

# CAN-CISEC Payment and Application Form Checklist

## CAN-CISEC-IT, Part 2 (Level 2) OR Full CAN-CISEC (Level 3)



### Payment Form Checklist:

Please note, payment can also be made on-line at <https://www.sustainabletechnologies.ca>. Click on "Events & Training," and then scroll through the list to the training event you are interested in.

- 1) Are you planning to attend the training course? If yes, have you check marked the course fee on the payment form?
- 2) Have you check marked the correct level of exam\* on the payment form [CAN-CISEC-IT, Part 2 (Level 2) or Full CAN-CISEC (Level 3)]?
  - i) **Level 2 is ONLY for a CAN-CISEC-IT registrant who has accumulated 2-years of sediment and erosion control and/or storm water inspection experience.**
    - (1) Existing CAN-CISEC-IT registrants seeking to sit for the **Level 2** examination must complete the following:
      - (2) Submit a completed application form on their qualifications.
      - (3) Provide documentation that they conducted sediment and erosion control and/or storm water inspections under the supervision of an experienced inspector mentor (please provide names and phone numbers) to accumulate at least 2-years of inspection experience.
      - (4) Receive written permission from CISEC, Inc. to sit for the test.
  - ii) **Level 3 is for those having at least 2-years of sediment and erosion control and/or storm water inspection experience seeking a full CAN-CISEC registration.**
    - (1) Submit a completed application form on their qualifications.
    - (2) Receive written permission from CISEC, Inc. to sit for the test.
  - iii) **Note: Level 1 is for those having less than 2-years of sediment and erosion control and/or storm water inspection experience seeking a CAN-CISEC-IT (In-Training) designation. Please contact TRCA for this packet (see below).**
- 3) Have you read the note that indicates the administrative review fees are non-refundable?
- 4) Have you included any applicable taxes in your total fees?
- 5) Have you entered the location and date of the course you will be attending?
- 6) Have you signed and dated the payment form?
  - a) **NOTE:** *You may need to sign the form twice if you are paying by credit card.*
- 7) Have you identified your method of payment for the course and/or exam fees?

# CAN-CISEC Payment and Application Form Checklist

**CAN-CISEC-IT, Part 2 (Level 2) OR Full CAN-CISEC (Level 3)**



## Application Form Checklist for Level 2 and Level 3 Applicants:

- 1. Do you have one or more courses listed in Section 5?
- 2. Have you demonstrated in Section 7 that you have a minimum of two years' experience related to ESC construction site inspections and/or storm water pollution prevention experience?
- 3. Have you signed and dated the application form (Sections 10 and 11)?
- 4. Have you read the Code of Ethics?
- 5. Do you have three (3) completed reference forms (see page 8 of application form)?

**NOTE:** Your references can submit their forms via email directly to TRCA. Alternatively, reference forms must be submitted in a sealed envelope with the references' signature across the flap.

**NOTE:** Only two of your references can be existing co-workers. One reference must be from a non co-worker.

## **\*Payment Includes:**

- Time and expenses for CISEC, Inc. to review the application and reference letters.
- Time to conduct correspondence between CISEC, Inc. and the applicant.
- Grading of the examination by CISEC, Inc.
- Upon passing the examination by 75% or better, issuance of the nationwide CAN-CISEC.
- CISEC, Inc. being available to answer questions before and after the examination.
- One-year certification registration fee for CAN-CISEC registrants.

**Please send your completed payment form, application form and reference forms to:**

Allyson  
c/o Toronto Region Conservation Authority  
101 Exchange Avenue  
Vaughan, ON L4K 5R6

Questions? Please contact Allyson at (416) 661-6600 ext. 511, or by email: [allyson@trca.on.ca](mailto:allyson@trca.on.ca)

\*\*\*Completed forms & fees must be submitted to TRCA a minimum of 21 days prior to the course date

\*\*\*If you wish to attend the course only, payment can be made on-line at

<http://www.sustainabletechnologies.ca/wp/events/> and select the training event you are interested in.



THESE FORMS CAN BE FILLED OUT USING YOUR COMPUTER

CAN-CISEC
101 Exchange Avenue
Vaughan, ON L4K 5R6
Ph: (416) 661-6600 ext. 5790
Email: can-cisec@trca.on.ca
www.cisecinc.org

REGISTRATION FOR THE LEVEL 2 OR LEVEL 3 CAN-CISEC PROGRAM

Use a separate form for each applicant

Registration form with fields for First Name, Middle Initial, Last Name, Company or Agency, Mailing Address, City, Province/State, Postal/Zip Code, Country, Office Phone, Fax Phone, Home or Cell Phone, and E-Mail Address.

