



Certified Exhaust System Inspector

Candidate Handbook



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General

1. History and Mission

The International Kitchen Exhaust Cleaning Association (IKECA) was founded in 1989 when a small group of exhaust kitchen exhaust cleaning specialists were attending the same meeting. They found that they all had similar needs and beliefs in the importance of proper and complete exhaust cleaning to the fire protection world. Within two years, these founders had created the first trade association for the kitchen exhaust cleaning industry.

In 2009, IKECA joined the American National Standards Institute (ANSI) as a standards developer. This allowed IKECA to help develop definitive standards for cleaning, inspecting, and maintenance of commercial kitchen exhaust systems. Those standards have now been accepted by ANSI and some have been referenced by other ANSI organizations (National Fire Protection Association, International Code Council) as well as jurisdictions across the US.

This is just the beginning. With members all over the world, IKECA is bringing its core beliefs and ethical standards to every part of the globe and continuing to lead the industry in certification and continuing education.

Section 1: Overview of the Certification

1. Explanation of Certification

The kitchen exhaust industry is growing at a rapid pace and technology is changing all the time. IKECA has developed certification programs to provide individuals with the means to keep on top of the changes in codes, standards and technology that affect everyone in the industry.

The Certified Exhaust System Inspector (CESI) is designed primarily for field inspectors whose job it is to investigate and report on the cleanliness condition of commercial cooking and ventilating systems.

2. Eligibility Requirements

Candidates must be active in the field of kitchen exhaust cleaning, sign the Exam Affidavit Form and agree to the Exam Code of Conduct in order to be eligible to sit for an IKECA certification examination.

Candidates are required to read the Handbook in its entirety prior to applying to sit for an IKECA examination. The Handbook is available as a free electronic download.

3. Application Process

Candidates who have met the eligibility requirements are encouraged to apply to sit for the certification examination.

Applying for Certification

1. Decide which certification is right for you.
2. Schedule an exam date and time with a private, third-party proctor in your area from either a local library, testing center or college/university. Other facilities will require approval from IKECA.
3. Complete the [exam application](#) for the certification of your choice.
4. Review the exam application and ensure accurateness and completeness; incomplete applications will not be accepted. Send your completed application and appropriate fees to IKECA Headquarters.
5. Wait for your confirmation which will be delivered via email within 10-15 business days.

4. ADA accommodations

The IKECA Certification Examination shall be administered in accordance with the requirements set forth in the Americans with Disabilities Act (ADA). If you require special assistance or unique conditions in taking an IKECA certification examination as a result of a disability or physical impairment, please contact IKECA at info@ikeca.org for more information.

5. Code of Conduct

All individuals who become certified must agree to abide by the following Code of Professional Conduct:

No individual is eligible to apply for or maintain certification unless in compliance with all IKECA rules, practices, policies and procedures, including but not limited to those stated in the [IKECA Bylaws](#), [Membership Policies & Procedures](#), and [this Handbook](#). An individual may not make and shall correct immediately any statement concerning the individual's status that is or becomes inaccurate, untrue, or misleading. Any change in facts or events bearing on eligibility or certification must be reported to IKECA within sixty (60) days of the change.

IKECA does not warrant the performance of any individual or company. In accordance with IKECA rules and procedures, IKECA may deny certification or render sanctions against an applicant or certificant in the case of:

1. Ineligibility for IKECA certification;
2. Irregularity in connection with any IKECA examination;
3. Failure to pay fees required by IKECA;
4. Unauthorized possession of, use of, or access to IKECA examinations, certificates, cards, and logos of IKECA, the name "International Kitchen Exhaust Cleaning Association," IKECA certification designations, the term "IKECA," and any other IKECA documents and materials;
5. Obtaining or attempting to obtain certification or recertification by a false or misleading statement or failure to make a required statement, fraud or deceit in an application, reapplication or any other communication to IKECA;
6. Misrepresentation of IKECA certification or certification status;
7. Failure to provide or update any information required by IKECA;
8. Gross or repeated negligence in professional work;
9. False or misleading advertising relating to kitchen exhaust cleaning work;
10. Limitation or sanction (including but not limited to revocation or suspension by a regulatory board or professional organization) relating to kitchen exhaust cleaning and/or public health;
11. The conviction of, plea of guilty or plea of nolo contendere to a felony or misdemeanor related to kitchen exhaust cleaning and/or public health and safety;
12. Failure to abide by applicable bonding and/or licensing regulations;
13. Failure to comply with IKECA Guidelines & Best Practices and NFPA Standards for kitchen exhaust cleaning;
14. Habitual use of alcohol or any drug or substance, or any physical or mental condition, which impairs competent and objective professional performance;
15. Other violation of an IKECA rule, practice, policy or procedure as provided in any IKECA brochure or other material provided to candidates or certificants.

