



**International Kitchen Exhaust Cleaning Association
Policies and Procedures
As of May 3, 2013**

I. Membership

1. IKECA membership is open to Companies and not available to individuals.
2. All members in IKECA must agree to abide by all governing documents of IKECA, including the Bylaws, Standards and Practices, and Policies & Procedures.
3. Members who use sub-contractors may not infer IKECA membership or IKECA certification for any work performed by non-IKECA members.
4. Membership is renewable on an annual basis.
 - a) Payment of annual membership dues must be received at IKECA Headquarters no later than two months after invoicing.
 - b) Members, who are delinquent in payment of their membership renewal for more than 60 days, will be dropped from the membership, forfeit all rights and privileges and have their certification revoked.
5. Pending Members
 - a) Any Active or Supplemental Member who fails to update the required insurance information and/or maintain the required CECS certification shall be marked as PENDING for a period of sixty (60) days.
 - b) During this time, the member shall be removed from the IKECA website listing of members.
 - c) If, at the end of sixty (60) days, the member has not provided the required insurance proofs, or failed to renew the CECS certification, they shall be dropped from the membership lists and lose any and all privileges of membership.

II. Membership Classifications

1. Active Members

- a) Defined as those companies that provide cleaning services of kitchen exhaust systems;
- b) Annual Dues will be \$880.00 USD per year and pro-rated for members who join after January.
- c) Active Members have use of the IKECA logo on promotional and marketing materials;
- d) Active Members have a listing in the IKECA membership directory and on the IKECA website;
- e) Active Members are eligible for leads generated through the IKECA website;
- f) Active Members are required to provide proof of:
 - i. A minimum of \$2,000,000 in Liability and Completed Operations insurance coverage.
 - ii. Workers' Compensation coverage. The requirement for workers' compensation coverage applies to all applicants, including sole proprietorships with no salaried employees and companies that subcontract their labor through a third-party staffing agency. No exceptions to this policy will be considered for companies doing business in the USA.
 - iii. Vehicle insurance.
 - iv. Where applicable – all members shall notify insurers to add IKECA to any/all Notices of Cancellation.
 - v. Members are required to update their insurance information with IKECA. Failure to do so will result in the Member's status being changed to Pending.
- g) Active Members are required to maintain one CECS or CESI certified employee.
- h) Active Members are required to pay annual membership dues/assessments as prescribed by the IKECA Board of Directors (See Section IX);
- i) Active Members have member voting privileges

2. Supplemental Members

- a) Defined as branch or satellite offices of Active Members where:
 - i. The Supplemental Member is an office of the parent organization and cannot be a separately incorporated entity;
 - ii. The Supplemental Member offices must have the same name as their principal office/parent organization;

- iii. The Supplemental Member has a different address than the parent organization.
- b) Annual Dues will be \$715.00 USD per year and pro-rated for members who join after January.
- c) Supplemental Members have use of the IKECA logo on promotional and marketing materials;
- d) Supplemental Members have a listing in the IKECA membership directory and on the IKECA website;
- e) Supplemental Members are eligible for leads generated through the IKECA website;
- f) Supplemental Members are required to provide proof of:
 - i. A minimum of \$2,000,000 in Liability and Completed Operations insurance coverage.
 - ii. Workers' Compensation coverage. The requirement for workers' compensation coverage applies to all applicants, including sole proprietorships with no salaried employees and companies that subcontract their labor through a third-party staffing agency. No exceptions to this policy will be considered for companies doing business in the USA.
 - iii. Vehicle insurance.
 - iv. Where applicable – all Supplemental members shall notify insurers to add IKECA to any/all Notices of Cancellation.
 - v. Supplemental Members are required to update their insurance information with IKECA. Failure to do so will result in the Member's status being changed to Pending.
- g) Supplemental Members are required to maintain one CECS or CESI certified employee.
 - i. CECS or CESI must be obtained within 90 days of Supplemental Membership application submission.
 - ii. Failure to do so will result in the Member's status being changed to Pending.
- h) Supplemental Members are subject to the same application and certification requirements as Active Members. (see Section II1);
- i) A Supplemental Membership application must be submitted within 90 days of establishment; failure to do so may result in disciplinary action to the Parent Company.
- j) Supplemental Members are required to pay annual membership dues/assessments as prescribed by the IKECA Board of Directors (See Section IX);
- k) Failure to report the existence of a Supplemental office and/or failure to pay dues for that office shall result in disciplinary action by the IKECA Board of Directors (see Section VII).
- l) Supplemental members do not have voting privileges;

