**Employees: May test grades be released to your employer? □ Yes □ No**

*The CSIA certification is an individual designation. From time to time, CSIA may need to contact you with important information about your certification, and should your employment ever change CSIA wishes to have a reliable address by which to do so. Providing this information is voluntary but encouraged. CSIA only uses this information to enhance its services and disseminate important information to the individual identified on this form. This information is not sold or distributed to third-parties in any manner.*

 Full Name (PLEASE PRINT)

 Home Address

 City, State ZIP

 Home Telephone

 Home Email Address

**Annual Certification Fee Acknowledgement, CSIA Code of Ethics and Certification Denial or Revocation Policy**

**Please read and sign the Annual Certification Fee Acknowledgement (front) and the CSIA Certified Chimney Sweep® Code of Ethics and Certification Denial or Revocation Policy (back). Your signature indicating your acceptance of these terms is required before your exam will be graded or CEUs will be processed.**

**Annual Certification Fee Acknowledgement**

Upon earning the CSIA Certified Chimney Sweep® credential, your certification is valid for one year. You will need to recertify annually by paying the annual certification fee. This fee will be invoiced annually prior to your expiration date. Please note that your credential will require renewal every three years by submittal of the minimum 48 Continuing Education Units (CEUs) in accordance with the CSIA Credential Renewal Policy or by passing the certification exams and either submitting a minimum of 9 CEUs or completing a CSIA Review.

If your annual certification fee is not paid prior to your certification expiration date, your credential will be considered lapsed and you will immediately lose all rights and privileges of the CSIA Certified Chimney Sweep® credential. The following terms will then apply if reinstatement of the credential is desired:

*If you do not pay your annual certification fee by your expiration date, the following timeline will begin:*

* Within 90 days from the date of expiration, if you submit payment in full for the annual certification fee, your credential will be reinstated and you will be considered a CSIA Certified Chimney Sweep**®** in good standing, maintaining your original annual expiration date and certification number;
* If more than 90 days and less than 12 months beyond your expiration date, you will be required to Pay the current annual certification fee and current testing fees and test again.Doing so will reinstate your previous annual certification expiration date and certification number. You will stillbe required to pay your next annual fee within the next 12 months.
* If more than 12 months beyond your expiration date, you will be required to either participate in a CSIA approved certification review course or submit evidence of 9 CEUs that were accumulated during the time your credential was active. In addition you will be required to pass the CSIA certification exams. Upon successful completion, a new certification number will be assigned and you will have a new annual certification expiration date.

*As a CSIA Certified Chimney Sweep candidate, I acknowledge that upon earning the credential, the certification fee will be invoiced annually. In the event that the annual certification fee is not paid, I understand that all rights and privileges of holding the CSIA Certified Chimney Sweep® credential will be revoked.*

##

##  Signature Date

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**CSIA CODE OF ETHICS**

I fully acknowledge that certification by the Chimney Safety Institute of America (CSIA) carries with it certain responsibilities and obligations which may hold me to a higher standard of performance and professional behavior than applicable laws, rules or regulations. In this regard, I pledge:

1. To learn and utilize all chimney and venting safety practices and techniques that are promoted by CSIA.

1. To render my services in an honest and fair manner and to refrain from engaging in unfair or deceptive practices or making any unfair or deceptive statements including but not limited to with regard to use of the CSIA logos.
2. To comply with all applicable building codes in the areas I service, with the manufacturer's installation instructions for the products I install, and with recognized chimney and venting practices.
3. To promote and educate consumers about safe chimney and venting practices.

1. To strive to continually update my knowledge, skills, and technique with regard to currently accepted chimney and venting safety practices.
2. To conduct myself in a decent, respectful, and professional manner when serving in my capacity as a CSIA Certified Chimney Sweep® or a CSIA Certified Dryer Exhaust Technician®, or when attending a function or event of an organization in the chimney or hearth products industry.
3. To comply with the proper usage of the CSIA Registered Trademark as defined in the CSIA Trademark Use Guideline documents.

I agree to accept and abide by the CSIA Code of Ethics as a standard in rendering services as a CSIA Certified Chimney Sweep® or CSIA Certified Dryer Exhaust Technician®. By agreeing to this Code of Ethics, I understand that it is my responsibility to remain abreast of any changes to the Code of Ethics, that my actions may be reviewed by a committee of my peers, and that failure to abide by these ethical obligations is a violation of CSIA policy and, in accordance with the CSIA Code of Ethics Violation Procedure, may result in disciplinary action by the CSIA or its delegated committee. I agree to hold harmless CSIA and its committees from any and all liability resulting from any disciplinary action taken against me.

Revised: 10/22/13

 **CSIA Certification Denial or Revocation Policy**

The Chimney Safety Institute of America (CSIA) Certification Denial or Revocation Policy allows the CSIA to deny a candidate’s application for any CSIA credential or to revoke any CSIA credential for certain specified forms of misconduct. The Policy is intended to maintain the CSIA’s integrity and to ensure that the criteria for denial or revocation of applications for CSIA credentials are consistently applied. This policy applies to all candidates for CSIA certification and to anyone certified by CSIA. An application for certification may be denied, or CSIA credential may be revoked, where CSIA in its sole judgment, finds that an applicant or individual certified by CSIA:

• Has knowingly misrepresented or falsified material information in connection with an application for certification or certification renewal, the CSIA credential, Continuing Education approval, or other materials or information submitted to CSIA.

• Has knowingly engaged in inappropriate conduct in connection with the certification process or renewal of the certification process, including, but not limited to: (1) noncompliance with payment procedures or instructions and/or (2) any other form of cheating or misconduct that compromises the integrity of CSIA and the certification process.

• Has violated the CSIA Code of Ethics.

• Has been convicted of a crime, where the conduct forming the basis of such conviction has involved of such severity that CSIA determines is inconsistent with the standards required of an individual certified by CSIA.

The current CSIA Code of Ethics, Certification Denial or Revocation Policy, and Trademark Guidelines may be viewed at www.cisa.org.

***Please sign your name to indicate that you understand these rights and responsibilities.***

##

##  Signature Date

Proctor signature: Company Name: