

CISEC Registration and Application Checklist

LOCATION OF CISEC PROGRAM Anchorage, AK or Fairbanks, AK

- Are you going to register for the training modules? If so, have you circled the appropriate training modules fee on the registration form?
- Are you registering for a review of your qualifications by CISEC, Inc. to sit for the certification examination? If so, have you circled the non-refundable processing fee** on the registration form?
- If you want a review of your qualifications by CISEC, Inc. to sit for the certification examination, are **all lines** filled out on the application form?
- If you want a review of your qualifications by CISEC, Inc. to sit for the certification examination, do you have **three** references in **sealed and signed** envelopes to include with your application?
- If you want a review your qualifications, will you be sending the examination application forms, including payment, so that CISEC, Inc. **receives all material 30 days prior** to the examination date?
- Is the registration form **completely filled out** and includes circling all the fees you are paying and the method of payment?
- Send the completed payment form, examination application material, and all fees to:

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

**** Payment includes**

- Time and expenses for CISEC, Inc. to review the application and reference letters,
- Time to conduct correspondence between CISEC, Inc. and the applicant,
- If deemed qualified by CISEC, Inc., permission to sit for the 3.5- to 4.0-hour examination,
- Grading the examination by CISEC, Inc.,
- Upon passing the examination by 75% or better, issuance of the nationwide CISEC certificate,
- CISEC, Inc. being available to answer questions prior to and after the examination, and
- One-year certification registration fee for CISEC registrants.

Questions? Call 720-235-2783 or send an e-mail to cisec_inc@yahoo.com



CISEC, Inc.
P.O. Box 188
Parker, CO 80134
Ph: (720) 235-2783
Fax: 303-841-6386
E-mail: cisec_inc@yahoo.com

REGISTRATION FOR THE BARNHART BALFOUR BEATTY TRAINING MODULES

Use a separate form for each applicant and **circle fees to be paid**

Name _____ Title _____
Company/Agency _____
Address _____ City _____ State _____ Zip _____
() ()
Phone _____ Fax _____ Email Address (please print clearly) _____

TRAINING MODULES REGISTRATION FEE***

One and one-half days of training modules (prior approval not required) \$350

NON-REFUNDABLE CERTIFICATION EXAMINATION PROCESSING FEE***

Applicants cannot sit for the examination until approved by CISEC, Inc. Application forms and requirements can be found at www.cisecinc.org. Payment, completed registration form, and pertinent application material must be submitted to CISEC, Inc. at least 30 days prior to the examination.

Certification Examination Fee if paid for and attended training modules \$150

Certification Examination Fee if not paid for nor attended training modules \$350

Certification Examination Retake Fee \$50

Enter Total of Fees to be Paid \$ _____

Date of Purchase: _____ Signature: _____

CIRCLE THE DATE YOU WILL BE ATTENDING

Location: ANCHORAGE, AK Date: April 18 & 19, 2011

Location: FAIRBANKS, AK Date: April 21 & 22, 2011

Administrative fees must be paid before an evaluation of any certification examination application material will occur

Payment Information: ☐ Check ☐ VISA ☐ MasterCard ☐ American Express ☐ P.O. No. _____

Fill out the following if you are paying by credit card

_____ Credit Card Number _____ Expiration Date _____ Verification Code _____

Exact billing name **and** mailing zip code on the credit card: _____
(Name) (Zip Code)

_____ Authorized Signature _____ Date _____

***** All fees are subject to change without notification. Applicants must use the latest application form appearing on www.cisecinc.org when paying the certification examination fees.**

Please send payment forms and accompanying material to

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



Application for Certified Inspector of Sediment and Erosion Control Examination

Read the instructions and eligibility requirements before you complete this application. Type or print clearly in dark ink.

