

APPLICATION CHECKLIST

FOR
CERTIFIED EROSION, SEDIMENT AND STORM WATER INSPECTOR™

 **Important Notice**

If you submit an application by fax or email, do NOT mail a hard copy! Doing so may result in double charges to your credit card. Additionally, it is the applicant's responsibility to verify that we received the electronically transmitted application.

Please use the following checklist to assemble your application packet. Doing so will ensure that your application is complete which will prevent unnecessary delays. If you have questions, please contact our office at (828) 655-1600. We will be happy to assist you.

Required Materials*

- Application for Certified Erosion, Sediment and Storm Water Inspector
- Education, Training, and Accreditations
- College transcripts – if any – student copies are OK
- Inspection Experience Profile for each job (that is, employment position) that you wish to report erosion, sediment and storm water inspection experiences
- Contact information for four (4) references – only two (2) can be from your immediate workgroup
- Appropriate fee (company/personal check, Visa®, or MasterCard®) – credit card payments should use the form below


* Application cannot be processed until required materials are provided.

Optional Materials†

- Resume/vitae or government SF171
- Additional documentation

† Optional materials should provide information that amplifies or clarifies the work experiences documented on the Inspection Experience Profile. Please avoid sending vague or unrelated information.

Important Security Note

 If you are using college education to qualify for the CESSWI Exam, your Date of Birth is REQUIRED. If your college transcripts have your Social Security Account Number and/or your Date of Birth on them, please “black out” the Social Security Account Number and the Date of Birth.

CREDIT CARD PAYMENT FORM

PLEASE WRITE LEGIBLY

Payment amount: _____ (in US dollars)

Credit Card Type: Visa American Express MasterCard Discover

Card Security Code: _____

Credit Card Number: - - -

Expiration Date: /

Name on Card (please print legibly) _____

Signature of Card Holder _____

Address of Card Holder _____

CESSWI™ CERTIFICATION PROCEDURES AND STANDARDS

Article I – Certified Inspector Status

Section 1. Definition

A Certified Erosion, Sediment and Storm Water Inspector has training, demonstrated expertise, and experience in inspecting land disturbing activities, and post construction/storm water management measures for compliance with national, federal, state/provincial and local regulations and ordinances in the geographic region in which they practice. Successful applicants must meet CESSWI program standards.

Section 2. Application Procedure

Interested individuals should follow the steps below to apply for the CESSWI certification.

1. Receive and review CESSWI Application Forms. Forms are available from CESSWI web site (www.cesswi.org), CESSWI representative, IECA or SWCS headquarters, chapter representatives, conferences, etc.
2. Assemble the following materials:
 - Application fee – see Article II, Section 3 (*check made out to CESSWI, Inc.*)
 - Original copy of the following:
 - Application for CESSWI
 - Education, Training, and Accreditations
 - Inspection Experience Profile for each job (*that is, employment position*) that you wish to report erosion, sediment and storm water control inspection experiences (*make additional copies as needed from original*)*
 - References – provide contact information for four (4) references†

* Inspection experience must detail pertinent work experience (*including the time spent gaining this experience*). Copies of relevant inspection reports, publications, manuscripts, and other significant inspection activities may also be submitted. All materials received by the application review committee will be kept confidential. The experience materials must demonstrate competence in erosion, sediment and storm water control practices and methods and knowledge of national, federal, state, provincial and local laws relating to erosion, sediment and storm water control.

† It is imperative that prospective references are fully qualified to provide information about your skills and experience in inspection of construction activities. References should include qualified individuals such as licensed or certified professionals in a related field of practice. It is recommended, where possible, that at least one individual familiar with the applicant's expertise be a CPESC, a CPSWQ, or a CESSWI. References will be accepted from peers or clients but no more than two should be coworkers.

Please let your references know that you are using them as a reference and that they may be contacted.

3. Send all materials from Step 2 to the CESSWI Administrative Office at the following address:

CESSWI, Inc.
49 State Street
Marion, NC 28752

Important!

