPERVISOR PHONE', 'ADDRESS', 'CITY', 'PROVINCE', and 'POSTAL CODE'. Each field is accompanied by a small dropdown arrow icon. The form is set against a light blue background with a white border.

## GHG Training

While not required for certification, applicants who have approved GHG training may reduce their GHG Work Log requirements from ten (10) to eight (8). Acceptable GHG Quantifier training areas include:

- Inventory Quantification (ISO 14064.1)
- Project Quantification (ISO 14064.2)

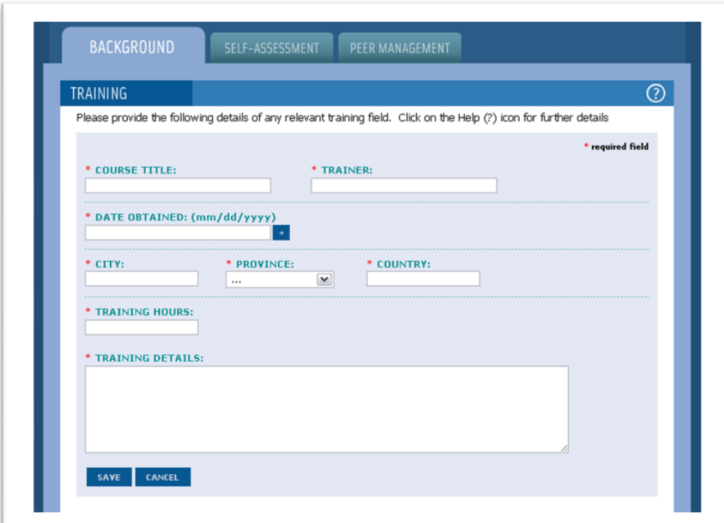
Acceptable GHG Verifier training areas include:

- Inventory Verification (ISO 14064.3)
- Project Verification (ISO 14064.3)

When inputting your formal training, please be sure to include:

- “ Description of formal training (course provider information, course title and course curricula): Provide clear, concise and specific details of the training, to demonstrate that the courses taken meet the formal training topics listed above. This includes the courses taken, topics covered in courses (course curricula), work completed, and any papers given.
- “ Contact Person: Provide means by which information can be verified, i.e. provide contact information for an instructor or training supervisor.
- “ Date Course Attended (from - to): List your relevant formal training in chronological order beginning with your most recent training.
- “ Course Length in hours: To be eligible for the work log credits, Quantifiers must demonstrate 16 hours of relevant training and Verifiers must demonstrate 24 hours of relevant training.

For non-approved training, applicants may be asked to submit additional course information to assess the program.



The screenshot shows a web application interface with a navigation bar at the top containing 'BACKGROUND', 'SELF-ASSESSMENT', and 'PEER MANAGEMENT'. The main content area is titled 'TRAINING' and includes a help icon. Below the title, there is a prompt: 'Please provide the following details of any relevant training field. Click on the Help (?) icon for further details'. The form contains several required fields, each marked with a red asterisk: 'COURSE TITLE', 'TRAINER', 'DATE OBTAINED: (mm/dd/yyyy)', 'CITY', 'PROVINCE', 'COUNTRY', 'TRAINING HOURS', and 'TRAINING DETAILS'. The 'TRAINING DETAILS' field is a large text area. At the bottom of the form, there are 'SAVE' and 'CANCEL' buttons.

Applicants are required to provide objective evidence of training in the required areas under the supervision of an appropriate instructor through a structured learning program that includes evaluation of participants' achievement of learning objectives. Applicants will be required to submit this evidence (i.e. course completion certificate) and/or CECAB will confirm participation and successful completion with the training provider.

Formal training courses may include both group (classroom) and individual learning activities. Acting as an instructor in training courses on topics specified in this criterion, may also be accepted as fully or partially satisfying this criterion.

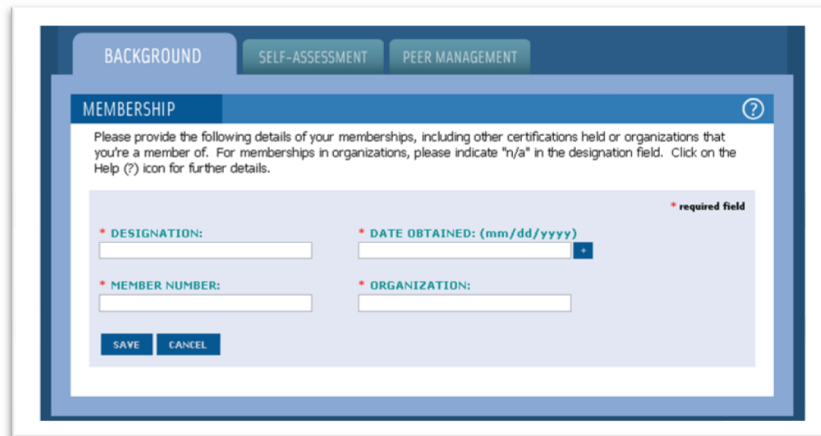
Appropriate formal training options accepted by CECAB are:

