



CANADA

CAN-CISEC

P.O. Box 188

Parker, CO 80134

Ph: 1-833-760-7800

E-mail: cdh_renewals@cisecinc.org

www.cisecinc.org

CAN-CISEC-IT Renewal Instructions

As a CAN-CISEC-IT, you are required to submit an annual renewal payment and a Re-Certification Agreement. CAN-CISEC-ITs are NOT required to accumulate Professional Development Hours/Continuing Education Hours (PDHs/CDHs). However, you are welcome to submit PDHs/CDHs earned while a CAN-CISEC-IT and these will be counted towards your first renewal period as a full CAN-CISEC (upon passing the CAN-CISEC-IT IT, Level 2 Examination). PDHs/CDHs can be earned from a variety of sources. Should you decide to submit PDHs/CDHs, how to earn PDHs/CDHs is on the accompanying form and additional information on qualifying activities can be found at www.cisecinc.org.

This form must be submitted each year with your membership renewal fees and Re-Certification Agreement. Agreements will not be renewed if you are not current with your renewal fees. Included in the renewal packet is the payment fee form, the optional PDH/CDH submission form and a re-certification agreement that is to be signed and submitted to CISEC, Inc. with your renewal payment and optional PDHs/CDHs.

Please use the following instructions when filling out the payment fee form and optional PDH/CDH form:

1. You must completely fill out the top of the form with your **name, address, telephone, email, CAN-CISEC-IT number, and for what registration year you are claiming the CDH credits.** If you complete the renewal payment form prior to the PDH/CDH form, the above information will automatically be entered. **IF THIS INFORMATION IS NOT COMPLETE OR NOT LEGIBLE, YOUR RENEWAL WILL NOT BE PROCESSED AND MAY RESULT IN LATE FEES.**
2. As of January 1, 2020, CISEC, Inc. has changed to monthly annual renewals.
 - For individuals who certified prior to January 1, 2020, your registration cycle starts on October 1st and ends on September 30th of the following year.
 - For individuals who certified after January 1, 2020, your registration cycle starts the month you certified and ends the last day of the month you certified the following year.
3. Please include documentation (e.g., receipts, certificates, etc.) for forums you attended. If documentation does not exist or cannot be found, please include the date and where you attended the forum as well as the total number of PDH/CDH hours you are claiming for each event.
4. You cannot claim credit for hours accumulated prior to becoming a CAN-CISEC-IT registrant. For example, the CAN-CISEC training modules, if taken prior to you becoming a CAN-CISEC-IT, will not count toward PDHs/CDHs.
5. **All forms must be filled out completely and submitted together. If any information is missing, it could result in a delay being processed and you could possibly incur late fees.**

Dedicated to Educating and Certifying Sediment and Erosion Control Inspectors



These forms can be filled out using your computer

CAN-CISEC. P.O. Box 188 Parker, CO 80134 Ph: 1-833-760-7800 E-mail: cdh_renewals@cisecinc.org www.cisecinc.org

CAN-CISEC-IT RENEWAL PAYMENT FORM

Form with fields for First Name, Middle Initial, Last Name, CAN-CISEC-IT Number, Company or Agency, Mailing Address, Annual Year Begin, City, State/Province, Zip/Postal Code, Country, Annual Year End, Office Phone, Fax Phone, Home or Cell Phone, E-mail Address.

Current Year (2020 to 2021) Renewal Fee: CA\$ _____

Late Fees (2020 to 2021) (if applicable): CA\$ _____

Previous Year Plus Late Fees (2019 to 2020) (if applicable): CA\$ _____

Reinstatement Fee (if applicable): CA\$ _____

Applicable Taxes: CA\$ _____

Total Renewal Fee: CA\$ _____

Payment Information:

Please send me an Invoice Check No. P.O. No.

Fill out the following if you are paying by credit card:

VISA or MasterCard American Express

Expiration Date Security Code Exact Billing Name on Credit Card Billing Postal/Zip Code

Authorized Signature Date Authorized Signature E-Mail

By renewing my certification:

- I will continue to abide by the CISEC, Inc. Code of Ethics located hereto as Exhibit A as an attachment to this renewal form and incorporated herein by reference. I will continue to perform inspection services in a professional and workmanlike manner and uphold professional standards in relating to the public, to other CISEC, Inc. certified professionals, and to other professionals within the industry.

