



# **Certified Exhaust Cleaning Specialist**

## **Candidate Handbook**



## Table of Contents

<b>General</b>	<b>Page</b>
1. History and Mission	3
<b>Section 1: Overview of the Certification</b>	
1. Explanation of Certification	3
2. Eligibility Requirements	3
3. Application Process	3
4. ADA Accommodations	4
5. Code of Conduct	4
6. Proctor Requirements	5
7. Location Requirements	5
8. Exam Fee Schedule	5
<b>Section 2: Examination</b>	
1. Format	6
2. Content	6
3. Scoring	7
4. Tips on How to Take an Examination	7
5. Exam Preparation and Study Guides	7
<b>Section 3: Renewing Certification</b>	
1. How to Maintain Certification	7
2. Continuing Education	8
<b>Section 4: Policies &amp; Procedures</b>	
1. Retake Policy	10
2. Refund Policy	10
3. Exam Conduct	10
4. Information Use, Rights and Security Policy	11
5. Security Policy	12
6. Shipping Policy	12
7. Social Media Policy	12
8. Bank Fee Policy	13
9. Exam Critique Procedure	13
10. Cancellation Policy	13
11. Membership	13

## Appendix: Application and CEU Submission Form

## **General**

### **1. History and Mission**

The International Kitchen Exhaust Cleaning Association (IKECA) was founded in 1989 when a small group of 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 (KEC) 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 are now referenced by other ANSI organizations (National Fire Protection Association, International Code Council) as well as jurisdictions across the US.

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 Cleaning Specialist (CECS) is designed for the highly experienced and knowledgeable individual who leads others on their crew. Every Active Member of IKECA must have at least one employee certified as a CECS level or higher.

### **2. Eligibility Requirements**

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

Candidates are required to read this Handbook in its entirety prior to applying to sit for an IKECA examination. This 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 at a local library, exam 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. Applications will not be processed unless accompanied by full payment.
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](mailto: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 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 certifications or 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 certification holder.

## 6. Proctor Requirements

In order to set up a privately proctored IKECA exam, you must secure private proctor to administer the 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. Arrange an appointment to take the exam at a Public Library, Exam Center, or College/University that is convenient for both of you. The exam packet will be sent to the Proctor, with a prepaid return envelope, and returned by the Proctor. Candidate and Proctor will need to sign a document verifying that exam procedures were followed.

Any fees associated with the 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, Exam Center or College/University. Requests to take an exam at other facilities must be approved by IKECA. The exam application will not be processed if requested location is not approved by IKECA.

Contact IKECA at [info@ikeca.org](mailto: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. Exam Fee Schedule

TYPE	FEE
IKECA Member Company Employee	\$350.00
Individual Non-Member of IKECA	\$700.00
Fire Marshals or AHJs	\$95.00
Rush Fee ( <i>for applications received less than 15 days prior to requested exam date</i> )	\$300.00
Regular Shipping	United States: \$25.00 International: \$45.00
Rush Shipping ( <i>for applications received less than 15 days prior to requested exam date</i> )	United States: \$45.00 International: \$75.00

