

REGULATIONS FOR *ENVISION SUSTAINABILITY*
PROFESSIONAL QUALIFICATION (ENV SP) AND ANNUAL
CREDENTIAL MAINTAINING

Envision V3 Protocol

1. INTRODUCTION

This document provides information on how to obtain the qualification as *Envision Sustainability Professional* (ENV SP), and maintaining the credentials obtained in relation to the Envision V3 Protocol.

2. HOW TO BECOME ENV SP

2.1. Why to become ENV SP

The *Envision Sustainability Professional* (ENV SP) is a professional trained and qualified to use the Envision rating system.

The Envision Sustainability Professional is a key figure within the Envision certification process as he is the one who, having acquired the professional, technical and operational skills on the Protocol, is able to apply it within the certification process, as well as being an interface between the project team, the owner, and the third-party verifier issuing the final certification.

Becoming ENV SP means being recognized as qualified professionals in the field of infrastructure sustainability, so you can guide the project team in choosing solutions and technologies environmentally, socially and economically sustainable, and apply their experience and professionalism also thanks to comparison with other specialists in the field at national and international level.

In Italy, the training course is managed by ICMQ S.p.A. Società Benefit (ICMQ), thanks to the exclusive agreement with the *Institute for Sustainable Infrastructure* (ISI) for the training, qualification and maintenance of ENV SP, and the certification of projects in Italy and Europe.

In order to obtain the ENV SP qualification it is necessary to follow a training course and pass an exam, as defined in the following points. The courses and exams are open to all professionals in the field: designers, technicians of public administrations, companies and technical design studios.

2.2. Training courses

In order to access the exam session, the candidate must have undertaken a training course on the Protocol, in which the teachers, qualified Trainers from ISI, addressing all the issues of sustainability to provide, to the future ENV SP, the technical-operational modalities to determine the compliance of the project with the requirements required by Envision, both for the design and construction phase.

The course topics range from sustainability concepts applied to infrastructure, the structure of the Protocol and the certification process, including example questions in the 5 categories of Envision (*Quality of Life, Leadership, Resource Allocation, Natural World, Climate and Resilience*).

The duration of the training day and the topics covered are shown in the table below:

| | |
|-----------------|--|
| DAY 1 – 8 hours | <p>PREPARATION FOR THE ENVISION SP EXAM (mandatory)</p> <ul style="list-style-type: none"> • The cultural need for sustainability in infrastructure • Introduction to the Envision Protocol and Certification process • Categories and Credits <ul style="list-style-type: none"> - Quality of Life - Leadership - Resource Allocation - Natural World - Climate and Resilience • Qualification path of professionals with examples of exam questions |
|-----------------|--|

2.3. ENV SP exam

The exam session for obtaining the qualification of ENV SP consists of multiple questions covering all areas of the Protocol, in addition to the verification and certification process of the project. The candidate has 8 hours to answer 75 questions in two languages: Italian, to allow a faster understanding of the text, and English, to provide a unique correlation with the specific language of the Protocol.

The outcome of the exam, positive or negative, is communicated by email to the participant directly from ICMQ. For ISI procedures, **it is not possible to know the percentage obtained, nor the correct and/or wrong answers.**

If the result is negative, the participant may resubmit the exam. The repetition of the exam session is free only after the first negative attempt.

Passing the exam allows the attendee to obtain the qualification as ENV SP and to become part of both the list of Italian and European professionals qualified by ICMQ (on the Envision Italia website <https://www.envisionitalia.it/envision-sp/>), both in the international ISI database within the dedicated directory (<https://v3.sustainableinfrastructure.org/users/envsp-directory>).

Note: Participation in the training course (§ 2.2) allows you to join any exam session during the course year. If not, the candidate will have to follow the training course again.