1.5-DAY TRAINING MODULES REGISTRATION FEE (Prior approval is not necessary)\*\*

1.5-Day Training Modules Fee CA\$500

NON-REFUNDABLE CERTIFICATION EXAMINATION ADMINISTRATIVE FEE (Prior approval by CISEC, Inc. is required to sit for the examination)\*\*

Table with 2 columns: Exam Level and Description. Level 2 (CAN-CISEC-IT, Part 2) CA\$150. Level 3 Examination (CAN-CISEC) CA\$250. Includes bullet points for requirements.

Applicants cannot sit for the Level 2 or Level 3 examination until approved by CISEC, Inc. Before the review process will begin, full payment, completed application, and three completed reference forms must be submitted at least 21 days before the examination.

Enter the CAN-CISEC training location and date you will be attending: Location: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Purchase: \_\_\_\_\_ Signature: \_\_\_\_\_

Summary table for fees: Enter the Total Fees to be Paid CA\$, Applicable Taxes CA\$, Total CA\$.

Administrative fees must be paid in full before any evaluation of an applicant's qualification material will occur.

Payment Information:

P.O. No. \_\_\_\_\_ Cheque No. \_\_\_\_\_ (make cheques payable to Toronto and Region Conservation Authority)

VISA MasterCard \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_ Exact Billing Name on Credit Card: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*If sufficient enrollment in the training modules does not exist, TRCA reserves the right to reschedule and/or cancel this CAN-CISEC program. All fees are subject to change without notification.

Please send payment forms and accompanying material to a`UbbU`ZJf@trca.on.ca or send to: A`UbbU: Ujf, c/o Toronto and Region Conservation Authority 101 Exchange Avenue, Vaughan, ON L4K 5R6



# Application to Assess Eligibility for the CAN-CISEC Examination

Read the instructions and eligibility requirements before you complete this application.  
This is a fillable PDF form, or you can type or print clearly in dark ink.

## GENERAL INFORMATION

1				
	First Name		Middle Initial	Last Name
2				
	Company or Agency		Mailing Address	
3				<b>CANADA</b>
	City		Province	Postal Code
4				
	Office Phone	Fax Phone	Home or Cell Phone	E-Mail Address

## BACKGROUND INFORMATION

- 5 CISEC, Inc. requires applicants to keep current with sediment and erosion control and storm water pollution prevention courses and/or training. Please list **one or more** classes or training sessions in these areas that are related to construction site inspection, design, review, installation, and/or maintenance, which you have completed within the last four years. If you require more space, use a separate sheet of paper and include the item number. **(This section is mandatory)**. If you are unsure if a course or training is applicable, please contact us at [examination@cisecinc.org](mailto:examination@cisecinc.org). Please note that these course/training must have been completed prior to applying for the examination.

TRAINING ORGANIZATION/SPONSOR AND LOCATION	NAME OF COURSE/TRAINING SESSION (INCLUDE DESCRIPTION IF NEEDED)	TRAINING HOURS	MONTH AND YEAR ATTENDED

- 6 List any certifications related to sediment and erosion control inspection that you currently hold. If you need more space, use a separate sheet of paper and include the item number. (This section is optional).

CERTIFICATION	DATE OF LATEST CERTIFICATION	CERTIFICATION AGENCY	EXPIRATION DATE

# Application to Assess Eligibility for the CAN-CISEC Examination

## Inspection and Construction Experience Profile

Applicant Name: \_\_\_\_\_

### INSTRUCTIONS

**7 Applicants must demonstrate AT LEAST TWO YEARS of sediment and erosion control construction site inspection experience and/or storm water pollution prevention field experience. Examples include site inspections, ESC plan coordination with contractors, installation and/or maintenance of BMPs, construction site updates of ESC Plans, etc. If your work experience is deficient in meeting either criterion, but you have similar skills that should be considered, submit a written request to the Board of Directors ([administrator@ciseccinc.org](mailto:administrator@ciseccinc.org)) for an assessment of your credentials.**

### EMPLOYER INFORMATION

<b>A</b>	Company/Agency Name	Hours/week Worked
	Mailing Address	Dates of Employment ( <b>this is a critical section</b> )
	City	Province
	Postal Code	Country
	Office Phone	Fax
	Company Web Page	
	What position(s) did you hold?	
	What was your working title(s) or role(s)?	
	Primary responsibilities relating to sediment and erosion control and/or storm water pollution prevention experience.	
<b>B</b>	Company/Agency Name	Hours/Week Worked
	Mailing Address	Dates of Employment ( <b>this is a critical section</b> )
	City	Province
	Postal Code	Country
	Office Phone	Fax
	Company Web Page	
	What position(s) did you hold?	
	What was your working title(s) or role(s)?	
	Primary responsibilities relating to sediment and erosion control and/or storm water pollution prevention experience.	
<b>C</b>	Company/Agency Name	Hours/Week Worked
	Mailing Address	Dates of Employment ( <b>this is a critical section</b> )
	City	Province
	Postal Code	Country
	Office Phone	Fax
	Company Web Page	
	What position(s) did you hold?	
	What was your working title(s) or role(s)?	
	Primary responsibilities relating to sediment and erosion control and/or storm water pollution prevention experience.	