- “ GHG QUANTIFIER APPLICANTS: Completion of a 2-day/16 hour (minimum) GHG Quantification course, based on either ISO 14064.1 or ISO 14064.2, delivered by one of the following organizations/programs:
  - GHG Management Institute
  - Canadian Standards Association
- “ GHG VERIFIER APPLICANTS: Completion of a 3-day/24 hour (minimum) GHG Verification course, based on ISO 14064.3, delivered by one of the following organizations/programs:
  - GHG Management Institute
  - Canadian Standards Association

Completion of courses offered by learning institutions other than the aforementioned providers, may be submitted for approval by CECAB. In such cases, CECAB will review course documentation to determine conformance to the GHG National Occupational Standard and minimum course length requirement (i.e. 16 hours for Quantifier, 24 hours for Verifier courses).

## Memberships

There are no membership and/or professional designations required to become a Certified GHG Professional. This section is simply for individuals who do hold other memberships or professional designations. If you do have a professional designation or membership, please include it and be sure to fill in each field.



The screenshot shows a web application interface with a dark blue header. At the top, there are three tabs: "BACKGROUND" (selected), "SELF-ASSESSMENT", and "PEER MANAGEMENT". Below the tabs is a "MEMBERSHIP" section with a blue header and a help icon (?). The main content area contains the following text: "Please provide the following details of your memberships, including other certifications held or organizations that you're a member of. For memberships in organizations, please indicate 'n/a' in the designation field. Click on the Help (?) icon for further details." Below this text are four required fields, each marked with a red asterisk: "DESIGNATION:", "DATE OBTAINED: (mm/dd/yyyy)", "MEMBER NUMBER:", and "ORGANIZATION:". A red asterisk and the text "\* required field" are positioned to the right of the "DATE OBTAINED" field. At the bottom left of the form are "SAVE" and "CANCEL" buttons.

## GHG Work Logs

Applicants must demonstrate specific GHG work experience through a minimum of ten GHG Work Logs, two of which must have been completed under ISO standards. The applicants' cumulative experience within the GHG work logs must demonstrate experience in each of the required ISO standard processes:

GHG Verifier applicants -

| ISO 14064.3 Section | Clause   | Required for Team Lead | Required for Audit Expert | Required for Quantification Expert |
|---------------------|--|------------------------|---------------------------|------------------------------------|
| <b>4.3</b>          | Level of assurance, objectives, criteria and scope of the validation or verification |                        |                           |                                    |
| <b>4.3.1</b>        | Level of assurance   | ✓                      |                           |                                    |
| <b>4.3.2</b>        | Objectives   | ✓                      |                           |                                    |
| <b>4.3.3</b>        | Criteria   | ✓                      |                           |                                    |
| <b>4.3.4</b>        | Scope  | ✓                      |                           | ✓                                  |
| <b>4.3.5</b>        | Materiality  | ✓                      | ✓                         |                                    |
| <b>4.4</b>          | Validation or verification approach  |                        |                           |                                    |
| <b>4.4.1</b>        | General  | ✓                      | ✓                         | ✓                                  |
| <b>4.4.2</b>        | Validation or verification plan  | ✓                      | ✓                         |                                    |
| <b>4.4.3</b>        | Sampling Plan  | ✓                      | ✓                         | ✓                                  |
| <b>4.5</b>          | Assessment of the GHG information system and its controls                            | ✓                      | ✓                         | ✓                                  |
| <b>4.6</b>          | Assessment of GHG data and information   | ✓                      |                           |                                    |
| <b>4.7</b>          | Assessment against validation or verification criteria                               | ✓                      | ✓                         | ✓                                  |
| <b>4.8</b>          | Evaluation of the GHG assertion  | ✓                      | ✓                         |                                    |
| <b>4.9</b>          | Validation and verification statement  | ✓                      |                           |                                    |
| <b>4.10</b>         | Validation or verification records   | ✓                      |                           |                                    |

GHG Quantifier – Inventory Specialization applicants – ISO 14064.1, Sections 4 – 8.3.4

GHG Quantifier – Project Specialization applicants – ISO 14064.2, Sections 5 – 5.13

Work Logs are defined as any GHG activity completed (in part) by the applicant, such as a:

- GHG verification
- GHG inventory quantification
- GHG project quantification
- GHG validation

The applicant will submit details of the GHG work, including:

1. Activity summary (type, role, description, details of experience)
2. Client/Organization Details
3. References

**Start/End Dates:** Applicants must define the timeframe within which the GHG activity took place. For ongoing activities, applicants should select “current”, for which “end date” is not required.