6. Proctor Requirements

In order to set up a privately proctored IKECA exam, you must find a qualified proctor to administer the exam. You will need to contact the proctor to arrange an appointment to take the exam that is convenient for both of you. The proctor must be a disinterested third-party, and cannot be a direct supervisor of or anyone related to the person(s) taking the exam. The exam packet will be sent to the proctor, with a prepaid return envelope, and returned by the proctor. Both the examinee and proctor will need to sign an affidavit verifying that exam procedures were followed.

Fees associated with the use of a proctor are the sole responsibility of the candidate.

7. Location Requirements

Candidates may take the examination in any city, state or country. The examination must be taken at a Public Library, Testing Center or College/University. Any other facility at which the exam applicant wants to take the exam must be approved by IKECA. The exam will not be sent if the facility is not approved by IKECA.

Contact IKECA at info@ikeca.org for questions or approval of a location.

Fees associated with the use of a location are the sole responsibility of the candidate.

8. Fee Schedule

TYPE	FEE
IKECA Member Company	\$425.00
Individual Non-Member of IKECA	\$850.00
Fire Marshals or AHJs	\$95.00
RUSH MY EXAM (for all exams less than 15 days)	\$300.00
Regular Shipping	United States: \$20.00 International: \$35.00
Rush Shipping (for all exams less than 15 days)	United States: \$35.00 International: \$60.00

Section 2: Examination

1. Format

The CESI examination is comprised of 95 multiple-choice questions. Candidates have two hours to complete the closed book examination. Examinations are administered via paper-and-pencil only.

At the testing location, you will receive an exam booklet with a separate sheet on which to record your answers by filling in a small circle with a pencil.

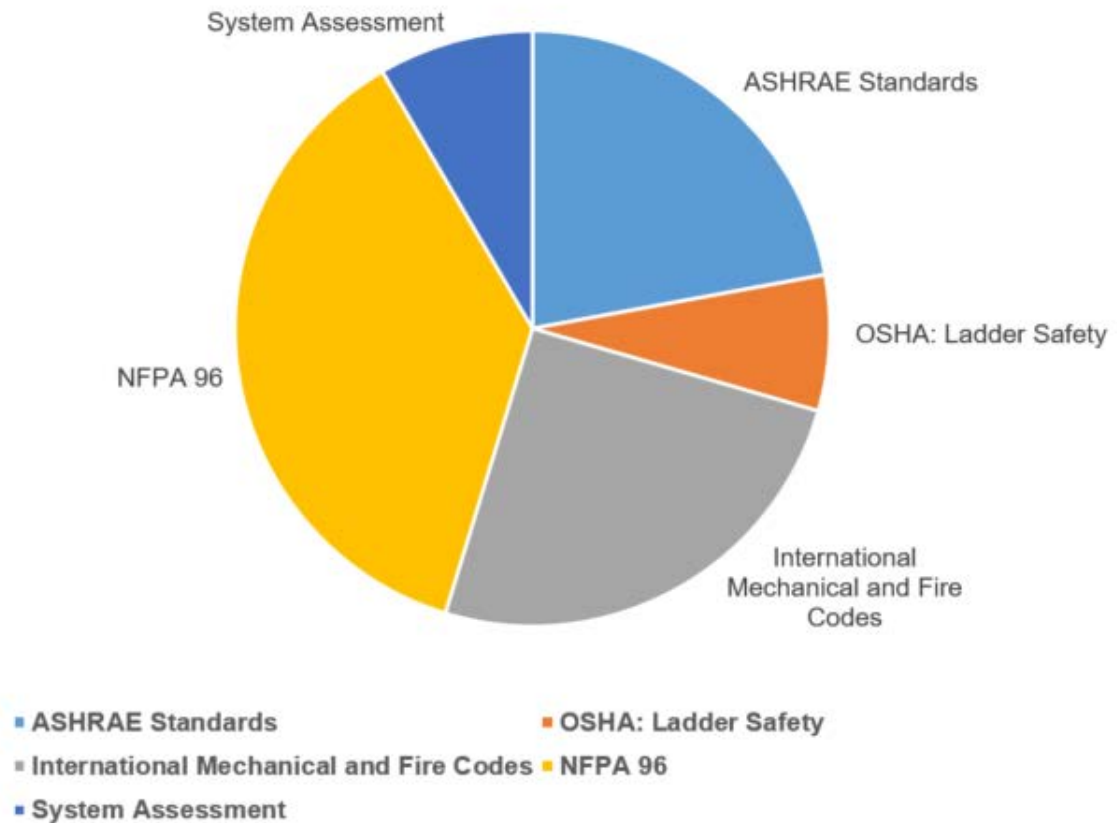
2. Content

The examination is designed to test and certify individuals who demonstrate their qualifications to provide professional inspection services by passing a written examination. The field of kitchen exhaust system inspection requires that an individual be competent in three main tasks:

- System Assessment – the act of determining the type of system in a facility, identifying components, and producing a system diagram.
- Cleanliness Inspection – the act of determining the level of cleanliness of the system
- Conclusions/Recommendations – the act of providing guidance and information to the customer regarding future maintenance of the system.

