



# EPt(GHG)

## Applicant Guide

Environmental Careers Organization (ECO) Canada and  
the Greenhouse Gas Management Institute (GHGMI)

*June 2026*





## Designation Story

The EP®(GHG) and EPt(GHG) designations are the result of a strategic partnership between the Environmental Careers Organization (ECO) Canada and the GHG Management Institute (GHGMI). Both organizations bring unparalleled experience and expertise in GHG management and professional training, ensuring that the EP®(GHG) and EPt(GHG) designations meet the highest global standards. GHGMI is renowned for its leadership in the field, boasting the world's largest network of GHG professionals and a deep understanding of the industry's needs.

## Mission Statement

The EP®(GHG) and EPt(GHG) designations arrive at a crucial moment when the demand for ethical, skilled carbon management professionals is vital. With a heightened emphasis on ESG disclosures, mandatory GHG reporting, and net-zero transition planning, the EP®(GHG) and EPt(GHG) designations provide individuals a means to distinguish themselves and make a significant impact on the future of climate action.

## Designations Offered



### *EPt(GHG) – Environmental Professional in-training for Greenhouse Gas Management*

The EPt(GHG) is the in-training designation designed for emerging professionals in greenhouse gas management. It recognizes individuals who are building experience and want to demonstrate early commitment to professional standards. Learn more at <https://eco.ca/ept-ghg/>, or read on in this document for information on requirements and process.

### *EP®(GHG)*

The EP®(GHG) is a professional designation for experienced greenhouse gas practitioners seeking advanced recognition. It is designed for individuals who have established themselves in the field and are ready to formalize their expertise through a globally recognized credential. Learn more at <https://eco.ca/ep-ghg/>, or read on in this document for information on requirements and process.



# PROFESSIONAL CERTIFICATION IN GREENHOUSE GAS MANAGEMENT – EPt(GHG)

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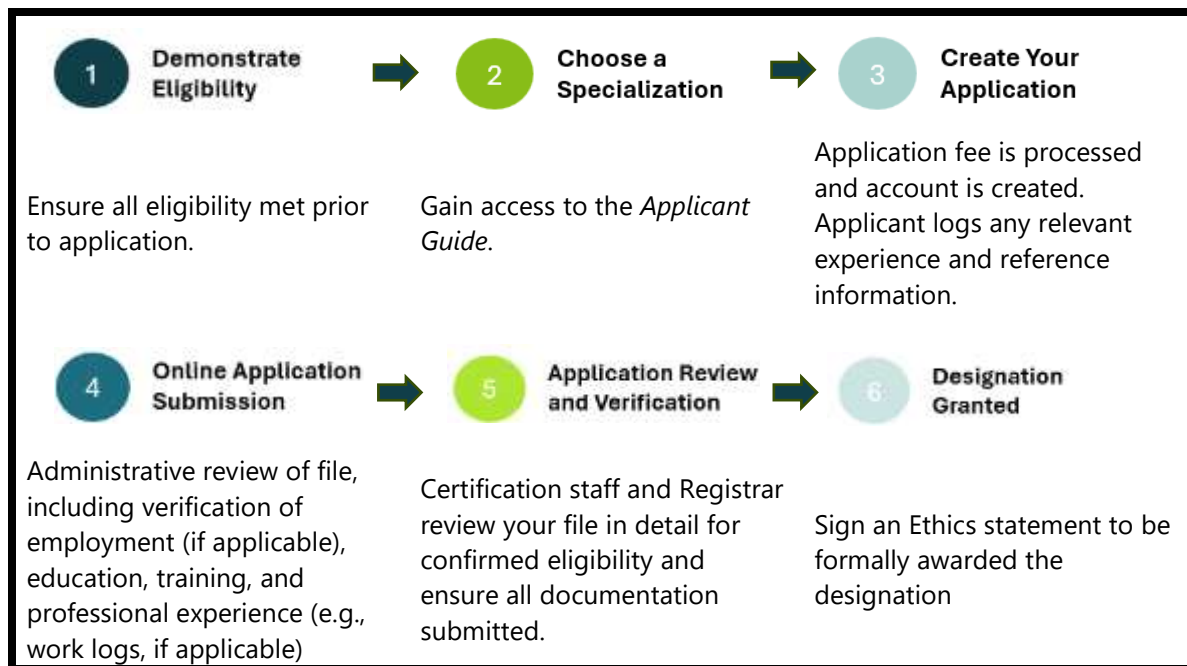


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## Welcome to the EPt(GHG) Application Process

Thank you for your interest in the professional designation in GHG management - EPt(GHG). Please review all the information provided in this applicant guide before you start your application. This helps to ensure your eligibility and understanding the application process.



### About EPt(GHG)

The global demand for reliable greenhouse gas (GHG) accounting, reporting, analysis, and verification is growing rapidly, driven by expanding voluntary and regulatory activities such as GHG reporting, carbon markets, Environmental, Social, and Governance (ESG) disclosures, net-zero transition planning, and supply chain assessments. Under the Paris Agreement, countries must also strengthen their GHG reporting and mitigation tracking through more rigorous Biennial Transparency Reports (BTRs), intensifying the need for technical capacity. With this growth comes a critical challenge: ensuring the profession is supported by well-qualified, ethical, and technically proficient practitioners. At the same time, employers across sectors require a clear and credible set of capabilities to guide hiring, workforce development, and professional recognition in this specialized and increasingly vital field.

To address this challenge, ECO and GHGMI have partnered to build a robust and credible community of professionals focused on the critical work of meeting the challenges of global climate change by developing and delivering the EP®(GHG) and EPt(GHG), professional certifications in GHG management.

