



Re-Certification Contract and CDH Form Instructions

The CISEC, Inc. Board of Directors have instituted a policy change that affects the renewals and re-certifications that are currently in place. The contract cycle is yearly instead of every three years, effective immediately**. To stay active, your renewal payment, CDHs, and Re-Certification Contract must be submitted every September 30th.

***Please note that all CAN-CISEC registrants who are under a 3-year contract have the option to continue to fulfill that obligation with all applicable requirements as specified in their documents. However, once a 3-year contract has expired, registrants will use the guidelines listed below.*

Included in the renewal packet is the payment fee form, the CDH submission form and a re-certification contract that is to be signed and submitted to CISEC, Inc. with your renewal payment and CDHs.

You are required to accumulate a minimum of 12 continuing development hours (CDHs) over the next year. CDHs can be earned from a variety of sources. How to earn CDHs is on the accompanying form and additional information on qualifying activities can be found at www.cisecinc.org.

This form must be used to record your CDHs and must be submitted each year with your membership renewal fees and Re-Certification Contract. Contracts will not be renewed if you do not meet the CDH requirements as well as being current with your renewal fees. Please use the following instructions when filling out the CDH form:

1. You must completely fill out the top of the form with your **name, address, telephone, email, CAN-CISEC number, and for what registration year you are claiming the CDH credits.** If you complete the renewal payment form prior to the CDH form, the above information will automatically be entered. **IF THIS INFORMATION IS NOT COMPLETE OR NOT LEGIBLE, YOUR RENEWAL WILL NOT BE PROCESSED AND MAY RESULT IN LATE FEES.**
2. Remember that your registration cycle starts on October 1st and ends on September 30th of the following year. Please note that the 12 month cycle does not start on January 1st for your CAN-CISEC registration.
3. Please include documentation (e.g., receipts, certificates, etc.) for forums you attended. If documentation does not exist or cannot be found, please include the date and where you attended the forum as well as the total number of CDH hours you are claiming for each event.
4. You cannot claim credit for hours accumulated prior to becoming a CAN-CISEC registrant. For example, the CAN-CISEC training modules, if taken prior to you becoming a CAN-CISEC, will not count toward CDHs.
5. **All forms must be filled out completely and submitted together. If any information is missing, it could result in a delay being processed and you could possibly incur late fees.**



These forms can be filled out using your computer

CAN-CISEC. 9520 Pine Valley Drive Woodbridge, Ontario L4L 1A6 Ph: (289) 268-3909 E-mail: can-cisec@trca.on.ca www.cisecinc.org

CAN-CISEC RENEWAL PAYMENT FORM

Form with fields for First Name, Middle Initial, Last Name, CAN-CISEC Number, Company or Agency, Mailing Address, City, State/Province, Zip/Postal Code, Country, Office Phone, Fax Phone, Home or Cell Phone, E-mail Address.

Current Year (2016 to 2017) Renewal Fee: CA\$ 90

Late Fees (2016 to 2017) (if applicable): CA\$

Past Year** (2015 to 2016): Renewal & Late Fees (if applicable): CA\$

Past Year** (2014 to 2015): Renewal & Late Fees (if applicable): CA\$

Reinstatement Fee (if applicable): CA\$

Applicable Taxes: CA\$

Total Renewal Fee: CA\$

If you owe more than three years renewal, please contact us directly

Payment Information:

P.O. No. Cheque No. (make cheque payable to Toronto and Region Conservation Authority)

Online Payment Booking ID (provided following successful online payment):

To make an online payment, please visit:

https://www.thelivingcitycampus.com/workshop/certified-inspector-sediment-and-erosion-control-membership-renewal-fees

Fill out the following if you are paying by credit card:

VISA or MasterCard Security Code:

Expiration Date: Exact Billing Name on Credit Card:

Authorized Signature

Date

By renewing my certification:

- I will continue to abide by the CISEC, Inc. Code of Ethics... I will continue to perform inspection services... I understand that I have to accumulate at least 12 Continuing Development Hours (CDHs) within the next year.

Attached, please find a Re-Certification Contract and CDH Form for educational hours earned as of this date.

Upon renewing my certification, CISEC, Inc. hereby agrees to:

- Allow me to continue using CAN-CISEC initials and number as part of my name and title. Provide notice of ongoing training opportunities within the industry. Provide a network of other professionals for technical support and advice.

I understand once CISEC, Inc. receives payment for this renewal, it will be effective beginning October 1 of this year and valid through September 30 of the following year. I further understand that CISEC, Inc. has the right to terminate this renewal if I violate this contract and/or the original Agreement I signed upon being designated as a CAN-CISEC registrant.