Each of these tasks are broken down into several sub-tasks and knowledge areas that a competent inspector must understand. Further details regarding the tasks and sub-tasks are discussed in the CESI study guide. The CESI examination includes questions prepared to test candidates' knowledge of all three main tasks and their sub-tasks.

CESI Examination Content



3. Scoring

Exam Scoring and the Pass-Fail Score

The pass-fail score for the CESI exam is 75% (rounding to the nearest percentage point). In other words, you must answer a minimum of 71 out of 95 questions correctly in order to pass the exam. A candidate's score is based on the number of correct responses. Each question receives credit if answered correctly and no credit if incorrect or omitted. Therefore, you should answer each question, even if you must guess. If a candidate marks more than one response for a question, that question will be marked as incorrect.

Candidates will receive their grade by mail 10-15 business days after the examination has been returned to the IKECA office. Grades can only be disclosed to or discussed with the candidate.

4. Tips on How to Take an Examination

Preparing for your examination can reduce test anxiety. IKECA encourages candidates to seek out test taking strategies available for free online. Several universities and colleges publish free test taking tips. Search "test taking strategies" online for free

resources. There are many guides, books and resources on how to take multiple-choice examinations.

5. Exam Preparation and Study Guides

IKECA encourages candidates to prepare for the examination at least four (4) weeks prior to sitting for the examination. Candidates should focus their efforts on the content areas of the examination.

Check the IKECA website for the latest study guide and materials. A CESI Study guide containing all of the codes and standards can be purchased on IKECA's [online store](#). Purchase of preparation materials is not required in order to become eligible to sit for the examination and does not guarantee a passing score on the exam.

6. Translator Services

For non-English speaking candidates, IKECA is now offering an opportunity to have a third-party translator proctor and deliver an IKECA certification exam in their own language.

How to Use a Translator

1. Review the translators below and select the one most appropriate for you.
2. Contact the translator and schedule an appointment to take your exam, including date, time and location (all translation fees are the individual/company's responsibility).
3. Fill out an [IKECA certification exam application](#); include your appointment information under the proctor section. The address should be the location where you are taking the exam.
4. E-mail/fax/mail your exam application to IKECA Headquarters.

Interpreters Unlimited
www.interpretersunlimited.com
11199 Sorrento Valley Road, Suite 203 San Diego, CA
Contact person: Jennifer Gonzalez
E-mail: jennifer.gonzalez@iugroup.com
Phone: 858-866-0500 (ext. 128)

American Language Services
www.alsglobal.net
1849 Sawtelle Boulevard, Suite 600 Los Angeles, CA
Contact person: Alan Weiss
E-mail: alan@alsglobal.net
Phone: 310-829-0741 (ext. 304)

The Global Media Desk (Interpreters of Canada)
globalmediadesk.com
7545 Irvine Center Drive, Suite 200 Irvine, CA
Contact person: Javier Franco
E-mail: jfranco@globalmediadesk.com
Phone: 888-957-2747

Section 3: Renewing Certification

1. How to Maintain Certification

Understanding certification maintenance requirements will be key to maintaining your certification. Review those requirements [here](#). Each certified individual is responsible for maintaining a valid certification.

Effective 1/1/2017, all IKECA Certifications will be due to renew on June 1st. When you or an employee are renewing IKECA Certification, the appropriate renewal payment and CEUs ([continuing education units](#)) must be submitted.

- [First-Time Renewals](#): The requirements for the first renewal cycle for a newly certified individual would depend on the date the certification exam was successfully passed.
- [Standard Renewals](#): The standard renewal requirements apply to certifications after the first renewal in each subsequent cycle

To renew your CECT, CECS, or CESI certification, please submit the appropriate amount of CEUs as well as the renewal fee. Renewal is the responsibility of the certified individual. Failure to renew within 90 days of your certification's expiration date will result in a void credential. Once renewed, your certification will follow the [standard renewal](#) requirements. Individuals who do not earn the required CEUs will be required to retake the examination at full cost in order to maintain certification. Retaking and passing the exam can be used in lieu of submitting CEUS.

First-Time Renewals

Please refer to the information below if you are taking an IKECA certification for the first time. The renewal fee and CEU requirements for first-time renewals are based on the date you took and passed your IKECA certification exam.

The following rates apply to first time exams completed in 2019:

CECS First-Time Renewals (example dates)

Exam Date	Renewal Fee Member	Renewal Fee Non-Member	CEUs required	Expiration
Before July 1, 2019	\$75	\$175	3	June 1, 2020
After July 1, 2019	\$95	\$225	3	June 1, 2021

Standard Renewals

Certification	Renews Every	Renewal Fee Member	Renewal Fee Non-Member	CEUs required
CECS	2 years on June 1st	\$75	\$175	4

2. Continuing Education Options

Continuing education is essential in any certification program. By updating and refreshing your knowledge of the industry, you show a commitment to lifelong learning and advancing your expertise.

