



CISEC Training Modules and Certification Examinations

August 19 & 20, 2018

at

**EPA Region 6
Stormwater Conference
Hotel Albuquerque at Old Town
800 Rio Grande Boulevard NW
Albuquerque, NM 87104**

CISEC, Inc.

**P.O. Box 188
Parker, CO 80134
Phone: 720-235-2783
Fax: 303-841-6383
contactus@cisecinc.org
www.cisecinc.org**

CISEC, Inc. reserves the right to reschedule and/or cancel this CISEC Program if sufficient enrollment in the training modules does not exist

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As a non-profit 501(c)6 organization, CISEC, Inc. administers its professional certification program to recognize the abilities, skills, experience and knowledge of inspectors who demonstrate their proficiency to observe, inspect and report on existing construction site sediment and erosion control (S&EC) mitigation methods.

The CISEC Programs

CISEC, Inc. provides two comprehensive sediment and erosion and stormwater pollutant control inspector programs.

CISEC Registrant Program

Individuals with at least 2-years of S&EC or storm water management inspection experience may qualify as a CISEC Registrant by passing our CISEC Full examination by 75% or better that:

- Demonstrates comprehensive knowledge in the principles and practices of controlling sediment, erosion, and storm water pollutants.
- Demonstrates the skills to observe onsite and offsite conditions that impact storm water discharges from active construction sites.
- Demonstrates inspection expertise on BMPs to determine if the mitigation measures will minimize the discharge of pollutants from active construction sites.
- Demonstrates the ability to communicate and report on their inspection of construction sites as to whether compliance situations exist.

In-Training CISEC-IT Registrant Program

Individuals not having 2-years of sediment and erosion control inspection experience can become a CISEC registrant by applying for an "In-Training" (CISEC-IT) designation and completing the following.

- Attend the CISEC Training Modules.
- Become a CISEC-IT registrant by passing by 75% or better Part 1 of the examination on EPA requirements, BMPs and pollutants.
- After acquiring 2-years of sediment and erosion control inspection experience, petition and gain approval from CISEC, Inc. to sit for the CISEC-IT Part 2 examination.
- Pass CISEC-IT Part 2 examination by score of 75% or better.

**If you have at least two years of
inspection experience**

**Apply to sit for our Full examination to
become a CISEC Registrant**

**If you don't have at least two years
of inspection experience**

**Apply to our "In-Training" program and
become a CISEC-IT Registrant**

**Last Day for Submitting CISEC Full or
CISEC-IT Part 2 Examination Application**

July 30, 2018

When the CISEC Training Modules Begin

August 19, 2018 at 8:30 a.m.

August 20, 2018 at 8:30 a.m.

When the CISEC Examinations Begin

August 20, 2018 at 1:00 p.m.



**Discounts are available for 5 or more
participants from the same company or
governmental agency seeking to attend
the training modules**



Training Modules

Attendance in the intermediate level training modules is not required for those taking the comprehensive CISEC Full or CISEC-IT Part 2 certification examination.

Day 1 (8:30 a.m. to 12:00 Noon)

Module 1: EPA Information

- Clean Water Act
- NPDES 2017 General Permit
- Evaluating CGP Inspector Requirements
- Understanding a SWPPP and the S&EC Drawings

Module 2: Inspector Background Material

- Definitions
 - Erosion
 - Sediment
 - Sedimentation
- Polymers and Sedimentation
- A Primer on Hydrology
 - Topographic maps
 - Hydrographs and sedigraphs
- Critical Inspector Requirements
 - SWPPPs and BMPs
 - Communication
 - Recognizing limitations
- CISEC Code of Ethics

Day 1 (1:00 p.m. to 4:30 p.m.)

Module 3: Best Management Practices

- Understanding the Phases of Construction
- Inspecting
 - Barriers
 - Check structures
 - Drains and inlets
 - Sediment Containment Systems
 - Polymers
 - Wind/Dust control methods
 - Erosion control practices
 - Hazardous waste material sites
- Writing and Assessing Inspection Reports

Day 2 (8:30 a.m. to 12:00 Noon)

Module 4: Conducting Inspections

- Inspection Requirements
 - Role of Designers, Inspectors, and Contractors
- Inspector Responsibilities During Construction Activities
 - Inspection Reports
 - Reporting on BMP Maintenance
 - Documentation and Communication
 - Working with Contractors and Clients
- Inspecting a Construction Site
 - During grading
 - During construction



Certification Examination

Day 2 (1:00 p.m. to 4:30 p.m.)

CISEC Full and CISEC-IT Part 1 Applicants

- EPA rules and regulations for inspectors as they apply to SWPPPs and S&EC plans
- Knowledge about BMPs and pollutants

CISEC Full and CISEC-IT Part 2 Applicants

- Analyzing a SWPPP and the S&EC drawings
- BMP inspection requirements
- Assessing construction sites for compliance
- Writing inspection reports and corrective action plans



- *The intermediate level training modules assume participants have a basic knowledge of sediment and erosion control BMPs. Enroll into the one and one-half day training modules by completing and sending in a registration form found at www.cisecinc.org.*
- *CISEC, Inc. **must grant approval** to those seeking to sit for the CISEC or CISEC-IT Part 2 certification examination.*
- *Application materials and all non-refundable administrative examination fees must be submitted at least 21 days before the test.*
- *Refreshments may be served before and during the training modules and examination. Lunch may not be provided.*

CISEC Registration and Application Checklist

LOCATION OF CISEC PROGRAM

EPA Region6 Conference in Albuquerque, New Mexico

- **Are you registering for the training modules?** If so, have you identified the appropriate training modules fee (i.e., manual vs. no manual) on the registration form?

