

CERTIFICATION GUIDE





Letter from the Certification Committee Chair

Welcome to the IKECA Certification Program. As the international leader in certification for kitchen exhaust cleaning, we applaud you for taking the first steps towards gaining your internationally recognized certification. With an IKECA certification you will now be setting yourself apart from your competition.

Why is an IKECA certification beneficial to you? Our Certification Committee regularly monitors tests, keeping them up-to-date with the most recent standards and codes, ensuring that certification holders are current on important industry regulations. In addition, more and more jurisdictions are requiring certification to conduct work; selecting an IKECA certification not only provides you with an important credential, it also shows your commitment to continual learning, as IKECA's certification (much like those of a physician or teacher), requires continuing education units in order to maintain certification. In fact, our certification program is the only one in the industry with this requirement.

Currently, IKECA's certification program is the **only industry certification maintained by a non-profit organization**. Being a non-profit allows IKECA to focus its attention on furthering IKECA's mission of promoting kitchen exhaust cleaning to a higher standard; our certification program is just one such way IKECA fulfills this mission.

Having an IKECA certification will not only benefit you but also your company and as you increase your experience and knowledge base within the kitchen exhaust industry. Best of luck!

Jesse Getz, CECS
IKECA Certification Committee Chair





IKECA's Pathway to Certification

IKECA's pathway to certification gives kitchen exhaust professionals an edge in this highly competitive business. Our certification program sets the industry standard of knowledge and increases worker professionalism in the field. An IKECA certification next to your name shows a dedication to success, helps increase your potential for a better salary, and provides recognition throughout the kitchen exhaust industry. Each level of certification builds on the last, creating a solid foundation at the field technician level all the way up to a senior-level owner performing inspections.

IKECA offers three internationally recognized certifications, which demonstrate a high level of knowledge of the codes and standards pertinent to the industry. All certified individuals are required to sign a Code of Conduct to help ensure the highest degree of professionalism and ethics, and complete continuing education units to maintain their certification. IKECA also offers members an exclusive opportunity to allow their employees to affordably obtain a designation called the Professional Exhaust Cleaning Technician (PECT), an excellent first step to becoming certified. This open book exam establishes a base-line of industry knowledge while building the confidence of the employee.

As more jurisdictions require certification for job bids and all workers on a crew, now is the time to show your customers that you are one of the best in the industry. Take advantage of one of the most powerful member benefits IKECA has to offer!

The Benefits of Certification

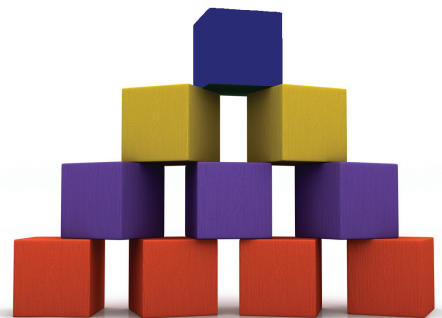
For Employees

IKECA certifications are objective and measurable ways of determining a general competency and knowledge in the latest industry standards and codes. Certification can benefit you in many ways, including:

- Increasing compensation
- Enhancing career mobility
- The right to use the CECT, CECS, or CESI label after your name and title
- Elevating other industry professionals to a higher standard
- Increased recognition to employers, customers, and industry peers

For Employers

- Recruiting new employees
- Retaining current employees
- Attracting more customers
- Demonstrating a commitment to continuing industry education



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Step 1: PECT Designation

The Professional Exhaust Cleaning Technician (PECT) is designed to test and recognize individuals who demonstrate their qualifications to provide professional exhaust system cleaning services by passing a written exam at the introductory level. The PECT is a designation and not a certification; it is a pre-certification program to expose crew members and employees to the codes and practices required by IKECA.

Exam Eligibility Requirements

Any employee of an IKECA member company in good standing actively engaged in the cleaning of commercial kitchen exhaust systems is eligible to take the PECT exam.

Duration of PECT Designation

Upon passing the exam, an individual shall be issued a certificate of achievement with their PECT Number and will receive two PECT patches to wear on their uniform.

The PECT designation is valid for three (3) years from the date of the exam.