Applicants whose materials are not complete will be notified of missing portions. The application review process will be delayed until the application is deemed complete.

Section 3. Application Review Committee

- A. The Application Review Committee (*or their designee*) will review applications to determine eligibility to proceed with the examination.
- B. All eligibility decisions are vested in the Application Review Committee.
- C. Applicants who are denied eligibility for the exam may appeal, providing they are able to furnish additional supportive data to the Application Review Committee.

Article II – Standards for Certification

Section 1. General information

- A. Certification shall be valid for one year and must be renewed annually by the anniversary date of certification.
- B. Each applicant must read and fully subscribe to the Code of Ethics and indicate same by signing the application form. The *Code of Ethics* shall be the standard of conduct.
- C. Professional Development is a requirement for certification maintenance (see Section 5 of this Article).

Section 2. Eligibility Requirements

- A. Through documented work experience, references, and written exam, the applicant must demonstrate an ability to read site plans, observe, evaluate, and synthesize information, and to report appropriate findings in a clear and logical manner.
- B. Each applicant must possess a high school diploma or a GED (General Educational Development) credential.
- C. Each applicant must possess three (3) years or more of focused erosion, sediment and storm water inspection experience. A formal 2 or 4 year degree in a qualified field of study may count as one (1) year of experience.
- D. Each applicant must successfully pass a written examination designed to determine their proficiency in inspection practices and their knowledge of applicable legislation and regulations. This includes legislation and regulations governing construction activities under the authority of United States Environmental Protection Agency (US EPA) and the Clean Water Act (for US applicants) or Canadian Environmental Protection Law (for Canadian/Provincial applicants).

CESSWI™ CERTIFICATION PROCEDURES AND STANDARDS

Section 3. Fees

- A. The application fee is: US\$135 for members of IECA or SWCS and US\$150 for nonmembers of IECA or SWCS. The fee is non-refundable.
- B. The application fee for applicants who are already certified as a CPESC or CPSWQ is US \$75. The fee is non-refundable.
- C. The application fee entitles the applicant to sit for the exam, upon approval. **Note, the exam sponsor may charge an additional fee to cover their costs.** If a qualified applicant fails the exam, there is a \$US75 re-test fee for all subsequent exams. After 2 re-tests the applicant must reapply through the application process. The appropriate application fee is required.
- D. Certification must be renewed annually by the date shown on the face of the CESSWI ID Card. (*Note: This is the anniversary of the date that the registrant achieved CESSWI certification.*) Payment is due at the CESSWI Administrative Office on or before this date. Renewal fees are considered late one month after this date.

The renewal fee is US\$60 for SWCS or IECA members and US\$75 for non-members. A late fee of US\$25.00 per year will be added for late renewals. The renewal fee is subject to change.

Section 4. Revocation or Suspension of Certification

- A. The right to revoke or suspend certification or In-Training status is vested in the CESSWI Council.
- B. Certification may be revoked or suspended for any of the following reasons:
 - 1. Violations of the CESSWI Code of Ethics.
 - 2. Misrepresentation on an application or submission of incorrect information in any communication to the Application Review Committee or the CESSWI Administrative Office.
 - 3. Proven charges of incompetence as determined by the CESSWI Executive Committee.
- C. Any action to deprive a certified individual of his/her status (for the reasons in Section 4.B) shall be handled according to the "Procedure For Investigating Complaints Against Registrants" contained in CESSWI Policies and Procedures.
- D. Failure to renew registration for which an individual is invoiced is a basis for suspension of certification. Reinstatement following a lapsed time can be obtained by submission of proper justification and payment of all past renewal fees including a late fee for each year. If renewal has lapsed for three or more years, re-application for certification will be necessary.
- E. Failure to maintain CESSWI-IT status as specified in Article III, Section 3 is a basis for suspension or revocation of In-Training status.
- F. CESSWI-IT registrants who fail to pass Part 2 of the CESSWI Exam as specified in Article III, Section 5 is a basis for suspension or revocation of CESSWI In-Training status.