EPt(GHG) supports emerging GHG professionals by formally recognizing foundational knowledge and early-stage experience. Designed for transitioning workers, newcomers to the industry, and recent



graduates with less than three (3) years of GHG experience, the designation signals commitment to professional standards, ethical practice, and continued competency development while working toward full EP®(GHG) certification.

EPt(GHG) is a recognized designation of ECO's Environmental Professional (EP®) program and is overseen by the [Approvals Board \(CECAB\)](#), a board dedicated to recognizing competent environmental professionals. The Approvals Board oversees the Greenhouse Gas (GHG) Certification Committee, provides final ratification of all candidates who meet certification requirements, contributes to the maintenance of the certification process, and ensures that the [EP® Code of Ethics](#) is upheld.

EPt(GHG) has been designed for broad applicability across various GHG professional roles and responsibilities. To administer this applicability, EPt(GHG) has nine (9) specializations which further provide a typology of knowledge and competency a GHG professional has. All specializations are certified equivalent to one another, i.e., a hierarchy of specializations does not exist.

## About GHG Professional Occupational Standards

Occupational Standards are industry-developed and validated documents that identify and group competencies associated with a particular occupation (in this case, GHG professionals) at a particular point in time. They also describe the knowledge and skills a worker must demonstrate to be considered competent. Occupational standards are updated as the required occupational knowledge and skills changes within the profession.

The [Global Occupational Standards for GHG Professionals](#) (see **Appendix A**) provide the foundation for EP®(GHG) and EPt(GHG) designations, by describing the knowledge and competency a GHG professional must have to successfully work within the profession. The Global Occupational Standards for GHG professionals may also be a relied upon resource by a wide range of stakeholders, to help support and enhance GHG management, from hiring to policymaking. EPt(GHG) applicants and members are not expected to meet a minimum benchmark of competence through the Global Occupational Standards for GHG professionals.

## Pre-Application Readiness

Before applying, all potential applicants should:

1. Read this entire Applicant Guide to get a firm understanding of the designation and determine if it is the right fit.
2. Self-assess whether or not the applicant meets the eligibility requirements, if the applicant does not meet the eligibility requirements contact certification staff at [Registrar@eco.ca](mailto:Registrar@eco.ca) to discuss your options.
3. Gather supporting documentation such as resume, training certificates/records, and project summaries (if applicable experience has been gained) to allow for quicker input of application requirements into the online application system.



4. Consult the ECO Canada website for the list of specializations available for you to choose from prior to beginning your application.

## EPt(GHG) Fees

The following table summarizes the applicable fees for both the EP®(GHG) and EPt(GHG) designations:

Designation	Application Fee (Canadian Dollar CDN)	Exam Fee (CDN)	Annual Renewal Fee (CDN)
<b>EPt(GHG)</b>	\$230.00	n/a	\$130.00
<b>EP® (GHG)</b>	\$350.00	\$100.00	\$230.00

Annual renewal fees are prorated to an April 1 renewal date, with the first fee due upon being awarded the designation.

If a member is an EPt(GHG) in good standing and wishes to upgrade to the EP®(GHG) designation they are eligible for a \$100.00 CDN discount on their upgrade application but are subject to the EP®(GHG) eligibility requirements and process. Refer to the [EP®\(GHG\) Applicant Guide](#) for eligibility information or contact certification staff at [Registrar@eco.ca](mailto:Registrar@eco.ca).

## Discount Fee Program

The discount fee program is designed to improve equitable access to the EPt(GHG) designation while maintaining program integrity and administrative efficiency. The program recognizes that financial barriers can limit participation for qualified professionals in low-income or lower-middle income countries, as well as full-time students and recent graduates entering the greenhouse gas profession.

### Eligibility for the Discount Fee Program

Applicants may qualify for a 40% discount on EPt(GHG) application and renewal fees if they meet one (1) of the following eligibility categories at the time of application:

1. Residence in a low-income or lower-middle income country
  - Eligibility is based on the World Bank country income classification in effect at the time of application
  - Applicants must be residing in an eligible country when they submit their application
2. Full-time student or recent graduate
  - Applicants must be enrolled as a full-time student or have graduated within the previous twelve (12) months at the time of application

Key eligibility conditions:



- The maximum discount available is 40% per applicant  
Discounts cannot be combined or stacked
- Proof of eligibility is not required at the time of application, but applicants must agree to potential random audit and attest to the accuracy of their information under the [EP Code of Ethics](#) and [GHGMI's Professional Code of Conduct](#)

No other certification discounts exist at this time. This includes but is not limited to, group discounts, scholarships, and promotional campaigns related to other programs offered by ECO Canada or GHGMI.

#### **Application Documentation:**

The following application documentation (text and/or supplied documentation) is required for processing a fee discount:

- Submission of the [Discount Fee Program Eligibility Attestation](#) document to [Registrar@eco.ca](mailto:Registrar@eco.ca)

### **(Optional): Group Enrollment and Sponsorship**

Many companies and organizations provide the time and/or financial support for staff, partners, or students to receive certification. If you are interested in sponsoring a group of applicants, please contact certification staff at [Registrar@eco.ca](mailto:Registrar@eco.ca). A group enrollment invoice will be issued to your company or organization, and upon receipt of payment certification staff will issue you a fee-waiver code for use within each of the applicant's applications.