All IKECA certifications require Continuing Education Units (CEUs) to qualify for renewal. Certification renewal is separate from Annual Member Dues, and is required to maintain certified status with IKECA.

Individuals need to keep track of their own CEUs and submit at time of recertification; IKECA does not and will not record the CEUs for each individual.

Ways to Earn CEUs

<i>Online and In-Person Educational Courses</i>	
Online Courses: View recommended online sources of CEUs	Varies
Additional industry-related courses, webinars or first-aid training may qualify; check with IKECA Headquarters	Varies
General and business management courses by accredited universities or other approved providers <i>Note: Only 25% of CEUs per renewal cycle may come from college courses.</i>	0.1 CEU/HR
<i>Industry Conference Participation</i>	
Attendance at the IKECA Annual Meeting or Fall Technical Seminar <i>Note: Attendance is tracked; CEUs will be awarded on actual attendance</i>	Up to 2.0 CEUs
Attendance at an industry-related conference, meeting or seminar. <i>Acceptable organizations include: NADCA, ASHRAE, NAFA, NFPA, NAFED, RFMA, NASFM. For all others, please contact IKECA to confirm eligibility.</i>	Up to 1.0 CEUs

<i>Thought Leadership</i>	
Presenting at the IKECA Annual Meeting or Fall Technical Seminar OR other industry-related organization events	0.5 CEUs
Submission of a technical article for the IKECA Journal	0.3 CEUs
Develop online assessment/educational content with affiliate industry organizations	0.5 CEUs
Technical Code Committee Work <i>Sitting as an active member of NFPA, ASHRAE, IKECA Technical Standards Development Committee qualify.</i>	1.0 CEU/Day
Active Participation in an IKECA Committee	0.1 CEU/Meeting
Presenting to local AHJs within your jurisdiction <i>Must submit official documentation signed by an AHJ on their letterhead indicating date, location and time of presentation.</i>	0.5 CEUs
<i>Attendance at in-house training seminar, or one at another facility. Must be taught by third-party instructor or certified to train the subject matter. (Qualifying topics include but are not limited to: ladder safety, PPE, fall protection, hood/system service, near miss reporting, defensive driving, etc.)</i>	0.1 CEU/HR

Internal Training for CEUs

Training conducted within your company for employees may be eligible for CEUs. Please refer to the information below to determine if your company's training would qualify:

What qualifies?

Completion of training offered through an employer in-house or at another facility qualifies for CEUs if both of the following requirements are satisfied:

- Training is conducted with a third-party instructor or an instructor certified to train the subject matter
- The subject matter of the training is relevant to the kitchen exhaust cleaning industry (qualifying topics include, but are not limited to: ladder safety, PPE, fall protection, hood/system service, near miss reporting, defensive driving, etc.)

If uncertain if training qualifies, please confirm with IKECA Headquarters *before* training is complete. Email us at info@ikeca.org.

How many CEUs can be earned through internal training?

Internal training follows the same *International Association for Continuing Education and Training (IACET)* standard as all IKECA CEUs, which currently accepts 60 minutes of

education content as 1/10 of a CEU (10 hours = 1 CEU). This means 0.1 CEUs are earned for every hour of qualifying training completed.

How are CEUs completed through internal training submitted?

The instructor for the course must provide the following documentation which would be submitted to IKECA Headquarters accompanied by a *CEU Submission Form*:

- A certificate or proof of completion for the individual who completed training detailing the individual earning CEUs, date of training, subject matter, length of training, and instructor's signature
- The instructor should also submit documentation providing proof they are certified to instruct on the subject trained if the instructor is employed at the same company

When are CEUs submitted to IKECA Headquarters?

Certified individuals are encouraged to submit training throughout their certification period. However, when submitting payment for a renewal of certification, we recommend detailing all training on a *CEU Submission Form* at the time of renewal.

3. Fee schedule

Standard Renewal:

TYPE	FEE
Member	\$75.00
Non-member	\$175.00

First Time Renewal BEFORE JULY 1:

TYPE	FEE
Member	\$75.00
Non-member	\$175.00

First Time Renewal AFTER JULY 1:

TYPE	FEE
Member	\$95.00
Non-member	\$225.00

Section 4: Policies and Procedures

1. Retake Policy

If you fail the examination, IKECA encourages you to retake the exam.

If a candidate fails the IKECA exam on his or her first attempt, the individual may retake the exam within a one-year period at a cost of \$100. If an individual fails the exam on the second attempt, he or she must wait a period of one year from the first attempt to take the exam again, and must pay the full certification exam fees. No more than two exam attempts are allowed within a one year period.

Steps to retake an examination

1. Complete the Exam Re-take Application found [here](#) and follow steps to locate a proctor.
2. Schedule your exam within one year of your original exam date in order to qualify for the re-take fee. Please note that if you have submitted an IKECA membership application, you have 90 days to re-sit for the exam.

2. Refund Policy

All membership, certification and merchandise fees are nonrefundable.

3. Exam Conduct

This section is applicable to all IKECA certification exams.

