



# 2021 IKECA Certification Application for City of Boston Certified Cleaning Specialist (BCCS) City of Boston Certified System Inspector (BCSI)

All information must be filled out completely and the Code of Professional Conduct signed and dated. Incomplete applications and those received without payment will be returned. Applications are due **at least 15 days before the selected exam** session and must be accompanied by payment. You will receive an email confirmation from IKECA upon receipt of this application to the email address provided on the application. More information at [www.ikeca.org/certification/boston-certification](http://www.ikeca.org/certification/boston-certification).

## **SECTION ONE: CANDIDATE PROFILE**

Applicant Name: _____
Company: _____
Street Address: _____
City/State/Zip: _____
Phone: _____ Fax: _____
Email: _____
Affiliation with the Above: <input type="checkbox"/> Owner <input type="checkbox"/> Manager <input type="checkbox"/> Crew Chief <input type="checkbox"/> Employee <input type="checkbox"/> Other _____
<i>Application and exam date confirmations will be sent to the email address provided.</i>

## **SECTION TWO: EXAM / RENEWAL QUIZ SELECTION**

Select the certification program you are applying for:    BCCS    BCSI    BCCS Quiz    BCSI Quiz

Those who wish to earn their certification for the first time or reinstate a certification which previously expired are required to take the corresponding exam. Individuals who hold a **current** certification and wish to renew should apply for the 50-question renewal quiz and are not required to retake the exam.

**Schedule your exam session for your exam or renewal quiz\*:**

All sessions take place on Tuesdays at 1:00 PM ET at Florian Hall, 55 Hallet St., Boston, MA 02124

<b>January 19, 2021</b>	<b>February 16, 2021</b>	<b>March 16, 2021</b>
<b>April 20, 2021</b>	<b>May 18, 2021</b>	<b>June 15, 2021</b>
<b>July 20, 2021</b>	<b>August 17, 2021</b>	<b>September 21, 2021</b>
<b>October 19, 2021</b>	<b>November 16, 2021</b>	<b>December 21, 2021</b>

**Exam Selection: First Session Choice:** \_\_\_\_\_ **Second Session Choice\*\*** \_\_\_\_\_

*\*Private proctoring will be considered for approval for special circumstances (i.e. excessive travel to exam location). For consideration, a completed Proctor Contact Information Form, available at <https://ikeca.org/wp-content/uploads/2020/09/2020-Boston-Proctor-Form.pdf> must accompany your completed application. Applications approved for private proctoring will incur a shipping charge of \$25.*

*\*\*Each exam session is limited to a maximum of 8 candidates. Seats are awarded on a first-come, first-serve basis. If your first choice is unavailable, you will be registered for your second choice. Please visit [www.ikeca.org/boston/application](http://www.ikeca.org/boston/application) for more information.*

**IMPORTANT INFORMATION**

Certification through this program does not require membership in IKECA. The BCCS and BCSI certifications are applicable only to the City of Boston and do not provide IKECA certification for any other municipality, state or jurisdiction. Passing the IKECA Certification Examination and/or signing the Code of Professional Conduct associated with these exams does not grant membership in IKECA or grant use of the IKECA logo in any form. 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](mailto:info@ikeca.org) or visit [www.ikeca.org/membership](http://www.ikeca.org/membership).

**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](mailto:info@ikeca.org).

<b>APPLICATION DEADLINE</b>	Applications must be submitted a minimum of <u>15 days prior to the requested exam date</u> . A \$100 rush fee will apply for exams or renewal quizzes scheduled within 15 days of the scheduled exam session.
<b>CANCELLATIONS</b>	All cancellation/reschedule requests must be received in writing no less than 10 business days in advance of the exam date. A <b>\$50 cancellation/no show fee</b> will be imposed for all no shows and cancellations/reschedule requests received with less than 10 business days' notice.

**SECTION THREE: PAYMENT**

Your credit card will be charged the appropriate fee upon receipt. Applications will not be accepted until payment in full is provided. A complete application must accompany all payments.