Attached, please find a Re-Certification Contract and PDH/CDH (optional) Form for educational hours earned as of this date.

Upon renewing my certification, CISEC, Inc. hereby agrees to:

- Allow me to continue using CAN-CISEC-IT initials and number as part of my name and title. Provide notice of ongoing training opportunities within the industry. Provide a network of other professionals for technical support and advice.

I understand once CISEC, Inc. receives payment for this renewal, it will be effective beginning October 1 of this year and valid through September 30 of the following year. I further understand that CISEC, Inc. has the right to terminate this renewal if I violate this contract and/or the original Agreement I signed upon being designated as a CAN-CISEC-IT registrant.

Signature Required: Date:

Please do not post any of my contact information on www.cisecinc.org

Along with my name, registration number and expiration date, please post the following on www.cisecinc.org:

City/Cities (list below, max 2) E-Mail Phone: Office Fax Cell

Comment:

Please sign the form (make a copy for your files). Send the completed form (with payment if paying by check) to:

CISEC, Inc. Phone: 1-833-760-7800 P.O. Box 188 Fax: (303)-841-6383 Parker, CO 80134 E-Mail: cdh_renewals@cisecinc.org USA



CANADA

CISEC, Inc.
P.O. Box 188
Parker, CO 80134

CISEC RE-CERTIFICATION AGREEMENT

This Re-Certification Contract is hereby entered into by and between _____
_____ (the "Registrant") and CISEC, Inc. _____

Last Name

First Name

CISEC, Inc. acknowledges that the Registrant has met the requirements for, and is entitled to, CAN-CISEC-IT certification. In exchange for the CAN-CISEC-IT certification being conferred upon the Registrant concurrently herewith, the Registrant hereby agrees to:

1. At all times, strictly abide by the CISEC, Inc. Code of Ethics (located hereto as Exhibit A as attached to this contract and incorporated herein by reference).
2. Perform all services in a professional and workmanlike manner and uphold professional standards in relating to the public, to other CISEC, Inc. certified Registrants, and to other professionals within the industry.
3. Pay all annual renewal fees to CISEC, Inc. by the end of your certification month of each year.

CISEC, Inc. hereby agrees to:

1. Allow the Registrant to use CAN-CISEC-IT initials and **Certificate Number CAN-_____ -IT** as part of his/her name and title.
CISEC Number
2. Provide notice of ongoing training opportunities within the industry.
3. Provide a network of other Registrants to provide support and professional advice.

CISEC, Inc. has the right to terminate this Agreement if the Registrant breaches this Agreement or fails to comply with his or her obligations for non-compliance with this Agreement. The Registrant has the right to terminate this Agreement at any time by providing CISEC, Inc. with a 30 day written notice.

This Agreement is effective the beginning of the month following your anniversary month and shall automatically be terminated in one year unless Registrant meets CISEC, Inc. compliance requirements of paying annual renewal fees.

Registrant (Home)

Signature: _____

Address: _____

City: _____

Province: _____

Postal Code: _____

Date: _____

Registrant (Business, optional)

Signature: _____

Address: _____

City: _____

Province: _____

Postal Code: _____

CISEC, Inc.

Signature:  _____

Title: President _____

Date: September 1, 2020 _____

Exhibit A

CODE OF ETHICS

Canadian Certified Inspector of Sediment and Erosion Control In-Training

Article I. General Principles

1. The privilege of professional practice imposes obligations of morality and responsibility as well as professional knowledge.
2. Each Certified Inspector of Sediment and Erosion Control In-Training (hereafter called CAN-CISEC-IT) 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-IT 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-IT shall not knowingly permit the use of his or her reports or other documents for any unsound or illegitimate undertaking.
3. A CAN-CISEC-IT shall not issue a false statement or false information at any time.
4. A CAN-CISEC-IT 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-IT 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-IT 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-IT 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-IT 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-IT who has performed an investigation for any employer or client shall not seek to profit economically from the information gained.
5. A CAN-CISEC-IT shall not divulge any information given in confidence.
6. A CAN-CISEC-IT 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-IT shall not falsely or maliciously attempt to damage the reputation of another.
2. A CAN-CISEC-IT shall refrain from plagiarism in oral and written communications.
3. A CAN-CISEC-IT 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-IT shall uphold this Code of Ethics by example and encourage other CISEC, Inc. registrants to do the same.