A \$50 re-processing fee may be charged if you request a change in location or you cancel your attendance to any part of the CISEC Program within 14 days before the first training module is taught.

- CISEC, Inc. has three different certification examinations that are based upon an individual's sediment and erosion control and/or storm water inspection experience.
 - **Part 1 of the "IT" examination** is for those seeking a **CISEC-IT (In-Training)** registration that have less than 2-years of sediment and erosion control and/or storm water inspection experience.
 - **Part 2** is ONLY for CISEC-IT registrants who have accumulated at least 2-years of sediment and erosion control and/or storm water inspection experience seeking to become a full CISEC registrant.
 - **The CISEC Full examination** is for those that are not CISEC-ITs but have 2-years or more of sediment and erosion control and/or storm water inspection experience.
- Those seeking to sit for the **Part 1** of the CISEC-IT examination do not submit any application material BUT must register for the training modules.
- Existing **CISEC-IT** registrants seeking to sit for the **Part 2** of the CISEC-IT examination must complete the following:
 1. Submit a completed application form on their qualifications.
 2. 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 the necessary 2-years of inspection experience.
 3. Receive written permission from CISEC, Inc. to sit for the test.
- Those seeking to sit for the **CISEC Full** examination **MUST** complete the following:
 1. Submit a completed application form on their qualifications.
 2. Receive written permission from CISEC, Inc. to sit for the test.

Send the completed payment form, examination application material (if applying) and all fees to:

CISEC, Inc.

P.O. Box 188

Parker, CO 80134

or

Fax: 303-841-6383

E-Mail: accounting@cisecinc.org

Part 2 of the CISEC-IT OR the CISEC Full examination application materials and payment must be submitted at least 21 days prior to the test date to ensure a review of an applicant's qualifications.

IF YOU HAVE NOT HEARD ABOUT THE REVIEW STATUS OF YOUR QUALIFICATIONS WITHIN SEVEN (7) DAYS BEFORE THE EXAMINATION, PLEASE CALL 720-235-2783, Ext. 4 OR SEND AN E-MAIL TO examination@cisecinc.org



THESE FORMS CAN BE FILLED OUT USING YOUR COMPUTER

CISEC, Inc. P.O. Box 188 Parker, CO 80134 Ph: (720) 235-2783 Fax: 303-841-6383 E-mail: contactus@cisecinc.org

REGISTRATION FOR THE CISEC PROGRAM AT EPA REGION 6 CONFERENCE

Use a separate form for each applicant

Registration form fields: First Name, Middle Initial, Last Name, Company or Agency, Mailing Address, City, State/Province, Zip/Postal Code, Country, Office Phone, Fax Phone, Home or Cell Phone, Email Address

TRAINING MODULES REGISTRATION FEE (Prior approval is not required)***

- I want a hard copy of the manual provided at the beginning of the training modules \$375
I DO NOT WANT a hard copy of the manual and will download (see www.cisecinc.org) and bring my own manual to the training modules \$360
Apply a \$25 discount since I am one of 5 or more from same company/agency registering <\$ ___>

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

Exam options: CISEC- IT Examinations (Part 1 \$60, Part 2 \$115), CISEC Full Examination (select one) (I am registering \$175, I am NOT registering \$375)

Enter Total for Registration and Administrative Fees _____

Date of Purchase: _____ Signature: _____

Please list any ADA requests: _____

Location: EPA Region 6 Conference in Albuquerque, NM Date: August 19 & 20, 2018

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

Payment Information: Check No. P.O. No. VISA or MasterCard American Express

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

Authorized Signature Date Authorized Signatory E-Mail Address

*** If sufficient enrollment in the training modules does not exist, CISEC, Inc. reserves the right to reschedule and/or cancel this CISEC Program

Please send payment forms and accompanying material to accounting@cisecinc.org or to CISEC, Inc., P.O. Box 188, Parker, CO 80134. Material can also be sent by fax (303-841-6383) or call 720-235-2783 for an address to deliver material by courier, Express Mail, etc.



Application to Assess Eligibility for the 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 using dark ink.

GENERAL INFORMATION

1	First Name		Last Name		
2	Company or Agency		Mailing Address		
	City		State/Province	Zip/Postal Code	Country
3	Office Phone	Fax Phone	Home or Cell Phone	Email Address	

BACKGROUND INFORMATION

5 You must answer each question in this section before we can process your application:			YES	NO
a)	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 specific problems?			
b)	Have you ever been convicted of any felony violation?			
c)	Are you now under charges for any violation of law? <i>Do not include traffic violations.</i>			
d)	Have you ever been denied a technical certification or license?			
e)	Have you ever had a technical certification or license revoked or suspended?			

