**WSIP Recertification Requirements**

**Record Sheet**

**Recertification:** Individuals holding WSIP Certifications must recertify every two years by reporting 24 CEUs. CEUs must be earned and reported in Education and Service categories. There is also a Performance requirement. As the WSIP Program Manager, Landscape Ontario requires that all WSIP Certified individuals and firms continue to participate in professional development opportunities to keep current.

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| Name: | |
| Company Name: | |
| Company Address: | City: |
| Province: | Postal Code: |
| Company Phone: | Business E-mail (required): |
| **By completing the personal email section, you are consenting to Landscape Ontario sending WSIP related communications to your personal email. Your business will receive all WSIP e-mail communications.** | Personal E-mail (optional): |

If there is an education/service opportunity which does not fall into one of the categories, you can request pre-approval from the WSIP Certification Committee. Send an email to [wsip@landscapeontario.com](mailto:wsip@landscapeontario.com). Include a full description of the event including the host, dates, learning outcomes and subject matter. The WSIP administrator will respond via email and if approval is granted, will indicate the number of CEUs. A copy of that email response should accompany the submission.

**CEU’s:**

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| **EDUCATION – a minimum of 16 of the required 24 CEUs from the following 4 education categories** | | |
| **Category** | **Description** | **CEUs (Education)** |
| **E1** | Continuing education, conferences, and seminars presented by national, regional, provincial or state irrigation industry associations. (Include a copy of event brochure or flyer with sessions attended indicated and proof of registration.) | 1 CEU per hour of instruction |
| **E2** | College/University course work, sponsored distance or online learning. Subject areas in Water Conservation or Horticulture. **Documentation:** Proof of completion (certificate or transcript) | 15 CEUs per credit |
| **E3** | Successful completion of additional irrigation or horticulture certifications. Examples: WSIP who earns CIC, CID, CLWM. Landscape Industry Certification Ornamental Maintenance. **Documentation:** Proof of completion or CEU statement. | 8 CEUs for earning a new certification |
| **E4** | Writing articles or books for publication, preparing presentations at schools, professional conferences, workshop or programs, or reading materials as part of self-study. Subject matter must be irrigation industry, horticulture industry or business related. Each article, book, reading time, presentation preparation and self-study material may be counted only once during a two-year recertification period and cannot earn additional CEUs in future recertification periods unless proof is given that a considerable amount of further research and/or preparation was completed. For CEUs awarded for actual presentation, see Service CEU category. **Documentation required with CEU submission form upon recertification.** | 1 CEU per hour of course preparation article writing (10 CEUs for a published book) or reading time). |
| **SERVICE – a maximum of 8 of the required 24 CEUs from the following optional service categories** | | |
| **Category** | **Description** | **CEUs (Service)** |
| **S1** | WSIP Certification or Landscape Industry Certification (Lateral Repair & Head Adjustment/Program Controller stations) exam Judge or JTA participation on test day. Credit is extended for test day only. **Documentation:** Documentation of participation from licensee with date/location of the exam. | 1 CEU per hour on site |
| **S2** | Serving on an irrigation related Board of Directors or as a Committee Chair/member of a national, regional, or provincial/state association. Community Outreach activities. **Documentation:** Official Leadership Roster. | 1 CEU per hour |
| **S3** | Teaching or presenting at schools, professional conferences, workshops or programs. Subject matter must be irrigation industry or job related. For CEUs awarded for preparation of presentation see E5 category. **Documentation required with CEU submission form upon recertification.** | 1 CEU per hour |

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| **WSIP ASSESSMENT PREFORMANCE – a total of 5 assessments completed** | | | | |
| **Category** | **Description** | **# of Assessments Completed** | | |
| **P1** | 5 WSIP Assessments completed in the Region of Peel, York Region or City of Hamilton (Carlisle). **Documentation required with CEU submission form upon recertification. (Assessment Report)** | **Region of Peel** | **York Region** | **City of Hamilton** |
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**CEU Record:**

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| **Date of Activity**  **Month/Year** | **CEU Category** | **Title/Description** | **Sponsoring Organization/**  **Event** | **# of CEUs** |
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| Total Number of **Education** CEU’s Earned (min. 16) | | | |  |
| Total Number of **Service** CEU’s Earned (max. 8) | | | |  |
| **Performance:** Total Number of WSIP Assessments Completed Required Reports Attached (min. 5) | | | |  |
| **Total CEU’s Earned** | | | |  |

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| I will pay **$50.00** (HST included) renewal fee by:  □ Cheque or money order (payable to: **WSIP Program, c/o Landscape Ontario**)  □ Credit Card (Visa and Master Card only)   |  |  | | --- | --- | | Credit Card Number: | Expiry Date: | | Card Holder Name | Signature: | | |
| Please send this completed form and all documentation/proof of participant’s performance completion with payment in full to WSIP C/O Cassandra Wiesner at [wsip@landscapeontario.com](mailto:wsip@landscapeontario.com) | |
| **All Documentation and Performance Assessments Attached?** □ Yes □ No | |
| WSIP Signature: | Date: |