



## 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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- 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.