



# Enrollment Application

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Name Miss Mrs. Ms. Mr. Dr. \_\_\_\_\_  
(Circle One)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

County \_\_\_\_\_ Employer \_\_\_\_\_

Title/Position \_\_\_\_\_ Supervisor(s) \_\_\_\_\_

School/Work Place (if different from employer) \_\_\_\_\_

Home Phone (    ) \_\_\_\_\_ Work Phone (    ) \_\_\_\_\_

Fax (    ) \_\_\_\_\_ Email (MEEA preferred) \_\_\_\_\_

Preferred Method of Contact \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please include a \$40 enrollment fee with your application.

Checks can be made out to MEEA.

Mail completed enrollment form and payment to:

Missouri Environmental Education Association

PO Box 104505

Jefferson City, MO 65110-4505

*For Office Use Only*

Date Received \_\_\_\_\_ Check No. \_\_\_\_\_



Name: \_\_\_\_\_

# Form A

## Certification Program Summary of Completed Eligibility Criteria

**I. Instructional Workshops** (70 hours total). List workshops, date(s) of attendance and hours attended for each workshop. All workshops must be on the List of Approved Environmental Education Certification Workshops and Courses found through the MEEA EE Database.

1. \_\_\_\_\_ Date \_\_\_\_\_ Hours \_\_\_\_\_
2. \_\_\_\_\_ Date \_\_\_\_\_ Hours \_\_\_\_\_
3. \_\_\_\_\_ Date \_\_\_\_\_ Hours \_\_\_\_\_
4. \_\_\_\_\_ Date \_\_\_\_\_ Hours \_\_\_\_\_
5. \_\_\_\_\_ Date \_\_\_\_\_ Hours \_\_\_\_\_
6. \_\_\_\_\_ Date \_\_\_\_\_ Hours \_\_\_\_\_
7. \_\_\_\_\_ Date \_\_\_\_\_ Hours \_\_\_\_\_

**II. Environmental Education Experiences in the Outdoors** (30 hours total). List experiences, date(s) of attendance and hours. There is no minimum number of hours required but there is a maximum of 10 hours for each experience.

1. \_\_\_\_\_ Date \_\_\_\_\_ Hours \_\_\_\_\_
2. \_\_\_\_\_ Date \_\_\_\_\_ Hours \_\_\_\_\_
3. \_\_\_\_\_ Date \_\_\_\_\_ Hours \_\_\_\_\_
4. \_\_\_\_\_ Date \_\_\_\_\_ Hours \_\_\_\_\_
5. \_\_\_\_\_ Date \_\_\_\_\_ Hours \_\_\_\_\_
6. \_\_\_\_\_ Date \_\_\_\_\_ Hours \_\_\_\_\_

**III. Knowledge of Additional Environmental Education Resources and Facilities** (30 hours total). List events, lectures or guided tours, date(s) of attendance and hours. Each experience should be a minimum of two hours and a maximum of 10 hours.

1. \_\_\_\_\_ Date \_\_\_\_\_ Hours \_\_\_\_\_
2. \_\_\_\_\_ Date \_\_\_\_\_ Hours \_\_\_\_\_
3. \_\_\_\_\_ Date \_\_\_\_\_ Hours \_\_\_\_\_
4. \_\_\_\_\_ Date \_\_\_\_\_ Hours \_\_\_\_\_
5. \_\_\_\_\_ Date \_\_\_\_\_ Hours \_\_\_\_\_
6. \_\_\_\_\_ Date \_\_\_\_\_ Hours \_\_\_\_\_

**IV. Teaching** (30 hours total). List teaching experiences, date(s) and hours. Each lesson must be a minimum of 10 hours including lesson development and preparation time. At least one lesson must include an outdoor activity.

