



NALMS Professional Certification Program Handbook

Professional Certification Program North American Lake Management Society

Ver. 2.0

3 March 2022

Table of Contents

NALMS and NALMS Professional Certification Program (PCP)	4
Certified Lake Manager (CLM) (top tier certification)	4
Lake Management Associate (LMA, 2nd tier certification)	5
Lake Management Trainee (LMT, 3rd tier/entry level certification)	5
Structure of the 3-tier system	5
Codes of conduct and professional ethics	6
Electronic Seals	7
General Rules	7
Legal Implications	7
Certification Process	7
1) Educational Requirements	8
Meeting the Educational Requirements	9
Method 1	9
Method 2	9
Method 3	9
2) Professional Experience Requirements	10
Fee Structure	10
Decision Process	11
Recertification Timeline	11
No double counting of NCEUs	12
NCEU form	12
Reinstatement of Expired Certification	13
Application Checklists	14
Initial LMT/LMA/CLM Application	14
Step 1: Complete the Online Application Form	14
Step 2: Upload Supporting Documents	14
Step 3: Pay the Certification Fee and Retain the Receipt	15
Step 4: Reply to the Email from PCP Lead	15
Recertification Application	15
Step 1: Download and complete the NCEU form	15
Step 2: Complete the Online Recertification Form	15
Step 3: Upload Supporting Documents	15
Step 4: Pay the Recertification Fee and Retain the Receipt	16
Step 5: Reply to the Email from PCP Lead	16

LMTs and LMAs applying for a higher-tier certification	16
Step 1: Complete the Initial Application Online Form	16
Step 2: Upload Supporting Documents	16
Step 3: Pay the Certification Fee and Retain the Receipt	17
Step 4: Reply to the Email from PCP Lead	17
Appendix 1: NCEU table screenshot	18
Appendix 2: PCP handbook revision history	19

NALMS and NALMS Professional Certification Program (PCP)

The mission of North American Lake Management Society (NALMS) is to forge partnerships among citizens, scientists, and professionals to foster the management and protection of lakes and reservoirs for today and tomorrow.

NALMS is not focused on professionals, academic researchers, or any smaller interest group alone. Rather NALMS is a melting pot, welcoming anyone interested in lakes.

NALMS goals are:

1. To promote the exchange of information on aspects of managing lakes and their watersheds.
2. To promote public awareness of lake ecosystems.
3. To encourage public support for promoting management of lakes and their watersheds.
4. To provide guidance to agencies involved in management activities for lakes and their watersheds.
5. To boost the professional status of those engaged in managing lakes and their watersheds.
6. To identify needs and encourage research on lake ecology and watershed management.

The **NALMS Professional Certification Program (PCP)** was established to aid these goals through the identification of individuals who have exceptional training and experience in lake ecology and management. The three-year recertification system guides the certified professionals to continue their professional growth and contribution to the NALMS mission by sharing their lake management expertise beyond their daily professional obligations.

To gain a NALMS certification, an individual must demonstrate training and expertise through a specified combination of education and experience. To maintain certification, one must continue learning through the acquisition of NALMS Continuing Education Units (NCEUs). This learning is best accomplished by participation in NALMS programs, but alternative sources are recognized with proper documentation. While initial certification requires a substantial commitment on the part of the applicant, NALMS places a high premium on continuing education for recertification to ensure that the highest standards of professional awareness and performance are maintained. NALMS issues three levels of certification as follows:

Certified Lake Manager (CLM) (top tier certification)

The term “lake manager” generally refers to a person who manages a pond, lake, or reservoir and its watershed and makes decisions that affect the quality and uses of the waterbody. A typical lake manager is primarily responsible for making recommendations to the governing management body regarding the implementation of a management program and for supervising or conducting that implementation.

A **NALMS Certified Lake Manager (CLM)** is a highly competent lake manager who has satisfied the NALMS certification requirements in terms of scientific knowledge as well as professional experiences. CLMs make lake management decisions and/or provide final technical recommendations to legislative bodies or non-technical final decision-makers. Three years minimum of full-time professional experience as a management decision-maker is a prerequisite before the quality of the experience is closely vetted by the evaluators. CLM is the highest professional certification issued by NALMS.