Section 5. Professional Development

- A. CESSWI registrants are required to accumulate a minimum of ten (10) professional development units (PDUs) per year.
- B. CESSWI In-Training (CESSWI-IT) registrants are required to accumulate a minimum of ten (10) professional development units (PDUs) per calendar year in order to maintain their credentials.
- C. The program relies on the honesty and integrity of each individual registrant.
- D. Units must be earned in at least two different categories.
 - 1. Continuing Education
 - 2. Authorship of Publications, Presentations, Reports, and Courseware
 - 3. Professional Organizations/Activities
 - 4. Work Experience
- D. Registrants holding other EnviroCert International certifications (*such as CPESC or CPSWQ*) may be audited for all certifications.
- E. Registrants who are selected to be audited for compliance with professional development requirements must submit their documentation to the Administrative Office within thirty (30) calendar days of receiving the audit notice.
- F. Registrants who fail to meet this requirement may have their certification suspended by action of the CESSWI Council. If the requested documentation is not received within ninety (90) calendar days, the registrant's certification may be revoked by action of the CESSWI Council.

Section 6. Time Limit for Certification

- A. Applicants must complete certification requirements within one (1) year of receiving full certification candidacy.
- B. An extension of time may be granted only for extraordinary reasons upon written petition to the Application Review Committee.

Article III – In-Training Status

Section 1. Definition

Individuals who do not qualify for certification under the existing standards (see Article II, Section 2) may apply for CESSWI In-Training status. In-Training status allows the individual increased standing, but does not allow them to take personal responsibility (to be in charge) as a CESSWI.

Important!

Applicants must have a minimum of one (1) year of directly-related inspection experience AND a minimum of sixteen (16) hours of related training to qualify for the CESSWI In-Training status.

Section 2. Application

Applicants may attain In-Training status by either of the following two methods:

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- Applying for In-Training status following the application requirements for certification in Article I, Section 2 (*mark box for In-Training on application*), and successfully passing the written examination, or
- Being offered In-Training status by Application Review Committee and pass the written examination.

If the Application Review Committee determines that an applicant meets the eligibility requirements in Article I, Section 2, In-Training status will NOT be allowed.

Section 3. Maintaining CESSWI-IT Status

The In-Training registrant must:

- A. Provide annual updates of professional experience to the CESSWI Administrative Office to ensure work experience is appropriate and applicable.
- B. Meet professional growth requirements (see Article II, Section 5).
- C. Pay the annual renewal fee (see Article II, Section 3).
- D. Gain full CESSWI status within four (4) years of the date that they obtain CESSWI-IT status.

Failure to meet these requirements is a basis for suspension or revocation of CESSWI-IT status. A registrant whose CESSWI-IT status has been suspended or revoked may appeal the decision by submitting written notice to the CESSWI Council showing why the registrant should be given special consideration.

Section 4. Achieving Full CESSWI Status

In-Training registrants desiring to move to full CESSWI status must be in good standing as described in Section 3. Maintaining CESSWI-IT Status. Additionally, they must have completed the additional years of qualifying experience specified by the Application Review Committee.

CESSWI-IT registrants who meet these eligibility requirements should submit a CESSWI-IT Evaluation package to the CESSWI Administrative Office. This package must contain the following items:

1. Cover letter requesting evaluation for full CESSWI certification. The cover letter must be signed by the registrant and contain an affirmation of compliance with professional development requirements.
2. Completed CESSWI-IT Inspection Experience Profile sheets showing erosion, sediment, and storm water inspection experiences gained since the original application was made.
3. College transcripts for any education completed since the original application was made.
4. Any other relevant information, including training courses, etc. that you want the Application Review Committee to consider.

