



Enrollment Application

Name Miss Mrs. Ms. Mr. Dr. _____
(Circle One)

Address _____

State _____ Zip Code _____

County _____ Employer _____

Title/Position _____ Supervisor(s) _____

School/Work Place (if different from employer) _____

Home Phone () _____ Work Phone () _____

Fax _____ Email _____

Signature _____ Date _____

Please include a \$25 enrollment fee with your application.

Checks can be made out to MEEA.

Mail to:

Office of Environmental Education
Missouri Department of Conservation
PO Box 180
Jefferson City, MO 65102-0180

For Office Use Only

Date Received _____ ***Check No.*** _____



Form A

Name: _____

Certification Program Summary of Completed Eligibility Criteria

I. Instructional Workshops. All workshops must be on the List of Approved Environmental Education Certification Workshops and Courses. (List required courses first.)

- | | | |
|----------|------------|-------------|
| 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 Out-of-Doors. (List experiences and indicate hours per experience to total 30 hours.)

- | | | |
|----------|------------|-------------|
| 1. _____ | Date _____ | Hours _____ |
| 2. _____ | Date _____ | Hours _____ |
| 3. _____ | Date _____ | Hours _____ |
| 4. _____ | Date _____ | Hours _____ |
| 5. _____ | Date _____ | Hours _____ |
| 6. _____ | Date _____ | Hours _____ |
| 7. _____ | Date _____ | Hours _____ |
| 8. _____ | Date _____ | Hours _____ |

III. Knowledge of Additional Environmental Education Resources and Facilities. (List events and indicate hours involved to total 30 hours.)

- | | | |
|----------|------------|-------------|
| 1. _____ | Date _____ | Hours _____ |
| 2. _____ | Date _____ | Hours _____ |
| 3. _____ | Date _____ | Hours _____ |
| 4. _____ | Date _____ | Hours _____ |
| 5. _____ | Date _____ | Hours _____ |
| 6. _____ | Date _____ | Hours _____ |

IV. Teaching. (List teaching experiences and indicate date of lesson and hours to total 30 hours.)

- | | | |
|----------|------------|-------------|
| 1. _____ | Date _____ | Hours _____ |
| 2. _____ | Date _____ | Hours _____ |
| 3. _____ | Date _____ | Hours _____ |

V. Action Partnership. (List activity and indicate hours in lead role to total 30 hours.)

- | | | |
|----------|------------|-------------|
| 1. _____ | Date _____ | Hours _____ |
|----------|------------|-------------|



Form B Certification Program

Name: _____

Verification of
Participation-
Categories
I,II, and III

Check One of the Following:

- ___ Instructional Workshop (I)
- ___ Field Experience (II)
- ___ Seminars/Resources/Facilities (III)

Directions:

Photocopy this page. Fill out one form for each workshop, field experience, and seminar/conference that you attend. (Minimum seven (7) instructional workshops, 30 hours of field experiences, and 30 hours of seminar/conference/facility visits.) Ask your instructor to sign and date the form. You may staple a copy of your workshop participation certificate to this page.

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

_____ Hours _____

Date of Activity _____ Location _____

Brief description of activity _____

Instructor's/Interpreter's signature _____ Date _____

Position _____

Agency _____



Form C Certification Program Category IV Teaching

Name: _____

Activity Title: _____

Directions:

Photocopy this page. Complete the entire form for each of your three distinct teaching experiences (minimum of 10 hours each).

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?) _____

2. How did your activity move the students from Awareness, to Knowledge, to Challenge or Consensus, and finally to taking Action? _____

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.) _____



Form D Certification Program Category V Action Partnership

Name: _____

_____ **Leadership**
_____ **Partnership**
_____ **Stewardship**
_____ **Action**

The Action/Partnership component of the Missouri Environmental Education Association Certification Program demonstrates the effect of the candidate's environmental education through leadership, partnership, stewardship and community action.

Directions: Complete a minimum of 30 hours of Action/Partnership. Type or print clearly.

Time frame of your Partnership (include number of hours) _____ Dates _____

Title or Brief Description of Your Partnership Project _____

Location: _____

Number of Participants _____ Age/Grade _____

1. Describe your Leadership role _____

2. List your Partner(s) _____

3. Describe your Stewardship component. _____

4. Describe your Action (Describe your project. Include how your project affected the larger community beyond your own school, agency, nature center or business.) _____

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



Form & Certification Program Application for Certification Renewal

Name _____

Address _____

State _____ Zip _____

Employer _____ Position _____

Home Phone () _____ Work Phone () _____

Fax _____ Email _____

Date of Original Certification _____

Signature _____ Date _____

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 _____ |



Instructional Workshop Review Form

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 workshop participants will use to determine the effectiveness of the workshop training.

(For OEE use)

Date submitted to OEE: _____

Date approved: _____

Date posted on web page: _____



Frequently Asked Questions

- 1. Do I have to be a school teacher to enroll in this program?**
No. The Missouri Environmental Education Association Certification Program includes anyone over the age of 18 who wishes to be involved. 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 Instructional Workshops previously taken and on-going action projects initiated after January 1, 2000.
- 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 Criteria 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, provided you received ten hours of credit for each workshop offered by the overall professional development opportunity.
- 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 out-of-doors 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?**
Yes, as long as there is appropriate documentation and it meets all required criteria.
- 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 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 since January 1, 1998 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 since January 1, 1998, 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
Missouri Department of Conservation: www.conservation.state.mo.us
Missouri Department of Natural Resources: www.dnr.state.mo.us
- 11. What is considered appropriate documentation?**
Workshop documentation may consist of agendas, registration receipts or workshop certificates. They should be attached to a completed copy of Form B.
- 12. Should I mail completed forms to OEE after I attend each workshop?**
No. All forms and documentation should be retained by you until all certification requirements are completed.



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 Committee for 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 in "Excellence in EE – Guidelines for Learning" (1999). A more detailed description of these strands may be found at www.naaee.org/npeee/learner_guidelines.html.
 - 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 and so forth.
- 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.

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Instructional Workshop Review Procedures

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 by contacting the Office of Environmental Education.
- The instructor must submit a one-page summary describing the 1) objectives of the workshop, 2) intended audience, and 3) course description. Along with the one-page summary, the instructor shall submit the completed Instructional Workshop Review Form, workshop agenda and list of materials and handouts to be distributed to the Environmental Education Certification Review Committee for review at the address below. The review packet will be kept on file in the Office of Environmental Education.
- Workshops may be submitted throughout the year for approval. Please submit applications at least three months prior to the date of the proposed workshop in order for the Committee to make a decision before the workshop is given.
- The List of Approved Workshops will be updated on the Missouri Department of Conservation Education web page within two weeks of committee approval of a workshop. A hard copy will be printed and dated periodically. In addition, *The Resource* and MEEA newsletter will indicate workshops added to the List of Approved Workshops in each issue.

Submit instructional workshop review packets to:

EE Certification Review Committee
Office of Environmental Education
P.O. Box 180
Jefferson City MO 65102-0180