### **(Optional): Scholarship Support**

Some companies and organizations may wish to provide scholarships to professionals pursuing their certification. If you are interested in providing scholarships, please contact certification staff at [Registrar@eco.ca](mailto:Registrar@eco.ca).



## **Eligibility Requirements**

Confirming eligibility is the first step of the EPt(GHG) application process.

GHGMI and ECO Canada recognize that professional pathways and experience may not always align exactly with the examples or criteria outlined in this Applicant Guide. Applicants whose education or professional experience differs slightly from the described requirements are encouraged to contact certification staff at [Registrar@eco.ca](mailto:Registrar@eco.ca) prior to applying.

Eligibility in these cases may be assessed on a case-by-case basis and may involve additional review and input from the GHG Certification Committee to ensure alignment with the intent and standards of this designation.

### **Step 1: Demonstrate Eligibility**

EPt(GHG) applicants must meet the minimum requirement for each eligibility category, namely:

- Education



- GHG training

Optional:

- Employment history
- GHG work log experience

If an applicant cannot meet a requirement, options exist to demonstrate requirement-equivalency through additional experience to substitute the missing requirement(s).

If an applicant cannot meet a requirement nor requirement-equivalency and their application is denied, they are entitled to appeal the decision and request a non-conformance review through an appeal process reviewed by the GHG Certification Committee. Appeals towards the eligibility requirements or application decision should be submitted in writing to the Registrar at [Registrar@eco.ca](mailto:Registrar@eco.ca).

There is a \$50 CDN appeal fee which is refundable if the appeal is successful.

## Employment History

**Requirement:** No logging of employment history is required, unless used as an equivalency for the education requirement. See **Education** section for more details on educational pathways.

### Application Documentation:

While employment is not a requirement for EPt(GHG), if relevant employment has been obtained, the applicant is encouraged to add this information to their application.

The following application documentation (text and/or supplied documentation) is required within the online application system:

- Job title
- Company name
- Company address
- Dates of employment (start date and end date, if applicable)
- Current supervisor's name and contact information (important if your file is chosen for employment verification where certification staff will reach out to your current employer to confirm details)
- Employment status (i.e., full-time, part-time, volunteer, etc.)
- Brief job description

Certification staff may reach out to your current employer to confirm your employment status. If you are not currently employed, Certification staff may reach out to your last employer.

## Education

To ensure EPt(GHG) maintains credibility while being accessible to a broad range of GHG management professionals, the education requirement is structured using two clear, rigorous, and flexible pathways. Applicants only need to meet **one (1)** of the pathways below to achieve eligibility.



Education requirements in each pathway rely on the [International Standard Classification of Education \(ISCED\) published in 2011](#) by the United Nations as part of the International Family of Economic and Social Classifications to serve as a framework for classifying education activities into internationally agreed categories. Where ISCED categories are cited below, abridged descriptions are provided in footnotes. The publication provides comprehensive descriptions of the ISCED system and levels.

Below is a list of fields of education considered to be “GHG-relevant”, i.e., provide education that can readily be applied to GHG management. Fields of education are keyed to the [ISCED Fields of Education and Training](#) (ISCED-F 2013) – Detailed field descriptions, also a part of the of the UN International Family of Economic and Social Classifications.

*Source: ISCED-F 2013, “Fields of Education and Training”*

- 03 Social Sciences, Journalism and Information
  - 031 Social and Behavioural Sciences
    - 0311 Economics
    - 0312 Political Science and Civics
- 041 Business, Administration, and Law
  - 041 Business and Administration
    - 0411 Accounting and Taxation
    - 0412 Finance, Banking, Insurance
- 05 Natural Sciences, Mathematics, and Statistics
  - 051 Biological and Related Sciences (all subdisciplines)
  - 052 Environment (all subdisciplines)
  - 053 Physical Science (all subdisciplines)
  - 054 Mathematics and Statistics (all subdisciplines)
- 07 Engineering, Manufacturing, and Construction
  - 071 Engineering and Engineering Trades
    - 0711 Chemical Engineering and Processes
    - 0712 Environmental Protection Technology
    - 0713 Electricity and Energy
    - 0714 Electronics and Automation
  - 072 Manufacturing and Processing
    - Mining and Extraction
  - 073 Architecture and Constructions
    - 0731 Architecture and Town Planning
    - 0732 Building and Civil Engineering
- 08 Agriculture, Forestry, Fisheries, and Veterinary
  - 081 Agriculture
    - 0811 Crop and Livestock Production
  - 082 Forestry
    - 0821 Forestry

### **Education Pathway #1: Post-secondary (“Tertiary”) Degree or Equivalent Academic Education**

**Requirement** (if post-secondary education was in a GHG-relevant field of education):



- Completion of ISCED Tertiary Education Level 6, 7, or 8 (i.e., a bachelor's or equivalent, master's or equivalent, or doctoral or equivalent) in a GHG-relevant field, see above for a list of GHG-relevant fields.

**Requirement-equivalency** (if post-secondary education was not in a GHG-relevant field of education):

- Completion of ISCED Tertiary Education Level 6, 7, or 8 (i.e., a bachelor's or equivalent, master's or equivalent, or Doctoral or equivalent) not in a GHG-relevant field; and
- A minimum of two (2) additional years of GHG employment.

### **Education Pathway #2: Technical or Applied (“Short-Cycle Tertiary”) with GHG Training**

**Requirement** (if applicant has not completed ISCED Tertiary Education Level 6, 7, or 8, i.e., a bachelor's or equivalent, master's or equivalent, or doctoral or equivalent):

Applicants may meet the education requirement by meeting *all three* requirements below:

- Completion of ISCED Level 5 Short-Cycle Tertiary Education<sup>2</sup> in any field.
- Completion of twenty-four (24) hours of GHG training in addition to GHG training requirements (see GHG training section for definitions of applicable training).
- A minimum of two (2) additional years of GHG employment.