The adequacy of an In-Training registrant's work experience will be determined by the Application Review Committee using one of the following methods:

- A. *Preferred:* The CESSWI-IT registrant submits a CESSWI-IT Inspection Experience Profile that documents their work experience. The Profile includes the signature of a qualified licensed or certified professional familiar with the In-Training registrant's work.
- B. *Acceptable:* The CESSWI-IT registrant submits a CESSWI-IT Inspection Experience Profile to document their work experience AND submits a portfolio of work for review by the Application Review Committee

Allow 45 days for the Application Review Committee to determine the status of the request. The CESSWI Administrative Office will send an appropriate letter to the In-Training registrant who requested evaluation.

Section 5. CESSWI-IT Retest Policy

A CESSWI-IT registrant is allowed up to two (2) retests on Part 2 of the CESSWI Exam. Failing to achieve a passing score on the second retest is a basis for suspension of CESSWI-IT status. If suspended, the registrant will have one (1) year in which to get the suspension lifted and to pass the retest. After that, the CESSWI-IT status may be revoked by action of the CESSWI Council (see Article II, Section 4).

To lift the suspension, the registrant must petition the CESSWI Council with evidence showing training courses the registrant has taken to improve their knowledge of erosion, sediment, and storm water inspection principles and practices. If approved by the Council, the registrant will be granted one additional retest. The registrant may appeal the decision of the Council by providing additional supportive data. Failing to achieve a passing score on this retest is a basis for revocation of CESSWI-IT status.

CODE OF CONDUCT AND ETHICS

Certified Erosion, Sediment and Storm Water Inspector™

Article I. General Principles

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

Article II. Relation of Registrant to the Public

1. A Registrant shall avoid and discourage sensational, exaggerated, and/or unwarranted statements that might induce participation in unsound practices/enterprises.
2. A Registrant shall not knowingly permit the publication of his or her reports or other documents for any unsound or illegitimate undertaking.
3. A Registrant shall not give professional opinion or make a recommendation without being as thoroughly informed as might reasonably be expected considering the purpose for which the opinion or recommendation is desired, and the degree of completeness of information upon which it is based should be made clear.
4. A Registrant may publish dignified business cards, but shall not advertise his or her work or accomplishments in a self-laudatory, exaggerated, or unduly conspicuous manner.
5. A Registrant shall not issue a false statement or false information even though directed to do so by employer or client.

Article III. Relation of Professional to Employer and Client

1. A Registrant 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.
2. A Registrant who finds that his or her obligations to their employer or client conflict with his or her professional obligation or ethics should have such objectionable conditions corrected or resign.
3. A Registrant shall not use, directly or indirectly, any employer's or client's information in any way that would violate the confidence of the employer or client.
4. A Registrant retained by one client shall not accept, without client's written consent, an engagement by another if the interests of the two are in any manner conflicting.
5. A Registrant who has made an investigation for any employer or client shall not seek to profit economically from the information gained, unless written permission to do so is granted, or until it is clear that there can no longer be a conflict of interest with the original employer or client.
6. A Registrant shall not divulge information given in confidence.

7. A Registrant shall engage, or advise his employer or client to engage, and cooperate with other experts and specialists whenever the employer's or client's interests would be best served by such service.
8. A Registrant shall not accept a concealed fee for referring a client or employer to a specialist or for recommending professional service other than one's own.

Article IV. Relation of Registrant to Each Other

1. A Registrant shall not falsely or maliciously attempt to injure the reputation of another.
2. A Registrant shall freely give credit for work done by others to whom the credit is due, shall refrain from plagiarism in oral and written communications, and not knowingly accept credit rightfully due another person.
3. A Registrant shall endeavor to cooperate with others in the profession and encourage the ethical dissemination of technical knowledge.
4. A Registrant having knowledge of unethical practices of another Registrant shall avoid association with that Registrant in professional work.

Article V. Duty to the Profession

1. A Registrant shall aid in exclusion from certification those who lack moral character, who have not followed this Code of Ethics, or who do not have the required education and experience.
2. A Registrant shall uphold this Code of Ethics by precept and example and encourage, by counsel and advice, other Registrants to do the same.
3. A Registrant having positive knowledge of deviation from this Code by another Registrant shall bring such deviation to the attention of the CESSWI Council Executive Committee.

