

## CSIA CERTIFIED CHIMNEY SWEEP® CREDENTIAL RENEWAL PROGRAM

Renewal Policy Approved: 12/06/02; Revised: 8/15/19



### **Annual Certification Requirements:**

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 still be 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.

### **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.

## Credential Renewal Requirements:

### CREDENTIAL RENEWAL TIME PERIODS AND REQUIREMENTS

Your CSIA Certified Chimney Sweep® credential is subject to renewal every 3 years. The credential may be renewed in one of two ways:

1. CEUs - Submit a completed "Certification Renewal with CEUs" form along with proper documentation demonstrating a minimum of 48 CEUs earned during your expiring 3 year credential cycle and up to 30 day grace period; **OR**
2. Testing - Pass the required CSIA Certified Chimney Sweep® Exams subject to the follow prerequisites:
  - a. Submit the proper documentation demonstrating a minimum of 9 CEUs earned during your expiring 3 year credential cycle; **OR**
  - b. Complete an official CSIA Review no more than 6 months prior to your credential expiration date.

If you renew your credential within 6 months prior to your expiration date, you will keep your monthly renewal date. If you renew within 12 months after the expiration date, your monthly renewal date will remain the same, if within the first 6 months of expiration. When your credential expires, the referrals from the CSIA office and the Internet web site will cease.

CEUs must be received in the CSIA office within 90 days of the credential expiration date. CEUs may be acquired from the credential or re-credential date until 30 days after credential expiration date. (Exception: Initial review or NCSTS may be credited up to 1 year in advance.) In order to renew your credential after the 90 days, you will be required to take the Certification Exam to become a CSIA Certified Chimney Sweep® once again.

When the credential renewal takes place within 12 months of expiration, the certification number will remain the same. **If the credential is allowed to lapse for more than 12 months, a new certification number and expiration date will be assigned.**

### CERTIFIED TECHNICIAN RESPONSIBILITY

CSIA has incorporated an online CEU record sheet for all CSIA Certified Chimney Sweeps®. While this record is based on the information received in the CSIA office you are still required to keep your own record. This automated service may or may not be a complete and accurate record. Any inaccuracies should be reported to the CSIA office at the time your renewal is due for research. Continuing Education Audits may be performed randomly at the discretion of CSIA after the submission of CEU renewal forms. If randomly selected for audit, you will receive a written notification requesting that you submit documentation of your continuing education for the previous credentialing cycle. Documentation can include but is not limited to receipt of payment, completion certificates, copy of sign in sheets, etc. Once your CEU documentation is received and reviewed you will receive written notification of the results. If you are unable to provide documentation of your Continuing Education Units upon request, or an audit results in an unsatisfactory finding, you will be required to take and pass the certification examination and either submit a minimum of 9 CEUs (need to be obtained in the previous 3-yr. cycle) or complete a CSIA Review within 60 days of notification.

CSIA Certified Sweeps that accumulate 12 credits or more over the minimum of 48 will receive an additional "Over & Above" patch.

Participants that do not accumulate the required minimum of 48 CEUs during the three-year period will forfeit the credits. In order to renew your credential, you must take the CSIA Certified Chimney Sweep® Certification Exam.

Once a credential has been renewed, all CEU credits acquired during the three-year renewal cycle will be forfeited. There will be no carryover of accumulated CEU credits.

**CONTINUING EDUCATION:**

**STAYING CURRENT WITH THE LATEST TRENDS AND STANDARDS**

Through state and regional conventions, vendor training and installation seminars, the NCSG Annual Convention and Trade Show, and other events, today's chimney service professionals have both the opportunity and the responsibility to take advantage of education and training.

A CSIA Certified Chimney Sweep® must take the certification examination every three years to maintain their CSIA Certified Chimney Sweep® status including attaining a minimum of 9 CEUs during the previous 3 years. As an alternative, and to add to their body of knowledge, a sweep may renew their credential by accumulating 48 continuing education units in the appropriate categories.

**The Continuing Education Credential Renewal Program is a voluntary alternative** to re-testing every three years written exam and is offered to all CSIA Certified Chimney Sweeps® in good standing following their initial credentialing period. The program was developed with the idea to encourage more direct involvement of the individual sweep and continue to build his or her level of industry expertise.

**CEU Requirements**

The participant is required to obtain a minimum of 48 Continuing Education Units (CEUs) in a three-year period in order to renew their credential with this program. CEUs will be offered for attendance/ participation in seminars and programs approved by the CSIA CEU Committee.

