

Evaluation Instruction Sheet

- CISEC, Inc. has three different certification examinations that are based upon an individual's sediment and erosion control and/or storm water inspection experience.
 - **Level 1** is for those having less than 2-years of sediment and erosion control and/or storm water inspection experience seeking a **CISEC-IT** (In-Training) designation.
 - **Level 2** is ONLY for a **CISEC-IT** registrant who has accumulated 2-years of sediment and erosion control and/or storm water inspection experience.
 - **Level 3** is for those having at least 2-years of sediment and erosion control and/or storm water inspection experience seeking a full **CISEC** registration.
- Those seeking to sit for the **Level 1 (i.e., In-Training)** examination do not submit any application material BUT must register for the training modules.
- Existing **CISEC-IT** registrants seeking to sit for the **Level 2** examination must complete the following:
 - Submit a completed application form on their qualifications.
 - Provide documentation that they conducted sediment and erosion control and/or storm water inspections under the supervision of an experienced inspector mentor (please provide names and phone numbers) to accumulate the necessary 2-years of inspection experience.
 - Receive written permission from CISEC, Inc. to sit for the test.
- Those seeking to sit for the **Level 3** examination **MUST** complete the following:
 - Submit a completed application form on their qualifications.
 - Receive written permission from CISEC, Inc. to sit for the test.

Send the completed payment form, evaluation and application material and all fees to:

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

or

Fax: 303-841-6383
E-Mail: accounting@cisecinc.org

Make sure you send the examination application forms and payment **at least 21 days prior** to the examination date.

**IF YOU HAVE NOT HEARD ABOUT THE REVIEW STATUS OF YOUR
QUALIFICATIONS WITHIN SEVEN (7) DAYS BEFORE THE EXAMINATION,
PLEASE CALL 720-235-2783 OR SEND AN E-MAIL TO
examination@cisecinc.org**



THESE FORMS CAN BE FILLED OUT USING YOUR COMPUTER

CISEC, Inc. P.O. Box 188 Parker, CO 80134 Ph: (720) 235-2783 Fax: 303-841-6383 E-mail: contactus@cisecinc.org

EVALUATION FORM FOR CISEC, INC. TO ASSESS AN APPLICANT'S QUALIFICATIONS

Use a separate form for each applicant

Form with fields: First Name, Middle Initial, Last Name, Company or Agency, Mailing Address, City, State/Province, Zip/Postal Code, Country, Office Phone, Fax Phone, Home or Cell Phone, Email Address

NON-REFUNDABLE CISEC EXAMINATION ADMINISTRATIVE FEES (Prior approval by CISEC, Inc. is required to sit for any examination)***

Before the review process will begin for either Level 2 or Level 3 examinations, submittal to CISEC, Inc. of full payment, completed application, three reference forms (by e-mail or sealed envelopes) and any other supporting material must happen at least 21 days before the administration of a test

Table with 2 columns: Examination Level (Level 1, Level 2, Level 3) and Fees (\$50, \$100, \$150/\$350) and requirements.

- I have registered into CISEC, Inc.'s On-Line training modules (Attach proof of payment)
I have attended CISEC, Inc.'s In-Person training modules (Attach proof of payment or copy of class certificate)

Date of Purchase: Signature:

Please list any ADA requests:

Administrative fees must be paid in full before any evaluation will occur

Payment Information: Check No. P.O. No.

Fill out the following if you are paying by credit card

VISA or MasterCard American Express

Expiration Date Security Code Exact Billing Name for Credit Card Billing Zip/Postal Code

Authorized Signature Date

NOTE: An additional administrative fee of \$50 may be necessary when using a proctor (see last page)

Please send payment forms and accompanying material to accounting@cisecinc.org or send to CISEC, Inc., P.O. Box 188, Parker, CO 80134. Material can also be sent by fax (303-841-6383) or call 720-235-2783 for an address to deliver material by courier, Express Mail, etc.