A technician forfeits his/her PECT should he/she leave the employ of the IKECA member company for whom he/she worked when the exam was taken. The PECT designation is NOT transferable.

A fee of \$45 is required to renew the PECT certificate for each subsequent three year term.

Description of the Exam

- Multiple choice, written exam
- 92 questions in length
- Exam is open book
- No time limit to complete exam
- Exam may be administered by supervisor

IKECA recommends a 90 day period between the member company's receipt of the exam materials and their return to IKECA Headquarters. However, it is not mandatory. Exam content is subject to change; only the most recent version of PECT exams will be accepted by IKECA.

Exam Preparation

Supervisors are encouraged to conduct training sessions with the exam candidate(s) during which the exam materials are reviewed, key issues are highlighted, and questions and answers are discussed.

Each exam candidate should fill out the answer sheet on his/her own.

The content of the exam is based primarily on two sources, as well as knowledge derived from field experience:

- OSHA Standards for Hazardous Communication, Confined Space Entry, Control of Hazardous Energy (Lock-out/Tag-out), Respiratory Protection, Personal Protective Equipment, and Ladder Standards.
- NFPA 96, Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations – 2008 edition.

IKECA does not recommend taking the exam without having first thoroughly reviewed these materials, either in a group setting or on an individual basis. The OSHA regulations and NFPA 96 may be obtained by contacting IKECA.

In addition to the documents named above, some questions on the PECT exam are based on common industry practice and field experience.

Exam Scoring and the Pass-Fail Score

Candidate scores are based on the number of correct responses. Each question receives credit if scored correctly, and no credit if incorrect or omitted. Therefore, candidates should answer each question, even if it is a guess. If a candidate marks more than one response for a question, that question will be scored as incorrect. The pass-fail score for the exam is 70%.

Score Report

Within approximately two to three weeks of taking the test, you will receive a letter that will indicate whether you passed or failed the exam. If you passed, your letter will be accompanied by a certificate and patch from IKECA.

Pathway to Certification

A PECT designation is the first stepping stone in the pathway to certification. The PECT program is designed for technicians whose job it is to clean commercial cooking and ventilating systems to the standards recognized by IKECA, and is a recommended first step towards taking the CECT exam.

Any individual who earns a PECT designation, and applies for the CECT exam within one year of earning such designation, will be eligible to apply the PECT fee towards their CECT exam, reducing the CECT fee by 50%!.



Step 2: CECT Certification

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The Certified Exhaust Cleaning Technician (CECT) is designed for crew members operating under the supervision of a Certified Exhaust Cleaning Specialist (CECS). At a cost less than the CECS, the CECT is useful for those kitchen exhaust cleaners who operate in jurisdictions requiring a baseline certification.

An individual who passes the CECT exam shall be certified as a “Certified Exhaust Cleaning Technician (CECT).” Certification is for the individual only. IKECA’s program for Certified Exhaust Cleaning Technicians is not designed to provide company certification.

If a candidate fails the IKECA exam on his or her first attempt, the individual may re-take the exam within a one-year period at a cost of \$50. If an individual fails the exam on the second attempt, he or she must wait a period of one year to take the exam again, and must pay the full certification exam fees. Fees are non-refundable.

Duration of Certification

Upon passing the exam, an individual shall be certified for a period of two (2) years. In order to be recertified, the individual must earn:

- A total of one (1.0) Continuing Education Units each year (10 hours)
- Submit a recertification application
- Pay the renewal fee

Individuals who do not earn the required CEUs will be required to retake the examination in order to maintain certification.

Description of the Examination

- Multiple choice, written exam
- 100 questions in length
- Three (3) hours to complete the exam
- At the testing location, you will receive an exam booklet with a separate sheet on which to record your answers by filling in a small circle with a pencil

Test Critique Procedures

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

Exam Scoring and the Pass-Fail Score

The pass-fail score for the CECT exam is 70%. In other words, you must answer a minimum of 70 out of 100 questions correctly in order to pass the exam. Candidates scores are 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 incorrect.

Score Report

Within approximately two to three weeks of taking your test, you will receive a letter that will indicate whether you passed or failed the exam. If you passed, your letter will be followed by a certificate from IKECA and an ID card.