**Requirement-equivalency** (no requirement-equivalency available under this pathway):

- Not applicable.

### **Rationale Behind Education Equivalency and Pathway Options:**

- *Recognizes Varied Entry Points*  
GHG professionals come from diverse academic backgrounds. Some pursue specialized degrees directly tied to GHG-related fields, while others build their expertise through adjacent fields or technical/applied programs supplemented with targeted training. Equivalence helps to acknowledge that both routes can produce professionals with the same competencies.
- *Ensures Rigour Without Exclusion*  
By setting clear equivalence conditions (e.g., additional years of GHG employment or supplemental training), the designation maintains its high standards while preventing unnecessary barriers for qualified candidates whose education did not follow a direct path.
- *Supports Workforce Development in an Emerging Field*  
The GHG sector is rapidly evolving, and professionals may not always have access to formal, specialized GHG degrees. Allowing structured equivalencies encourages broader participation in the profession while still verifying competence through experience and training.

### **Application Documentation:**

The following application documentation (text and/or supplied documentation) is required within the online application system:



- Degree type
- Field of study
- Post-secondary institution
  - If obtained in Canada, select the institution from the drop-down. If not, select 'Other' and manually type the name
- Program length
- Date obtained

Certification staff will work with you and our partners at Sterling BackCheck to confirm your post-secondary education, regardless of whether it was obtained in Canada or not. Sterling Backcheck can confirm international education credentials as well, in most cases. If they are unable to, or should you so choose, you can have your post-secondary institution mail a copy of your transcripts to ECO Canada at:

ECO Canada  
#400 – 105 12<sup>th</sup> Avenue SE  
Calgary, AB T2G 1A1  
Canada

## GHG Training

**Requirement:** Applicants must demonstrate that they have completed twenty-four (24) or more hours of GHG training within the last ten (10) years of the application date, through the completion of a training log. For each relevant training, applicants must submit a copy of the training certificate / certificate of completion to be kept as a record in their electronic file.

The training log completed by the applicant must specify:

- The name of the organization that delivered the training
- The name of the training
- Description of the training, including syllabus if available
- The training dates and number of instructional hours completed (e.g., as verified through credits received, transcripts, certificates received, participation records, etc.)
- The format of the training (e.g., instructor-led, asynchronous, online, blended learning, in-person, etc.)
- Competencies covered (pre-populated selection menus of competencies from the occupational standard will be provided in the form)

GHG training must be provided by one of the following organizations who's training has been reviewed and approved for eligibility by the GHG Certification Committee:

- Greenhouse Gas Management Institute (GHGMI)
- Environmental Careers Organization (ECO) Canada
- United Nations Framework Convention on Climate Change (UNFCCC)
- Food and Agricultural Organization of the United Nations (FAO)
- World Resources Institute GHG Protocol Program (WRI, GHGP)
- International Organization for Standardization (ISO)



- Partnership for Carbon Accounting Financials (PCAF)
- Accredited Post-Secondary Institution
- *Others to be added* (See also, instruction below, for logging other training organizations)

The GHG Certification Committee will periodically review and update the list of pre-approved GHG training organizations.

If an applicant has received GHG training from an organization not listed above (i.e., *Other*), they must submit supporting information so that the GHG Certification Committee may review the request for approval of the training provider.

To request GHG Certification Committee review of the training provider, the applicant or the training organization must submit the request in writing to [Registrar@eco.ca](mailto:Registrar@eco.ca) and certification staff will provide a *EP®(GHG) Training Organization Eligibility Request* template to complete a checklist and declaration of information required. Completed templates received by staff will be reviewed by the GHG Certification Committee on an ongoing basis.

**Requirement-equivalency:** An applicant who has delivered training at a pre-approved training organization for at least twenty-four (24) hours of instruction within the last ten (10) years, may substitute this work experience for the GHG training requirement. Training log as described above must be completed for the course the applicant delivered.

#### **Rationale Behind Training Equivalency:**

- *Recognizes Advanced Subject Matter Expertise*  
Applicants who have delivered GHG-related training at pre-approved training organizations demonstrate a depth of knowledge that meets or exceeds the learning outcomes of formal training programs. Teaching GHG concepts requires not only technical understanding but also the ability to apply, interpret, and communicate complex standards and methodologies.
- *Maintains Rigour Through Verified Instructional Experience*  
Requiring a minimum of 24 hours of instructions within the past 10 years ensures that the equivalency reflects recent, relevant, and verifiable engagement with GHG content. This approach upholds the integrity of the designation while providing a clear and auditable pathway to equivalency.
- *Supports Knowledge Transfer and Capacity Building in the GHG Profession*  
Recognizing instructional experience encourages experienced practitioners to contribute to workforce development by training others in the field. This equivalency values the role of educators and trainers in strengthening professional capacity while ensuring applicants meet competency expectations through demonstrated practice.

#### **Application Documentation:**

The following application documentation (text and/or supplied documentation) is required within the online application system:

- Course title
- Trainer



- Date obtained
- Training hours
- Training location
- Training details

You will also be required to e-mail a copy of your training certificate to [Registrar@eco.ca](mailto:Registrar@eco.ca).

## Step 2: Choose a Specialization

Applicants must select a specialization that best describes their current or desired job within the GHG profession. Some specializations have overlapping competencies. Refer to the [EP®\(GHG\) Specialization Guide](#) for more information on selecting a specialization.