2.4. Fees for courses and exams

The training fees for ENV SP qualification are given in the following table:

| Training program | | Exam | | Training program + Exam | |
|-------------------------------|---------------------------|-------------------------------|------------------------------|-------------------------------|---------------------------|
| Envision Italia Not-Supporter | Envision Italia Supporter | Envision Italia Not-Supporter | Envision Italia Supporter | Envision Italia Not-Supporter | Envision Italia Supporter |
| € 500 | € 400 | € 300 (after ICMQ course) | € 200 (after ICMQ course) | € 700 | € 500 |
| | | € 350 (after ISI course) | € 250 (after ISI course) | | |

3. MAINTENANCE OF ENV SP CREDENTIALS

Envision Protocol Version 3, which was introduced by ISI on 1st of January 2019, has introduced an important innovation regarding the qualification of ENV SP professionals, which is **the annual maintenance of the credentials obtained**.

This implies that each ENV SP who has obtained the qualification will have to pursue annually the maintenance of credentials and meet the requirements described in this document.

3.1. Period of validity

Once you pass the exam, the ENV SP credentials remain valid and active until the end of the following year. The credentials must be renewed annually by the deadline to maintain the qualification obtained.

3.1.1. ENV SP qualification

For all professionals taking the ENV SP exam, the maintenance period of credentials will start from the date of obtaining the qualification until the end of the following year. The table in point 3.1 shows a calculation example.

The following is an example of calculating the validity period of the ENV SP credentials:

| Exam date | First expiry date | Second expiry date | Third expiry date |
|-------------------------|--------------------------|--------------------------|--------------------------|
| 16th of January 2020 | 31st of December 2021 | 31st of December 2022 | 31st of December 2023 |

The exam date corresponds to the date of obtaining the qualification.

3.2. Requirements for maintenance

The maintenance of the ENV SP credentials involves both the payment of a fee (depending on whether or not you have joined Envision Italia Supporter - ref. § 4), and the compliance with certain requirements.

The ENV SPs who want to keep their credentials annually can, in fact, choose one of the two modes shown in the table below.

First option

| Requirements | Fees | |
|---|-------------------------------|---------------------------|
| | Envision Italia Not-Supporter | Envision Italia Supporter |
| Annual updating course (4 hours) c/o ICMQ (including annual maintenance fees) | 200 € per year | 100 € per year |

or

Second option

| Requirements | Fees | |
|--|-------------------------------|---------------------------|
| | Envision Italia Not-Supporter | Envision Italia Supporter |
| Demonstration of having participated in at least one certified project or in the certification process (registration phase already completed) | 200 € per year | 100 € per year |

- In the case of maintenance with the first option it will not be necessary to provide any specific documentation, as the ENV SP must enroll and attend one of the scheduled courses during the year of validity of the qualification, making the payment of the relevant fees.

Please note that for the purposes of maintaining ENV SP credentials, for all qualified professionals from ICMQ, the only valid courses for this purpose are those provided exclusively by ICMQ itself.

- In the case of maintenance with the second option, the ENV SP must provide ICMQ with proof of being the leading ENV SP or, as a member of the technical design team/client, of a project undergoing certification according to the Envision Protocol.

This evidence must be provided by completing the form in the Annex (ref. ANNEX A), which must be sent to ICMQ, to the email address authenticator@icmq.org, by the expiry date of the maintenance.

ICMQ reserves the right to verify the veracity of the information included in the declaration.

You can consult the available dates of training courses, maintenance and examinations on the website www.envisionitalia.it and on the website www.icmq.org.

Following the completion of the annual maintenance, ICMQ will provide the ENV SP with the updated certificate with the new expiration dates.

3.3. Expiration of qualification

If the qualification is not maintained, within the relevant time frame, the ENV SP credentials cannot be renewed, therefore you will be "Inactive" on their home page of the reserved area on the ISI website (<https://v3.sustainableinfrastructure.org/>) as shown in the image below.

ENV SP STATUS

INACTIVE

ENV SP Expired on Oct 1, 2019

Earned on Jun 4, 2014

[View Details](#)

Your name will also be temporarily removed from the ENV SP list on the <https://www.envisionitalia.it/envision-sp/>, until credentials are reactivated.

Following the above deadline, the ENV SP has a maximum of 6 months (from the expiration date) in order to renew the credentials, according to one of the modalities mentioned at point § 3.2. However, this period of inactivity does not change the expiry date of the certificate, which therefore remains the same.