Codes and Standards in the Exam NFPA 96 - 2011 Edition

Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations

Pathway to Certification

The CECT is the start of your crew members’ career in being **certified** in the kitchen exhaust cleaning industry. The CECT is a less expensive certification for crew members working towards their CECS.

Make it a goal to have each crew member on your truck certified, starting with the CECT.



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Step 3: CECS Certification

The Certified Exhaust Cleaning Specialist (CECS) is designed for the highly experienced and knowledgeable individual. Every Active Member of IKECA must have at least one employee certified as a CECS level or higher.

An individual who passes the CECS exam shall be certified as a "Certified Exhaust Cleaning Specialist (CECS)." Certification is for the individual only. IKECA's program for Certified Exhaust Cleaning Specialists is not designed to provide company certification.

If a candidate fails the IKECA exam on his or her first attempt, the individual may retake the exam within a one-year period at a cost of \$100. If an individual fails the exam on the second attempt, he or she must wait a period of one full year to take the exam again, and must pay the full certification exam fees. Fees are non-refundable.

Duration of Certification

Upon passing the CECS exam, an individual shall be certified for a period of one year. In order to be re-certified on a yearly basis, the individual must earn:

- A total of two (2.0) Continuing Education Units each year (20 hours)
- Submit a recertification application
- Pay renewal fee

Individuals who do not earn the required CEUs will be required to retake the examination in order to maintain certification.

Description Of The Examination

- Multiple choice, written exam
- 150 questions in length
- Three (3) hours to complete exam
- Content of exam is primarily on industry codes and standards
- At the testing location, you will receive an exam booklet with a separate sheet on which to record your answers by filling in a small circle with a pencil

Exam Scoring and the Pass-Fail Score

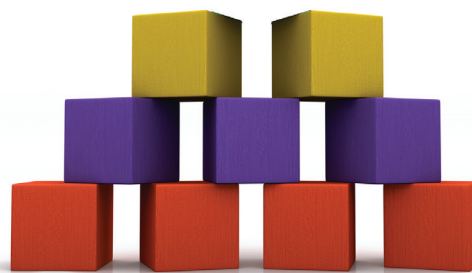
The pass-fail score for the CECS exam is 70%. In other words, you must answer a minimum of 105 out of 150 questions correctly in order to pass the exam. Candidates scores are based on the number of correct responses. Each question receives credit if answered correctly and no credit if incorrect or omitted. 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 incorrect.

Score Report

Within approximately two to three weeks of taking your test, you will receive a letter that will indicate whether you passed or failed the exam. If you passed, your letter will be followed by a certificate from IKECA and an ID card.

Pathway to Certification

You are climbing your way to the top of IKECA's pathway! The CECS is a certification designed for those with experience and industry knowledge who lead others on their crew. The CECS is the stepping stone for becoming an inspector in the industry.



Codes and Standards in the Exam ANSI/IKECA C-10 Standard – 2011 Edition Standard for Cleaning of Commercial Kitchen Exhaust Systems

NFPA 96 - 2011 Edition

Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations

OSHA Standards: Hazardous Communication

Ref: 29 CFR 1910.1200 (c) Ref: 29 CFR 1910.1200 (d) Ref: 29 CFR 1910.1 (e)
Ref: 29 CFR 1910.1200 (f) Ref: 29 CFR 1910.1200 (g) Ref: 29 CFR 1910.1 (h)
Ref: 29 CFR 1910.1200 (i)

Confined Space Entry

Ref: 29 CFR 1910.146 (b) Ref: 29 CFR 1910.146 (c) Ref: 29 CFR 1910.146 (d)
Ref: 29 CFR 1910.146 (e) Ref: 29 CFR 1910.146 (g) Ref: 29 CFR 1910.146 (h)

Control of Hazardous Energy (Lock-out / Tag-out)

Ref: 29 CFR 1910.147 (a) Ref: 29 CFR 1910.147 (c) Ref: 29 CFR 1910.147 (d)
Ref: 29 CFR 1910.147 (e) Ref: 29 CFR 1910.147 (f)

Respiratory Protection

Ref: 29 CFR 1910.134 (a) Ref: 29 CFR 1910.134 (b) Ref: 29 CFR 1910.134 (c)
Ref: 29 CFR 1910.134 (d) Ref: 29 CFR 1910.134 (e)

