



CANADA

CAN-CISEC

P.O. Box 188

Parker, CO 80134

Ph: 1-833-760-7800

E-mail: cdh_renewals@cisecinc.org

www.cisecinc.org

CAN-CISEC Renewal Instructions

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

You are required to accumulate a minimum of 12 PDHs/CDHs over the next year. PDHs/CDHs can be earned from a variety of sources. How to earn PDHs/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 PDHs/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 PDH/CDH requirements as well as being current with your renewal fees. Please use the following instructions when filling out the PDH/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 PDH/CDH credits.** If you complete the renewal payment form prior to the PDH/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. As of January 1, 2020, CISEC, Inc. has changed to monthly annual renewals.
 - For individuals who certified prior to January 1, 2020, your registration cycle starts on October 1st and ends on September 30th of the following year.
 - For individuals who certified after January 1, 2020, your registration cycle starts the month you certified and ends the last day of the month you certified the following year.
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 PDH/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 PDHs/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.**

Dedicated to Educating and Certifying Sediment and Erosion Control Inspectors



These forms can be filled out using your computer

CAN-CISEC. P.O. Box 188 Parker, CO 80134 Ph: 1-833-760-7800 E-mail: cdh_renewals@cisecinc.org www.cisecinc.org

CAN-CISEC RENEWAL PAYMENT FORM

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

Current Year (2022) Renewal Fee: CA\$ _____

Late Fees (2022) (if applicable): CA\$ _____

Past Year** (2021): Renewal & Late Fees (if applicable): CA\$ _____

Past Year** (2020): Renewal & Late Fees (if applicable): CA\$ _____

Reinstatement Fee (if applicable): CA\$ _____

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

Please note there may be an international transaction fee for all credit card payments Total Renewal Fee: CA\$ _____

Payment Information:

Please send me an Invoice Cheq #: P.O. #:

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

VISA or MasterCard American Express

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

Authorized Signature Date Authorized Signature E-Mail

By renewing my certification:

- I will continue to abide by the CISEC, Inc. Code of Ethics located hereto as Exhibit A as an attachment to this renewal form and incorporated herein by reference. I will continue to perform inspection services in a professional and workmanlike manner and uphold professional standards in relating to the public, to other CISEC, Inc. certified professionals, and to other professionals within the industry. I understand that I have to accumulate at least 12 Professional Development Hours/Continuing Development Hours (PDHs/CDHs) within the next year.

Attached, please find a Re-Certification Contract and PDH/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 for one year, beginning the first day of the month following your certification to the last day of your certification month. 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, maximum 2) 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 cheque) to:

CISEC, Inc. Phone: 1-833-760-7800 P.O. Box 188 Fax: (303) 841-1111 Parker, CO 80134 E-Mail: cdh_renewals@cisecinc.org USA

PROFESSIONAL DEVELOPMENT HOURS/CONTINUING DEVELOPMENT HOURS FORM

First Name		Middle Initial	Last Name		CAN-CISEC Number
Company or Agency			Mailing Address		Enter Begin Renewal Year
City		Province	Postal Code	Canada Country	Enter End Renewal Year
Office Phone	Fax	Home or Cell Phone		Email Address	

<p style="text-align: center;">Inspection Related Activities</p> <p>Identify the number of hours you completed construction site inspection related activities (maximum of 8 PDHs/CDHs/yr.).</p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;"><u>Inspection</u></td> <td style="text-align: right; padding-right: 20px;"><u>PDHs/CDHs</u></td> </tr> <tr> <td>20 to 40 hours</td> <td style="text-align: right;">2 hours</td> </tr> <tr> <td>41 to 100 hours</td> <td style="text-align: right;">4 hours</td> </tr> <tr> <td>101 to 180 hours</td> <td style="text-align: right;">6 hours</td> </tr> <tr> <td>More than 180 hours</td> <td style="text-align: right;">8 hours</td> </tr> </table> <p style="padding-left: 40px;"><u>Please describe your inspection related activities</u></p> <p style="margin-top: 20px;">PDHs/CDHs Claimed: _____</p>	<u>Inspection</u>	<u>PDHs/CDHs</u>	20 to 40 hours	2 hours	41 to 100 hours	4 hours	101 to 180 hours	6 hours	More than 180 hours	8 hours	<p style="text-align: center;">Volunteer Related Activities</p> <p>Describe your environmental volunteer activities (e.g., proctoring, planting trees, trash clean up, serving as a board member, etc.) and identify the number of hours spent (maximum of 6 PDHs/CDHs/yr.).</p> <p style="margin-top: 20px;">PDHs/CDHs Claimed: _____</p>
<u>Inspection</u>	<u>PDHs/CDHs</u>										
20 to 40 hours	2 hours										
41 to 100 hours	4 hours										
101 to 180 hours	6 hours										
More than 180 hours	8 hours										
<p style="text-align: center;">Attendance at Professional Forums</p> <p>Identify and describe the professional forums you attended (e.g., IECA, StormCon, TRIECA, etc.), provide proof of registration (e.g., name tag, registration form), and identify the number of attendance hours (maximum of 8 PDHs/CDHs/yr.).</p> <p style="margin-top: 20px;">PDHs/CDHs Claimed: _____</p>	<p style="text-align: center;">Attendance at Educational Forums</p> <p>Identify educational forums you attended (e.g., Inspecting DOT projects, How to Write an ESC Plan, etc.) and provide copies of certificates that clearly illustrate the hours earned (maximum of 8 CDHs/PDHs/yr.).</p> <p style="margin-top: 20px;">PDHs/CDHs Claimed: _____</p>										
<p style="text-align: center;">Presenting or Publishing Technical Papers</p> <p>Identify the title, when and where it was presented or published, and provide a copy of the technical paper (maximum of 2 PDHs/CDHs/yr.).</p> <p style="margin-top: 20px;">PDHs/CDHs Claimed: _____</p>	<p style="text-align: center;">Other</p> <p>Describe other activities for which you want CISEC, Inc. to consider as being eligible for PDHs/CDHs (maximum of 8 PDHs/CDHs/yr.).</p> <p>Taught Environmental Classes. Please list title, date and hours.</p> <p style="margin-top: 20px;">Perform Water Quality Monitoring (Maximum of 3 PDHs/CDHs/yr.).</p> <p style="margin-top: 20px;">Other (must be approved by CISEC, Inc.).</p> <p style="margin-top: 20px;">PDHs/CDHs Claimed: _____</p>										



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 the end of your certification month of each year.

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 CISEC, Inc. 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 the beginning of the month following your anniversary month 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 professional development hours/continuing development hours (PDHs/CDHs) during this time frame.

Registrant (Home)

Signature: _____

Address: _____

City: _____

Province: _____

Postal Code: _____

Date: _____

Registrant (Business, optional)

Signature: _____

Address: _____

City: _____

Province: _____

Postal Code: _____

CISEC, Inc.

Signature: _____ 

Title: President

Date: August 1, 202G

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.