Once the maintenance has been carried out, ICMQ will re-enter the name in the list of ENV SP on <https://www.envisionitalia.it/envision-sp/>, and send the updated certificate (§ 3.2).

In the event that the additional 6 months of time mentioned above expire, the qualification of ENV SP will automatically lapse. In this specific case, in order to reactivate the credentials, it must be

necessary to carry out the training process again (training course + examination), obtaining a new qualification with new issue and expiry date.

4. SUPPORTER ENVISION ITALY

By becoming Supporter of Envision Italia you become part of a community that believes in the Envision protocol as a system to give credibility to sustainable infrastructure design.

Supporting Envision Italia allows you to download the Envision Protocol free of charge and have a discount on both training and certification as shown in the table below:

| Envision Italia Supporter | |
|--|-------------------|
| Type | Annual fee |
| Single professionalist | 20€ |
| Ministries/PA/Municipality/Region/Province | 0€ |
| University | 0€ |
| Companies /Organizations | |
| Less than 50 employees | 200€ |
| Between 50 and 100 employees | 500€ |
| Between 100 and 500 employees | 1.000€ |
| More than 500 employees | 2.000€ |

5. ANNEX A: SUBSTITUTE DECLARATION OF ENV SP CREDENTIALS MAINTENANCE

ANNEX A

SUBSTITUTE DECLARATION OF ENV SP CREDENTIALS MAINTENANCE

Pursuant to Articles 47 and 76 DPR 445/2000

The undersigned:

Name:

Surname:

Email registration ISI website:

ENV SP certification date:

Last updated date:

Supporter of Envision Italia ¹:

YES

NOT

Given that:

- aware of the provisions of art. 76 of D.P.R. 28.12.2000 n. 445 in relation to false statements.
- aware that any incorrect statement below could lead to the suspension of the certification.

DECLARES

During the last year to which this maintenance relates, he/she has participated in the following Envision Project/s:

| | | |
|--|---|---|
| Name of the project: | | |
| ID of the Project: | | |
| <input type="checkbox"/> registered on the following date: | <input type="checkbox"/> certificate on the following date: | <input type="checkbox"/> is being verified: (indicate if I or II review) |
| Role in the project: ² : | | |

| | | |
|--|---|---|
| Name of the project: | | |
| ID of the Project: | | |
| <input type="checkbox"/> registered on the following date: | <input type="checkbox"/> certificate on the following date: | <input type="checkbox"/> is being verified: (indicate if I or II review) |
| Role in the project:: | | |

ANNEX A

SUBSTITUTE DECLARATION OF ENV SP CREDENTIALS MAINTENANCE

Pursuant to Articles 47 and 76 DPR 445/2000

¹ Indicate whether membership is "Single Professionalist" or "Company". In the latter case indicate the company name.

² Specify if you are ENV SP leader or team member

| | | |
|--|---|---|
| Name of the project: | | |
| ID of the Project: _____ | | |
| <input type="checkbox"/> registered on the following date: | <input type="checkbox"/> certificate on the following date: | <input type="checkbox"/> is being verified: (indicate if I or II review) |
| Role in the project: | | |

E ANNEX TO THIS DECLARATION:

copy of payment of maintenance fees

copy of a valid identity document.

The compilation and subscription of this document is mandatory for the purposes of maintaining the ENV SP credentials for the reference year.

Please return it to the following email address authenticator@icmq.org by the expected expiry date

CONSENT TO YOUR PRIVACY

Pursuant to Regulation (EU) 2016/679 and the national legislation on privacy, the Customer authorizes ICMQ S.p.A. to process the personal data of the natural persons concerned directly and indirectly through third parties, processing in relation to compliance in any way connected and/or related to this document. The Data Controller is ICMQ S.p.A. The complete information is available on the home page of the website www.icmq.it. Having taken note of the information, for the purpose of sending advertising and/ or promotional material: I give my consent I deny consent the processing of our personal data by the subjects indicated in the aforementioned information. It is understood that this consent is subject to compliance with the current legislation and the contents of the above information and that at any time can be revoked. It is understood that this consent is subject to compliance with the current legislation and the contents of the above information and that at any time can be revoked.

Date: _____

Signature of the ENV SP