Personal Protective Equipment

Ref: 29 CFR 1910.132 (d) Ref: 29 CFR 1910.132 (f) Ref: 29 CFR 1910.133 (a)
Ref: 29 CFR 1910.133 (b) Ref: 29 CFR 1910.135 (a) Ref: 29 CFR 1910.136 (a)
Ref: 29 CFR 1910.138 (a)

Ladder Safety

Ref: 29 CFR 1926.1053 (a) Ref: 29 CFR 1926.1053 (b)

**The OSHA portion of the CECS exam has been updated to reflect both U.S. and Canadian health and occupational safety standards. While below are references to OSHA, they are not necessarily included on the exam (if they do not pertain to Canada).

International Mechanical Code (2006)

202 General Definitions
506 Commercial Kitchen Grease Ducts and Exhaust Equipment
507 Commercial Kitchen Hoods
508 Commercial Kitchen Make Up Air
509 Fire Suppression Systems
917 (Solid Fuel) Cooking Appliances

International Fire Code (2006)

904 Alternative Automatic Fire-Extinguishing Systems, including
904.2.1 Hood suppression systems
904.3.2 Actuation
904.3.3 System interlocking
904.3.5 Monitoring
904.11 Commercial cooking systems
904.11 thru 904.11.6.5 apply to commercial cooking systems



Step 4: CESI Certification

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The Certified Exhaust System Inspector (CESI) is designed primarily for field inspectors whose job it is to investigate and report on the cleanliness condition of commercial cooking and ventilating systems. The exam is designed to test and certify individuals who demonstrate their qualifications to provide professional inspection services by passing a written examination. The field of kitchen exhaust system inspection requires that an individual be competent in three main tasks:

- **System Assessment** - the act of determining the type of system in a facility, identifying components, and producing a system diagram.
- **Cleanliness Inspection** - the act of determining the level of cleanliness of the system
- **Conclusions/Recommendations** - the act of providing guidance and information to the customer regarding future maintenance of the system.

Each of these tasks are broken down into several sub-tasks and knowledge areas that a competent inspector must understand. Further details regarding the tasks and sub-tasks are discussed in IKECA's Study Guide to the CESI Program. The CESI examination includes questions prepared to test candidates' knowledge of all three main tasks and their sub-tasks.

An individual who passes the CESI exam shall be designated as a "Certified Exhaust System Inspector (CESI)." Certification is for the individual only. IKECA's program for Certified Exhaust System Inspectors is not designed to provide a company certification.

If a candidate fails the IKECA CESI exam on his or her first attempt, the individual may retake the exam within a one-year period at a cost of \$100. If an individual fails the exam on the second attempt, he or she must wait a period of one full year to take the exam again, and must pay the full certification exam fees. Certification fees are non-refundable.

Duration of Certification

Upon passing the CESI exam, an individual shall be certified for a period of two (2) years. In order to be recertified, the individual must earn:

- Four (4.0) Continuing Education Units in two years (40 hours)
- Submit a recertification application
- pay renewal fee

Individuals who do not earn the required CEUs will be required to retake the examination in order to maintain certification.

Description of the Examination

- Multiple choice, written exam
- 95 questions in length
- Two (2) hours to complete exam
- Content of exam is primarily on industry codes and standards

Exam Scoring and the Pass-Fail Score

The pass-fail score for the CESI exam is 75%. In other words, you must answer a minimum of 71 out of 95 questions correctly in order to pass the exam. Candidates scores are 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 incorrect

Score Report

Within approximately two or three weeks of taking your test, you will receive a letter that will indicate whether you passed or failed the exam. If you passed, your letter will be followed by a certificate from IKECA and an ID card.