If an applicant does not readily identify a specialization which aligns with their current or future job within the GHG profession, they may first request assistance from the program who will help them select a specialization. If after consultation with program staff, there is an identifiable gap, the GHG Certification Committee will consider whether it is necessary to define a new specialization. All new specializations and associated specialized competencies must undergo internal review and approval by the GHG Certification Committee.

An applicant's specialization selection determines the technical competencies and knowledge elements that will be evaluated by certification staff through review of the applicant's work log, if they enter GHG experience.

An applicant may have employment history and/or education experience in more than one specialization, however for the purposes of obtaining the EP®(GHG) the applicant may only select **one (1)** specialization in which they have achieved the most competency and have the most knowledge, from the list below\*:

### 1. GHG Inventory Accounting and Reporting

Quantify, report, and verify GHG emission and removal information using accepted protocols to ensure accurate, transparent, consistent, complete, credible, and appropriately comparable disclosures.

Individuals seeking this specialization will further select as having knowledge and competency within:

- Organizational inventory accounting; or
- National inventory accounting

*Examples: National inventory coordinator; National inventory reviewer; Facility inventory quantifier and reporter; Community, city or other sub-national entity GHG inventory; Sustainability analyst or officer responsible for GHG reporting*

### 2. GHG Project / Intervention Development, Accounting, and Reporting

Analyze, design, and implement projects using accepted protocols to avoid GHG emissions or enhance removals, usually for the purpose of being issued carbon credits for uses such as offsetting.



*Examples: GHG project developer; GHG project proponent; GHG project designer; GHG project registry manager*

### **3. GHG Validation, Verification, and Auditing**

Conduct independent and objective evaluations of GHG accounting and reporting using accepted protocols to assess accuracy, completeness, consistency, transparency, and conformance and ensure credibility of reported outcomes.

*Examples: GHG inventory verifier; GHG project verifier; GHG disclosure auditor*

### **4. GHG Mitigation**

Analyze, design, and implement strategies to reduce or avoid GHG emissions and increase or enhance removals to support climate goals and improve environmental performance.

*Examples: Country focal point for NDC and mitigation planning; GHG policy manager; GHG policy impacts analyst; GHG mitigation specialists; GHG mitigation project manager*

### **5. GHG Data and Methods**

Provide specialized support in areas such as data management, tool and methodology design, or emission factor development to enhance GHG management systems.

*Examples: GHG data analyst; Climate scientist; Sector-specific mitigation researcher*

### **6. Climate Standards, Policy, and Regulations**

Develop, navigate, and interpret climate standards, policies, and applicable regulations to ensure compliance and inform strategic decision-making.

*Examples: Climate policy advisor; GHG regulatory compliance specialist; GHG offset registry policy manager; GHG project quality oversight specialist*

### **7. Climate Strategy**

Align organizational objectives with climate action plans to support long-term decarbonization and climate resilience.

*Examples: Sustainability manager or advisory; Climate action planner*

### **8. Climate Finance**

Analyze investments to support climate mitigation.

*Examples: Climate finance analyst; Climate mitigation economist*

### **9. GHG Capacity Builder**

Provides the training, tools, or institutional support to effectively carry out one or more of the previously described activities.

*Examples: GHG trainer; GHG workshop provider; GHG capacity builder*



\*All of the specializations above may not be available. Consult the ECO Canada website for a list of available specializations before you initiate your application.

## Step 3 (OPTIONAL): Demonstrate Competencies Through Work Experience

Professional work experience is assessed by submission of work logs. EPt(GHG) applicants are not required to document work log experience, but if they have project experience, they are required to add this information.

A work log is a record that documents GHG management related project experience acquired through work experience. The work log serves as a self-reported, detailed account of tasks performed in relation to GHG management professional competencies. Therefore, work experience requirements are expressed in terms of the number of work log entries. Work logs are submitted when applying for the designation, if obtained, and should be continued to be submitted on an annual basis / as experience is acquired.

### Application Documentation:

The following application documentation (text and/or supplied documentation) is required within the online application system for work log entries:

- The name of the project experience.
- Description of the project experience.
- The project dates and number of professional hours completed.
- At least one project reference to validate professional work experience (Name, Contact Email, Contact Phone Number).
- Competencies applied (pre-populated selection menus of competency performance statements from the occupational standard will be provided in the form.
  - It is important that applicants accurately record any competencies exemplified through each work log

**Please note:** If the name and information of the client and/or company is confidential, applicants can indicate it as such and certification staff will only contact the project reference to confirm details of the applicants' work and experience.



## Application Process

### Online Application Submission

Once the applicant is confident they are ready to proceed, the applicant may begin and submit an application through ECO Canada's website at [eco.ca/greenhouse-gas-designations](http://eco.ca/greenhouse-gas-designations).

The system will first prompt the applicant to submit payment of their non-refundable application fee, after which they will receive an email receipt, and a separate email to either sign in to an existing ECO Canada account (if applicable), or to create an ECO Canada account.



The following table summarizes the applicable fees for both the EP®(GHG) and EPt(GHG) designations:

Designation	Application Fee (CDN)	Exam Fee (CDN)	Annual Renewal Fee (CDN)
<b>EPt(GHG)</b>	\$230.00	n/a	\$130.00
<b>EP® (GHG)</b>	\$350.00	\$100.00	\$230.00

**Note:** Annual renewal fees are prorated to an April 1 renewal date, with the first fee due upon being awarded the designation.