3. Associate Members

- a) Defined as companies that manufacture equipment or supplies, or provide ancillary services to the kitchen exhaust cleaning industry;
- b) Annual Dues will be \$880.00 USD per year and pro-rated for members who join after January.
- c) Associate Members may not reference, link, or re-direct information about a company that otherwise qualifies for Active membership unless that company is an Active member.
- d) Associate Members are required to pay annual membership dues/assessments as prescribed by the IKECA Board of Directors (See Section IX);
- e) Associate Members are exempt from Certification requirements of Active Membership;
- f) Associate Members have a listing in the IKECA membership directory and on the IKECA website;
- g) Associate Members are eligible for leads generated through the IKECA website;
- h) Associate Members do not have member voting privileges.

4. Fire Marshals/Authorities Having Jurisdiction (AHJs)

- a) Defined as publically funded officials with authority to set and regulate local standards on kitchen exhaust cleaning and inspection;
- b) Annual Dues will be complimentary.
- c) Fire Marshal/AHJ Members shall have a listing in the IKECA membership directory and on the IKECA website;
- d) Fire Marshal/AHJ Members are required to pay annual membership dues/assessments as prescribed by the IKECA Board of Directors (See Section IX);
- e) Fire Marshal/AHJ Members are exempt from Certification requirements of Active Membership;
- f) Fire Marshal/AHJ Members do not have member voting privileges.

5. Institutional Members

- a) Defined as comprising facility managers, restaurants, hospitals, universities, municipalities and other related organizations. Nonvoting and no certification requirement.
- b) Annual Dues will be \$500.00 USD per year.
- c) Institutional Members shall have a listing in the IKECA membership directory and on the IKECA website;
- d) Institutional Members are required to pay annual membership dues/assessments as prescribed by the IKECA Board of Directors (See Section IX);
- e) Institutional Members are exempt from Certification requirements of Active Membership;
- f) Institutional Members do not have member voting privileges.

III. Application Process and Fees

1. Application fees of \$250.00 are non-refundable.
 - a) Fire Marshalls/AHJ's shall be exempt from any application fee requirements.
 - b) Institutional Members shall be exempt from any application fee requirements.
2. All Active and Supplemental member applicants MUST submit the following materials:
 - a) Completed Membership Application, including Application Fee and dues for first year;
 - b) Completed CECS or CESI Examination Application, including CECS or CESI examination fees;
 - c) Proofs of insurance for:
 - i. General Liability
 - ii. Vehicle
 - iii. Workers' Compensation
3. Once all materials are received, and the Applicant has successfully met the CECS or CESI Certification requirement (taken and passed the exam), the application will be reviewed by the Membership Committee.
4. All Associate and Fire Marshal AHJ applicants MUST submit the following materials:
 - a) Completed Membership Application
 - b) Associate Members are subject to all fees including the application fee.
5. Applicants will be notified of the application status within sixty (60) days AFTER all materials are received and certification (where required) is verified.
6. No applicant will be considered a member of the Association until all criteria are met and a determination is made.
7. Any applicant who has violated any trademark use of the IKECA logo, for which there was an actual finding, may be prevented from joining for a period of two (2) years past the date of the finding.
8. Members who use sub-contractors may not infer IKECA membership or IKECA certification for any work performed by non-IKECA members.