**Role:** Using the drop down list, Applicants must select the option that best describes their role in the GHG Activity

**Sector:** Applicants must select the sector(s) in which the GHG Activity was performed. The sectors have been defined as:

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**Sectors (as defined by CD1 ISO 14066)**

**1 GHG emissions from fuel combustion**

**Industrial sector competence requires knowledge and understanding of:**

- “ Emissions resulting from the production of energy and heat due to the stationary combustion of fuel
- “ Mobile emission sources (if applicable) generally associated with the combustion of fossil and bio-fuels
- “ Fugitive and venting emissions sources (if applicable)
- “ Flaring sources (if applicable)
- “ Co-generation (if applicable)
- “ Processes for generation of electricity from renewable sources (if applicable)

**NOTE:** This sector includes but is not limited to manufacturing, mining, metals production, construction, transportation, and power generation

**NOTE:** Mobile emission sources may include but is not limited to emissions from aviation, road transportation, railways, marine and off-road transportation.

**2 GHG emissions from industrial processes (non-combustion, chemical reaction and other)**

**Industrial sector competence requires knowledge and understanding of:**

- “ Industrial Process emissions specific for the sector

**NOTE:** This sector includes but is not limited to manufacturing, mining, metals production, construction, transportation, and power generation

**NOTE:** Industrial processes may include for example PFCs, HFCs, ozone depleting substances, etc.

**3 Land use, land use change and forestry**

**Sector competence requires knowledge and understanding of:**

- “ Process for carbon sequestration in biomass and vegetation
- “ Estimation of rates of vegetation growth and crop yield
- “ Precipitation / evapo-transpiration process
- “ Biological nitrogen fixation process and crop residue nitrogen
- “ Emission estimates (reductions or removals) based on land-use, land-use change and forestry

**NOTE:** This sector includes but is not limited to agriculture, afforestation, reforestation and avoided deforestation, grassland, wetlands & settlements, and croplands / soil.

**4 Livestock**

**Sector competence requires knowledge and understanding of :**

- “ Emissions resulting from livestock /enteric fermentation and its variation due to variation in
-

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**management**

5 Geological storage

**Sector competence requires knowledge and understanding of :**

- “ Process for carbon storage in geological formations (e.g., reservoir)
- “ Emissions resulting from carbon capture and storage transportation processes including leakage

6 Waste handling and disposal

**Sector competence requires knowledge and understanding of :**

- “ Emissions resulting from the capture, destruction and monitoring of Methane Gas
- “ Emissions generated from animal (manure) / and other waste materials.

**NOTE This sector includes but is not limited to landfills & composting facilities, waste water treatment, manure management, and other waste management processes.**

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Verification Type: (For Verification Logs Only) Applicants must specify the type of verification completed as 1<sup>st</sup> Party, 2<sup>nd</sup> Party or 3<sup>rd</sup> Party. 1<sup>st</sup> Party verifications are conducted by, or on behalf of, the organization itself for management review and other internal purposes. In many cases, particularly in smaller organizations, independence can be demonstrated by the freedom from responsibility for the activity being verified. 2<sup>nd</sup> Party verifications are conducted by parties having an interest in the organization, such as customers, or by other persons on their behalf. 3<sup>rd</sup> party verifications are conducted by external verification bodies, such as those accredited to or conforming to ISO 14065.

Process Used: Applicants must identify whether they used the ISO process or other process/protocol. If ISO, applicants should indicate the clauses within which they played a role. If Other, applicants must provide sufficient information in the Description section to demonstrate their experience in the relevant ISO processes.

GHG Scheme(s) Used: Applicants must identify the protocols used in the quantification/verification

Description of Project/Activities, Scope and Responsibilities: Applicants must summarize the project and clearly define their role and responsibilities within the GHG work. Additional information may be required during application assessment.

Client/Organization Details: Applicants must provide details of the client or organization for which the GHG work was performed. In cases where client confidentiality prevents disclosure of company details, please indicate.

Applicants should first choose whether the GHG Activity was performed for a client or an organization. A client is defined as a 3<sup>rd</sup> party for which the applicant was not employed (i.e. was contracted), while an organization is defined as the company for which the applicant was employed.