As of 2022, the certification category of Certified Lake Professional (CLP) is merged with CLM to equitably recognize dynamic and diverse career paths of highly trained lake professionals today and to

facilitate early career lake managers to develop theirs without being restricted within silos. Previously issued (provisional) CLPs are still valid as long as they are unexpired and accompanied with current membership in good standing. **Current CLPs will be automatically converted into CLMs as of 1 January 2023** unless they opt out by emailing certification@nalms.org. **Current pCLMs and pCLPs**, according to the rules at the time of their certification, are valid for 3 years after the initial certification and **need to apply for LMT or CLM before their current pCLM/pCLP expires to transition into the new 3-tier system.**

Lake Management Associate (LMA, 2nd tier certification)

A NALMS **Lake Management Associate (LMA)** is an early career professional with solid (typically 1 to 3+ years) full-time professional experience who is yet to reach the career stage of routinely making final lake management decisions. Applicants with > 3 years of non-decision-making full time experience are in this category (*e.g.*, a field technician with decades of experience but limited involvement in lake management decision-making). LMA is equivalent to the more experienced subgroup of the early career professionals previously certified as provisional CLPs and provisional CLMs (pCLMs and pCLPs). NALMS LMA signifies a professional with solid competency in routine lake management operations who has good potential to earn a CLM in the future if they increase their competency in lake management decision making.

Lake Management Trainee (LMT, 3rd tier/entry level certification)

A NALMS **Lake Management Trainee (LMT)** is an early career professional who satisfies the educational requirements and have recently entered the lake management profession on a full-time basis. An LMT is either a new or recent graduate who has completed college or university coursework suitable for a successful career in lake management OR a person who has achieved the same level of career-preparedness through a combination of college/university coursework, continued education, and/or on-the-job training. NALMS LMT signifies an entry level person with an optimal combination of education in lake and watershed science, communication, business, and policy who is ready for rigorous on-the-job training in lake management that prepares them for accelerated professional advancement. LMT requires demonstrated engagement in lake management; it will not be issued to those who are collecting certifications across various professions.

Structure of the 3-tier system

All 3 certifications (LMT, LMA, and CLM) require recertification every 3 years. This ensures that NALMS-certified professionals keep up with latest developments in lake management through continued education and active participation in NALMS committees and programs.

There is no limit to how long one can remain an LMT or LMA as long as they recertify every 3 years. Some professionals specializing in on-the-ground operations may opt for terminal LMA certification.

Lower-tier certifications are NOT a prerequisite for higher-tier certifications; highly experienced lake managers may apply directly for CLM without earning LMT or LMA beforehand.

NALMS especially encourages early career professionals to apply for LMT and LMA, as they serve as objective indicators of their educational preparedness and professional development that can be presented to employers and clients.

Codes of conduct and professional ethics

NALMS supports all members and event attendees in practicing and communicating high-quality lake and watershed management science. As NALMS-certified professionals (LMTs, LMAs, and CLMs) are expected to abide by the NALMS Codes of Conduct and Professional Ethics (<https://www.nalms.org/our-ethics/>) at all times and to serve as role models for others within the NALMS community.

NALMS-certified professionals are expected to adhere to all sections of the Code AND the additional professional codes below:

- NALMS-certified professionals will present evidence of their qualifications, including professional training, publications, and experience, when requested in connection with their work as an LMT, LMA, or CLM.
- NALMS-certified professionals will inform a prospective or current employer or client of any professional or personal interests which may impair the objectivity of their work, and, upon request, provide clients and employers with this Code.
- NALMS-certified professionals will respect requests for confidentiality from their employers or clients, provided that such confidentiality does not require violation of this Code or of legal statutes. Should conflicts arise between maintenance of confidentiality and legal or ethical standards, clients or employers should be advised of the conflict in writing.
- In seeking employment through bids, NALMS-certified professionals will describe salaries and fees and the extent and kinds of service to be rendered as accurately and fully as possible.
- NALMS-certified professionals should use resources available to them through institutional employment, in performance of work contracted independently of their employing institution, only with the full knowledge and consent of the employing institution. Inappropriate use of access to institutional resources should be avoided; the appropriateness of particular uses of institutional resources should be addressed by the employing institution.
- NALMS-certified professionals will accept compensation for a particular service or report from one source only, except with the full knowledge and consent of all concerned parties.
- NALMS-certified professionals will utilize or recommend utilization of appropriate experts whenever such action is essential to solving a problem.
- NALMS-certified professionals will not knowingly associate professionally with, or allow the use of their names, reports, maps, or other technical materials by any enterprise known to be illegal or fraudulent.
- NALMS-certified professionals may advertise their services, but may not use misleading, false, or deceptive advertising. If Society certification is noted in an advertisement, the tier of certification must be included along with the following statement: "Certification by the North American Lake Management Society recognizes documentation of a set of specific skills. It does not indicate endorsement by the Society of the certified individual."