1. \_\_\_\_\_ Date \_\_\_\_\_ Hours \_\_\_\_\_
2. \_\_\_\_\_ Date \_\_\_\_\_ Hours \_\_\_\_\_
3. \_\_\_\_\_ Date \_\_\_\_\_ Hours \_\_\_\_\_

**V. Action Partnership.** (30 hours total). List activity, date(s) and hours. An Action Partnership project proposal must be submitted and approved prior to beginning project; see form D for details.

1. \_\_\_\_\_ Date \_\_\_\_\_ Hours \_\_\_\_\_



# Form B

## Certification Program Categories I, II and III

Name: \_\_\_\_\_

**Check One of the Following:**

\_\_\_ Instructional Workshop (I)

\_\_\_ Field Experience (II)

\_\_\_ Seminars/Resources/Facilities (III)

**Directions:**

Photocopy this page and fill out a separate form for each experience you wish to credit in Categories I, II and III. The instructor or facilitator must sign and date this form for the activity to be credited. For Category I, you must include a certificate and/or agenda as documentation in addition to Form B. For Categories II and III, include additional documentation such as syllabus, agenda, flyer or certificates if possible.

Title of Workshop, Field Experience or Seminar/Conference/Resource Facility

\_\_\_\_\_ Hours \_\_\_\_\_

Date of Activity \_\_\_\_\_ Location \_\_\_\_\_

Brief description of activity (to be completed by participant) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Facilitator's signature\* \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_ Agency/Organization \_\_\_\_\_

\*Signature is mandatory.



# Form C

## Certification Program Category IV Teaching

Name: \_\_\_\_\_

Activity Title: \_\_\_\_\_

### Directions:

Photocopy this page and complete the entire form for each of your three distinct teaching experiences. Each teaching experience must be a minimum of 10 hours but can include lesson development and prep time. Submit lesson plans and/or activities used for each experience. Indicate which experience includes an outdoor component and explain this component in your documentation.

Title of Activity \_\_\_\_\_ Date of Activity \_\_\_\_\_ Hours \_\_\_\_\_

Location \_\_\_\_\_

Number of participants \_\_\_\_\_ Age/Grade \_\_\_\_\_

Title of teacher's guide used if applicable \_\_\_\_\_

Answer each question below in one or two sentences.

1. How did you use a hands-on approach in teaching/leading this activity? (What did the participants do during the activity?)

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2. How did your activity move the students from awareness, to knowledge, to challenge or consensus, and finally to taking action?

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3. What skill(s) did the participant gain during your activity that will help them become better stewards of the environment? (Examples: identifying natural and human systems, investigating and analyzing, exercising personal responsibility, problem solving, decision making, taking constructive action.)

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Name: \_\_\_\_\_

# Form D – Part I

## Certification Program Category V Action Partnership Proposal Form

- \_\_\_\_\_ Leadership
- \_\_\_\_\_ Partnership
- \_\_\_\_\_ Stewardship
- \_\_\_\_\_ Action

Form D must be received and approved prior to beginning your action project. Be sure to review the criteria for this category found in the information packet to ensure that your project proposal includes all requirements. For help in generating ideas for Category V action projects, contact the Certification Administrator. Type or print clearly and use additional pages as necessary.

Activity Title: \_\_\_\_\_ Location: \_\_\_\_\_

Date: \_\_\_\_\_ E-mail (preferred): \_\_\_\_\_ Phone: \_\_\_\_\_

1. Provide a brief summary description of your intended project. Include the overall project goal(s), activities and intended audience.

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2. List the intended partner(s) you plan to work with to implement your project. Your project must include partnership with at least one business, community organization or school.

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3. Describe your intended leadership role in this project. Be specific, including information from idea inception to planning to implementation and evaluation. A leadership role does not mean you have to do everything for the project, delegating responsibilities is okay, provide explanation.

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4. Describe the intended activities of this project that will promote environmental stewardship.

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5. Describe how your intended project will have a lasting effect on the environment of Missouri and those who participated.