# Application to Assess Eligibility for the CAN-CISEC Examination

Applicant Name:

## ADDITIONAL SEDIMENT AND EROSION CONTROL OR RELATED EXPERIENCES

**D** Below, list any sediment and erosion control inspection and construction related experience that was not covered in the above information.

## APPLICATION FEE

**8** Applicants who seek a review of their educational background and employment skills must complete and submit an administrative processing form and pay a non-refundable fee. Completion of these items must occur before CISEC, Inc. will begin their assessment of an applicant's qualifications. A PAYMENT FORM identifying all fees is attached to this application form. Payment forms are to be submitted to the attention of Amanda Slaght, c/o Toronto and Region Conservation Authority, 101 Exchange Avenue, Vaughan Ontario L4K 5R6.

## IMPORTANT INFORMATION!

- 9**
- CISEC, Inc. must receive all application material (including Page 5 filled out by three references) and a completed administrative form **AT LEAST 21 DAYS** prior to the examination date.
  - Three references must accompany this application. At least one reference must not be a co-worker.

Please provide the names and emails of those submitting references

1. Name:	2. Name:	3. Name:
E-Mail:	E-Mail:	E-Mail:

- Unless advised otherwise by CISEC, Inc., reference forms submitted with the application must be in sealed and signed envelopes. The reviewer can send their reference forms to TRCA via mail, email, or fax.
- No applicant will be allowed to sit for an examination without written approval from CISEC, Inc.
- False statements on any part of this application may be grounds for denying or revoking a CAN-CISEC certification.

## SIGNATURE, CERTIFICATION, AND RELEASE OF INFORMATION

**YOU MUST SIGN THIS APPLICATION.**

**READ THE FOLLOWING CAREFULLY BEFORE YOU SIGN.**

- I **understand** that any information I give may be verified by CISEC, Inc.
- I **consent** to the release of information about my skills, abilities, professional ethics, and work records by current and former employers, schools, and references.
- I **certify** that I have read and will fully subscribe to the CAN-CISEC Code of Ethics (see Page 4).
- I **certify** that all information submitted in support of this application is correct and true to the best of my knowledge and that all information regarding this application will remain confidential.

**10** Signature   **11** Date

***CISEC, Inc. reserves the right to reject any application and/or reference form that it deems to contain fraudulent information.***

Send pages 1 through 3, the administrative form, payment, and the three reference envelopes to:

**Alanna Fair**  
c/o Toronto and Region Conservation Authority  
101 Exchange Avenue, Vaughan Ontario L4K 5R6

Completed application and reference forms can also be emailed directly to [alanna.fair@trca.on.ca](mailto:alanna.fair@trca.on.ca).

# **CODE OF ETHICS**

## **Canadian-Certified Inspector of Sediment and Erosion Control**

### **Article I. General Principles**

1. The privilege of professional practice imposes obligations of morality and responsibility as well as professional knowledge.
2. Each Canadian-Certified Inspector of Sediment and Erosion Control (hereafter called CAN-CISEC) agrees to be guided by the highest standards of ethics, personal honor, and professional conduct.

### **Article II. Relation of Professional to the Public**

1. A CAN-CISEC shall not give a professional opinion or make a recommendation without being as thoroughly informed as might reasonably be expected of a similarly situated professional.
2. A CAN-CISEC shall not knowingly permit the use of his or her reports or other documents for any unsound or illegitimate undertaking.
3. A CAN-CISEC shall not issue a false statement or false information at any time.
4. A CAN-CISEC shall not make any sensational, exaggerated, and/or unwarranted statements in any professional opinion or in the course of performing any professional services.
5. A CAN-CISEC may publish dignified business, professional, or announcement cards, but shall not advertise his or her work or accomplishments in a self-laudatory, exaggerated, or unduly conspicuous manner.

### **Article III. Relation of Professional to Employer and Client**

1. A CAN-CISEC shall not use, directly or indirectly, any employer or client's information in any way that would violate the confidence of the employer or client.
2. A CAN-CISEC shall protect, to the fullest extent possible, the interest of their employer or client insofar as such interest is consistent with the law and his or her professional obligations and ethics.
3. A CAN-CISEC who finds that his or her obligations to their employer or client conflict with his or her professional obligation or ethics should address such objectionable conditions or resign.
4. A CAN-CISEC who has performed an investigation for any employer or client shall not seek to profit economically from the information gained.
5. A CAN-CISEC shall not divulge any information given in confidence.
6. A CAN-CISEC shall engage, or advise his employer or client to engage, and cooperate with other industry specialists whenever the employer or client's interests would be best served by such service.