Concerns and complaints brought to the attention of PCP regarding professional conduct of LMTs/LMAs/CLMs will be relayed to the Ethics Committee for evaluation, and appropriate actions, including possible sanctions, are determined in consultation with the Ethics Committee.

Electronic Seals

NALMS issues electronic seals that can only be used by members in good standing who are currently certified as an LMT, LMA, or CLM.

Use of the seal is protected under the NALMS rules. Use of the seal is a privilege that can be revoked by NALMS if used in an unethical and/or unprofessional manner. Any alteration of the original seal design as issued by NALMS, including but not limited to the addition of words (*e.g.*, company names) or colors, is strictly prohibited. In case of name changes, NALMS will issue a new electronic seal free of charge upon request.

Use of the seal indicates that the LMT/LMA/CLM takes professional responsibility for the work and that, to the best of his or her knowledge and ability, the work has been prepared in a manner using normal and customary standards of practice.

General Rules

- When used in official documents (*e.g.*, proposals and contracts), the Seal shall always be signed, dated, and accompanied by the expiration date of the current certification.
- When used in business cards, brochures, flyers, etc., and on web pages, the Seal shall be displayed prominently and its details (*e.g.*, certification number) clearly legible. The Seal must be removed promptly from such materials upon expiration of the certification or revocation of the Seal usage privilege by NALMS.

Legal Implications

Use of the seal does not imply or attribute any legal liability to NALMS for acts performed by LMTs/LMAs/CLMs. It confers no duty on NALMS to defend any LMT/LMA/CLM against any potential legal liability.

If any LMT/LMA/CLM is negligent, they will be solely responsible for defense against the negligence.

Certification Process

All certifications (LMT/LMA/CLM) require that the applicant meets the educational requirements (1). An LMT applicant is expected to show evidence of their entry into the lake management profession and professional experience so far. An LMA applicant must provide solid evidence of substantial full-time professional experience that approaches the professional requirements (2) for a CLM. A CLM applicant must fully meet (2).

Evaluation criteria by certification tier

Criteria	LMT	LMA	CLM
(1) Educational requirements	Fully satisfied	Fully satisfied	Fully satisfied
(2) Professional experience requirements	Evidence of engagement in lake management (required) and professional experience so far (if any)	Partially satisfied	Fully satisfied

Details of these requirements are provided below.

1) Educational Requirements

The educational requirement has two elements: obtaining at least a four-year undergraduate degree (B.S., B.A. or equivalent) and acquiring **44 academic credits**, with at least **6 academic credits in each of the 5 educational categories** ($6 \times 5 = 30$ credits total) plus **14 additional academic credits in one category** (the applicant's "major"). This means that 20 or more credits are required in one of the 5 categories.

Academic credits from institutions whose credit accounting systems differ greatly from typical North American systems and training in non-credit-bearing courses (*e.g.*, courses offered by university extension services) will be converted to equivalent North American academic credits by PCP based on contact hours (duration of regular class meetings excluding breaks).

The 5 educational categories are:

1. **Technical Water Resources (lake) Science:** An LMT/LMA/CLM must have an understanding of the elements and functions of aquatic systems. This understanding should come from training in disciplines directly related to aquatic science or engineering and could include such courses as water chemistry, taxonomy of aquatic organisms, physiology, water treatment, or lake management.
2. **Technical Watershed (land) Science:** An LMT/LMA/CLM must have an understanding of watershed features and processes which affect lakes. This understanding should come from training in the technical aspects of watersheds and could include such courses as soil science, wetlands science, taxonomy of terrestrial organisms, land use planning, watershed management, or erosion control.
3. **Communication:** An LMT/LMA/CLM must have the ability to communicate concepts, findings, and recommendations to interest groups and governing organizations. This ability should come from training in a variety of communication modes, as courses in general, science, or cross-cultural communication; public speaking; composition or writing; computer science; and education.
4. **Business and Management:** An LMT/LMA/CLM must comprehend the business and management aspects of lake and watershed management. This comprehension should be founded in the knowledge of business and management principles and could include courses in economics, banking, accounting, human resource management, or business planning.

Coursework or credit-bearing internships focused on grant writing, preparation of requests for proposals (RFPs) and/or proposals in response to RFPs also apply to this category.