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*Please email your proposal form to [certification@meea.org](mailto:certification@meea.org). You will receive notification of approval following approval by the Certification Advisory Board (meets quarterly).*

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Name: \_\_\_\_\_

## Form D — Part II

### Certification Program Category V Action Partnership

\_\_\_\_\_ Leadership  
\_\_\_\_\_ Partnership  
\_\_\_\_\_ Stewardship  
\_\_\_\_\_ Action

The Action Partnership component of the MEEA Certification Program combines the knowledge gained from Categories I, II and III along with the teaching experiences to culminate in a final project that demonstrates leadership, partnership, stewardship and community action.

**Directions:** Complete the form below following completion of your action project. Be sure your project has received prior approval by completing and submitting Form D - Part I. Type or print clearly and use additional pages as necessary.

Time frame of your Partnership (include number of hours) \_\_\_\_\_ Dates \_\_\_\_\_

Title or Brief Description of Your Partnership Project

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Location: \_\_\_\_\_ Number of Participants \_\_\_\_\_ Age/Grade \_\_\_\_\_

1. Did your action project differ from the submitted description in Form D, part I? If so, how?

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2. List the partners you worked with during this project (including businesses, communities, schools and individuals)

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3. Describe your role during this project. Did your role change from your initial idea as submitted in Form D, part I?

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4. How do you feel your action project effected the participants and partners?

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*Attach flyers, letters, newspaper articles, conference agenda, photographs, or other items to further document your Action Partnership.*



# Form E

## Certification Program Application for Certification Renewal

**Directions:** To renew your certification, you must participate in a total of 10 hours. These hours should be divided between Categories I-III and IV-V. They do not have to be split evenly. Use Forms B, C and D to document experiences. You must keep your membership active to renew your certification.

Name \_\_\_\_\_

Address \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Employer \_\_\_\_\_ Position \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Date of Original Certification \_\_\_\_\_

### Categories I, II, & III

1. _____	Date _____	Hours _____
2. _____	Date _____	Hours _____
3. _____	Date _____	Hours _____
4. _____	Date _____	Hours _____
5. _____	Date _____	Hours _____

### Categories IV & V

1. _____	Date _____	Hours _____
2. _____	Date _____	Hours _____
3. _____	Date _____	Hours _____
4. _____	Date _____	Hours _____
5. _____	Date _____	Hours _____

Signature \_\_\_\_\_ Date \_\_\_\_\_



## *Instructional Workshop Review Procedures*

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Workshop instructors who want their workshops added to the List of Approved Workshops should follow the procedures outlined below:

- Instructors submitting workshops for approval must indicate that their workshop meets the Instructional Workshop Criteria by completing the Instructional Workshop Review Form. Both the form and criteria may be obtained on-line at [www.meea.org/certification.html](http://www.meea.org/certification.html) or by contacting the Certification Program Coordinator.
- The instructor must submit the following for a workshop to be approved:
  1. Instructional Workshop Review Form (see checklist)
  2. One-page summary including:
    - a. objectives of workshop
    - b. intended audience
    - c. course description
  3. Workshop agenda
  4. List of materials and hand outs
  5. Detailed description, if not already included or clearly stated in the above materials, of how the workshop supports the definition of Environmental Education and how it incorporates the four broad strands proposed by the North American Association for Environmental Education (NAAEE) in “Excellence in EE - Guidelines for Learning”
- Workshops may be submitted throughout the year for approval, but will be reviewed by an Advisory Board on a quarterly basis. Please be sure to submit your workshop well in advance to be sure it is approved prior to your workshop start date. The review packet will be kept on file with the Certification Program Coordinator.
- The list of approved workshops will be updated on MEEA’s Online EE Database ([www.meea.org/database.html](http://www.meea.org/database.html)) within two weeks of Advisory Board approval. In addition, new workshops will be announced in MEEA’s newsletter and list-serve.