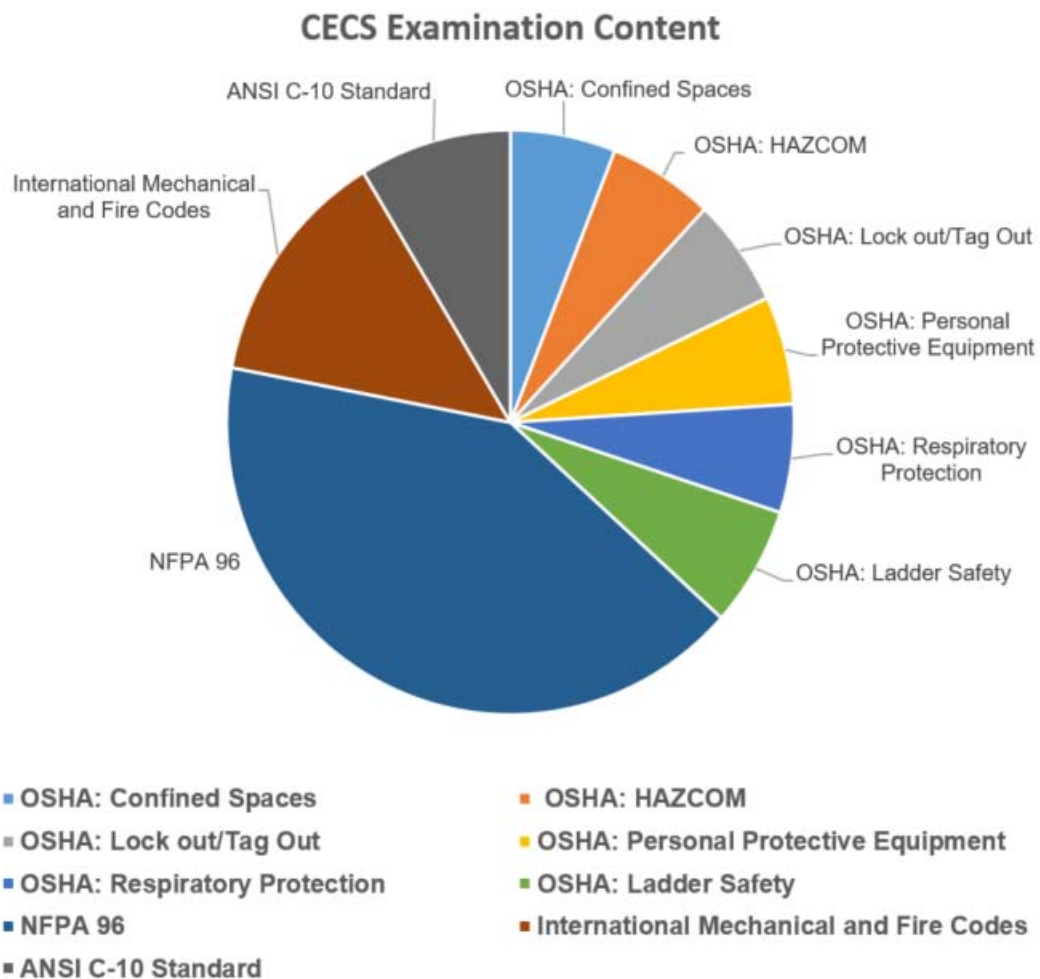
## Section 2: Examination

### 1. Format

The CECS examination is comprised of 150 multiple-choice questions. Candidates have three hours to complete the closed book examination. At this time, examinations are administered via paper-and-pencil only.

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

### 2. Content



### 3. Scoring

The pass-fail score for the CECS exam is 70%. In other words, you must answer a minimum of 105 out of 150 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 results via email, according to the information provided on the exam application, within 10-15 business days of IKECA's receipt of the completed exam. Exam results will only be disclosed to or discussed with the Candidate. For successful Candidates, Certification certificates will be issued in .pdf format; the Certification identification card will follow by mail. *International Candidates will receive original documents upon request only, additional shipping fees will apply.*

#### **4. Tips on How to Take an Examination**

Preparing for your examination can reduce exam anxiety. IKECA encourages Candidates to seek out exam taking strategies available online. Several universities and colleges publish free exam taking tips. Search "exam 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 exam study guide and materials. A CECS Study guide, containing all of the codes and standards and a practice exam, can be purchased from IKECA's [online store](#). The [IKECA Examination Terms Quizlet](#) is a free online study tool that you may also find helpful. 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.

### **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, including meeting Continuing Education Unit (CEU) requirements before each renewal deadline.

All IKECA Certifications are due to renew on June 1st. When renewing an IKECA Certification, the appropriate renewal payment and CEUs must be submitted.

To renew a CECT, CECS, or CESI certification, please submit completed CEU course documentation as well as the renewal fee. Renewal is the responsibility of the certified individual. Failure to renew within 90 days of the certification expiration date will result in a void credential.

Please refer to the information below. Note the fees for your first renewal vary depending on the date you passed your IKECA certification exam.

The following renewal requirements apply to exams completed in 2022:

## CECS First-Time Renewals

Exam Date	Renewal Fee Member	Renewal Fee Non-Member	CEUs required	Expiration
Before July 1, 2022	\$100	\$150	1.5	June 1, 2023
After July 1, 2022	\$150	\$225	1.5	June 1, 2024

## Standard Renewals

Certification	Renews Every	Renewal Fee Member	Renewal Fee Non-Member	CEUs required
CECS	1 year on June 1st	\$100	\$150	1.5

## 2. Continuing Education

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 CEUs and submit completion certificates or similar written completion documentation to IKECA at the time of renewal; IKECA does not record CEUs for each individual.**