THIS FORM CAN BE FILLED OUT USING YOUR COMPUTER

CISEC, Inc. P.O. Box 188 Parker, CO 80134 Ph: 720) 235-2783 Fax: 303-841-6383 www.cisecinc.org

USA PROCTOR FORM

Form with fields for First Name, Middle Initial, Last Name, Company or Agency, Mailing Address, City, State/Province, Zip/Postal Code, Office Phone, Fax, Home or Cell Phone, Email Address.

Once you have been accepted by CISEC, Inc. to sit for a Level 1, Level 2 or Level 3 Examination and seek to have your test administered by a proctor, the following form will need to be completed and submitted to CISEC, Inc.

Option 1: I want to sit for the Certification Examination at (City and State) on (Date of Test). It is my understanding that there are no additional fees for this option and a CISEC instructor will proctor the test.

Option 2: The following person meets CISEC, Inc.'s proctor criteria as found at www.cisecinc.org and has agreed to administer my examination. It is my understanding this option requires a \$50 administrative fee as well as CISEC, Inc. approving, and receiving a signed contract from, the proctor.

Proctor Name: CISEC No. Proctor Company or Agency: Proctor Mailing Address: Proctor City: Proctor State: Zip Code: Proctor Main Phone: Proctor Fax: Proctor E-Mail: Enter the Test Date (if known): Enter Time of the Test (if known):

I have selected Option 2 and agree to pay the \$50 administrative fee. Payment Information: Check No. P.O. No. Fill out the following if you are paying by credit card: VISA or MasterCard American Express Expiration Date Security Code Exact Billing Name for Credit Card Billing Zip/Postal Code Authorized Signature Date

THIS FORM MUST BE SUBMITTED AT LEAST TWO WEEKS BEFORE ADMINISTRATION OF THE TEST

Signature: Today's Date:

Please send payment form and accompanying material to CISEC, Inc. P.O. Box 188 Parker, CO 80134 OR Fax: 303-841-6383 E-Mail: accounting@cisecinc.org Call 720-235-2783



Application to Assess Eligibility for the CISEC Examination

Read the instructions and eligibility requirements before you complete this application.
This is a fillable PDF form, or you can type or print clearly using dark ink.

GENERAL INFORMATION

1	First Name		Middle Initial	Last Name	
	Company or Agency		Mailing Address		
2	City		State/Province	Zip/Postal Code	Country
	Office Phone	Fax Phone	Home or Cell Phone	E-Mail Address	

BACKGROUND INFORMATION

5 You must answer each question in this section before we can process your application:			YES	NO
a) During the last 10 years, were you fired from any job for any reason, did you quit after being told that you would be fired, or did you leave by mutual agreement because of specific problems?				
b) Have you ever been convicted of any felony violation?				
c) Are you now under charges for any violation of law? <i>Do not include traffic violations.</i>				
d) Have you ever been denied a technical certification or license?				
e) Have you ever had a technical certification or license revoked or suspended?				

If you answered **YES** in any part of Section 5, please explain, using a separate sheet of paper. Include the item letter and date.

6 CISEC, Inc. requires applicants that have kept current with sediment and erosion control and storm water pollution prevention courses and/or training. Please list one or more classes or training sessions in these topics that are related to construction site inspection, design, review, installation, and/or maintenance that have been completed within the last four years. If you require more space, use a separate sheet of paper and include the item number. This section is mandatory. If you are unsure if a course or training is applicable, please contact us at examination@cisecinc.org.

TRAINING ORGANIZATION/SPONSOR AND LOCATION	NAME OF COURSE/TRAINING SESSION (INCLUDE DESCRIPTION IF NEEDED)	TRAINING HOURS	MONTH AND YEAR

RELATED CERTIFICATIONS

7 List any certifications related to sediment and erosion control inspection that you currently hold. If you need more space, use a separate sheet of paper and include the item letter (This section is optional).