Once the applicant has a user account, they will be prompted to record their information and experience.

This includes:

- Contact details
- Eligibility (employment history, education, training, GHG work logs/project details)
- Selection of their specialization

Once the information above is added, the system will determine if the minimum requirement to proceed has been met. If not, the system will not allow them to submit. If they meet the minimum requirement, they will be asked to read and agree to the [EP® Code of Ethics](#) and the [GHG Professional Code of Conduct](#) to officially submit their application.

Once the application is submitted, the application is in queue to be reviewed by certification staff.

## Application Review and Verification

Once the application has been submitted, the review and verification process will take place. Depending on the completeness of the application information review and verification typically is completed within ten (10) working days.

During this stage, certification staff ensure that all components of the application are complete by conducting a thorough review of the applicants' experience. This includes confirmation of post-secondary education and, if selected and applicable to the applicant's experience, verification of employment history and GHG work logs. If information is insufficient, staff may communicate with the applicant requesting additional information.

Note that the work log and employment history verifications involve certification staff reaching out to the verification contacts provided in the application to confirm the details. Verification contacts are not asked about an applicants' personal attributes or performance beyond what the applicant has described within their application.



Once certification staff have completed review and verification of the application to ensure eligibility requirements have been met, the applicant is eligible to proceed to the final step, Approvals Board (CECAB) review and approval.

## Registrar Review, Final Decision, and Certification

Once the results of the eligibility review and verification have been received by certification staff, a final review will be conducted to ensure that all steps were successful, and all submissions and documentation are in place before the application goes to the Approvals Board for ratification.

The Approvals Board will review elements of the application and provide final ratification. The Approvals Board meets the second Tuesday of each month, and all candidates are notified of the Approvals Board review outcome via e-mail within two (2) days of the meeting.

If the applicant is successfully awarded the EPt(GHG) they will receive an electronic copy of their certificate, approval letter, user-login details to access [GHGMI membership](#), and their name will be added to the publicly available [Member Directory](#).

## Certification Maintenance

To ensure a designation remains in good standing, members must meet annual maintenance requirements.

Certification maintenance requirements include obligations related to fee payment, professional development activities (based on a credit system), and professional practice / GHG work log submissions, if applicable. These requirements are outlined in the sections below.

## Overall Certification Maintenance Requirements

### Good Standing and Renewal Cycles

Maintaining good standing requires compliance with annual requirements. A member's status is publicly reflected in the [Member Directory](#) and may change if requirements are not met within prescribed timelines.

All EPt(GHG) members are granted a term of one year at certification. Maintenance depends on the EPt(GHG) member completing the requirements on an annual basis.

### Maintenance Requirement Components

Certification maintenance requirements fall into three (3) core categories:

- Annual membership fees
- Professional development activities measured through a credit system
- Professional practice / GHG work logs, where applicable



## Ongoing Competence Framework

Ongoing competence is evaluated through a combination of professional development credits and documented professional practice via GHG work logs, which are optional for both EPt(GHG) applicants and members. These requirements are assessed annually.

## Annual Maintenance Requirements

### Annual Renewal Cycle and Timeline

All EPt(GHG) designations have annual requirements that must be completed each year prior to the April 1 renewal date. Members will receive a reminder email in February and are required to log in to their account to complete all applicable requirements.

### Annual Membership Fees

Members are required to pay an annual renewal fee in April. The initial membership fee is due upon certification and is prorated to align with the April renewal schedule.

If payment is not received within thirty (30) days of the due date, a late penalty of \$50.00 CDN may apply, and the member's status will be displayed as not in good standing in the [Member Directory](#). Good standing status will be reinstated once payment is received.

In certain circumstances, the Registrar may approve a request for membership fee deferment. Requests must be submitted in writing to [Registrar@eco.ca](mailto:Registrar@eco.ca) and may be considered in cases such as unemployment, medical or disability-related leave, or return to school. Approval of a deferment does not alter a member's five (5) year term renewal date.

If more than ninety (90) days have passed without payment or communication, a member's account may be permanently removed. In such cases, the individual may be required to reapply as a new applicant.

### Annual Professional Development Requirements

Members must also complete professional development activities annually, measured through a credit-based system, to demonstrate continued learning and competence.

See **Appendix C: Professional Development Framework** for more details on the professional development categories and credit allotment.

### Annual Professional Practice / Work Log Requirements

Where applicable, members must submit professional practice information through GHG work logs. This is not required for EPt(GHG) members, but experience should be logged if obtained. This will also be helpful for the applicant to create this experience log as they progress towards the EP®(GHG) eligibility requirements.



## Annual Maintenance Requirement Summary by Designation

Designation	Initial Membership Fee CDN (prorated to April 1)	Annual Membership Fee CDN	Professional Development Credits	Professional Practice / Work Log Requirement
<b>EPt(GHG)</b>	\$130.00	\$130.00	20	Not required
<b>EP®(GHG)</b>	\$230.00	\$230.00	20	Minimum one (1) work log

### Amendments Due to Leave or Exceptional Circumstances

Maintenance requirements may be amended where a member has been away from work due to parental leave, medical leave, unemployment, or disability. The period of exclusion may be approved for up to a maximum of one (1) year.

Members must submit a [Request for Suspension of Certification](#) form to be considered for any amendment to maintenance requirements.

## Timeline after Application Submission

The following table denotes the minimum processing time after the applicant submits their application. Depending on the level of detail provided within the application, processing time will increase based on the number of clarification requests certification staff need to request of the applicant. Timeline is also a function of the applicant's chosen examination date.