GENERAL INFORMATION

1	Name (Last, First, Middle)			2	Date of Birth	
3	Mailing Address					
4	City		State or Province		Zip or Postal Code	Country
5	Office Phone (Include extension)		Fax		Home Phone	
6	Email Address					

Education, Training, and Accreditations

EDUCATION

7	Did you graduate from high school or have a GED high school equivalency, YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, give month and year graduated or received GED equivalency Have you ever attended school beyond 12 th grade? YES <input type="checkbox"/> NO <input type="checkbox"/>	8	Write the name and location (city and state) of the last high school you attended or where you obtained your GED high school equivalency.
----------	--	----------	---

BACKGROUND INFORMATION

9	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? Do not include traffic violations.		
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 9, explain using a separate sheet of paper. Include the item letter and date.

10 One criterion CISEC, Inc. evaluates is whether applicants keep current with sediment and erosion control and storm water pollution prevention courses and/or training. CISEC, Inc. requires, at minimum, at least one prior class and/or training in these areas that are related to inspection, design, review, installation, and/or maintenance. Please list courses and/or training you have completed. If you require more space, use a separate sheet of paper and include the item number.

TRAINING ORGANIZATION/SPONSOR AND LOCATION	NAME OF COURSE	TRAINING HOURS	MONTH AND YEAR ATTENDED

RELATED CERTIFICATIONS

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.

CERTIFICATION	DATE OF LATEST CERTIFICATION	CERTIFICATION AGENCY	EXPIRATION DATE

Application for Certified Inspector of Sediment and Erosion Control Examination

Inspection and Construction Experience Profile

Applicant Name

INSTRUCTIONS

- 11** Applicants must demonstrate at least two years of sediment and erosion control construction site inspection experience and/or storm water pollution prevention field experience. 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 for an assessment of your credentials.

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)?			
	Be specific about your primary responsibilities.			
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)?			
	Be specific about your primary responsibilities.			
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)?			
	Be specific about your primary responsibilities.			

Application for Certified Inspector of Sediment and Erosion Control 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 information.

APPLICATION FEE

- 12** Before CISEC, Inc. will review any credentials, applicants must provide a completed payment form with this application that identifies the method of payment for a non-refundable examination fee. In addition, applicants who receive approval of their credentials must pay a non-refundable administrative fee before they can sit for the examination. The PAYMENT FORM identifying all fees can be downloaded from www.cisecinc.org.

IMPORTANT INFORMATION!

- 13** CISEC, Inc. must receive all application material (including Page 5 by three references of your choice) and a completed payment form AT LEAST 30 DAYS prior to the examination date.

We prefer that two of your references not be co-workers where you are currently employed.

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

SIGNATURE, CERTIFICATION, AND RELEASE OF INFORMATION

YOU MUST SIGN THIS APPLICATION.

READ THE FOLLOWING CAREFULLY BEFORE YOU SIGN.

A **false statement** on any part of this application may be ground for denying you certification, or revoking your certification after you have been certified.

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.

14 Signature

15 Date

Please send pages 1 through 3, a completed payment form, and the three 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 for Certified Inspector of Sediment and Erosion Control Examination

Reference for CISEC Applicant

Applicant Name (please print or type): _____

Date: _____

INSTRUCTIONS

The above applicant is seeking to become a Certified Inspector of Sediment and Erosion Control (CISEC) and we are looking for pertinent information that will help us evaluate his or her credentials. Please complete the following form and return it to the applicant in a sealed envelope that has your signature across the flap. References must be submitted in sealed envelopes. Thank you.

REFERENCE QUESTIONS

1. I have known the applicant: ___ less than 2 years ___ 2-6 years ___ more than 6 years
2. What was your role in the relationship to the applicant
___ Supervisor ___ Subordinate ___ Colleague ___ Classmate ___ Client ___ Academic Advisor
3. Are you familiar with the applicant's performance at any time during the past six years?
___ Yes ___ Yes, but less than six years ___ No
4. 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
5. What particular inspection strengths do you feel the applicant has that may be important?

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

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

8. 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 _____

License/Certified as _____

Signature _____