

CISEC Canada Application and Payment Form Checklist

Application Form Checklist

- 1. Do you have one or more courses listed in Section 8?
- 2. Have you demonstrated in Section 9 that you have a minimum of two years experience related to ESC construction site inspections and/or stormwater pollution prevention experience?
- 3. Have you signed and dated the application form (Sections 12 and 13)?
- 4. Have you read the Code of Ethics?
- 5. Do you have 3 completed reference forms (see page 5 of application form)?
NOTE: *reference forms must be submitted in a sealed envelope with the references' signature across the back flap OR the reference can submit directly to TRCA on your behalf*
NOTE: *Only two of your references can be existing co-workers. One reference must be from a non co-worker.*

Payment Form Checklist

(Please note, payment can also be made on-line at <https://events.trca.on.ca>. Click on "Workshops & Seminars" and then scroll through the calendar to the training date you are interested in).

- 1. Are you planning to attend the training course? If yes, have you circled the course fee on the payment form?
- 2. Are you planning to write the exam? If yes, have you circled the exam fee* on the payment form?
- 3. Have you read the note that indicates exam fees are non-refundable?
- 4. Have you included HST in your total fees?
- 5. Have you entered the location and date of the course you will be attending?
- 6. Have you signed and dated the payment form?
Note: *You may need to sign the form twice if you are paying by credit card.*
- 7. Have you identified your method of payment for the course and/or exam fees?
Note: *this information is on the back side of the payment form.*

* 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 four hour examination
- › Grading of 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 before and after the exam
- › One-year certification registration fee for CISEC registrants

Please send your completed application form, reference forms, payment form and fees to:

*****COMPLETED FORMS & FEES MUST BE SUBMITTED TO TRCA 30 DAYS PRIOR TO THE COURSE DATE*****

**Patricia Lewis
c/o Toronto and Region Conservation Authority
9520 Pine Valley Drive
Woodbridge, ON L4L 1A6**

Questions? Please contact Patricia Lewis at 289-268-3903, or by email at plewis@trca.on.ca



PAYMENT FORM

REGISTRATION FOR THE CISEC –CANADA PROGRAM

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

Name _____ Company/Agency _____

Address _____

City _____ Province/State _____ Postal Code/Zip Code _____

() ()
Phone Fax Email Address (please print clearly)

SECTION A: 2-DAY TRAINING COURSE REGISTRATION FEE

2-Day Training Course Fee **\$750**

SECTION B: NON-REFUNDABLE EXAMINATION ADMINISTRATIVE FEE

Examination Administrative Fee **\$250**

*PLEASE NOTE: The administrative examination fee covers costs for review of application and reference forms, and for participants to write the exam. The administrative examination fee must be paid before an evaluation of the application material will occur. Applicants cannot sit for the exam until approved by CISEC, Inc. If upon review of the application form, CISEC Inc. determines that the applicant does not meet the requirements to write the CISEC Exam, **the administrative examination fee will not be refunded.***

Enter the Total Fees to be Paid (Section A+B):	\$ _____
HST:	\$ _____
Total:	\$ _____

ENTER THE CISEC TRAINING COURSE DATE AND LOCATION YOU WILL BE ATTENDING	
Location: _____	Date: _____

Signature: _____ **Date:** _____

Payment Information:

VISA MasterCard Cheque (please make cheques payable to Toronto and Region Conservation Authority)

Credit Card Number

Expiration Date

Exact billing name and postal code/zip code for the card: _____
(Name) (Billing Postal Code)

Authorized Signature

Date

Please send payment forms to:
Patricia Lewis
c/o Toronto and Region Conservation Authority
9520 Pine Valley Drive
Woodbridge, ON L4L 1A6
or by email to plewis@trca.on.ca



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.

CANADA

GENERAL INFORMATION

1	Name (Last, First, Middle)			
2	Mailing Address			
3	City	Province	Postal Code	Country
4	Office Phone (Include extension)	Fax	Home Phone	
5	Email Address			

Education, Training, and Accreditations**EDUCATION**

6	Did you graduate from high school or have a <i>High School Equivalency Certificate</i> ? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES , give month and year graduated or year certificate received.	7	Have you received a Post Secondary education? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES , please specify program name and location.
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8 CISEC, Inc. requires applicants to keep 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 areas that are related to construction site inspection, design, review, installation, and/or maintenance, which you have 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).

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

9 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, ESC plan coordination with contractors, installation and/or maintenance of BMPs, construction site updates of ESC Plans, 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 for an assessment of your credentials.

EMPLOYER INFORMATION

A	Company/Agency Name				Hours/week Worked
	Mailing Address			Dates of Employment (<u>this is a critical section</u>)	
	City	Province	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 as it relates to sediment and erosion control construction site inspection experience and/or storm water pollution prevention field experience.				
B	Company/Agency Name				Hours/week Worked
	Mailing Address			Dates of Employment (<u>this is a critical section</u>)	
	City	Province	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 as it relates to sediment and erosion control construction site inspection experience and/or storm water pollution prevention field experience.				
C.	Company/Agency Name				Hours/week Worked
	Mailing Address			Dates of Employment (<u>this is a critical section</u>)	
	City	Province	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 as it relates to sediment and erosion control construction site inspection experience and/or storm water pollution prevention field experience.				

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

10 Before CISEC, Inc. will review any credentials, applicants must provide the completed payment form that identifies the method of payment. Payment forms are to be submitted to the attention of Patricia Lewis, Toronto and Region Conservation Authority, 9520 Pine Valley Drive, Woodbridge, ON L4L 1A6.

IMPORTANT INFORMATION!

11 Please return this application form (including Page 5 filled out by three references).

We prefer that two of your references not be co-workers where you are currently employed. However, at least one reference must not be a co-worker. Reference letters not submitted in a sealed and signed envelope OR sent directly to TRCA by the References themselves, may not be accepted.

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.

12 Signature _____

13 Date _____

Please send pages 1 through 3 and the three reference envelopes to:

Patricia Lewis
c/o Toronto and Region Conservation Authority
9520 Pine Valley Drive
Woodbridge, ON L4L 1A6

Completed application and reference forms can also be emailed directly to plewis@trca.on.ca.

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): _____

Company: _____

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 (with your signature across the back flap) or email the completed form directly to plewis@trca.on.ca**.

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 _____ Email _____
License/Certified as _____
Signature _____