<b>CERTIFICATION FEES</b>	<b>BCCS</b>	<b>BCSI</b>
<b>Exam</b> (for qualified contractors in the City of Boston earning their certification)	\$315	\$215
<b>Renewal Quiz</b> (for individuals currently certified who need to renew)	\$170	\$170
<b>Exam- Second Attempt</b> (one retake allowed per exam if failed)	\$170	\$170
<b>Quiz- Additional Attempt</b> (if the first attempt did not result in a passing score)	\$95	\$95
<b>Shipping Fee (Privately Proctored Exams)</b>	\$25	
<b>Rush Fee</b> (must be included for exams scheduled within 15 days. You must notify us at least 3 days in advance in order to get exam application processed on time)	\$100	

**Refund Policy: No refunds shall be provided, however, paid exam fees may be applied toward the named candidate taking the exam at a future administration of the exam.**

<b>PAYMENT INFORMATION</b>			
<input type="checkbox"/> Check Enclosed <i>made payable to IKECA in US Dollars Only</i> <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express			
<b>Card Number:</b> _____			
<b>Exp. Date:</b> _____		<b>Security/CCV Number:</b> _____	
<b>Name of Card Holder:</b> _____		<b>Signature:</b> _____	
<b>Total exam fees: \$</b> _____			

**SECTION FOUR: 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. 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 fifteen (15) 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 applicants in the case of:

1. Ineligibility for IKECA certification; and/or Irregularity in connection with any IKECA examination; and/or failure to pay fees required by IKECA;

2. 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;
3. 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;
4. Misrepresentation of IKECA certification or certification status;
5. Failure to provide or update any information required by IKECA;
6. Gross or repeated negligence in professional work;
7. False or misleading advertising relating to kitchen exhaust cleaning work;
8. 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;
9. ~~AA~~ Failure to abide by applicable bonding and/or licensing regulations;
- 1E. Failure to comply with IKECA Guidelines & Best Practices and NFPA Standards for kitchen exhaust cleaning;
- 1F. Habitual use of alcohol or any drug or substance, or any physical or mental condition, which impairs competent and objective professional performance;
- 1G. Other violation of an IKECA rule, practice, policy or procedure as provided in any IKECA brochure or other material provided to candidates or applicants.

**In addition, all applicants agree to uphold and comply with the following:**

- To provide for the customer one's best efforts toward the goal of cleaning and degreasing of the kitchen exhaust removal system.
- To make the customer aware of whatever may exist in the way of unusual and/or unorthodox fabrication methods utilized during the construction of the kitchen exhaust removal system.
- To properly, clearly, and completely educate the customer of any alterations or additions which may be necessary for the kitchen exhaust removal system to be rendered as cleanable as possible.
- To reach agreement with the customer on a definition of "clean" with respect to what is expected and attainable, within the bounds of whatever oddities may exist in the kitchen exhaust removal system in question.
- To be willing to respect the customer's special wishes regarding procedural aspects so far as they remain within the bounds of acceptable business practices.
- To be accessible to customer inquiries, comments, or complaints on a completed service, and be willing to reach mutually acceptable terms under which said complaint can and will be addressed.
- To make the customer aware of areas under which no degree of responsibility can be assumed with respect to regions of kitchen exhaust removal systems which, by virtue of the manner in which it was installed, is and will remain, inaccessible for cleaning.
- To understand and comply with all applicable municipal, state and NFPA 96 codes governing the cleaning and degreasing of kitchen exhaust removal systems.
- To strive to clean any readily accessible areas of the kitchen exhaust system, using methods which will remove any and all contaminants, thus rendering the interior surfaces of the system to their original state of bare metal.
- To limit, where possible/practical, the introduction of foreign substances (i.e. flame retardant powder, paint) and to remove on a regular basis, all old flame retardant powder so as to prevent ducting from being occluded.
- To clearly tag and mark any kitchen exhaust removal system which has been cleaned with a Certificate of Performance as required by the City of Boston Fire Department.
- To provide a complete Service and Deficiency Report to both the customer and the City of Boston Fire Department as required.

I, the undersigned, attest that all statements and information made herein are true and accurate and affirm that failure to provide accurate information constitutes grounds for immediate revocation of any and all Certifications bestowed by IKECA. 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 certifiants, 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 and agree to abide by these terms and rules. I understand that, if granted, certification is valid for a period of three (3) years.

Date: \_\_\_\_\_

Exam Candidate Signature: \_\_\_\_\_

Exam Candidate Printed Name: \_\_\_\_\_