Minimum Time	Application Process
<b>3 to 5 days</b>	Submission Review
<b>10 days after submission approval</b>	Application Review and Verification (includes confirming submission of education confirmation, training certificate, and validation of any submitting work logs)
<b>On a monthly basis</b>	Approvals Board ratification
<b>1 year (before April 1)</b>	Annual Renewal Cycle



## Appeal of Certification Decision

If unsuccessful in their application for certification, and the applicant feels that the certification process was handled inappropriately, they are entitled to appeal the certification decision. More information on the appeal fee and process can be shared by reaching out to [Registrar@eco.ca](mailto:Registrar@eco.ca).

## Complaints Regarding the Certification Process

If an applicant is unhappy with aspects of the certification process, they are entitled to file a written complaint to [Registrar@eco.ca](mailto:Registrar@eco.ca). Certification staff will endeavour to investigate complaints in a constructive, impartial, and timely manner. The complaint is assigned to a suitable investigator, and a correction, cause, and corrective or preventive action is determined and carried out. The complainant will be updated when significant progress has been made and/or when the investigation has concluded.

## Applicant Misconduct and Ethics Violations

ECO Canada is committed to upholding the integrity, credibility, and ethical standards of the EPt(GHG) designation. All certified members are required to comply with both the Environmental Professional (EP®) Code of Ethics and the GHG Professional Code of Conduct. A formal complaint and investigation process is in place to address allegations of misconduct in a fair, impartial, and timely manner.

### Who Can Submit a Complaint

Complaints may be submitted by:

- Certified members
- Members of the public
- Employers, clients, or organizations
- ECO Canada itself, where warranted

A complaint may be filed when there is a reasonable belief that a certified member has violated the EP® Code of Ethics and/or the GHG Professional Code of Conduct.

### Filing a Complaint

Complaints must be submitted in writing to the ECO Canada Registrar and must include:

- The name of the certified member involved
- A description of the alleged ethical or professional violation
- Relevant dates, facts, and supporting documentation (where available)
- The complainant's name and contact information

To ensure procedural fairness, the identity of the complainant cannot be kept confidential from the subject.



For more details, e-mail the Certification Registrar at [Registrar@eco.ca](mailto:Registrar@eco.ca). A summary of the complaint process can also be found online [here](#).

## Contacting Certification Staff

If assistance is required in the application process, or applicants have questions after obtaining their certification, they may contact certification staff at any time:

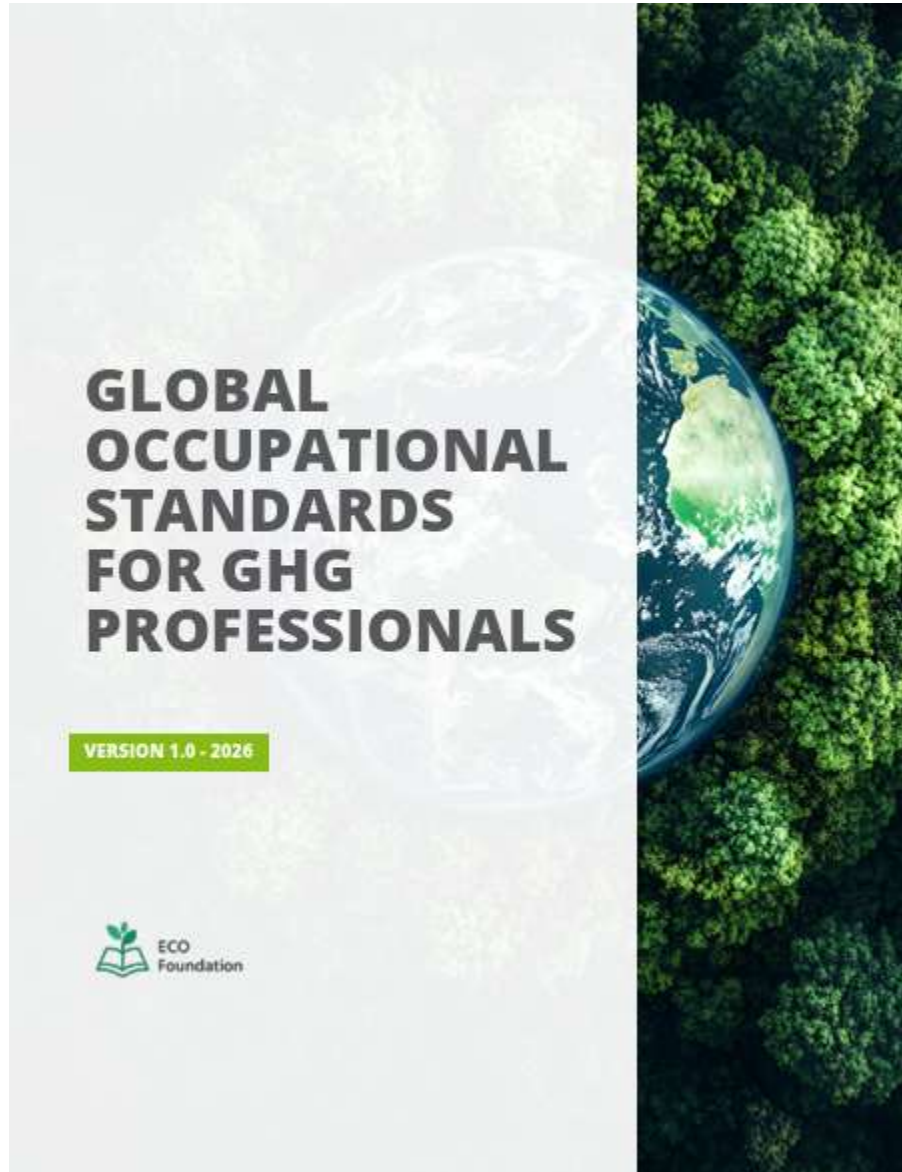
[GHG@eco.ca](mailto:GHG@eco.ca)