Codes and Standards in the Exam

NFPA 96 - 2011 Edition

Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations

ASHRAE HVAC Standard - Chapter 31

OSHA Ladder Safety

Ref: 29 CFR 1926.1053 (a)

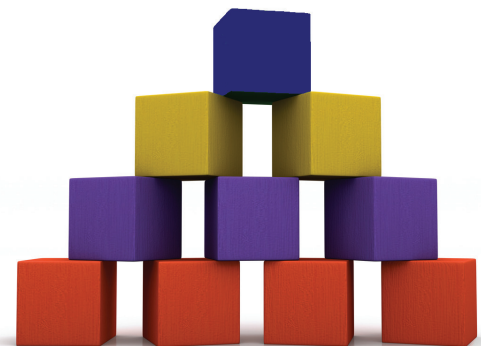
Ref: 29 CFR 1926.1053 (b)

International Mechanical Code (2006)

202	Commercial Food Heat-Processing Appliances
506	Commercial Kitchen Grease Ducts and Exhaust Equipment
507	Commercial Kitchen Hoods
508	Commercial Kitchen Make Up Air
509	Fire Suppression Systems
917	(Solid Fuel) Cooking Appliances

International Fire Code (2006)

904	Alternative Automatic Fire-Extinguishing Systems, including
904.2.1	Hood suppression systems
904.3.2	Actuation
904.3.3	System interlocking
904.3.5	Monitoring
904.11	Commercial cooking systems
904.11 thru 904.11.6.5	apply to commercial cooking systems



Examination Conduct and Irregularities

This section is applicable to all IKECA certification exams.

- At the testing location, you will receive an exam booklet with a separate sheet on which to record your answers by filling in a small circle with a pencil
- Closed book exam – no notes, books or calculators will be permitted in the exam room
- Pencils will be available but you are advised to bring two sharp #2 pencils
- At the conclusion of the exam, you will be required to return your test booklet and answer sheet to the exam proctor Beverages are permitted in the testing room; food is prohibited
- There is no smoking in the testing room
- Cell phones or pagers 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. You are not permitted to remove a copy of the test booklet from the room
- Collaboration/disruptive conduct during the test are prohibited. Any violation of this regulation shall result in a score of zero for the test, and possible prohibition from sitting future IKECA certification tests
- IKECA reserves the right to cancel any test 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 test administration, or is determined to be flawed
- IKECA reserves the right to cancel a test administration if it has been determined that the security of the test was violated prior to its administration
- Candidates who experience extraordinary disturbances/distractions during an IKECA test 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 test, and must describe the nature and effects of the disturbance or distraction. Complaints or appeals submitted after 7 days, or the release of score letters, shall not be considered.

Test Critique Procedures

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

Continuing Education Requirements

All IKECA certifications require Continuing Education Units (CEUs) to qualify for renewal. If CEUs are not obtained, renewal will not be granted and you will need to retake the exam for certification.

There are many ways you can earn your CEUs:

Attendance at the IKECA Annual Meeting	2 CEUs
Attendance at the IKECA Fall Technical Seminar	2 CEUs
Submission of a technical article for The IKECA Journal	.3 CEU
Attendance at an industry-related conference, meeting or seminar. (NADCA, ASHRAE, NAFA, NFPA)	.5 CEU
Online Courses at ikeca.org	.1 CEU
Attendance at in-house training seminar, or one at another facility. (OSHA, fire safety, cleaning practices, etc.)	.1 CEU

One CEU is equivalent of 10 contact hours of education content. One hour of content equals .1 CEU. Submissions of CEUs from alternate methods will be reviewed by the IKECA Board on a case by case basis for approval.

Comparison Chart

		PECT	CECT	CECS	CESI
Price	Member	\$75	\$150	\$350	\$425
	Non-Member	N/A	\$295	\$700	\$850
Retake Fee (1 year after failed exam date)		N/A	\$50	\$100	\$100
Renewal Fee	Member	\$45	\$50	\$100	\$75
	Non-Member	N/A	\$75	\$150	\$175
Renewal Cycle		3 years	2 years	1 year	2 years
CEU Requirement		N/A	1.0	2.0	4.0
Number of Questions		92	100	150	95
Content Included		NFPA 96 2008/2011 Open Book	NFPA 96 (2011)	NFPA 96 (2011) OSHA IMC 2006 IFC 2006	NFPA 96 (2011) OSHA ASHRAE 2007 IMC 2006 IFC 2006
Length of Exam		No Time Limit	3 hours	3 hours	2 hours



Professional Exhaust Cleaning Technician Exam Application

The Professional Exhaust Cleaning Technician (PECT) program is only available to IKECA member companies in good standing. The PECT is a designation and is not a certification. The PECT is a pre-certification program to expose crew members and employees to the codes and practices required by IKECA.