- At the testing location, you will receive an exam booklet with a separate sheet on which to record your answers by filling in a small circle with a pencil
- Test applicants are required to sign the Exam Affidavit Form prior to the start of the exam
- Closed book exam – no notes, books or calculators will be permitted in the exam room
- Pencils will be available but you are advised to bring two sharp #2 pencils
- At the conclusion of the exam, you will be required to return your test booklet and answer sheet to the exam proctor
- Beverages are permitted in the testing room; food is prohibited
- There is no smoking in the testing room
- Cell phones, smart phones, pagers or any other electronic devices are prohibited
- Candidates may leave the examination room as needed, but may not take any materials with them when they leave the room and are not allowed to bring materials back into the room with them. You are not permitted to remove a copy of the test booklet from the room
- Collaboration/disruptive conduct during the test are prohibited. Any violation of this regulation shall result in a score of zero for the test, and possible prohibition from sitting future IKECA certification tests

- IKECA reserves the right to cancel any test score if, in the association's sole opinion, there is adequate reason to challenge its validity
- IKECA reserves the right to delete from scoring any question which is determined to have been exposed before the test administration, or is determined to be flawed
- IKECA reserves the right to cancel a test administration if it has been determined that the security of the test was violated prior to its administration
- Candidates who experience extraordinary disturbances/distractions during an IKECA test that may detrimentally or materially affect their performance should file a written complaint with the IKECA office. Such a complaint or appeal must be filed within 7 days of the administration of the test, and must describe the nature and effects of the disturbance or distraction. Complaints or appeals submitted after 7 days, or after the release of score letters, shall not be considered

4. Information Use, Rights and Security Policy

IKECA gathers the following types of information to maintain our membership records, certification records, process your transactions and fulfill your requests.

What Information IKECA Collects

IKECA collects contact information you provide (e.g., your personal and/or business addresses, phone and fax numbers, e-mail addresses and titles) and information you provide via applications, registration forms, profiles, surveys or purchase forms.

How IKECA Uses Collected Information

We use this information to:

- Maintain and digitally publish our membership directory.
- Maintain your certification credentials and generate your certification card.
- Notify you of relevant products and services.
- Notify you of upcoming events and programs.
- Publish attendee registration lists for IKECA-sponsored events including the Annual Meeting and Fall Technical Seminar.
- Keep you abreast of industry news and information through member e-news and the *IKECA Journal*. IKECA does not share, sell or trade e-mail addresses to third parties, except to IKECA preferred partners and Associate Members.

Your Right To Control Information

Members – On the IKECA Website, which requires you to use your login and password, you may edit your contact and mailing information directly.

E-mail opt-out – You may opt not to receive certain e-mail or fax communications from IKECA or third-party vendors through IKECA. Please contact IKECA at (410) 417-5234 or info@ikeca.org to exercise your choice to opt-out. Please understand that once you have unsubscribed you will no longer receive said e-mail or fax communication from

IKECA, which may include important member information, IKECA promotions, newsletters, etc.

5. Security Policy

IKECA maintains security procedures and standards which we believe are as safe as today's technology permits. We test these procedures and modify them regularly as new technologies become feasible. Credit card information that you and credit authorizers provide when you make payments by credit card for products, dues or other services are encrypted and will only be used to process the transactions you request. This information will never be sold, shared or provided to other third parties. We do not request nor do we use social security numbers in the course of our business with our members or the public.

6. Shipping policy

Products are normally shipped within 48 hours; you will be notified via e-mail when the product is shipped.

You may contact IKECA at info@ikeca.org or (410) 417-5234 during U.S. Eastern Time business hours with questions or requests relating to policies.

7. Social Media Policy

IKECA encourages its members and the public to engage in the use of social media in order to advance IKECA's mission of advancing the quality of cleaning, inspection and maintenance of commercial kitchen exhaust systems worldwide.

IKECA prohibits the use of its sponsored social media or any means of electronic communication, to engage in or to further:

- Any acts that constitute infringement of patents, copyrights, trademarks, trade secrets, or other proprietary rights of third parties;
- The posting, emailing, advertisement, or other transmission of any unsolicited or unauthorized materials, "junk mail," "spam," "chain letters," "pyramid schemes," solicitations, or misleading information;
- The intentional or unintentional publication, republication, or dissemination of any libelous, defamatory, false, derogatory, or inflammatory statement;
- Any pornographic or obscene information;
- The use, downloading, or other transmission of computer viruses, computer tracking software, or any means of invading a person's privacy or engaging in identity theft;
- The impersonation of any person or entity, including, but not limited to, as a IKECA board member, officer, employee, agent, member, or member's customer, or as a government official;
- The making of any misrepresentation or any factually inaccurate statements about any person's affiliation with any person or entity;
- Any unlawful purpose under applicable federal and state laws.

IKECA does not condone conversations or posts of any kind that violate antitrust laws.