Send completed application with applicable fee and any attachments to:
CESSWI, Inc.
49 State Street
Marion, NC 28752-4020



Application for:

CERTIFIED EROSION, SEDIMENT AND STORM WATER INSPECTOR™

General Info

Read instructions and eligibility requirements before completing application.

Type or print clearly in dark ink.

Applications must be received **at least 45 days** prior to expected exam date.

If you send your application electronically, do NOT mail a hard copy!

1. Certification you are applying for: CESSWI CESSWI In-Training
2. Name (Last, First, Middle) _____
3. Date of Birth _____
4. Mailing Address _____
5. Mailing Address (contd.) _____
6. City, State/Province, Zip/Postal Code _____
7. Country _____
8. Office Phone (include extension) _____
9. Fax Number _____
10. Home Phone _____
11. Email Address _____

Application Fee

Select the appropriate application fee.

NOTE: THE APPLICATION FEE IS NON-REFUNDABLE.

- US\$75 for current registrants: CPESC or CPSWQ : Cert. # _____
- US\$135 for non-corporate members of: IECA or SWCS: Member # _____
- US\$150 for all others

Make check payable to: **CESSWI, Inc., 49 STATE STREET, MARION, NC 28752-4020**

Special Needs

SPECIAL ACCOMMODATION FOR TESTING: Do you have a disability/handicap that would require accommodation? If so, attach a sheet explaining what accommodation is necessary. Depending on the accommodation requested, you may need medical certification to verify that such accommodation is needed.

Signature, Certification, and Release

YOU MUST SIGN THIS APPLICATION!

READ THE FOLLOWING CAREFULLY BEFORE YOU SIGN:

A **false statement** on any part of this application may be grounds for denying you certification, or revoking your certification after you have been certified.

I **understand** that any information I give may be verified by CESSWI, 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 fully subscribe to the CESSWI Code of Ethics.

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.

Sign Here:

Signature

Date

BACKGROUND INFORMATION, EDUCATION, TRAINING, AND ACCREDITATIONS

Background Information

You **must** answer each question in this section.

If you answer **YES** to any question, explain using a separate sheet of paper. Include the item number and date.

- | | YES | NO |
|--|--------------------------|--------------------------|
| 12. During the last 10 years, were you fired from any job for any reason, did you quit after being told that you would be fired, or did you leave by mutual agreement because of a specific problem? | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Have you ever been convicted of, or forfeited collateral for any felony violation? | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Are you now under charges for any violation of law? Do not include traffic violations. | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Have you ever been denied a certification or license? <i>If no certifications or licenses, answer "NO."</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Have you ever had a certification or license revoked or suspended? <i>If no certifications or licenses, answer "NO."</i> | <input type="checkbox"/> | <input type="checkbox"/> |

Education

A high school diploma or a GED high school equivalency is **required** for certification.

You **must** provide transcripts for any college education listed in this section.

"Unofficial" or "Student" copies of transcripts are acceptable.

17. High School or GED High School Equivalency...
- Month and year graduated or received GED? _____
 - Name and location (*city & state/province*) of school where diploma or was GED obtained?

18. College Education (*if none, leave blank*)...
- Month/year graduated or month/year last attended? _____
 - Name and location (*city & state/province*) of school?

 - List any additional schools on a separate sheet of paper. Include attendance dates and school name and location.
19. List any training related to erosion, sediment and storm water inspection. If you need more space, use a separate sheet of paper.

Name of Course	Date	Hours	Sponsor	City	State/Province

Related Certifications

If you need more space, use a separate sheet of paper and include the item number.

