

# CISEC Application Checklist

## Proctoring of Examination

- Have you begun coordinating your proctor to ensure a contract is being developed between this individual and CISEC, Inc.
- Are you prepared to send out the examination application form, including payment, so that CISEC, Inc. **receives all material 30 days prior** to examination date for review?
- Are **all lines** filled out on the application form?
- Do you have **three** references in **sealed and signed** envelopes to include with your application?
- Is the payment form **completely filled out** including circling the fees you are paying?
- Send the completed payment form, examination application material and administrative fees, 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

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

### Education, Training, and Accreditations

#### EDUCATION

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

<b>9</b> <i>You must answer each question in this section before we can process your application</i>	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 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

<b>A</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.	
<b>B</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.	
<b>C.</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.	

# 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](http://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.

Two of your references should 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) 841-6386

# **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 sediment and erosion control and their applicability to development of 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 compliance issues may exist with federal, state and/or local discharge permit regulations.*

### REFERENCE CONTACT INFORMATION

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Employer \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
Occupation \_\_\_\_\_  
License/Certified as \_\_\_\_\_  
Signature \_\_\_\_\_



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

**CERTIFICATION EXAMINATION PAYMENT FORM**

**Please use a separate form for each applicant**

Name \_\_\_\_\_ Title \_\_\_\_\_

Company/Agency \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

( ) ( )

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

**NON-REFUNDABLE APPLICATION AND ADMINISTRATIVE PROCESSING FEE\*\*\***

*Applicants cannot take the examination until approved by CISEC, Inc. Application forms and requirements can be found at [www.cisecinc.org](http://www.cisecinc.org). Payment and payment form must accompany the completed application and three reference forms at least 30 days before administration of the examination.*

- Certification Examination Fee that is Part of a Conference or CISEC, Inc. Package**      **\$150**  
 (Identify the conference/CISEC, Inc. package attended: \_\_\_\_\_)
- Certification Examination Fee that is NOT Part of Conference or CISEC, Inc. Package**      **\$350**
- Certification Examination Retake Fee**      **\$50**

**Enter Certification Examination Unit Fee    \$ \_\_\_\_\_**

Date of Purchase: \_\_\_\_\_ Signature: \_\_\_\_\_

**Proctor Application Only**      Proctor Name (if known): \_\_\_\_\_

***Certification Examination Fees must be paid before any evaluation of an applicant's 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 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 form when paying for the certification examination unit fees.**

**PLEASE SEND PAYMENT FORMS AND ACCOMPANYING MATERIAL TO**  
**CISEC, Inc.**  
**P.O. Box 188**  
**Parker, CO 80134**