



# CSIA MASTER CHIMNEY SWEEP®

## Requirements for Application

1. Applicant must be an active CSIA Certified Chimney Sweep® and must have held the CCS credential for a minimum of ten continuous years.
2. Applicant must be actively certified as a CSIA Certified Dryer Exhaust Technician®.
3. Applicant must have completed the following CSIA courses:
  - a. Chimney Physics (either online or 2-day in-person)
  - b. Inspection and Report Writing ( 2-day in-person) or Diagnosis and Documentation
  - c. CSIA Masonry Repair for Chimney Professionals
  - d. CSIA Lining Masonry Chimneys with Stainless Steel
4. Applicant must have an active NFI Certification obtained through the CSIA Installing & Troubleshooting Wood Heating Appliances class or CSIA Installing and Troubleshooting Gas Hearth Appliances class. This requirement may be substituted by an active NFI Certification held for a minimum of six years, a current F.I.R.E Certified Inspector credential or an Associate level (or higher) degree in Fire Science from an accredited college.
5. A one-time application fee of \$275 paid to the Chimney Safety Institute of America. \$175 of this fee will be refunded if the application is rejected.

## Application Process

1. The Master committee will be commissioned by the current CSIA Board President and be composed of four persons, including the CSIA Certification Coordinator and at least one active board member. In the event an impasse occurs the CSIA President will cast the deciding vote.
2. Applications should be mailed, along with the application fee of \$275. Check should be made out to Chimney Safety Institute of America and be mailed to the CSIA Technology Center at 2155 Commercial Drive, Plainfield, IN 46168, ATTN: CSIA Certification Coordinator or payment can be made by Visa, Mastercard, or American Express and application and all supporting documents can be emailed to [certification@csia.org](mailto:certification@csia.org).
3. The CSIA Certification Coordinator will be responsible for vetting all requirements before submitting qualified applicants to the Master committee for a final decision within 30 days of receiving application.
4. The Master committee will render a decision regarding CSIA Master Chimney Sweep® designation within 30 days of receiving the application from the CSIA Certification Coordinator.
5. The CSIA Certification Coordinator will notify applicants by mail of the final decision regarding the Master Chimney Sweep® designation within 60 days of receipt of application.

## Additional Considerations & Retention of Designation

1. Credential can be revoked at any time at the discretion of the Master Committee.
2. A failure to retain any of the certifications required for the Master Chimney Sweep® designation will result in disqualification and notification will be made.
3. An annual fee of \$100 (NCSG member) or \$150 (non-member) will be required at the time of your Master Chimney Sweep credential annual date.



# CSIA Master Chimney Sweep Application

2155 Commercial Drive, Plainfield, IN 46168 | (317) 837-5362 | Fax: (317)837-5365

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

1. CSIA Certified Chimney Sweep Number \_\_\_\_\_ Initial certification date \_\_\_\_\_ (mm/yyyy)

2. CSIA Certified Dryer Exhaust Technician Number \_\_\_\_\_ Initial certification date \_\_\_\_\_ (mm/yyyy)

### 3. CSIA Education Completed

- a. Chimney Physics (online or in-person) Date: \_\_\_\_\_ Instructor: \_\_\_\_\_
- b. Inspection and Report Writing or Diagnosis and Documentation Date: \_\_\_\_\_ Instructor: \_\_\_\_\_
- c. CSIA Masonry Repair for Chimney Professionals Date: \_\_\_\_\_ Instructor: \_\_\_\_\_  
OR Equivalent Class\* (include documentation with application)
- d. CSIA Lining Masonry Chimneys with Stainless Steel Date: \_\_\_\_\_ Instructor: \_\_\_\_\_  
OR Equivalent Class\* (include documentation with application)

*\*Documentation for equivalent classes must include: class name & number, instructor, date, location, and length of class.*

### 4. NFI Certification was awarded through which of the following CSIA courses:

- a. CSIA Installing and Troubleshooting Wood Heating Appliances Date: \_\_\_\_\_ Instructor: \_\_\_\_\_
- b. CSIA Installing and Troubleshooting Gas Hearth Appliances Date: \_\_\_\_\_ Instructor: \_\_\_\_\_

NFI Certification Number \_\_\_\_\_ Initial certification date \_\_\_\_\_ (mm/yyyy)

One of the following may substitute for item #4:

- a. Current F.I.R.E Certified Inspector Number \_\_\_\_\_  
Initial certification date \_\_\_\_\_ (mm/yyyy) Expiration date: \_\_\_\_\_ (mm/yyyy)
- b. Associate level (or higher) degree in Fire Science from an accredited college – must provide transcripts or copy of diploma with application.

### 6. Application Fee of \$275\*\* made payable to Chimney Safety Institute of America.

*\*\*If your application is rejected, \$175 of this fee will be refunded.*

**Mail completed application, required documentation, and application fee to:**

Chimney Safety Institute of America  
C/O Certification Coordinator  
2155 Commercial Drive | Plainfield, IN 46168

Please circle payment type: Check Visa MasterCard AmEx

Check # \_\_\_\_\_ Card Number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Card Security Code (3 or 4 digit) \_\_\_\_\_ Exp. Date: \_\_\_\_/\_\_\_\_

Cardholder Signature \_\_\_\_\_

For Office Use O2C C2F Auth: \_\_\_\_\_

COID: \_\_\_\_\_ ProfileID: \_\_\_\_\_

Rec'd By: \_\_\_\_\_ Rec'd Date: \_\_\_\_\_

Revised 9/15/2017 Valid 9/1/17-8/31/18