### Ways to Earn CEUs

<b>Online and In-Person Educational Courses</b>	
Online Courses: <a href="#">View all recommended online sources of CEUs</a>	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
<b>Industry Conference Participation</b>	
Attendance at the IKECA Annual Meeting or Fall Technical Seminar <i>Note: Attendance is tracked – CEUs will be awarded based on registration payment and confirmed attendance records</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, FFMIA. For all others, please contact IKECA to confirm eligibility.</i>	Up to 1.0 CEUs
<b>Thought Leadership</b>	



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
Representing IKECA at an exhibitor booth at an approved industry conference <i>(MUST be coordinated and arranged by IKECA Staff)</i>	
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
Attendance at in-house training seminar, or one at another facility – Must be taught by third-party instructor or individual certified to train the subject matter <i>(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 (prior approval required)**

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 and/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.)

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 educational 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 to IKECA Headquarters along with 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 needs to also submit documentation providing proof they are certified to instruct on the subject matter.

### **When are CEUs submitted to IKECA Headquarters?**

Certified individuals must submit documentation of the required CEUs during the renewal period. All events/courses must be itemized on the [CEU Submission Form](#). Documentation MUST be attached for each event or course completed/attended that was not sponsored by IKECA.

## **Section 4: Policies and Procedures**

### **1. Retake Policy**

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

If a Candidate fails an IKECA exam on their first attempt, the individual may make a maximum of two additional attempts. A waiting period of sixty (60) days applies between each attempt, based on the date of the prior attempt. All attempts must be completed within one (1) year from the original exam date. The fee for each retake exam is \$100.00 in addition to any required processing/shipping fees.

Steps to retake an examination:

- Follow steps to locate a proctor and schedule a mutually convenient time for you to retake the exam, following the required 60 day waiting period from your previous attempt.
- Complete and submit to IKECA the Retake Application available for download from the Exam Application and Resources page of our website ([www.ikeca.org](http://www.ikeca.org)).

### **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 exam location, Candidates will receive an exam booklet with a separate sheet on which to record exam answers by filling in a small circle with a pencil.
- Exam applicants are required to sign the Affidavit of Personal Responsibility prior to the start of the exam.
- The exam is closed book. Notes, books, and calculators will not be permitted in the exam room.
- Pencils will be provided.
- At the conclusion of the exam, Candidates will be required to return exam booklets and answer sheets to the exam proctor.
- Beverages are permitted in the exam room; food is prohibited.
- There is no smoking in the exam room.

- Cell phones, smart phones, pagers and 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. Candidates are not permitted to remove exam booklets or answer sheets from the room.
- Collaboration and disruptive conduct during the exam is prohibited. Any violation of this regulation shall result in a score of zero (0) for the exam, and possible prohibition from sitting for future IKECA certification exams.
- IKECA reserves the right to cancel any exam 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 exam administration, or is determined to be flawed.
- IKECA reserves the right to cancel an exam administration if it has been determined that the security of the exam was violated prior to its administration.
- Candidates who experience extraordinary disturbances/distractions during an IKECA exam, 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 exam, 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, will not be considered.

#### **4. Information Use, Rights and Security Policy**

IKECA gathers 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 communications from IKECA or third-party vendors through IKECA. Please contact IKECA at (410) 417-5234 or [info@ikeca.org](mailto:info@ikeca.org) to exercise your choice to opt-out. Please understand that once you have unsubscribed you will no longer receive e-mail communication from IKECA, which

may include important member information, certification renewal reminders, IKECA promotions, newsletters, etc.

## **5. Security Policy**

IKECA maintains security procedures and standards we believe are as safe as today's technology permits. We test these procedures and modify them regularly as new technologies become feasible. Credit 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**

Exam materials are shipped to the Proctor, at the mailing address provided on the exam application no less than 10 days prior to the exam date so that the Proctor may have the materials in hand on exam day. A postage paid return envelope is provided to the Proctor for the return of completed exam materials following the exam.

## **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 and/or images.
- The use, download, 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. IKECA 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 of liability as an express condition to use of such media.