Submit instructional workshop review packets to:

MEEA Certification Program Coordinator  
Missouri Environmental Education Association  
PO Box 104505  
Jefferson City, MO 65110-4505



## Instructional Workshop Criteria

The following criteria must be met for an instructional workshop to be eligible for Category I of the Missouri Environmental Education Association Certification Program. Workshops submitted for consideration must be approved by the Certification Review Advisory Board before inclusion in the list of approved workshops.

- I. Enumerate clear objectives that support the definition of environmental education and meet environmental education objectives.
  - A. Incorporate the concepts of the definition of environmental education:  
*Environmental education is an active process that increases awareness, knowledge and skills that result in understanding, commitment, informed decisions and constructive action to ensure stewardship of all interdependent parts of the earth's environment.*
  - B. Include in each workshop the following four (4) broad strands proposed by the North American Association for Environmental Education (NAAEE) in "Excellence in EE – Guidelines for Learning" (1999). A more detailed description of these strands may be found on NAAEE's website at [www.naaee.org](http://www.naaee.org) (click on "EE Guidelines").
    - Questioning and Analysis Skills
    - Knowledge of Environmental Processes and Systems
    - Skills for Understanding and Addressing Environmental Issues
    - Personal and Civic Responsibility
- II. The workshop should include at least three activities that support the definition of environmental education and accomplish the following:
  - A. Emphasize interactive, hands-on activities
  - B. Indicate developmental/age appropriateness of activity
  - C. State behavioral objectives (what the student will do)
  - D. Include environmental education skills/topic areas to be practiced
  - E. Utilize an integrated/multidisciplinary approach to activities
  - F. Provide for varied learning styles – verbal, kinesthetic, written, creative art/dance
  - G. Include clearly written directions for activities
  - H. Provide student worksheets or information sheets, and assessment strategies as appropriate.
- III. Furnish background information for the workshop participant. This information should clearly support the workshop objectives and can be in the form of articles, information sheets, brochures, abstracts, textbooks, etc.
- IV. Supply Reference or Resource list(s) for workshop participants.
- V. Incorporate a glossary of important words or terms to be used in the workshop where appropriate.
- VI. Include evaluation methods instructor uses to determine whether participants achieved the stated objectives (written, oral, behavioral, etc.).
- VII. Specify evaluation methods workshop participants will use to determine the effectiveness of the workshop training.



## Instructional Workshop Review Form

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Workshop Title: \_\_\_\_\_

Instructor(s): \_\_\_\_\_

Please check boxes below to indicate the criteria this workshop addresses:

- Enumerates clear objectives that support the definition of environmental education and meets environmental education objectives.
  - Incorporates the concepts of the definition of environmental education.
  - Includes the following four (4) broad strands proposed by the North American Association for Environmental Education in "Excellence in EE – Guidelines for Learning."
    - Questioning and Analysis Skills
    - Knowledge of Environmental Processes and Systems
    - Skills for Understanding and Addressing Environmental Issues
    - Personal and Civic Responsibility
  
- The workshop includes at least three activities that support the definition of environmental education and accomplish the following:
  - A. Emphasizes interactive, hands-on activities
  - B. Indicates developmental/age appropriateness of activity
  - C. States behavioral objectives (what the student will do)
  - D. Includes environmental education skills/topic areas to be practiced
  - E. Utilizes an integrated/multidisciplinary approach to activities
  - F. Provides for varied learning styles – verbal, kinesthetic, written, creative art/dance
  - G. Includes clearly written directions for activities
  - H. Provides student worksheets or information sheets, and assessment strategies as appropriate.
  
- Furnishes background information for the workshop participant.
  
- Supplies Reference or Resource list(s) for workshop participants.
  
- Incorporates a glossary of important words or terms to be used in the workshop where appropriate.
  
- Includes evaluation methods instructor uses to determine whether participants achieved the stated objectives (written, oral, behavioral, etc.).
  
- Specifies evaluation methods participants will use to determine the effectiveness of the workshop training.