Client/Supervisor/Reference Details: Applicants must submit Client, Supervisor and/or Other Reference details for each work log entry. Client is defined as the primary contact for which the GHG activity was performed, in the case of 3<sup>rd</sup>-Party activities. Supervisor is defined as the applicants manager or team

lead that had overseen the applicants work. Other Reference is defined as a team member, peer reviewer or other such reference that has direct knowledge of or engagement in the GHG Activity.

Applicants must identify, at minimum, one (1) reference for each GHG work log, that can confirm the work log details and the applicants' role therein.

The screenshot shows a web form titled "GHG WORK LOG" with a navigation bar containing "BACKGROUND", "SELF-ASSESSMENT", and "PEER MANAGEMENT". A message at the top reads "Page under construction...return soon!". The form includes several required fields marked with an asterisk:

- START DATE (mm/dd/yyyy):** A date input field with a "+" icon.
- END DATE (mm/dd/yyyy):** A date input field with a "+" icon and a checkbox labeled "please select if the GHG activity is in progress".
- VERIFICATION TYPE:** A dropdown menu.
- YOUR ROLE:** A dropdown menu.
- SECTOR:** A group of checkboxes:
  - GHG emissions from fuel combustion
  - GHG emissions from industrial processes (non-combustion, chemical reaction and other)
  - Land use, land use change and forestry
  - Livestock
  - Geological Storage
  - Waste Handling and Disposal
- PROCESS USED:** A dropdown menu with "ISO 14064.3" selected.
- 4.3 Level of assurance, objectives, criteria and scope of the validation or verification:** A group of checkboxes:
  - 4.3.1 Level of assurance
  - 4.3.2 Objectives
  - 4.3.3 Criteria
  - 4.3.4 Scope
  - 4.3.5 Materiality
- 4.4 Validation or verification approach:** A group of checkboxes:
  - 4.4.1 General
  - 4.4.2 Validation or verification plan
  - 4.4.3 Sampling Plan
  - 4.4.4 Assessment of the GHG information system and its controls
  - 4.4.5 Assessment of GHG data and information
  - 4.4.6 Assessment against validation or verification criteria
  - 4.4.7 Evaluation of the GHG assertion
  - 4.4.8 Validation and verification statement
  - 4.4.9 Validation or verification records
- GHG SCHEME(S) USED:** A text input field.



## 2. Self-Assessment

Applicants will conduct a self-assessment of their transferable and technical competencies in the area of their designation. The self-assessment must meet or exceed the minimum levels established through the NOS validation process.

### Transferable Competencies

Each transferable competency statement describes a behaviour that contributes to the successful performance of technical competencies. Applicants will be asked to rate themselves against each competency statement according to the following level of competence scale:

- Competence Not Developed
- Learning: a very basic understanding of what the task involves, but have not actually performed the task.
- Guidance Required: familiar with the task and have performed it but with some assistance.
- Independent: very familiar with the task and are able to perform it independently.
- Expert: excellent ability of this task and could be classified as an expert

### Technical Competencies

Each technical competency statement describes a significant competency for which GHG expertise is required. The competencies are grouped into sub-categories of related areas of expertise within the verification/quantification process. As per the NOS profiles, the level of importance for each competency statement has been defined as critical, high, moderate or low. Applicants will be asked to rate themselves against each competency statement according to the following level of competence scale:

- Competence Not Developed
- Learning: a very basic understanding of what the task involves, but have not actually performed the task.
- Guidance Required: familiar with the task and have performed it but with some assistance.
- Independent: very familiar with the task and are able to perform it independently.
- Expert: excellent ability of this task and could be classified as an expert

Applicants must receive a minimum passing score on their total competency assessment, as well as a minimum passing score on all critical technical competency statements in order to advance to the next stage of the certification process.

### 3. Application Validation and Review

#### Peer Validation

Upon successful completion of the self-assessment, applicants must submit a minimum of three peers that can validate both the transferable and technical competencies. Peers should have sufficient knowledge of your GHG competencies. Co-workers, supervisors, and clients are suitable peers for GHG Certification applicants. As an applicant, you cannot choose anyone who you directly supervise to be a peer as this would cause a conflict of interest. You are also not able to submit a relative to complete a peer validation on your behalf.