5. **Policy, Legal, and Government:** An LMT/LMA/CLM must have a working knowledge of the governmental and legal frameworks under which they function and be familiar with the policies that affect lake management. This knowledge and familiarity with the processes for formulating and implementing laws and regulations could come from courses and credit-bearing internships in organizational structure, political science, public administration, environmental law, or governmental processes.

Meeting the Educational Requirements

There are three methods to satisfy the 44-credit requirement:

Method 1

Coursework from an accredited college or university is accepted at the credit level listed on an OFFICIAL transcript (scanned images are accepted; unofficial transcripts are NOT acceptable), provided that the applicant received a **course grade of C or higher**. Official transcripts for all such coursework must be provided with the application. During the online application process, applicants are required to partition their academic courses among the 5 categories in which education must be demonstrated.

Method 2

Where coursework from a degree program is insufficient to meet the educational requirements above, PCP-approved NCEUs may be substituted. Please use the [recertification application form](#), which allows you to list NCEU-eligible experiences and their corresponding NCEUs. The acceptability of NCEUs and the amount of credit to be awarded is dependent upon a review of supporting documents, such as a detailed course or workshop description, a program/agenda, or a syllabus.

After PCP has approved NCEUs to be used for this purpose, the applicants must partition the approved NCEUs among the five educational categories in the online application system.

There are restrictions on the acquisition and use of NCEUs to meet the 44-credit requirement, including:

- In the Authorship category, no multiple credits are granted for highly identical items of the same type (*e.g.*, multiple publications based on the exact same dataset).
- Publications must be submitted for review.
- Evidence of service accomplishments (*e.g.*, appointment to an international/national/regional advisory board) must be officially documented.

Method 3

Where coursework and NCEUs are still insufficient to satisfy the educational requirements, the applicant's experience, including credit-bearing internships with no official documentation of learning outcomes or learning activities and non-credit-bearing internships, both at the college level or above, may be substituted if it is clearly relevant and illustrates competence in the educational categories where deficiencies remain. This method is intended primarily for those with extensive experience through a lake management career, while most likely having attended college at a time when environmentally focused curricula were rare (*e.g.*, graduated from a civil

engineering program focused on hard structures). It may also be useful for those who gained their business or organizational experience through years of running a business or working within an institutional framework.

To be awarded educational credit for work experience, the applicant must submit clear documentation of how the educational requirement has been met through experience. It is not sufficient to merely note several years of activity in the field. Rather, documentation should provide information necessary to convince PCP of the applicant's professional experience in any educational area for which sufficient course work or NCEUs are lacking.

2) Professional Experience Requirements

A minimum of three years of full-time employment in a position that meets the description of a lake manager is a pre-requisite for further vetting of the quality of the claimed professional experience. Explicit involvement as the leader or a major contributor in the **decision-making processes** in lake and/or watershed management, where lake/watershed needs are assessed and programs to meet them are developed and/or implemented, is essential. Examples of activities that do NOT qualify as decision-making experience include but are not limited to: supplying general information (*e.g.*, how lake ecosystems work) for stakeholders, collecting and analyzing field data for others who make management decisions, implementing management actions by operating equipment in the field, writing proposals and reports, and applying for permits. These activities may be part of the overall project in which you made management decisions but performing these individual tasks alone does not satisfy the professional experience requirements.

Applicants are solely responsible for cohesively presenting, with appropriate supporting documents, their professional experience in lake management decision-making. Because each lake management career is different, NALMS cannot provide a single template for all applicants. Effective written communication is a critical skill that all CLMs must possess, and the PCP evaluators are not held responsible for mining information from haphazardly uploaded supporting documents.

Fee Structure

The application fee for a new certification is US\$260 for all certification tiers (LMT, LMA and CLM). The same application fee applies to current LMAs applying for CLM and current LMTs applying for LMA or CLM.

Those who become certified as a new LMA or LMT and current LMTs and LMAs who successfully advance to a higher tier (LMT → LMA/CLM, LMA → CLM) receive complementary Early Career (if eligible) or Professional membership for the next calendar year.

Applicants whose applications are rejected (*i.e.*, do not result in any new certification) will receive one year of complementary Early Career (if eligible) or Professional membership.