Article VI. Conflicts of Interest

1. A CAN-CISEC-IT shall not inspect properties under contingent arrangements whereby any compensation or future referrals are dependent on reported findings.
2. A CAN-CISEC-IT shall not receive compensation for an inspection from more than one party unless agreed to by the client(s).
3. A CAN-CISEC-IT 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.

PROFESSIONAL DEVELOPMENT HOURS/CONTINUING DEVELOPMENT HOURS FORM (Optional)

First Name	Middle Initial	Last Name	CAN-CISEC-IT Number
Company or Agency		Mailing Address	
City		Province	Canada
		Postal Code	Country
Office Phone	Fax	Home or Cell Phone	Email Address

Inspection Related Activities	Volunteer Related Activities										
<p>Identify the number of hours you completed construction site inspection related activities (maximum of 8 PDHs/CDHs/yr.).</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;"><u>Inspection</u></td> <td style="width: 40%;"><u>PDHs/CDHs</u></td> </tr> <tr> <td>20 to 40 hours</td> <td>2 hours</td> </tr> <tr> <td>41 to 100 hours</td> <td>4 hours</td> </tr> <tr> <td>101 to 180 hours</td> <td>6 hours</td> </tr> <tr> <td>More than 180 hours</td> <td>8 hours</td> </tr> </table> <p style="text-align: center;"><u>Please describe your inspection related activities</u></p> <p>PDHs/CDHs Claimed: _____</p>	<u>Inspection</u>	<u>PDHs/CDHs</u>	20 to 40 hours	2 hours	41 to 100 hours	4 hours	101 to 180 hours	6 hours	More than 180 hours	8 hours	<p>Describe your environmental volunteer activities (e.g., proctoring, planting trees, trash clean up, serving as a board member, etc.) and identify the number of hours spent (maximum of 6 PDHs/CDHs/yr.).</p> <p>PDHs/CDHs Claimed: _____</p>
<u>Inspection</u>	<u>PDHs/CDHs</u>										
20 to 40 hours	2 hours										
41 to 100 hours	4 hours										
101 to 180 hours	6 hours										
More than 180 hours	8 hours										
Attendance at Professional Forums	Attendance at Educational Forums										
<p>Identify and describe the professional forums you attended (e.g., IECA, StormCon, TRIECA, etc.), provide proof of registration (e.g., name tag, registration form), and identify the number of attendance hours (maximum of 8 PDHs/CDHs/yr.).</p> <p>PDHs/CDHs Claimed: _____</p>	<p>Identify educational forums you attended (e.g., Inspecting DOT projects, How to Write an ESC Plan, etc.) and provide copies of certificates that clearly illustrate the hours earned (maximum of 8 CDHs/PDHs/yr.).</p> <p>PDHs/CDHs Claimed: _____</p>										
Presenting or Publishing Technical Papers	Other										
<p>Identify the title, when and where it was presented or published, and provide a copy of the technical paper (maximum of 2 PDHs/CDHs/yr.).</p> <p>PDHs/CDHs Claimed: _____</p>	<p>Describe other activities for which you want CISEC, Inc. to consider as being eligible for PDHs/CDHs (maximum of 8 PDHs/CDHs/yr.).</p> <p>Taught Environmental Classes. Please list title, date and hours.</p> <p>Perform Water Quality Monitoring (Maximum of 3 PDHs/CDHs/yr.).</p> <p>Other (must be approved by CISEC, Inc.).</p> <p>PDHs/CDHs Claimed: _____</p>										