CERTIFICATION	DATE OF LATEST CERTIFICATION	CERTIFICATION AGENCY	EXPIRATION DATE

Application to Assess Eligibility for the CISEC Examination

Inspection and Construction Experience Profile

Applicant Name

INSTRUCTIONS

- 8** Applicants must demonstrate **AT LEAST TWO YEARS** of sediment and erosion control construction site inspection experience and/or storm water pollution prevention field experience. Examples include site inspections, SWPPP coordination with contractors, installation and/or maintenance of BMPs, construction site updates of SWPPPs, etc. If your work experience is deficient in meeting either criterion, but you have similar skills that should be considered, submit a written request to the Board of Directors at administrator@cisecinc.org for an assessment of your qualification.

EMPLOYER INFORMATION

A	Company/Agency/State/City/County Name	Hours/Week Worked
	Mailing Address	Dates of Employment (<u>this is a critical section</u>)
	City	State or Province
	Zip or Postal Code	Country
	Office Phone	Fax
	Company Web Page	
	What position(s) did you hold?	
	What was your working title(s) or role(s)?	
	Primary responsibilities relating to sediment and erosion control and/or storm water pollution prevention experience.	
B	Company/Agency/State/City/County Name	Hours/Week Worked
	Mailing Address	Dates of Employment (<u>this is a critical section</u>)
	City	State or Province
	Zip or Postal Code	Country
	Office Phone	Fax
	Company Web Page	
	What position(s) did you hold?	
	What was your working title(s) or role(s)?	
	Primary responsibilities relating to sediment and erosion control and/or storm water pollution prevention experience.	
C	Company/Agency/State/City/County Name	Hours/Week Worked
	Mailing Address	Dates of Employment (<u>this is a critical section</u>)
	City	State or Province
	Zip or Postal Code	Country
	Office Phone	Fax
	Company Web Page	
	What position(s) did you hold?	
	What was your working title(s) or role(s)?	
	Primary responsibilities relating to sediment and erosion control and/or storm water pollution prevention experience.	

Application to Assess Eligibility for the CISEC Examination

Applicant Name

ADDITIONAL SEDIMENT AND EROSION CONTROL OR RELATED EXPERIENCES

D Below, list any sediment and erosion control inspection and construction related experience that was not covered in the above section.

APPLICATION FEE

9 Applicants who seek a review of their educational background and employment skills must complete and submit an administrative processing form and pay a non-refundable fee. Completion of these items must occur before CISEC, Inc. will begin their assessment of an applicant's qualifications. A PAYMENT FORM identifying all fees is attached to this application form

IMPORTANT INFORMATION!

10 CISEC, Inc. must receive all application material (including Page 5 by three references) and a completed administrative form AT LEAST 21 DAYS prior to the examination date.

Three references must accompany this application. At least one reference must not be a co-worker.

Please provide the names and emails of those submitting references

1. Name:

2. Name:

3. Name:

E-Mail:

E-Mail

E-Mail:

Unless advised otherwise by CISEC, Inc., reference forms submitted with the application must be in sealed and signed envelopes. The reviewer can send their reference forms to CISEC, Inc. via mail, email, or fax.

No applicant will be allowed to sit for an examination without written approval from CISEC, Inc.

False statements on any part of this application may be grounds for denying or revoking a CISEC certification.

SIGNATURE, CERTIFICATION, AND RELEASE OF INFORMATION

YOU MUST SIGN THIS APPLICATION.

READ THE FOLLOWING CAREFULLY BEFORE YOU SIGN.

I understand that any information I give may be verified by CISEC Inc.

I consent to the release of information about my skills, abilities, professional ethics, and work records by current and former employers, schools, and references.

I certify that I have read and will fully subscribe to the CISEC Code of Ethics (see Page 4).

I certify that all information submitted in support of this application is correct and true to the best of my knowledge and that all information regarding this application will remain confidential.