IKECA reserves the right to object to any use of or, without consultation, terminate access to any electronic communication or transmission that is sent or delivered through any medium, including any form of social media, where it discovers the communication or transmission is unlawful, prohibited under this policy, or inconsistent with IKECA's mission and goals in any way. IKECA further reserves the right to pursue civil and criminal penalties as appropriate.

IKECA engages in reasonable efforts to monitor social media usage for adherence to this policy but, regardless, is not liable for any communication that is inconsistent with or in violation of this policy, and any person engaging in communication through any form of IKECA-sponsored social or electronic media accepts this limitation on liability as an express condition to use of such media.

The opinions and other statements posted here are not the opinions of or endorsed by IKECA or its board of directors, officers, staff, or members.

You may contact info@ikeca.org if there is any posting on this site to which you object. IKECA reserves the right to act on such complaints based on the information then available to it.

8. Bank Fee Policy

All wire transfer fees and/or bounced check fees are the responsibility of the payer. Merchandise or exams will not be shipped until all fees are paid.

9. Test Critique Procedures

IKECA uses a formal procedure to allow and encourage all candidates to challenge the content of specific test questions or the overall test. Under this procedure, candidates receive a special critique form during the test that they may complete anonymously, noting possibly vague or ambiguous aspects of questions, or other test quality issues. These forms should be completed during the administration of the test, but after the candidate has completed all examination questions. The critiques are used by IKECA in its post administration, quality control review of the test.

10. Cancellation Policy

All cancellations must be received in writing no less than 10 business days in advance of the test date or the exam applicant may be subject to additional shipping fees.

11. Membership

Membership is not required to hold an IKECA certification.

Passing the IKECA Certification Examination and/or signing the above does not grant membership in IKECA. IKECA offers a corporate membership to eligible firms. IKECA does not have a membership category for individuals. To obtain an IKECA Membership Application, please contact IKECA at info@ikeca.org or visit www.ikeca.org/membership.



IKECA Exam Application for Certified Exhaust System Inspector (CESI)

All information must be filled out completely and the Member Code of Professional Conduct signed and dated by the exam applicant. Incomplete applications and those received without payment will not be processed. Applications are due at least 15 days before the examination date and must be accompanied by payment. Payment may be in the form of a check or may be charged to a credit card by filling out the information below. You will receive a confirmation via email from IKECA to confirm your exam date and time. **Content for this exam includes:** OSHA Ladder Safety, NFPA 96 - 2014 Edition, 2007 ASHRAE HVAC Standard - Chapter 31, International Fire and Mechanical Codes.

SECTION ONE: CANDIDATE PROFILE

Applicant Name: _____
Company: _____
Street Address: _____
City/State/Zip: _____
Phone: _____ Fax: _____
Email: _____

What is the Candidate's affiliation with the above company? (owner, manager, employee, etc.)

Owner Manager Employee

Requested Date of exam: _____ Time: _____

SECTION TWO: PRIVATE PROCTOR

In order to set up a privately proctored IKECA exam, you must find a qualified proctor to administer the exam. You will need to contact the proctor to arrange an appointment to take the exam that is convenient for both of you. Two hours are allowed for the CESI exam. The proctor must be a disinterested, third-party, and cannot be a direct supervisor of or anyone related to the person(s) taking the exam. The exam must be taken at a Public Library, Testing Center, or College/University. Any other facility that the exam applicant wants to take the exam must be approved by IKECA. The exam will not be sent if the facility is not approved by IKECA. The exam packet will be sent to the proctor, with a prepaid return envelope, and returned by the proctor. Both the examinee and proctor will need to sign an affidavit verifying that exam procedures were followed.

TRANSLATOR INFORMATION (if applicable):

If English is not your primary language, you may make arrangements to have a third-party translator proctor and deliver an IKECA certification exam in another language. For more information on finding a translator, scheduling an appointment, pricing, and who to contact, please visit ikeca.org/certification.

Language the exam is being translated to: _____

EXAM PROCTOR INFORMATION:

Proctor Name: _____
Company: _____
Street Address: _____
City/State/Zip: _____
Phone: _____ Fax: _____
Email: _____

DEADLINE: Applications are **due 15 days prior to the test date**. Exams scheduled earlier are subject to a \$300 rush fee (you must notify us three business days in advance in order to get your exam application processed on time).

CANCELLATION POLICY: All cancellations must be received in writing no less than 10 business days in advance of the test date or the exam applicant may be subject to additional shipping fees.

REFUND POLICIES: No refunds shall be provided; however, exam fees may be applied toward taking the exam at a future administration of the exam.

IMPORTANT INFORMATION: Passing the IKECA Certification Examination and/or signing the above does not grant membership in IKECA. IKECA offers a corporate membership to eligible firms. IKECA does not have a membership category for individuals. To obtain an IKECA Membership Application, please contact IKECA at info@ikeca.org or visit www.ikeca.org/Membership. Upon the passing of an examination, you will be CESI Certified with IKECA for a minimum of 24 months. Please see ikeca.org/renewals for more information on length of certification. To recertify, you will need to submit CEUs and renewal fee. CEUs and fee depends on date of your exam. Application processing takes 10-15 business days.

