



IKECA Exam **RETAKE Application for
Certified Exhaust Cleaning Specialist (CECS)
Certified Exhaust Cleaning Technician (CECT)
Certified Exhaust System Inspector (CESI)**

All information must be filled out completely, 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 requested examination date, and must be accompanied by full payment. Payment may be in the form of a check, or may be charged to a credit card by filling out the information below.

SECTION ONE: CANDIDATE PROFILE

Candidate Name: _____
Mailing Address: _____
City / State / Zip: _____
Phone: _____
Email*: _____

*Email(s) provided above will be used for all communication regarding this exam, including exam results. You may provide more than one email address.

EMPLOYER INFORMATION

Company**: _____
Street Address**: _____
City / State / Zip: _____
Phone: _____
Email: _____
Candidate's Affiliation: Owner Manager Employee

**Please provide information as it should appear on certification documents.

SECTION TWO: EXAM/PROCTOR INFORMATION

Requested Date of Exam: _____ Time: _____
Exam Location: _____

In order to set up a privately proctored IKECA exam, you must secure a private proctor to administer the exam, and arrange an appointment to take the exam that is convenient for both of you. Three hours are allowed for the CECS exam. The proctor must be a disinterested, third-party, and cannot be a direct supervisor of or anyone related to the Candidate. The exam must be taken at a Public Library, Exam Center, or College/University. Any other facility must be approved by IKECA. The exam will not be sent if the exam location is not approved by IKECA. The exam materials 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 a document 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 www.ikeca.org/certification/exam-application-and-resources/.

Proctor Name: _____
Company Name/Location: _____
Mailing Address: _____
City / State / Zip: _____
Email / Phone #: _____

DEADLINE: Applications are *due at least 15 days prior to the requested exam date*. Exams scheduled earlier are subject to a \$300 rush fee (*we are unable to process applications with less than a 3 business day notice*).

CANCELLATION POLICY: All cancellations must be received in writing no less than 10 business days in advance of the exam date or the exam

Candidate may incur additional shipping fees.

REFUND POLICIES: No refunds shall be provided, however, if an exam must be cancelled/rescheduled by the candidate, all exam application fees are forfeited unless IKECA receives written (email) notice a minimum of 2 business days prior to the scheduled exam date.

IMPORTANT INFORMATION: Passing the IKECA Certification Examination and/or signing below 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 Headquarters at info@ikeca.org or visit www.ikeca.org/membership. Upon passing the examination, you will be issued a certification. Please see ikeca.org/renewals for more information including length of certification. To recertify, you will need to submit CEUs and a renewal fee. The initial renewal fee depends on the 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

Select the exam you are taking and any additional options. Please print the total in the space provided. Your credit card will be charge the appropriate fee upon receipt. A maximum of two retake exams may be taken. **A waiting period of 60 days applies between each attempt. All exam attempts must be completed within 1 year from the Candidate's initial exam attempt.**

CERTIFICATION RETAKE FEES		CECS Exam Fees	CECT Exam Fees	CESI Exam Fees	Item Totals
<input type="checkbox"/>	IKECA Member Company Employee	\$100.00	\$50.00	\$100.00	
<input type="checkbox"/>	Individual Non-Member of IKECA	\$100.00	\$50.00	\$100.00	
<input type="checkbox"/>	Fire Marshal's, and AHJs	N/A	N/A	\$95.00	
<input type="checkbox"/>	RUSH MY EXAM (For applications received less than 15 days prior to requested exam date. IKECA requires a minimum of 3 business days to process.)	\$ 300.00			
<input type="checkbox"/>	Regular Shipping	<input type="checkbox"/> Domestic: \$ 25.00 <input type="checkbox"/> International: \$ 45.00			
<input type="checkbox"/>	Rush Shipping (for applications received less than 15 days prior to requested exam date)	<input type="checkbox"/> Domestic: \$ 45.00 <input type="checkbox"/> International: \$ 75.00			
TOTAL AMOUNT DUE					\$

PAYMENT INFORMATION

Check Enclosed *made payable to IKECA in US or Canadian Funds Only*

Credit Card Payment (*processed in US Funds 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 IKECA certification(s) and/or designation(s) 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 Candidate's Handbooks for the Certification Examinations. 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 of certification(s) and/or designation(s) 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(s) and/or designation(s) 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. Failure to abide by applicable bonding and/or licensing regulations;
12. Failure to comply with IKECA Guidelines & Best Practices and NFPA Standards for kitchen exhaust cleaning;
13. Habitual use of alcohol or any drug or substance, or any physical or mental condition, which impairs competent and objective professional performance;
14. 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 Candidate Signature

Date