The material accepted into the program must fall into one or more of these five areas of focus:

- Technical
- Codes & Standards
- Communication & Liability
- Health & Safety
- Business (Business CEUs are elective, not required.)

To ensure the program is well rounded, minimum category requirements are:

- |   |    |
|---|----|
| • Technical                                       | 12 |
| • Codes & Standards                               | 8  |
| • Communication & Liability                       | 6  |
| • Health & Safety                                 | 6  |
| • Additional in ANY category (including Business) | 16 |

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48 TOTAL CEUs

Once the minimum CEUs have been met in each of these categories, the “**additional**” category balance can be accumulated in any or all categories, including Business. Business CEUs may not be used to meet minimum category requirements in Technical, Codes & Standards, Communication & Liability and Health & Safety. This policy became effective 1/1/06 and revised as of 6/1/2013.

**Courses Eligible for CEUs**

### **CSIA Certification Reviews**

Six CEUs will be credited to individuals who take the CCS onsite review and pass the exams. This applies to new certifications and renewals. The CEUs will apply to the new three-year credentialing cycle only and cannot be carried forward. The categories are: 1.50 Technical, 1.50 Codes & Standards, 1.50 Health & Safety and 1.50 Communication & Liability. If the participant fails one or both of the initial exams, CEUs will only be awarded if the exam(s) are retaken and passed within one year of the original review and exam date.

Ten CEUs will be credited to individuals who take the CCS online review and pass the exams. This applies to new certifications and renewals. The CEUs will apply to the new three-year credentialing cycle only and cannot be carried forward. The categories are: 2.5 Technical, 2.5 Codes & Standards, 2.5 Health & Safety and 2.5 Communication & Liability. If the participant fails one or both of the initial exams, CEUs will only be awarded if the exam(s) are retaken and passed within one year of the original review and exam date.

### **CSIA Certification Policy**

If you fail one or both of the certification exams, you must wait 5 business days to re-take the exam(s). You can re-take the exam(s) at any time within one year of your original exam date subject to a reduced retest fee. If you wait more than one year from the original test date to retest, you will then be required to pay the annual certification fee as well as the full testing fee again.

### **National Chimney Sweep Training School**

Candidates enrolled in the National Chimney Sweep Training School who pass the CSIA Certified Chimney Sweep® exams will receive 16 CEUs (four in each required category) to be used toward their credential renewal during the current three-year cycle. If the participant fails one or both of the initial exams, CEUs will only be awarded if the exams are retaken and passed within one year of the original exam date.

### **NFI / HPBEF CEUs**

As of 2/23/05, CSIA will accept credits earned from approved NFI/HEARTH courses to be counted toward your CSIA Certified Chimney Sweep® credential renewal, provided such courses have been pre-approved by the CSIA CEU Committee.

The NFI/HEARTH credits must be earned in the same three-years as your CSIA Certified Chimney Sweep® credentialing cycle.

### **REPEAT CLASSES**

Participants may not earn CEU credits for classes repeated during the three-year Credential Renewal cycle.

Exceptions (but not limited to):

- Classes that have significant changes in content: The instructor must submit a new CEU Application for Course Credit and corresponding course summary and outline. (i.e. Codes and Standards Updates)
- CPR or First Aid classes (sponsored by the American Red Cross or other accredited organizations) that issue two-year certifications.

### **PROFESSIONAL PUBLICATIONS ELIGIBLE for CEUs**

**NCSG Sweeping, Blue Collar Magazine, SNEWS, Local Newspaper, Etc.**

Encompasses professional sweeping publications authorized by a current CSIA Certified Chimney Sweep®. The CSIA Certified Chimney Sweep's® responsibility in the publication may be authorship, co-authorship, or editorial. The item to be published may be a book, chapter in a book, paper, or article, etc. The item may be published in a book, journal, professional organization's national or local newsletter, newspaper or magazine, etc.

The subject matter must fall under one or more of the current CEU categories to be considered for approval.

**CEUs Awarded**

CEUs for joint authorships will be determined by dividing the number of CEUs by the number of authors.

Number of CEUs awarded:

- Article in *SWEEPING* magazine 1.00 – 4.00
- Writing a CSIA published brochure 1.00 – 4.00
- Article in other industry related magazine 1.00 – 2.00
- Editorial in an industry journal/magazine 1.00 – 2.00
- Article in a local newsletter or newspaper 1.00 – 2.00

The number of credits awarded will depend on the content and length of the submitted material. Inaccurate or misleading material/articles will not be approved for CEUs.