IV. Certification and Designation Standards

1. IKECA provides certification and designation programs for interested member company employees;
2. Certification is also available to Non-Members at rates associated with non-membership;
3. All Certifications and designations are transferable between companies provided that IKECA is notified in writing within ten (10) days of such a change. Failure to notify IKECA in writing will result in voiding of any certifications held by the individual.
4. Certifications and Designations are renewable as noted below. Failure to renew by the anniversary date may result in the revocation of the Certification or Designation

V. Certification and Designation Classifications

1. **Certified Exhaust Cleaning Specialist (CECS)**
 - a) CECS Certification is a Mandatory requirement for All Active and Supplemental Members of IKECA.
 - i. All IKECA Active and Supplemental member companies must have a CECS on staff.
 - ii. Certification is issued in the name of the company and the individual who passed the CECS Examination.
 - iii. Should the CECS leave the employ of the company, the member will have 90 days in which to replace the certified individual.
 - b) The CECS examination is available through several methods:
 - i. The examination is administered at both IKECA Annual Meeting and Technical Seminar events.

- ii. Arrangements may be made to have the exam administered through a private third-party proctor.
 - iii. Arrangements may also be made to take the CECS examination at IKECA Headquarters.
 - c) Exam applications must be received not less than 15 days in advance of the examination date and must be accompanied by appropriate fees.
 - d) A score of 70% or better on the examination is considered passing for CECS certification.
 - e) Candidates who pass the CECS examination will be issued a certificate and ID card which is valid for a period of one (1) year.
 - f) CECS Certification is renewable every year on the certification anniversary date. Those who have met the requisite continuing education requirements may submit a renewal application. Or, the candidate may elect to re-take the CECS Examination.
2. **Certified Exhaust Cleaning Technician (CECT)**
- a) Certification as a CECT is a voluntary certification program offered by IKECA.
 - b) Certification is issued in the name of the individual who passed the CECT exam.
 - c) The CECT examination may be available through several methods:
 - i. The test is administered at both IKECA Annual Meeting and Technical Seminar events.
 - ii. Arrangements may be made to have the exam administered through a private third-party proctor.
 - iii. Arrangements may also be made to take the CECT examination at IKECA Headquarters.
 - d) Exam applications must be received not less than 15 days in advance of the examination date and must be accompanied by appropriate fees.
 - e) A score of 70% or better on the examination is considered passing for CECT certification.
 - f) Candidates who pass the CECT examination will be issued a certificate and ID card which is valid for a period of four (2) years.
3. **Certified Exhaust System Inspector (CESI)**
- a) Certification as a CESI is a voluntary certification program offered by IKECA.
 - b) Certification is issued in the name of the individual who passed the CESI exam.
 - c) The CESI examination may be available through several methods:
 - i. The test is administered at both IKECA Annual Meeting and Technical Seminar events.
 - ii. Arrangements may be made to have the exam administered through a private third-party proctor.
 - iii. Arrangements may also be made to take the CESI examination at IKECA Headquarters.
 - d) Exam applications must be received not less than 15 days in advance of the examination date and must be accompanied by appropriate fees.
 - e) A score of 75% or better on the examination is considered passing for CESI certification.
 - f) Candidates who pass the CESI examination will be issued a certificate and ID card which is valid for a period of four (4) years.
4. **Professional Exhaust Cleaning Technician (PECT)**
- a) Designation as a Professional Exhaust Cleaning Technician (PECT) is a voluntary program offered by IKECA;
 - b) The PECT designation is issued in the name of the individual who passed the PECT exam;
 - c) The PECT designation is not a certification, but a designation awarded to technicians.
 - d) Promotion of PECT as a certification is prohibited.
 - e) A score of 70% or better on the PECT examination is considered passing.
 - f) Candidates who pass the PECT examinations are granted a PECT designation, issued a certificate and uniform patch, which is valid for a period of three (3) years.