## **8. Bank Fee Policy**

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

## **9. Exam Critique Procedure**

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

## **10. Cancellation Policy**

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. When proper notice is received:

1. The named Candidate may reschedule their exam within 1 year of original exam date. In the event that the exam materials were shipped prior to IKECA's receipt of notification, an additional shipping fee will be incurred and must be paid when the new exam date is requested.
2. The fee may be applied toward another Candidate employed by the company; however, the new exam application MUST be received within 180 days of notification regarding the initial Candidate's request for exam cancellation. If exam materials were shipped prior to IKECA's receipt of notification, an additional shipping fee will be incurred and must be paid when new application is submitted.

## **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](mailto:info@ikeca.org) or visit [www.ikeca.org/membership](http://www.ikeca.org/membership).

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



## 2022 IKECA Exam Application for Certified Exhaust Cleaning Specialist (CECS)

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. You will receive a confirmation via email from IKECA to confirm your exam date and time. Content for this exam includes: OSHA: HAZCOM, Confined Spaces, Personal Protective Equipment, Lock-out/Tag-out, Ladder Safety, Respiratory Protection; International Mechanical and Fire Codes (IMC & IFC); NFPA 96 (2014), and IKECA C-10. Visit [ikeca.org/certification](http://ikeca.org/certification) to download the free CECS Handbook for the most up-to-date information.

### 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/](http://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 be 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. When proper notice is received:

- The named Candidate may reschedule their exam within 1 year of original exam date. In the event that the exam materials were shipped prior to IKECA's receipt of notification, an additional shipping fee will be incurred and must be paid when the new exam date is requested.
- The fee may be applied toward another Candidate employed by the company; however, the new exam application MUST be received within 180 days of notification regarding the initial Candidate's request for exam cancellation. If exam materials were shipped prior to IKECA's receipt of notification, an additional shipping fee will be incurred and must be paid when new application is submitted.

**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](mailto:info@ikeca.org) or visit [www.ikeca.org/membership](http://www.ikeca.org/membership). Upon passing the examination, your IKECA CECS Certification will be issued for a minimum term of 12 months. Please see [ikeca.org/renewals](http://ikeca.org/renewals) for more information on length of certification. To recertify, you will need to submit CEUs and 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](mailto: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.

<b>CECS EXAM FEES</b>			<b>Item Totals</b>
<input type="checkbox"/>	IKECA Member Company Employee	\$ 350.00	
<input type="checkbox"/>	Individual Non-Member of IKECA	\$ 700.00	
<input type="checkbox"/>	Fire Marshals, or AHJs	\$ 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"/> United States: \$ 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"/> United States: \$ 45.00 <input type="checkbox"/> International: \$ 75.00	
<b>TOTAL AMOUNT DUE (PAID BELOW)</b>			<b>\$</b>

<b>PAYMENT INFORMATION</b>	
<input type="checkbox"/> Check Enclosed <i>made payable to <b>IKECA</b> in US or Canadian Funds Only</i>	
<input type="checkbox"/> Credit Card Payment ( <i>processed in US Funds Only</i> ) <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <i>(in lieu of completing this information you may pay online @ <a href="https://ikeca.site-ym.com/store/viewproduct.aspx?id=14770464">https://ikeca.site-ym.com/store/viewproduct.aspx?id=14770464</a>)</i>	
<b>Card Number:</b>	
<b>Exp. Date:</b>	<b>Security/CCV Number:</b>
<b>Name of Card Holder:</b>	<b>Signature:</b>

**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.

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Exam Candidate Signature

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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.

	CEPT	CECS	CESI
CEUs Required Each Renewal Cycle	10 Hours = 1 CEUs	15 Hours = 1.5 CEUs	30 Hours = 3 CEUs
Renewal Cycle Length	2 Years	1 Year	2 Years

### 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, all supporting documents, and the completed renewal fee payment form and submit to IKECA Headquarters.
4. All information must be filled out completely.

**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			



# Continuing Education Unit (CEU) Submission Form

## 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 \(IACET\)](#) 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 = 15 hours (1.5 CEUs) every year
- CESI = 30 hours (3 CEUs) every 2 years

Supporting documentation must accompany your CEU Submission Form.

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

Eligible Continuing Education Activities	CE Units
<i>Online and In-Person Educational Courses</i>	
Online Courses: <a href="#">View all recommended online sources of CEUs</a>	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 based on registration payment and confirmed attendance records</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, FFMA. 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
<i>Representing IKECA at an exhibitor booth at an approved industry conference (MUST be coordinated and arranged by IKECA Staff)</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
Attendance at in-house training seminar, or one at another facility – Must be taught by third-party instructor and/or individual certified to train the subject matter ( <i>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