It is essential that you confirm participation of your peers prior to submitting their information to CECAB. For your convenience, CECAB has provided a peer contact letter which can be downloaded from our website. The letter provides your prospective peer with some background information on CECAB and the certification you are seeking. You can customize the letter with your own personal information and that of your peer. This letter can be found at:

[Support Documents](#)

Once submitted, peers will be notified to begin the validation and periodic reminders will be sent out until it is complete. To ensure that the six-month time limit for applications is not exceeded, it is important to keep in contact with peers and enable completion of the validation in a timely manner. To assist in this process, a letter may be sent out to peer(s) who are late in completing the validation. Similar to the peer contact Letter, the peer reminder letter can be customized. It can be found at:

[Support Documents](#)

Note: Applicants may not discuss the details of their self-assessment or peers' validation with peer Validators as the process is strictly confidential.

#### Work Log Validation

CECAB will validate a minimum of 30% of applicants' work logs. References identified through the work log entries will be randomly selected and contacted to review and confirm the information provided by the applicants. Applicants may be contacted to clarify discrepancies and/or provide additional references, where required.

#### Committee Review

When an applicant passes peer and work log validation, their application will undergo a qualitative review by the GHG Certification Sub-Committee to assess the applicant's eligibility to write the GHG Certification Examination. The GHG Certification Sub-Committee will be assessing the applicant's education, experience and work logs to ensure that they meet the certification requirements.

## 4. Examination

In order for applicants to validate their core knowledge competencies as defined by the GHG NOS, CECAB will administer an online examination. Upon review and approval of the application by the GHG Certification Sub-Committee, applicants will have up to 3 months to prepare for and write the online examination. The Examination Blueprint provides applicants of the required knowledge and resources for the examination. To access the Examination Blueprint click here: [Support Documents](#).

## 5. Board Approval

Upon successful completion of phases one through four, applicants will undergo a final review by CECAB Registrar to determine final approval. This approval is reviewed by the CECAB Board to ensure impartiality and integrity of the process.

### Code of Ethics

Upon approval, Certified GHG Professionals must review, accept and adhere to the [CECAB Code of Ethics](#).

CECAB has established an Ethics and Discipline process to ensure adherence to the Code of Ethics.

## Certification Maintenance Information

### Fee Schedule

| Designations                                  | One-Time Application Fee    | Annual Maintenance Fee                                   |
|---|-----------------------------|--|
| Environmental Professional:<br>GHG Quantifier | \$425 + GST per designation | \$215 + GST per designation                              |
| Environmental Professional:<br>GHG Verifier   |                             | \$100 +GST to add a<br>specialization post-certification |

Notes:

- Please use the credit card payment system in either the CECAB members' section or application process. All invoices and receipts are now self-generated by the website. GST will be added to all certification fees.
- A late payment charge of \$35 will also be applied for late annual maintenance fees.

## Professional Development Requirements

Certified GHG Professionals are required to complete a minimum of 15 hours of professional development annually (or 75 hours during their five-year certification period) to keep up with the changing GHG industry.

Professional development activities must relate to at least two of the following subject areas:

- GHG Program
- Quantification Expertise
- Data and Information Auditing Expertise
- GHG Project Expertise
- GHG Inventory Expertise
- Team Leadership
- Quality Assurance/Quality Control

Acceptable professional development activities include:

- Presenting at conferences
- Publishing technical articles in journals
- Instructing either a university or college continuing education course in a relevant subject area, or a GHG course (for both, the same course can only be used once)
- Attending, organizing, and/or instructing a company's internal or external workshop, seminar, or course on GHG verification, projects, inventories, or other relevant topics
- Completing a GHG training course
- Participating in either graduate education, or in university courses on relevant topics
- Attending a conference on a relevant topic
- Participating in CECAB committees or boards
- Volunteering to assist in the certification of other individuals

## Annual Certification Renewal

Certified GHG Professional Members must maintain their designation in good standing with CECAB. To do so, members must:

- Demonstrate ongoing GHG experience by completing a minimum of 2 GHG work logs for activities completed in the previous year and/or professional development activities
- Update education, employment, membership and training information
- Submit annual maintenance fees
- Complete and submit a minimum of 15 hours of professional development activities
- All ongoing activities have the potential to be subjected to CECAB's surveillance of certified members policy and therefore can be audited

## Recertification

Every five years, GHG members must undergo a re-evaluation of their competence. Recertification requirements are:

- Update education, employment, membership and training information
- Demonstrate GHG experience by completing a minimum of 10 GHG work logs for activities completed in the previous 5 years; as in their original application, cumulative work log experience must ensure demonstrated competencies are maintained. Work Logs will be validated by references.
- Completion of 75 hours of professional development over the past five years, based on the calculations and Professional Development allotments established by CECAB
- Completion of a self-assessment that are validated by a minimum of 3 peers
- Successful review and approval of recertification application by the CECAB Registrar and the GHG Certification Committee.

## Contact Us

### ECO Certifications

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