VI. **Complaint and Appeal Procedures**

1. A complaint lodged against a member of IKECA must be filed in writing with IKECA National Headquarters.
2. Only complaints filed by customers and AHJs will be considered. Complaints by other members are not subject to investigation by IKECA.
3. Upon receipt of the complaint, the member against whom the complaint was lodged shall be promptly notified of its receipt by IKECA and provided a copy of the complaint. The member shall have 10 days from the date of the receipt of the complaint in which to respond in writing to IKECA Headquarters with any comments regarding the complaint.
4. The complaint and member's response will be referred to the Governance Committee, and is subject to review by the IKECA Board of Directors.

5. If the member is found to be at fault, they will be given an opportunity to correct the situation. Should the member at fault be unable or unwilling to resolve the problem for the customer, the member is subject to disciplinary action by the IKECA Board of Directors, including Probation or expulsion from membership.
6. Any decisions by the IKECA Board of Directors regarding disciplinary action against a member may be appealed by the member. Appeals must be filed in writing and will be addressed at the next Board of Directors Meeting. The member may be invited to the Board Meeting to present his case. Should the issue be of a critical time-sensitive nature, the Board of Directors may elect to hold a special meeting to review the situation.
7. Following a member's appeal, the Board of Directors shall render an opinion on the matter within a reasonable period of time, which shall be final and binding.
8. If a member fails to comply with the directives issued by the Board of Directors in regard to a complaint, they are subject to dismissal from IKECA membership.

VII. Disciplinary Action

1. The Board of Directors may, at its discretion, determine a form of disciplinary action to be taken against a member for just cause.
 - a) This would include any conduct or act which violates the rules and regulations of IKECA or is deemed to have an adverse effect on the association;
 - b) Disciplinary action may be in the form of a warning, fine or assessment, probation, or expulsion from membership;
 - c) The degree of discipline imposed by the Board of Directors shall depend on the severity of the infraction and the past record of the member, and shall be in addition to any corrective measures issued by the Board;
2. Probation may be imposed upon a member found to be at fault, for a period of time determined by the IKECA Board of Directors, not to exceed a period of two years whenever an IKECA directed inspection is to take place.
 - a) If the complaint involves compliance to NFPA 96 11.6 and/or IKECA Standards by a customer of an IKECA member company and the alleged offender is unwilling or unable to satisfy the customers complaint then the following action is to commence:
 - b) The member company in question, including any supplemental office included in the initial complaint will be placed on probation for a period of 12 months from the date IKECA's Board of Directors elects to place said company on probation.
 - c) The member company in question shall provide to the IKECA offices a consecutive numerical listing of all invoices or work orders completed within the previous two weeks of each IKECA inspection for each location cited in the initial complaint.
 - i. The IKECA Board will designate a CESI Certified individual from a member company to act as an onsite inspector.
 - ii. The designated inspector shall belong to an Active Member company locate no less than a 500 radius from the probatory member and/or outside of the probatory member's service area; and that said inspector shall sign a two-year geographical non-compete agreement and shall send a copy of this agreement to be housed at IKECA Headquarters.
 - iii. The designated inspector will be responsible for performing three unannounced job site inspections.
 - iv. The inspector will follow such protocols and procedures developed by the IKECA Board to include, but not be limited to:
 - v. Photo documentation of all sites in question with proper time dating and documentation procedures.
 - vi. Completion of an inspection report for each job site in question.
 1. These findings will be forwarded to the IKECA Governance Committee chairman for review.
 2. The chairman shall report his findings to the board of directors for review.
 - iv. If the board of directors feel the Governance Committees findings show the offending members company is qualified to clean to IKECA and NFPA 96 and/or IKECA Standards than said company shall be reinstated to full IKECA member status
 - v. If the board of directors feels said member is unable or unwilling to clean kitchen exhaust systems to IKECA and NFPA 96 and/or IKECA Standards said member shall be removed From IKECA membership. Removal shall automatically cancel all certifications issued to said members employees.
 - vi. Former members who have been removed from membership for this violation of IKECA membership shall be allowed to rejoin IKECA through normal enrollment procedure after a period of two years.
3. If a member fails to comply with the directives issued by the Board of Directors in regard to any form of disciplinary action, he is subject to dismissal from IKECA membership.
4. Members on probation will be required to:

