



2019 IKECA Certification Application for City of Boston Certified Cleaning Specialist (BCCS) City of Boston Certified Exhaust System Inspection (BCSI)

All information must be filled out completely and the Professional Code of 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. More information at 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 via 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 that expires **after 1/1/2017** 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

January 15, 2019	February 19, 2019	March 19, 2019
April 16, 2019	May 21, 2019	June 18, 2019
July 16, 2019	August 20, 2019	September 17, 2019
October 15, 2019	November 19, 2019	December 17, 2019

Exam Selection: First Session Choice: _____ **Second Session Choice*** _____

**Each exam session is limited to a maximum capacity of 8 registrations and is scheduled on a first-come, first-serve. If your first choice is unavailable, you will automatically be registered for your second choice. A private proctor may also be used. Please visit 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 Headquarters at information@ikeca.org or visit 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 Headquarters for more information.

Deadline:	Applications are due <u>15 days prior to the scheduled date</u> . A \$100 rush fee will apply for exams or renewal quizzes scheduled within 15 days of the scheduled session.
Cancellations:	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.

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.

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

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

PAYMENT INFORMATION		
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	
Total fees (exam fee + shipping): \$ _____		

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 applicant 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. 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;
10. Failure to abide by applicable bonding and/or licensing regulations;
11. Failure to comply with IKECA Guidelines & Best Practices and NFPA Standards for kitchen exhaust cleaning;
12. Habitual use of alcohol or any drug or substance, or any physical or mental condition, which impairs competent and objective

- professional performance;
13. Other violation of an IKECA rule, practice, policy or procedure as provided in any IKECA brochure or other material provided to candidates or applicants.

Continued on next page

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 certificant, 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: _____