Signature Required: Date:

Please do not post any of my contact information on www.cisecinc.org

Along with my name, registration number and expiration date, please post the following on www.cisecinc.org:

City/Cities (list below) E-Mail Phone: Office Fax Cell

Comment:

Please sign the form (make a copy for your files). Send the completed form (with payment if paying by check) to: CAN-CISEC, c/o TRCA, Attn: Alanna Fair, 9520 Pine Valley Drive, Woodbridge, Ontario L4L 1A6 Or email Alanna at AFair@TRCA.on.ca



CANADA

CISEC, Inc.
P.O. Box 188
Parker, CO 80134

CAN-CISEC RE-CERTIFICATION CONTRACT

This Re-Certification Contract is hereby entered into by and between _____ (the "Registrant") and CISEC, Inc. _____
Last Name First Name

CISEC, Inc. acknowledges that the Registrant has met the requirements for, and is entitled to, CAN-CISEC certification. In exchange for the CAN-CISEC certification being conferred upon the Registrant concurrently herewith, the Registrant hereby agrees to:

1. At all times, strictly abide by the CAN-CISEC, Inc. Code of Ethics (located hereto as Exhibit A as attached to this contract and incorporated herein by reference).
2. Perform all services in a professional and workmanlike manner and uphold professional standards in relating to the public, to other CAN-CISEC certified Registrants, and to other professionals within the industry.
3. Pay all annual renewal fees to CISEC, Inc. by September 30 of each year beginning **September 30, 2016**.

CISEC, Inc. hereby agrees to:

1. Allow the Registrant to use CAN-CISEC initials and **Certificate Number CAN-**_____ as part of his/her name and title. CISEC Number
2. Provide notice of ongoing training opportunities within the industry.
3. Provide a network of other Registrants to provide support and professional advice.

CISEC, Inc. has the right to terminate this Contract if the Registrant breaches this Contract or fails to comply with his or her obligations for non-compliance with this Contract. The Registrant has the right to terminate this Contract at any time by providing CISEC, Inc. with a 30 day written notice.

This Contract is effective as of **October 1, 2016** and shall automatically be terminated in one year unless Registrant meets CISEC, Inc. compliance requirements of paying annual renewal fees and submitting at least 12 continuing development hours (CDHs) during this time frame.

Registrant

Signature: _____

Address: _____

City: _____

Province: _____

Postal Code: _____

Date: _____

CISEC, Inc.

Signature: Jina R. Evans

Title: President

Date: August 1, 2016

Exhibit A

CODE OF ETHICS

Canadian Certified Inspector of Sediment and Erosion Control

Article I. General Principles

1. The privilege of professional practice imposes obligations of morality and responsibility as well as professional knowledge.
2. Each Canadian Certified Inspector of Sediment and Erosion Control (hereafter know as CAN-CISEC) agrees to be guided by the highest standards of ethics, personal honor, and professional conduct.

Article II. Relation of Professional to the Public

1. A CAN-CISEC shall not give a professional opinion or make a recommendation without being as thoroughly informed as might reasonably be expected of a similarly situated professional.
2. A CAN-CISEC shall not knowingly permit the use of his or her reports or other documents for any unsound or illegitimate undertaking.
3. A CAN-CISEC shall not issue a false statement or false information at any time.
4. A CAN-CISEC shall not make any sensational, exaggerated, and/or unwarranted statements in any professional opinion or in the course of performing any professional services.
5. A CAN-CISEC may publish dignified business, professional, or announcement cards, but shall not advertise his or her work or accomplishments in a self-laudatory, exaggerated, or unduly conspicuous manner.

Article III. Relation of Professional to Employer and Client

1. A CAN-CISEC shall not use, directly or indirectly, any employer or client's information in any way that would violate the confidence of the employer or client.
2. A CAN-CISEC shall protect, to the fullest extent possible, the interest of their employer or client insofar as such interest is consistent with the law and his or her professional obligations and ethics.
3. A CAN-CISEC who finds that his or her obligations to their employer or client conflict with his or her professional obligation or ethics should address such objectionable conditions or resign.
4. A CAN-CISEC who has performed an investigation for any employer or client shall not seek to profit economically from the information gained.
5. A CAN-CISEC shall not divulge any information given in confidence.
6. A CAN-CISEC shall engage, or advise his employer or client to engage, and cooperate with other industry specialists whenever the employer or client's interests would be best served by such service.

Article IV. Relation of Professionals to Each Other

1. A CAN-CISEC shall not falsely or maliciously attempt to damage the reputation of another.
2. A CAN-CISEC shall refrain from plagiarism in oral and written communications.
3. A CAN-CISEC shall endeavor to cooperate with others in the profession and encourage the ethical dissemination of technical knowledge.

Article V. Duty to the Profession

1. A CAN-CISEC shall uphold this Code of Ethics by example and encourage other CISECs and CAN-CISECs to do the same.

Article VI. Conflicts of Interest

1. A CAN-CISEC shall not inspect properties under contingent arrangements whereby any compensation or future referrals are dependent on reported findings.
2. A CAN-CISEC shall not receive compensation for an inspection from more than one party unless agreed to by the client(s).
3. A CAN-CISEC shall not accept compensation, directly or indirectly, for recommending contractors, services, or products to inspection clients or other parties having an interest in inspected properties.