New certification application types, fee, and outcomes

Current certification	None			LMT		LMA
Applying for	LMT	LMA	CLM	LMA	CLM	CLM
Application fee	US\$ 260					
If approved	LMT + 1 yr EC*/Prof membership	LMA + 1 yr EC/Prof membership	CLM+ 1 yr EC/Prof membership	LMA + 1 yr EC/Prof membership	CLM + 1 yr EC/Prof membership	CLM + 1 yr EC/Prof membership
If rejected	1 yr EC/Prof membership					

*EC: early career (< 5 years of experience in the field); Prof: professional

The recertification (*i.e.*, maintaining the same certification every 3 years) fee is US\$80 for all 3 tiers (LMT/LMA/CLM). All recertification applicants must be NALMS members in good standing (see Recertification Timeline for details). If claiming credit for having been certified as an LMT or LMA during an application for a higher-tier certification, the LMT/LMA certification must be current (*i.e.*, renewed every 3 years). **Expired certifications receive no special consideration.**

An applicable application fee must be received by the NALMS Office before an application is evaluated. An applicant is responsible for uploading the payment receipt among other supporting documents (*e.g.*, current resume) for their application.

All fees above are as of March 2022 and subject to change.

Decision Process

PCP is comprised of CLMs who serve as volunteer evaluators. PCP evaluators receive applications from the PCP Lead and vote on each candidate based on their review of the application and the requirements described in this handbook. A majority vote among the voting PCP evaluators is required for certification. PCP Lead is authorized to contact or delegate contact with the applicants and their listed references to gather additional information and to **issue a lower-tier certification as appropriate where a higher-tier certification is not approved.** A PCP decision is usually reached within 60 days of receipt of the application; however, extenuating circumstances may arise that delay the decision. There is no time limit for information gathering and review.

Recertification Timeline

Certification is valid for the remainder of the year certified/recertified plus *three calendar years*, except for late recertification applications that are received within the reinstatement period. When approved, reinstated recertifications will expire 3 years from the last expiration date.

All LMTs, LMAs and CLMs must remain NALMS members throughout the years leading to their next recertification. When one’s NALMS membership lapses, their NALMS certification becomes invalid, and they may not call themselves a NALMS LMT/LMA/CLM or use their LMT/LMA/CLM seal.

Recertification must be **approved** by the end of the third full calendar year to avoid a gap in certification. E-seals must not be used if a certification has lapsed.

A recertification application requires 50 NALMS Continuing Education Units (NCEUs) from the last 36 months leading to the date of application. For example, if one applies for recertification on 1 September 2022 in advance of upcoming expiration on 31 December 2022, they may claim NCEUs earned between 1 September 2019 and 1 September 2022.

Adjustment of the 36-month window may be requested by the applicant in case of life events that resulted in medical or family leave (or equivalent if self-employed) or a significant workload reduction. Please submit a letter explaining the situation and the affected period (s) along with your recertification application.

Date of recertification application:	Eligible NCEUs are earned between:
1-Sep-2022	1-Sep-2019 through 1-Sep-2022
5-Oct-2022	5-Oct-2019 through 5-Oct-2022
10-Jan-2023	10-Jan-2020 through 10-Jan-2023

A note on achieving NCEUs during the time of COVID-19: personal/family illness and job loss/reduction are valid reasons to ask for adjustment for the 36-month window to earn the 50 NCEUs. Even if you and/or your family have not been directly sickened by COVID, if you had a significant reduction in available time for work and continuing education due to increased demand for dependent care, that is a valid ground for an adjustment request. Also, note that webinars count towards NCEU as long as they are properly documented.

Because of the increased society business related to the annual symposium in November, followed by the holidays, **it is highly recommended that you submit your recertification application before early October of the expiration year.** Your NCEUs from the annual symposium during that year may be claimed for your next recertification.

No double counting of NCEUs

NCEUs may not double count towards two consecutive recertifications. For example, if you renew on 1 Oct 2020 and then on 1 Feb 2023, you cannot claim towards the 2023 recertification the NCEUs that were earned between 1 Feb 2020 and 1 Oct 2020 and already claimed for the 2020 recertification. For this reason, it is beneficial for applicants to submit recertification applications around the same time of the year.

NCEU form

Categories of continued education activities eligible for NCEUs are listed on the NCEU form (downloadable from <https://www.nalms.org/nalms-certification-program/nalms-re-certification-application/>) along with the corresponding NCEUs per item. Please pay particular attention to the following when preparing a NCEU form:

1. **The applicant is responsible for filling all applicable yellow cells** in the NCEU form to the best of their knowledge. PCP evaluators will check the claimed NCEUs against the supporting

documents (if applicable for the item). Forms without (estimated) NCEUs for each item will be returned for revision.