+1-800-890-1924

ECO Canada  
#400 – 105 12<sup>th</sup> Avenue SE  
Calgary, AB T2G 1A1  
Canada



## Appendix A: Global Occupational Standards for GHG Professionals



[https://eco.ca/sdc\\_download/197506/?key=fs4wriyz7sqnzuygix2ac3t9tgvple](https://eco.ca/sdc_download/197506/?key=fs4wriyz7sqnzuygix2ac3t9tgvple)



## Appendix B: Applicant Resources

The following resources are publicly available resources to support the application process and new members:

Resource:
<a href="#">ECO Canada Website</a>
<a href="#">GHGMI Website</a>
<a href="#">EP Code of Ethics</a>
<a href="#">GHGMI Professional Code of Conduct</a>
<a href="#">International Standard Classification of Education (ISCED)</a>
<a href="#">EPt(GHG) Applicant Guide</a>
<a href="#">Discount Fee Program Eligibility Attestation Form</a>
<a href="#">EP® (GHG) Training Organization Eligibility Request Form</a>
<a href="#">EPt(GHG) and EP® (GHG) Member Guide</a>
<a href="#">EP® (GHG) Exam Study Guide</a>
<a href="#">EP® (GHG) Specialization Guide</a>
<a href="#">EP® (GHG) Work Log Competency Mapping</a>
<a href="#">Exam Guidelines for Applicants and Proctors</a>
<a href="#">Global Occupational Standards for GHG Professionals</a>
<a href="#">Member Directory</a>
<a href="#">Complaints Procedure</a>
<a href="#">Complaint Form</a>
<a href="#">Request for Suspension of Certification</a>
<a href="#">Discount Fee Attestation Form</a>
<a href="#">EP® (GHG) Applicant Guide</a>



## Appendix C: Professional Development (PD) Framework

PD Type	PD Details Type	Guidance	Professional Development Credit (PDC) Value
<b>Formal Education</b> (Course must be 35+ hours of instruction)	35+ hours formal course	PD credits earned by completing a college/ university / private industry trainer course. The course must be a minimum of 35 hours.	8
	Grad-level degree / diploma	PD credits are earned by the completion of a post- secondary graduate-level (Master's, Ph.D.) degree. The 10 credits are earned by the program completion and not by each course/practicum.	10
<b>Informal Education</b> (All activities are 34 hours or less)	Webinar	PD credits are earned by participating in an online webinar	3
	Professional Development Plan Submission	PD credits are earned by submitting a completed copy of your ECO Canada Professional Development Plan (PDP)	
	Facility Tours	PD credits are earned through participation in facility tours	4
	Short Course Seminar Workshop Clinic	PD credits are earned through short courses, seminar/ breakout session and workshop/clinic that are not offered for academic credit. These courses can be online or in-person and must not exceed 24 hours	
	Self-Directed Study	PD credits are earned by reading peer-reviewed publications, evidence-based research or academic textbooks (separate from any course counted under Formal or Informal Education)	
	Other Education Program	PD credits are earned by completing other relevant education programs not listed above provided they meet the requirements of the Informal Education category	

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PD Type	PD Details Type	Guidance	Professional Development Credit (PDC) Value
<b>Professional Contribution</b>	Instructor	PD credits are earned by acting as an instructor of a relevant course, seminar, etc.	5
	Event Speaker	PD credits are earned by speaking at an industry-relevant event (i.e. Networking Event / Keynote address, etc.)	
	Presenter	PD credits are earned by presenting technical information at a relevant conference	
	Author	PD credits are earned by acting as author of relevant curriculum (i.e. published papers, textbooks, or articles)	
	Curriculum Development	PD credits are earned by the development of relevant curriculum (i.e. acting as subject matter expert in training development, or other)	
<b>Volunteer / Professional Activities</b>	Member of: Board / Executive Committee Taskforce Working Group	PD credits are earned through voluntary (unpaid) service on industry-relevant boards, committees, taskforces, or working groups.	5
	Professional Organization Volunteer	PD credits are earned through individual participation/service in industry-relevant organizations	
	Contribute to Standards Development	PD credits are earned by contributing to standards development and/or maintenance (i.e. Global Occupational Standards)	
	Mentor	PD credits are earned by acting as a mentor to a junior professional (via the EP Mentorship program, or other formal or informal programs)	

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PD Type	PD Details Type	Guidance	Professional Development Credit (PDC) Value
<b>Community and Networking</b>	Community Engagement	PD credits are earned through involvement in community activities (ECO Canada or GHGMI activities, or other associations)	2
	Examination Proctor	PD credits are earned by acting as an examination proctor	
	Industry-Relevant Community Work	PD credits are earned by participating in industry-relevant community work (i.e. judging of industry awards, etc.)	
	Award Recipient	PD credits are earned when a member is presented with an industry award (i.e. ECO Impact Award recipient)	
	Peer Reviewer	PD credits are earned by acting as a peer reviewer (i.e. EP Peer Reviewer, or other)	
	Other Designation	PD credits are earned by completing requirements for another industry-related designation/certification	



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[www.ghginstitute.org](http://www.ghginstitute.org)