11 Signature

12 Date

CISEC, Inc. reserves the right to reject any application and/or reference form that it deems to contain fraudulent information

Send page 1 through 3, the administrative form, payment, and the three sealed reference envelopes to:

CISEC, Inc.
P.O. Box 188
Parker, CO 80134
Phone: (720) 235-2783
Fax: (303) 841-6383

CODE OF ETHICS

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 Certified Inspector of Sediment and Erosion Control (hereafter called 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 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 CISEC shall not knowingly permit the use of his or her reports or other documents for any unsound or illegitimate undertaking.
3. A CISEC shall not issue a false statement or false information at any time.
4. A 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 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 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 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 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 CISEC who has performed an investigation for any employer or client shall not seek to profit economically from the information gained.
5. A CISEC shall not divulge any information given in confidence.
6. A 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 CISEC shall not falsely or maliciously attempt to damage the reputation of another.
2. A CISEC shall refrain from plagiarism in oral and written communications.
3. A 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 CISEC shall uphold this Code of Ethics by example and encourage other CISECs to do the same.

Article VI. Conflicts of Interest

1. A CISEC shall not inspect properties under contingent arrangements whereby any compensation or future referrals are dependent on reported findings.
2. A CISEC shall not receive compensation for an inspection from more than one party unless agreed to by the client(s).
3. A 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.

Application to Assess Eligibility for the CISEC Examination

Reference for Applicant: _____

The above applicant is seeking to become a Certified Inspector of Sediment and Erosion Control (CISEC) and we are seeking pertinent information that will help us evaluate his or her qualifications. Please complete the following form and return it to the applicant in a sealed envelope that has your signature across the flap. As an alternative, you can also send your reference directly to CISEC, Inc. via mail, email (examination@cisecinc.org), or fax (303-841-6383). Thank you.

REFERENCE QUESTIONS (fraudulent responses will result in the denial of an applicant's application)

- I have known the applicant: ___ less than 2 years ___ 2-6 years ___ more than 6 years
- What was your role in the relationship to the applicant
___ Supervisor ___ Subordinate ___ Colleague ___ Classmate ___ Client ___ Academic Advisor
- Are you familiar with the applicant's performance at any time during the past six years?
___ Yes ___ Yes, but less than six years ___ No
- Please rate the applicant's inspection abilities (1 = Low, 5 = High, and UTC = Unable to Comment) and characteristics that you have observed based upon recent job performances:
I have not observed any job performances of the applicant

___ Proficiency	___ Analyze and solve problems	___ Self-discipline	Communication Skills
___ Resourceful	___ Trustworthy	___ Good judgment	___ Written
___ Experience	___ Technical growth and development		___ Oral
- What particular inspection strengths do you feel the applicant has that may be important?

- Do you think the applicant would be a capable and professional sediment and erosion control inspector?
___ Yes ___ No Please explain

- Please list any comments that will aid in evaluating this applicant regarding sediment and erosion control inspection experiences.

- We expect a CISEC to adhere to the mission statement provided below. Based your review of the mission statement, do you recommend this applicant to become a CISEC? ___ Yes ___ No

Mission Statement

- A CISEC will demonstrate comprehensive knowledge in the principles and practices of controlling sediment and erosion and other storm water pollutants and their applicability to discharge permit documents,
- A CISEC will demonstrate the necessary skills to observe onsite and offsite conditions that impact the quality of storm water discharges from active construction sites,
- A CISEC will demonstrate the ability to inspect installed best management practices and their ongoing maintenance to determine if the mitigation measures will minimize the discharge of sediment and other pollutants from active construction sites,
- A CISEC will demonstrate the ability to communicate and report on their inspection of active construction sites as to whether storm water management compliance issues associated with water quality may exist with federal, state and/or local discharge permit regulations.

REFERENCE CONTACT INFORMATION

Name _____
Address _____
Employer _____ Daytime Phone _____
Occupation _____ Email _____
License/Certified as _____

This form has been completed by me and represents opinions and numerical ratings about the applicant to the best of my knowledge

Signature _____ Date _____

CISEC, Inc. reserves the right to reject any reference form that has not been done by the person completing this page

Location of Exam: Proctor Applicant