2. **Only active committee/program service to NALMS and NALMS Affiliates** (listed at <https://www.nalms.org/our-members/affiliate/>) **is eligible for NCEU**, not NALMS membership or service to other organizations. While NALMS recognizes the value of service to other organizations (*e.g.*, local lake and watershed associations), NALMS itself is a volunteer-driven organization, and its operation depends on active contribution by its members. For this reason, the NCEU allocation is necessarily NALMS-centric. Contributions to other organizations can still be claimed under other categories with appropriate documentation (*e.g.*, authorship for a newsletter article that is equivalent to a *LakeLine* article) as long as they resulted in continued learning in lake management. Similarly, only grant proposals submitted to funders on behalf of NALMS are eligible for NCEUs under “Service to NALMS and its Affiliates”.
3. Participation in lake management-related virtual conferences and webinars are eligible for NCEUs, similar to in-person participation. Use the same conversion rate (1 NCEU per 1 contact hour) and submit applicable supporting documents (*e.g.*, registration confirmation, certificate of participation, and/or screenshots of the webinar at the start and end).
4. If required supporting documents (*e.g.*, a copy of an official report) contain sensitive information, the applicant can redact such information (*e.g.*, identity of the client/site and GPS coordinates). If the document is long (> 10 pages), the table of contents and an executive summary should be submitted instead of the whole document. PCP evaluators will ask for the entire document if deemed necessary. Alternately, if a document is openly available online, an URL for the document should be pasted to the “Attachment” column of the NCEU form instead of uploading a PDF separately.
5. “Other documented professional experience” must be activities beyond one’s routine work and must have resulted in significant learning of new materials and professional development as a lake manager. For example, teaching regularly scheduled courses and workshops based on existing teaching materials is routine work. If one invested a substantial amount of time and effort to research a new topic and develop a new module for their workshop, it needs to be clearly narrated in a supporting document so that PCP evaluators can consider the activity for NCEUs. Applicants need to provide their best estimate of the applicable NCEUs based on the NCEU assignments for other activities listed on the NCEU form. For example, if the effort included the applicant leading a series of special meetings with co-instructors, these hours could be similar to workshop contact hours and therefore counted at 1 NCEU per meeting hour.
6. Double check that only items from the last 36 months are included in the NCEU form. PCP evaluators will deduct claimed NCEUs outside of the 36-month window unless an extension was petitioned as part of the recertification application.

Reinstatement of Expired Certification

A NALMS member whose LMT/LMA/CLM had expired may reinstate the certification if a recertification application is received within one year of the expiration date and approved by PCP. An additional late fee of US\$80 is added to the regular recertification application fee (US\$80).

Reinstatement requires 50 NCEUs over the 36 months leading to the expiration date **plus 1.4 NCEUs per lapsed month**. For example, if a LMT/LMA/CLM expired on 31 December 2021, and a reinstatement

application was submitted on 31 March 2022, the applicant needs to have earned 54.2 NCEUs over the last 39 months, between 1 January 2019 and 31 March 2022.

A complete initial application and fee (US\$260) will be required to revive a LMT/LMA/CLM that has lapsed beyond 1 year. The application will be evaluated as if the applicant is a brand-new candidate for a LMT/LMA/CLM, based on the current evaluation criteria, not those at the time of the original certification.

Application Checklists

Initial LMT/LMA/CLM Application

Step 1: Complete the Online Application Form

The online application form includes the following sections. Please have relevant documents ready at hand when you start the online application process and select the preferred payment method on the first page of the online application form.

- Contact Information
- College Education
- Course Work
- Continuing Education Units (if using Method 2 to satisfy the 44-credit requirement; only use the NCEUs pre-approved by PCP)
- Experience
- Employment

Step 2: Upload Supporting Documents

Upon completion of Step 1, you will receive a confirmation that includes a URL to upload your supporting documents. You must then upload supporting documents for your application **as a single PDF file** that is < **10 MB** in size.

Required:

1. Application fee receipt
2. Official transcripts
3. Current resume (2 pages maximum)

Recommended/optional:

1. Certificates of completion for major continuous education courses, workshops, etc.
2. Other documents to support major accomplishments claimed in the professional experience section, such as copies of publications and reports. For documents exceeding 10 pages, include only the table of contents and the executive summary. PCP will request the entire document if deemed necessary during evaluation.