20. List any certifications related to erosion, sediment and storm water inspection that you currently hold.

Certification	Date of Latest Certification	Certification Agency	Expiration Date
a)			
b)			
c)			

INSPECTION EXPERIENCE PROFILE

Profile

Complete an Inspection Experience Profile for EACH job (employment position) that you wish to report erosion, sediment and storm water inspection experiences. Make copies of this sheet as needed.

Instructions

If you were unemployed or employed in a non-industry related position for longer than three (3) months in the last ten (10) years, please list the dates and addresses and other contact information on a separate Inspection Experience Profile sheet.

You may sum up on one sheet work that you did more than ten (10) years ago as long as the work is similar in nature and function.

Employer Information

21. Company Name _____
22. Mailing Address _____
23. Mailing Address (contd.) _____
24. City, State/Province, Zip/Postal Code _____
25. Country _____
26. Office Phone (include extension) _____
27. Email Address _____
28. Company Web Page _____
29. Employment Dates (include from and to dates) _____
30. Approximate number of hours worked per week _____

Immediate Supervisor

Failure to provide this information will delay your application.

31. Provide contact information for someone who can verify your erosion, sediment and storm water inspection experiences.

Name	Phone Number	Email

Position Description

32. What is the primary line of business for the company?

33. What position(s) do you hold?

34. What is your working title(s) or role(s)?

35. What are your primary responsibilities?

Erosion, Sediment and Storm Water Inspection Experiences

You **must** account for 100% of your time. (NOTE: The total of all three columns combined should add up to no more than 100%.)

36. Using the tables below, rate your skills, abilities, and knowledge while per performing this job as H, M, or L. Where: **H** = High level of skill/ability/knowledge—able to perform independently and instruct/train others
M = Medium level of skill/ability/knowledge—able to perform independently
L = Low level of skill/ability/knowledge—able to perform only under supervision by qualified professional
For each item below that you rate, mark the percentage of time that you spent performing that item.

EROSION CONTROL PRACTICES	H,M,L	%	SEDIMENT CONTROL PRACTICES	H,M,L	%	EROSION, SEDIMENT & STORM WATER PLAN	H,M,L	%
PLAN READING			PLAN READING			REVIEW		
INSTALLATION			INSTALLATION			INSPECTION OF PRACTICES		
INSPECTION			INSPECTION			REPORTING OF FINDINGS		
REPORT WRITING			REPORT WRITING			CLIENT/CONTRACTOR/DESIGNER TEAM COORDINATION		
						PROJECT MANAGEMENT/OVERSIGHT		

37. Enter any erosion, sediment and storm water experiences not covered in Item 36. Include the skill/ability/knowledge level and the percentage of time information. Attach additional sheets as necessary.

REFERENCES

Reference Instructions

You must supply the names and contact information of four (4) individuals who are qualified to comment on your erosion, sediment and storm water inspection experiences.

Please let these individuals know that you are using them as a reference for CESSWI certification and that they may be contacted.

Your application will be delayed if we contact a reference and they are unwilling or unable to provide information related to your inspection experiences and/or your ethics.

It is recommended, where possible, that at least one of your references be a Certified Professional in Erosion and Sediment Control (CPESC), a Certified Professional in Storm Water Quality (CPSWQ), or a Certified Erosion, Sediment and Storm Water Inspector (CESSWI).

Reference Contact Information

Name _____ CPESC CPSWQ CESSWI PE

Address _____

City _____ State/Province _____ Postal Code _____

Country _____

Employer _____ Daytime Phone _____

Email Address _____

Name _____ CPESC CPSWQ CESSWI PE

Address _____

City _____ State/Province _____ Postal Code _____

Country _____

Employer _____ Daytime Phone _____

Email Address _____

Name _____ CPESC CPSWQ CESSWI PE

Address _____

City _____ State/Province _____ Postal Code _____

Country _____

Employer _____ Daytime Phone _____

Email Address _____

Name _____ CPESC CPSWQ CESSWI PE

Address _____

City _____ State/Province _____ Postal Code _____

Country _____

Employer _____ Daytime Phone _____

Email Address _____