NOTE: Exam content is subject to change; only the most recent version of PECT exams will be accepted by IKECA. Please consider this when ordering exams in bulk.

Please complete this application and mail with your payment.

My company is a current member of IKECA

Company Information:

Company Name: _____

Contact Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Email: _____

Candidate Information:

Candidate #1 Name: _____

Candidate #2 Name: _____

Candidate #3 Name: _____

Candidate #4 Name: _____

Candidate #5 Name: _____

(For additional candidates, please use another form)

IMPORTANT: In order to make sure that your tests arrive as expected, please indicate the time and date that you plan on having your Technicians take these tests. We will do our best to accommodate your desired test date and time. *For test dates less than 10 days away from order date, a rush fee of \$50 will apply on top of expedited shipping fees.*

Date of PECT Test _____

Time of PECT Test _____



Professional Exhaust Cleaning Technician Exam Application

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			
Billing Address:			
Billing City, State, Zip:			
Exam Fees: 1-10: \$75/unit	Quantity: _____	Total Test Fees: \$_____	
11-20: \$65/unit	Flat Rate Shipping (additional fees may apply for orders over 10: \$20.00		
20+: \$55/unit	Rush fee (for test dates less than 10 days away from order date) : \$ 50.00		
			Total Amount Due :\$_____

Return this application with payment to:
 International Kitchen Exhaust Cleaning Association
 100 North 20th Street, Suite 400
 Philadelphia, PA 19103-1443
 P: 215.320.3876 • F: 215.564.2175

IKECA Headquarters Use Only:

Date application received: _____ Date test sent: _____



IKECA Exam Application for Certified Exhaust Cleaning Technician (CECT) Certified Exhaust Cleaning Specialist (CECS) 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 letter from IKECA upon approval of this application. Study guides are available for purchase through www.ikeca.org. Applicant must submit accurate proof of work hours as required for the requested certification, and applicant's employer and/or supervisor MUST sign the verification on bottom of this page..

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 exams, two hours are allowed for the CESI 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. 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 (i.e. Public Library, Testing Center, Community College).

TRANSLATOR INFORMATION (if applicable):

For our non-English speaking members, IKECA is now offering the opportunity to have a third-party translator proctor and deliver an IKECA certification exam in their own language. For more information on finding a translator, scheduling an appointment, pricing, and who to contact, please visit www.ikeca.org/translators.

Language the exam is being translated to: _____

EXAM PROCTOR INFORMATION:

Proctor Name: _____

Company: _____

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.

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

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, 100 North 20th Street, Suite 400, Philadelphia, PA 19103.

Upon the passing of an examination, you will be CECS Certified with IKECA for a period of 1 year from the date of your exam. To recertify at the end of this term, you will need to submit 2.0 CEUs and renewal fee (member: \$100; non-member: \$150) to IKECA Headquarters.

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. Study Guides are available for purchase in IKECA's Online Store. Visit www.ikeca.org.

CERTIFICATION FEES		CECS Exam Fees	CECT Exam Fees	CESI Exam Fees	Item Totals
<input type="checkbox"/>	IKECA Member Company Employee	\$ 350.00	\$ 150.00	\$ 425.00	
<input type="checkbox"/>	Fire Marshal's, AHJs, or Restaurant/Facility Managers	N/A	N/A	\$ 225.00	
<input type="checkbox"/>	Individual Non-Member of IKECA	\$ 700.00	\$ 295.00	\$ 850.00	
<input type="checkbox"/>	IKECA Member PECT Discount	N/A	\$75	N/A	
<input type="checkbox"/>	RUSH MY EXAM (for all exams less than 15 business days of application)	\$ 300.00			
<input type="checkbox"/>	Regular Shipping	<input type="checkbox"/> Domestic: \$20.00 <input type="checkbox"/> International: \$35.00			
<input type="checkbox"/>	Rush Shipping	<input type="checkbox"/> Domestic: \$35.00 <input type="checkbox"/> International: \$60.00			
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			
Billing Address:			
Billing City, State, Zip:			

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 _____