3. URLs in the online application form and resume for documents that are publicly available online).

Step 3: Pay the Certification Fee and Retain the Receipt

The current certification fee for LMT/LMA/CLM is US\$260. Refer to the [Fee structure](#) section for details. You may pay by check or use our online payment gateway. Please select the preferred payment method on the online application form. If you pay by check, the payment receipt will be acknowledged by NALMS via email.

Step 4: Reply to the Email from PCP Lead

You will receive an email from PCP Lead containing a list of supporting documents uploaded that are visible to the NALMS PCP. The applicant must reply to this message, confirming that all supporting documents have been uploaded.

Evaluation by PCP will start only after:

1. The payment receipt, official transcripts and resume are uploaded.

AND

2. PCP Lead receives a positive confirmation email from the applicant stating that all supporting documents have been uploaded and that their application packet is complete.

Recertification Application

Step 1: Download and complete the NCEU form

- You must have earned ≥ 50 NALMS Continuing Education Credits (NCEUs) over the 36 months leading to your recertification application.
- [Click here to download the NCEU form.](#)

Step 2: Complete the Online Recertification Form

Access the online form at <https://www.nalms.org/nalms-certification-program/nalms-re-certification-application/>.

Step 3: Upload Supporting Documents

Upon completion of Step 3, you will receive a confirmation that includes a URL to upload your supporting documents. File size limit is 10 MB total – please convert all files to low/medium resolution PDF so that they meet the **10 MB** limit per applicant.

Required for all:

1. Current resume (2 pages maximum)
2. Completed NCEU form with (estimated) NCEUs for each item

Required if claiming NCEUs in categories that require submission of supporting documents (see the “notes” column in the NCEU form):

1. Certificates of completion for courses, workshops, etc. Add a separate course/workshop description and the contact hours if they are not evident in the certificates.

2. Copies of peer-reviewed journal articles except for those in *Lake and Reservoir Management* (copy URL onto the NCEU form instead if it is an open-access article)
3. Copies of official reports and other publications (minimal requirement: equivalent to a typical *LakeLine* article in quality and length)
 - For documents exceeding 10 pages, include only the table of contents and the executive summary. PCP will request the entire document if deemed necessary during evaluation.
 - Documents that are publicly available online should be included as a URL in the NCEU form instead.
4. Supporting document(s) for participation in lake management permitting effort
5. Supporting document(s) for participation in an appointed task force or committee

Step 4: Pay the Recertification Fee and Retain the Receipt

The current recertification fee is US\$80. You may pay by check or use our online payment gateway. If you pay by check, the payment receipt will be acknowledged by NALMS via email.

Step 5: Reply to the Email from PCP Lead

You will receive an email from PCP Lead containing a list of supporting documents uploaded that are visible on the NALMS side. The applicant must reply to this message, confirming that all supporting documents have been uploaded.

Evaluation by PCP will start only after:

1. The payment receipt is uploaded.

AND

2. PCP Lead receives a positive confirmation email from the applicant stating that all supporting documents (of any) have been uploaded and that their application packet is complete.

LMTs and LMAs applying for a higher-tier certification

NALMS professional certifications have two requirements: education and experience. LMTs and LMAs have already satisfied the education requirement.

Step 1: Complete the **Initial** Application Online Form

Access <https://www.nalms.org/nalms-certification-program/nalms-certification-application/> to submit detailed information on your professional experience that you gained in the last three years. Make sure that you **indicate that you already have a lower-tier certification (LMT or LMA, along with your certification number) and skip the educational requirement section** (where academic credits are slotted into the 5 categories).

Step 2: Upload Supporting Documents

Upon completion of Step 2, you will receive a confirmation that includes a URL to upload your supporting documents. You must then upload supporting documents for your application **as a single PDF file** that is < **10 MB** in size.

Required:

1. Application fee receipt
2. Current resume (2 pages maximum)

Recommended/optional:

1. Brief, overall narrative of your solid professional growth since last certification.
2. Certificates of completion for major continuous education courses, workshops, etc.
3. Other documents to support major accomplishments claimed in the professional experience section, such as copies of publications and reports. For documents exceeding 10 pages, include only the table of contents and the executory summary. PCP will request the entire document if deemed necessary during evaluation.
 - a. Long documents that are publicly available online should be included as a URL in the online application form and/or resume).