ADA COMPLIANCE: The IKECA Certification Examination shall be administered in accordance with the requirements set forth in the Americans with Disabilities Act (ADA). If you require special assistance or unique conditions in taking the IKECA Certification Examination as a result of a disability or physical impairment, please contact IKECA at info@ikeca.org for more information.

SECTION THREE: FEES AND PAYMENT

Please print the total in the space provided. Your credit card will be charged the appropriate fee upon receipt.

CERTIFICATION FEES		CESI Exam Fees	Item Totals
<input type="checkbox"/>	IKECA Member Company Employee	\$ 425.00	
<input type="checkbox"/>	Individual Non-Member of IKECA	\$ 850.00	
<input type="checkbox"/>	Fire Marshals, or AHJs	\$ 95.00	
<input type="checkbox"/>	RUSH MY EXAM (for all exams less than 15 days)	\$ 300.00	
<input type="checkbox"/>	Regular Shipping	<input type="checkbox"/> Domestic: \$ 20.00 <input type="checkbox"/> International: \$ 35.00	
<input type="checkbox"/>	Rush Shipping (for all exams less than 15 days)	<input type="checkbox"/> Domestic: \$ 35.00 <input type="checkbox"/> International: \$ 60.00	
TOTAL AMOUNT DUE			\$

PAYMENT INFORMATION

Check Enclosed *made payable to IKECA in US Dollars Only* Visa MasterCard American Express

Card Number: _____

Exp. Date: _____ **Security/CCV Number:** _____

Name of Card Holder: _____ **Signature:** _____

CODE OF PROFESSIONAL CONDUCT

No individual is eligible to apply for or maintain certification unless in compliance with all IKECA rules, practices, policies and procedures, including but not limited to those stated in IKECA's Guidelines & Best Practices, Bylaws, and Candidates Guide to the Certification Examination. An individual may not make and shall correct immediately any statement concerning the individual's status that is or becomes inaccurate, untrue, or misleading. Any change in facts or events bearing on eligibility or certification must be reported to IKECA within sixty (60) days of the change. IKECA does not warrant the performance of any individual or company. In accordance with IKECA rules, guidelines and procedures, IKECA may deny certification or render sanctions against an applicant or certificant in the case of:

1. Ineligibility for IKECA certification;
2. Irregularity in connection with any IKECA examination;
3. Failure to pay fees required by IKECA;
4. Unauthorized possession of, use of, or access to IKECA examinations, certificates, cards, and logos of IKECA, the name "International Kitchen Exhaust Cleaning Association," IKECA certification designations, the term "IKECA," and any other IKECA documents and materials;
5. Obtaining or attempting to obtain certification or recertification by a false or misleading statement or failure to make a required statement, fraud or deceit in an application, reapplication or any other communication to IKECA;
6. Misrepresentation of IKECA certification or certification status;
7. Failure to provide or update any information required by IKECA;
8. Gross or repeated negligence in professional work;
9. False or misleading advertising relating to kitchen exhaust cleaning work;
10. Limitation or sanction (including but not limited to revocation or suspension by a regulatory board or professional organization) relating to kitchen exhaust cleaning and/or public health;
11. The conviction of, plea of guilty or plea of *nolo contendere* to a felony or misdemeanor related to kitchen exhaust cleaning and/or public health and safety;
12. Failure to abide by applicable bonding and/or licensing regulations;
13. Failure to comply with IKECA Guidelines & Best Practices and NFPA Standards for kitchen exhaust cleaning;
14. Habitual use of alcohol or any drug or substance, or any physical or mental condition, which impairs competent and objective professional performance;
15. Other violation of an IKECA rule, practice, policy or procedure as provided in any IKECA brochure or other material provided to candidates or certificants.

By signing below, I certify that all information contained in this application is true and accurate to the best of my knowledge. I authorize the International Kitchen Exhaust Cleaning Association, its officers, directors, committee members, employees, agents and divisions ("IKECA") to review my application and I will cooperate promptly and fully in such review. I will submit to IKECA such documents and information deemed necessary to confirm the information in this application. All documents submitted to IKECA are the property of IKECA and will not be returned to me. I authorize IKECA to communicate any information relating to my application, certification and review thereof, including but not limited to pendency or outcome of actions taken pursuant to IKECA's Code of Professional Conduct, to state and federal authorities, licensing boards, employers, other certificants, and others. I release, discharge and exonerate IKECA for any action taken relating to such review, including denial of my application, revocation, suspension or other sanction. I agree to indemnify and hold harmless IKECA for any action taken pursuant to the rules and standards of IKECA with regard to this application, and/or my certification. I acknowledge that I have read and understood this information, the IKECA Code of Professional Conduct and agree to abide by these terms and rules.