- a) Submit monthly job reports to IKECA Headquarters, listing the name and location of the job, project size, and contact information for the owner, or project manager
 - b) Monthly reports will be due at IKECA Headquarters no later than the 15th of the following month;
 - c) During a member's probationary period, the IKECA Board of Directors may select any project performed by the probationary member for inspection by an official representative of IKECA.
5. Members who are expelled or dismissed from membership are required to return any and all CECS Certificates, CESI Identification Cards, and IKECA Hood Inspection Stickers to IKECA Headquarters within 15 days of the date their membership was terminated.

VIII. Re-Instatement of Membership

1. Members who have been dropped for non-renewal will be required to re-join the association by submitting an application for membership and re-taking the required certification examination (only if certification has lapsed).
2. Members who are expelled or dismissed from membership by the IKECA Board of Directors for misconduct or failure to abide by IKECA's Standards and Practices shall be required to wait a period of at least one (1) year before re-applying for membership.
3. Members who have been removed from membership for a violation noted in Section V.2.a, shall be prohibited from rejoining IKECA for a period of two years
4. The company will be required to submit adequate proof that it is able to fully perform work in accordance with industry codes and guidelines and will abide by the IKECA Standards and Practices.
5. Re-acceptance as a Member of IKECA may also include a probationary period as a condition of membership.

IX. Annual Dues and Invoicing

1. All Member companies will be invoiced annually according to the dues structure outlined in Section II.
2. Members who join after January, will be invoiced a pro-rated dues amount for the year following their join date and the full dues amount thereafter.
3. Monthly Invoices shall be issued to Member companies beginning in November for the following year's dues.
4. Member companies who fail to pay dues invoices in full by MARCH 1 will be assessed a \$150 late fee for payments received between MARCH 1 and MARCH 31.
5. As of APRIL 1, members who have not submitted payment will be notified by certified mail that they have been dropped from the membership.
6. Dropped members will be required to re-apply for membership including:
 - a) Submitting an original application with application fee and complete first years' dues payment;
 - b) Submitting all required insurance proofs.
 - c) Reapplying for certification if previous certification has lapsed. If certification is current, it is still valid and qualifies during the reapplication process.

X. Regional Initiatives

1. IKECA will, as an organization, make every effort to reach out and provide education and guidance to municipalities who request it. In the event that an IKECA member or members are located in or near any such municipalities, and the municipality requests IKECA's assistance in developing regulations or legislation with regards to the commercial kitchen exhaust cleaning industry, the following guidelines will apply:
 - a) IKECA staff will notify the IKECA Board of Directors of any such inquiry.
 - b) IKECA staff will work with the requesting municipality to develop a program that meets their individual needs. This will include recommendations for:
 - i. Certification for one person on each crew
 - ii. Work experience minimum for certification candidates
 - iii. Reporting / mandatory service reporting back to the AHJ
 - iv. Hoodsticker requirements
 - v. A minimum of an annual Inspection by the AHJ or certified independent contractor
 - vi. Grandfathering of current IKECA certifications
 - c) Once a program has been outlined, IKECA staff will contact affected members and notify them of the program.

- d) IKECA staff will maintain contact with local members as the program details become finalized.
2. IKECA understands that there is an inherent conflict of interest to involve local members on regulatory matters that impact their businesses and will act at all times for the interests of the entire membership and to improve the industry. No member will have undue influence on the process and all members agree to allow IKECA to act on their behalf in such instances, regardless of previous efforts with any municipality or AHJ.