



IKECA Exam **RETAKE** Application for Certified Exhaust Cleaning Specialist (CECS) Certified Exhaust Cleaning Technician (CECT) Certified Exhaust System Inspection (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 be returned. Applications are due at least 15 business 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. Study guides are available for purchase in the IKECA Online store. Please visit www.ikeca.org.

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. Three hours are allowed for the CECS and CECT exam, two hours for the CESI. 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/translators.

Language the exam is being translated to: _____

EXAM PROCTOR INFORMATION:

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

DEADLINE: Applications are **due 15 business days prior to the test date**. Exams scheduled earlier are subject to a \$300 rush fee (you must notify us three 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, examination 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 Headquarters at information@ikeca.org or visit www.ikeca.org/Membership. Upon the passing of an examination, you will be CECS Certified with IKECA for a minimum of 12 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.

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 Headquarters 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. **The exam retake fees are only applicable within one (1) year of the previous exam date which you did not pass.** If you do not pass on the second attempt, you will be required to wait a period of one year from your original attempt for a third attempt. No more than two exam attempts are allowed within a one year period.

CERTIFICATION 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 all exams less than 15 business days)	\$ 300.00			
<input type="checkbox"/>	Shipping	<input type="checkbox"/> Domestic: \$ 20.00 <input type="checkbox"/> International: \$ 35.00			
TOTAL AMOUNT DUE					\$

PAYMENT INFORMATION			
<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			
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
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