Exam Applicant Signature

Date



Continuing Education Unit (CEU) Submission Form

Applicant Name: _____ **Applicant Email:** _____

Company Name: _____ **Company City & State:** _____

To continue certification without interruption, applicants must meet all renewal requirements as noted in the chart below within 90 days of their certification expiration date.

		CECT	CECS	CESI
Continuing Education Hours/CEUs Required Each Renewal Cycle	Member	10 Hours = 1 CEUs	20 Hours = 2 CEUs	40 Hours = 4 CEUs
	Non-Member	10 Hours = 1 CEUs	20 Hours = 2 CEUs	40 Hours = 4 CEUs
Renewal Cycle Length		2 Years	1 Year	2 Years

If you passed your certification exam after 7/1/17 but before 1/1/18, please visit www.ikeca.org/certification/renewals for renewal fees.

Steps to Submit Continuing Education Units for Certification Renewal:

1. List all eligible continuing education units accrued within the appropriate time frame as stated in the table above
(For Information regarding eligible continuing education activities please see CEU eligibility chart on the reverse side of this form)
2. Attach supporting documentation for all non-IKECA sponsored activities (i.e. attendance certificates, copy of published articles, etc.)
3. Enclose this form and all documentation with your renewal invoice and payment and submit to IKECA Headquarters.
4. All information must be filled out completely and include supporting documentation.

Please list the event, date, city and state where CEUs were earned. Appropriate documentation for all non-IKECA sponsored events must be attached or your renewal will NOT be processed. Note that 1 hour of continuing education equals 0.1 CEU.

EVENT / ONLINE COURSE	DATE	CITY/STATE	Hours/CEU
TOTAL HOURS			

If you have not completed all eligible continuing education hours to meet your certification renewal requirement, you will need to make arrangements to re-take your certification exam in order to remain certified. Contact IKECA Headquarters for further assistance at info@ikeca.org.

Re-take CECT certification exam in lieu of continuing education credits (passing score of 70% must be achieved)	\$150 Members + \$20.00 shipping \$295 Non-members + \$20.00 shipping
Re-take CECS certification exam in lieu of continuing education credits (passing score of 70% must be achieved)	\$350 Members + \$20.00 shipping \$700 Non-embers + \$20.00 shipping
Re-take CESI certification exam in lieu of continuing education credits (passing score of 75% must be achieved)	\$425 Members + \$20.00 shipping \$850 Non-members + \$20.00 shipping



Continuing Education Requirements for IKECA Certification Renewal

Industry Standards Affecting CEUs

IKECA's certification program is in line with nationally accepted standards for continuing professional education. The [International Association for Continuing Education and Training \(IACET\)](http://www.iacety.org) currently accepts 60 minutes of education content as 1/10 of a CEU (10 hours = 1 CEU). To this end IKECA has adopted the following modifications to the Continuing Education Unit requirements for certification renewal:

One Continuing Education Unit (CEU) = 10 hours of educational content

- CECT = 10 hours (1 CEUs) every 2 years
- CECS = 20 hours (2 CEUs) every year
- CESI = 40 hours (4 CEUs) every 2 years

Supporting documentation must accompany your Continuing Education Unit Submission Form.

Payment of the renewal fee alone is not sufficient to renew your certification.

Eligible Continuing Education Activities	CE Unit(s)
Online and In-Person Educational Courses	
Online Courses (Courses include safety, business, compliance and more.) Visit www.ikeca.org/certification/continuing-education for approved courses	Varies
New College courses – general and business management courses by accredited university. **Note – only 25% of CEUs per renewal cycle may come from college courses.**	0.1 CEU/HR
Industry Conference Participation	
Attendance at the IKECA Annual Meeting or Fall Technical Seminar **Attendance is tracked – CEUs will be awarded on actual attendance.**	Up to 2.0 CEUs
Updated Attendance at an industry-related conference, meeting or seminar. Acceptable organization conferences include: NADCA, ASHRAE, NAFA, NFPA, NAFED, RFMA, NASFM. <i>For all others, please contact IKECA to confirm eligibility.</i>	1.0 CEU (total)
Thought Leadership	
Updated Presenting at the IKECA Annual Meeting or Fall Technical Seminar OR other industry-related organization.	0.5 CEU
Submission of a technical article for The IKECA Journal	0.3 CEU
Develop online assessment/educational content with affiliate industry organizations	0.5 CEU
Technical Code Committee Work	1.0 CEU/Day
Sitting as an active member of NFPA, ASHRAE, ANSI Consensus Body qualify.	
New Presenting to local AHJs within your jurisdiction Must submit official documentation signed by an AHJ on their letterhead indicating date, location and time of presentation.	0.5 CEU
Updated Attendance at in-house training seminar, or one at another facility – must be taught by 3 rd party instructor or certified to train the subject matter. Qualifying topics include but are not limited to: ladder safety, PPE, fall protection, hood/system service, near miss reporting, defensive driving, etc. <i>Before pursuing a course, contact IKECA to ensure the course qualifies.</i>	0.1 CEU/HR
Active Participation in an IKECA Committee	0.1CEU/HR