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### **For Office Use Only**

Date submitted: \_\_\_\_\_

Date approved: \_\_\_\_\_

Date posted on web page: \_\_\_\_\_



## Frequently Asked Questions

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- 1. Do I have to be a school teacher to enroll in this program?**  
No. The Missouri Environmental Education Association Certification Program is open to anyone over the age of 18. Not only school teachers but also non-formal educators such as youth group leaders, scout leaders, nature center staff and volunteers, 4-H leaders and those working with adult groups are invited to participate.
- 2. How long do I have to complete the certification requirements?**  
The Environmental Educator Certification must be completed within four years of the receipt of the candidate's Enrollment Application.
- 3. Can I count workshops taken before the Certification Program started?**  
Yes, with the proper documentation you can count designated Category I Instructional Workshops and Category II outdoor experiences previously taken based on the guidelines provided in the "Crediting Past Experiences" document.
- 4. How do conferences such as the Missouri Environmental Education Conference fit into the Certification Program?**  
Attendance at conferences or seminars that are oriented toward environmental education is applicable to eligibility Category III: Knowledge of Additional Environmental Education Programs and Facilities.
- 5. Can Instructional Workshops be applied in more than one category?**  
No. Though a workshop may be applicable to more than one category, the same workshop may not be used to satisfy more than one requirement. However, if you attended a lengthy professional development workshop that included complete instruction in one or more of the Instructional Workshops on the approved list you may count those as individual workshops.
- 6. If you give a workshop, can you include that in your own documentation?**  
Yes. If you facilitate a workshop from the List of Approved Workshops and Courses, or lead a group in an outdoors experience, or conduct a seminar or conference you may count those experiences in the appropriate categories.
- 7. Do workshops taken out of the state of Missouri count toward certification?**  
Certain national workshops taken out of state can be counted. This will be determined on a case by case basis.
- 8. Does the Environmental Educator Certification have to be renewed?**  
Yes. The Environmental Educator certification must be renewed every four years to remain current. Renewal candidates must continue to be a member of MEEA and complete 10 contact hours every four years from the instructional (Categories I, II & III) and teaching/action (Categories IV & V) components of the certification process. Hours do not have to be equally divided between the two components but should represent a balance of experiences. There is no fee to renew your certification.

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## Frequently Asked Questions

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- 9. I'm a Project facilitator. Do I have to attend a Project workshop again?**  
No, if you are an active facilitator and have conducted a six-hour educator workshop within four years prior to your enrollment date you do not have to attend another Project workshop. This waiver is Project specific. If you conducted a PLT workshop, then you have met the requirement for PLT, not all four Projects. If you have not conducted a Project workshop in the last four years, then you need to conduct a six-hour educator workshop or attend another workshop.
- 10. What are the addresses for the web pages referenced in the document?**  
Missouri Environmental Education Association: [www.meea.org](http://www.meea.org)  
Missouri Department of Conservation: [www.mdc.mo.gov](http://www.mdc.mo.gov)  
Missouri Department of Natural Resources: [www.dnr.mo.gov](http://www.dnr.mo.gov)
- 11. What is considered appropriate documentation?**  
Workshop documentation must consist of agendas, registration receipts or workshop certificates. They should be attached to a completed copy of Form B. See Information Packet for more details.
- 12. Should I mail completed forms to MEEA after I attend each workshop?**  
Forms should be mailed to MEEA's Certification Program Coordinator on a quarterly basis or as you accumulate at least three workshops to submit.
- 13. If I'm not sure which category an experience falls into, what should I do?**  
Contact the Certification Program Administrator prior to attending the event or activity for assistance in determining the appropriate category.
- 14. Can experiences be counted multiple times in a certain category?**  
No. Each experience can only be counted once. For instance, if you joined a prairie restoration workday for a Category II experience, you cannot attend two more workdays at the same location to complete this category. This is to encourage a variety of experiences in each category.