If you answered **YES** in any part of Section 5, please explain, using a separate sheet of paper. Include the item letter and date.

6. CISEC, Inc. **REQUIRES that applicants keep current with sediment and erosion control, storm water pollution prevention or similar environmental courses and/or training. Please list one or more classes or training sessions in these topics that are related to construction site inspection, design, review, installation, and/or maintenance that have been completed within the last four years. Courses and/or training can be formal or informal. If you require more space, use a separate sheet of paper and include the item number. This section is mandatory. If you are unsure whether a course or training is applicable, please contact us at examination@cisecinc.org.**

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

RELATED CERTIFICATIONS

7. 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 letter (This section is optional).

CERTIFICATION	DATE OF LATEST CERTIFICATION	CERTIFICATION AGENCY	EXPIRATION DATE

Application to Assess Eligibility for the CISEC Examination

Applicant Name: _____

INSPECTION AND CONSTRUCTION EXPERIENCE PROFILE INSTRUCTIONS

8. 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, SWPPP coordination with contractors, installation and/or maintenance of BMPs, construction site updates of SWPPPs, 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 at administrator@cisecinc.org for an assessment of your qualification.

EMPLOYER INFORMATION

A	Company/Agency/State/City/County Name	Hours/Week Worked
	Mailing Address	Dates of Employment (<u>this is a critical section</u>)
	City	State or Province
	Zip or 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	Company/Agency/State/City/County Name	Hours/Week Worked
	Mailing Address	Dates of Employment (<u>this is a critical section</u>)
	City	State or Province
	Zip or 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.	
C	Company/Agency/State/City/County Name	Hours/Week Worked
	Mailing Address	Dates of Employment (<u>this is a critical section</u>)
	City	State or Province
	Zip or 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.	

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 section.

APPLICATION FEE

9 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

IMPORTANT INFORMATION

10 CISEC, Inc. must receive all application material (including copies of Page 5 by three references) and the completed administrative form **AT LEAST 21 DAYS** prior to the examination date.

- Three completed reference forms must accompany this application. At least one reference must not be a co-worker.
Please provide the names and emails of those submitting references

Name:

Name:

Name:

E-Mail:

E-Mail:

E-Mail:

- Unless advised otherwise by CISEC, Inc., reference forms submitted with the application being sent by mail must be in sealed and signed envelopes. Reviewers can also send their reference forms separately to CISEC, Inc. 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 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 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 understand all information regarding this application will remain confidential by CISEC, Inc.

11 Signature

12 Date

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

Registration, administrative, payment and three reference forms can be sent by:

- E-mail (accounting@cisecinc.org) or fax (303-841-6383),
- Post Office mail at CISEC, Inc., P.O. Box 188, Parker, CO 80134 or
- Courier (send an e-mail to accounting@cisecinc.org or call 720-235-2783 for a physical address).

CODE OF ETHICS

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 Certified Inspector of Sediment and Erosion Control (hereafter called 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 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 CISEC shall not knowingly permit the use of his or her reports or other documents for any unsound or illegitimate undertaking.
3. A CISEC shall not issue a false statement or false information at any time.
4. A 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 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 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 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 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 CISEC who has performed an investigation for any employer or client shall not seek to profit economically from the information gained.
5. A CISEC shall not divulge any information given in confidence.
6. A 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 CISEC shall not falsely or maliciously attempt to damage the reputation of another.
2. A CISEC shall refrain from plagiarism in oral and written communications.
3. A 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 CISEC shall uphold this Code of Ethics by example and encourage other CISECs to do the same.

Article VI. Conflicts of Interest

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

CISEC Application Reference Form

Reference for Applicant: _____

The above applicant is seeking to become a Certified Inspector of Sediment and Erosion Control (CISEC) and we are seeking pertinent information that will help us evaluate his or her qualifications. Please complete the following form and send your reference directly to CISEC, Inc. via email (examination@cisecinc.org) or fax (303-841-6383). You can also return it to the applicant in a sealed envelope that has your signature across the flap. Thank you.

Location of CISEC Examination: EPA Region 6 in Albuquerque, NM

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

1. I have known the applicant: ___ less than 2 years ___ 2-6 years ___ more than 6 years
2. What was your role in the relationship to the applicant?
___ Supervisor ___ Subordinate ___ Colleague ___ Classmate ___ Client ___ Academic Advisor
3. Are you familiar with the applicant's performance at any time during the past six years?
___ Yes ___ Yes, but less than six years ___ No
4. 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
5. What particular inspection strengths do you feel the applicant has that may be important?

6. Do you think the applicant would be a capable and professional sediment and erosion control inspector?
___ Yes ___ No Please explain

7. Please list any comments that will aid in evaluating this applicant regarding sediment and erosion control inspection experiences.

8. We expect a CISEC to adhere to the mission statement provided below. Based your review of the mission statement, do you recommend this applicant to become a CISEC? ___ Yes ___ No

Mission Statement

- A 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 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 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 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 completed by the person signing this page