Step 3: Pay the Certification Fee and Retain the Receipt

The current certification fee for LMA/CLM is US\$260 for those who are already certified as LMT/LMA, respectively. Refer to the **Fee structure** section for details. You may pay by check or use our online payment gateway. Please select the preferred payment method on the online application form. If you pay by check, the payment receipt will be acknowledged by NALMS via email.

Step 4: Reply to the Email from PCP Lead

You will receive an email from PCP Lead containing a list of supporting documents uploaded that are visible on the NALMS side. The applicant must reply to this message, confirming that all supporting documents have been uploaded.

Evaluation by PCP will start only after:

1. The payment receipt is uploaded.

AND

2. PCP Lead receives a positive confirmation email from the applicant stating that all supporting documents have been uploaded and that their application packet is complete.

Appendix 1: NCEU table screenshot

NALMS CLM/CLP/pCLM/pCLM renewal form (NCEU based, Rev. May 2019)

Applicant is responsible for filling all yellow cells to the best of their knowledge.

Evaluators will check the claimed NCEUs against the supporting documents if applicable. Forms without NCEUs for each item will be returned for revision.

Applicant name	[p]CLM or [p]CLP	Certification # (e.g., "10-01M")
----------------	------------------	----------------------------------



Please list a variety of relevant activities to demonstrate balanced professional growth (minimum: 50 NCEUs / 3 yrs; listing of > 50 NCEUs is encouraged). Yellow cells are editable. New rows can be also added to accommodate more items under a category.

*NALMS Affiliates are listed at <https://www.nalms.org/our-members/affiliate/>.

		NCEU	Notes	Item	NCEUs claimed by applicant	Attachment
Service to NALMS and its Affiliates						
Committee/program service for NALMS or NALMS Affiliates*	active committee/program membership	6 per year	To be confirmed by committee chairs/program leads as needed			
<i>Note: NALMS membership alone does not qualify for NCEUs. Active service to committees and programs do.</i>	Serving as Chair or Lead for committee/program	10 per year				
Grant writing - proposals submitted on behalf of NALMS		8 per proposal	Significant contribution to be confirmed by the project lead			
NALMS white paper/policy/position paper		8 per paper	Significant contribution to be confirmed by the project lead			
Lake and Reservoir Management (LRM) Editor-in-chief (EIC)		10 per year				
LRM Associate Editor	For appointment	2 per year				
	Per assigned article	3 per year	Article assignment to be reported by EIC.			
NALMS Symposium concurrent session moderator		2 per session				
Serving on BOD of NALMS or NALMS Affiliate*		10 per year				
Teaching a NALMS-sponsored workshop		8 per each workshop offering				
Authorship						
Peer-reviewed journal article (LRM and others, sole or co-author)		8 per article	Submit a copy if not in LRM			
LakeLine article (sole or co-author)		8 per article				
Official reports or other publications (minimal requirement: equivalent to a typical LakeLine article in quality and length)		8 per article	Submit a copy of the article or web link			
Oral or poster presentation at a NALMS Symposium or Water Quality Monitoring Conference		4 per presentation	Must be listed as (co-)author on the official abstract			
Continued education						
Relevant in-person or virtual courses/workshops/conference sessions, per contact hour (time spent in class with instructor(s) or presenter(s), excludes breaks)		1 per contact hour	Submit course/workshop description of conference agenda/program with the attended sessions highlighted			
NALMS Symposium attendance (documented as valid registration)	Registration for whole symposium	3 per Symposium	For attending plenaries, luncheon and membership meetings, etc. that lead to continued learning outside sessions.			
	One-day registration	1 per registered day				
NALMS Symposium concurrent session (90 mins)		1.5 per 90-minute session	List at least "Sessions A, C, and G", etc.			
Professional experience						
Participation in lake management permitting effort		3 per project	Submit supporting document			
Participation in an appointed task force or committee		3 per task force/committee	Submit official appointment letters			
Other documented professional experience beyond routine work that resulted in significant learning of new materials and professional development as a lake manager		Provide best estimate of applicable NCEUs according to NCEU assignments above	Submit applicable supporting documents			
Total						0

Appendix 2: PCP handbook revision history

March 2022

- New 3-tier (LMT/LMA/CLM) certification system replaced the old (p)CLM/(p)CLP system
- New application and recertification fee structure
- Codes of Conduct and Professional Ethics copied from NALMS Policies and Procedures Manual
- Ethics investigation and sanction process copied from NALMS Operations and Policy Guidelines