### **Article IV. Relation of Professionals to Each Other**

1. A CAN-CISEC shall not falsely or maliciously attempt to damage the reputation of another.
2. A CAN-CISEC shall refrain from plagiarism in oral and written communications.
3. A CAN-CISEC shall endeavor to cooperate with others in the profession and encourage the ethical dissemination of technical knowledge.

### **Article V. Duty to the Profession**

1. A CAN-CISEC shall uphold this Code of Ethics by example and encourage other CAN-CISECs and CISECs to do the same.

### **Article VI. Conflicts of Interest**

1. A CAN-CISEC shall not inspect properties under contingent arrangements whereby any compensation or future referrals are dependent on reported findings.
2. A CAN-CISEC shall not receive compensation for an inspection from more than one party unless agreed to by the client(s).
3. A CAN-CISEC shall not accept compensation, directly or indirectly, for recommending contractors, services, or products to inspection clients or other parties having an interest in inspected properties.

# Application for the Canadian Certified Inspector of Sediment and Erosion Control Examination

Reference for Applicant: \_\_\_\_\_

The above applicant is seeking to become a Canadian-Certified Inspector of Sediment and Erosion Control (CAN-CISEC) and we are looking for pertinent information that will help us evaluate his or her credentials. Please complete the following form **and return it to the applicant in a sealed envelope (with your signature across the back flap) or email the completed form directly to [aslaght@trca.on.ca](mailto:aslaght@trca.on.ca)**.

## REFERENCE QUESTIONS (fraudulent responses will result in the denial of an applicant's application)

- I have known the applicant: \_\_\_ less than 2 years \_\_\_ 2-6 years \_\_\_ more than 6 years
- What was your role in the relationship to the applicant  
\_\_\_ Supervisor \_\_\_ Subordinate \_\_\_ Colleague \_\_\_ Classmate \_\_\_ Client \_\_\_ Academic Advisor
- Are you familiar with the applicant's performance at any time during the past six years?  
\_\_\_ Yes \_\_\_ Yes, but less than six years \_\_\_ No
- Please rate the applicant's inspection abilities (1 = Low, 5 = High, and UTC = Unable to Comment) and characteristics that you have observed based upon recent job performances:  
 I have not observed any job performances of the applicant  
\_\_\_ Proficiency \_\_\_ Analyze and solve problems \_\_\_ Self-discipline Communication Skills:  
\_\_\_ Resourceful \_\_\_ Trustworthy \_\_\_ Good judgment \_\_\_ Written  
\_\_\_ Experience \_\_\_ Technical growth and development \_\_\_ Oral
- What particular inspection strengths do you feel the applicant has that may be important?  
\_\_\_\_\_  
\_\_\_\_\_
- Do you think the applicant would be a capable and professional sediment and erosion control inspector?  
\_\_\_ Yes \_\_\_ No Please explain  
\_\_\_\_\_  
\_\_\_\_\_
- Please list any comments that will aid in evaluating this applicant regarding sediment and erosion control inspection experiences.  
\_\_\_\_\_  
\_\_\_\_\_
- We expect a CAN-CISEC to adhere to the mission statement provided below. Based your review of the mission statement, do you recommend this applicant to become a CAN-CISEC? \_\_\_ Yes \_\_\_ No

### **Mission Statement**

***A CAN-CISEC will demonstrate comprehensive knowledge in the principles and practices of controlling sediment and erosion and other storm water pollutants and their applicability to discharge permit documents,***

***A CAN-CISEC will demonstrate the necessary skills to observe onsite and offsite conditions that impact the quality of storm water discharges from active construction sites,***

***A CAN-CISEC will demonstrate the ability to inspect installed best management practices and their ongoing maintenance to determine if the mitigation measures will minimize the discharge of sediment and other pollutants from active construction sites,***

***A CAN-CISEC will demonstrate the ability to communicate and report on their inspection of active construction sites as to whether storm water management compliance issues associated with water quality may exist with federal, state and/or local discharge permit regulations.***

## REFERENCE CONTACT INFORMATION

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Employer \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
Occupation \_\_\_\_\_ Email \_\_\_\_\_  
License/Certified as \_\_\_\_\_

***This form has been completed by me and represents opinions and numerical ratings about the applicant to the best of my knowledge***

Signature \_\_\_\_\_ Date \_\_\_\_\_

***CISEC, Inc. reserves the right to reject any reference form that has not been done by the individual completing this page***