If the publication is not in *SWEEPING*, a copy of the published article must be submitted for consideration.

There is a limit of 3 articles/brochure publications allowed for credit in a three-year renewal cycle. No more than 12 total credits in the three-year renewal cycle will be allowed.

**Industry Publications**

Writing and having a hearth industry paper or article published may be eligible for CEUs based on the following requirements:

The article must:

- Pertain to the hearth industry or the CCSs scope of work.
- Be published within the certification cycle.
- Be at least 500 words in length.

The author must:

- Submit application for CEUs within 60 days of publication.
- Submit a copy of the article with publication name, date of publication, and word count.
- Submit the type of CEU category or categories of the article.

**PROFESSIONAL PRESENTATIONS ELIGIBLE FOR CEUs**

CEUs may be awarded to acknowledge the CSIA Certified Chimney Sweep's® participation as an instructor delivering content to sweeps and other industry-related professionals or to the public. The presentation must be delivered within a structured framework of teaching/learning. Participation may be as a primary instructor, member of a team, guest lecturer, or panel of participants etc.

A presentation may include seminar, conference, public educational program and/or consumer education program. The presentation must be a pre-approved course having a CEU Application for Course Credit submitted online at least 30 days prior to the seminar.

CEUs will be subject to verification of the presentation.

## **CEUs AWARDED**

### **CSIA Accredited Courses**

CSIA Instructor(s) teaching a CSIA accredited course will receive the same CEUs that are awarded to the students for that course. The CEUs are subject to the same guidelines and limitations in the certification cycle as the students.

### **Other Courses**

Instructor(s) presenting courses that are not CSIA accredited will be awarded CEUs on an individual basis. The CEUs awarded are subject to the same guidelines and limits for CSIA accredited course presentations.

To receive credits for a course presentation, a completed CEU Application for Course Credit, course outline and any handout materials must be submitted online at least 30 days prior to the seminar for approval. (See "CEU Application for Course Credit" or go to <http://www.csia.org/ceuapplication> )

The CEU credits will be awarded, if approved, in the same categories that are currently available in the Credential Renewal Program.

## **ACADEMIC CREDIT COURSES**

Academic courses offered by an accredited college, university, state, national or locally approved courses may qualify for CEUs. These courses should address the knowledge base of the chimney/ venting professional. The course content should address chimney, venting and/or IAQ concepts. Examples would include chimney sweeping, inspections, masonry, CPR, First Aid, dryer exhaust duct service and installations, indoor air quality issues, etc.

Copies of appropriate attendance verification must accompany any consideration for CEUs from any Academic Credit Courses from the sponsor or organization presenting the course.

A CEU Application for Course Credit must be filled out online by or with the help of the instructor(s) with contact information of the instructor(s) for verification and/or clarification purposes at least 30 days prior to the seminar. A copy of the course outline and/or summary, or other appropriate materials (handouts) should be submitted to verify the course content.

All credits are subject to approval by the CSIA CEU Committee.

## **CEU PROGRAM FUNCTION**

### **CEU Application for Course Credit**

Each course instructor(s) must submit a CEU Application for Course Credit for approval each time a class is presented. If the course objective, summary and instructor qualifications have not changed, there is no need to reapply.

#### **CEU Course policy:**

- Courses applied for are valid for presentation unless the content has changed significantly (30% or more).
- All applications for courses of 2 hours or more require a detailed timeline to allow the committee to evaluate the appropriate CEU category or categories. If a timeline is not provided in the application or outline, reduced CEUs or denial of the application is possible.

- The CSIA CEU Committee reserves the right to refuse a CEU application, upon finding within its sole discretion, that either the application, supporting documents, or course content or any combination thereof, contains: (1) misleading or false information; (2) political viewpoints; or (3) any inappropriate subject matter.
- The number of CEUs to be awarded for a course shall be determined by the CSIA CEU Committee in its sole discretion with a maximum of 6 CEUs for any one day course, a maximum of 12 CEUs for any two day course and a maximum of 16 CEUs for any three day or longer course. Note that this is not a guarantee of the number of CEUs that may be awarded; this policy reflects the *maximum* number of CEUs that may be awarded for any single course.

### **CEU Rules and Regulations:**

- If a person attends an education program accredited with CEUs within seven (7) days prior to taking and passing the CSIA Certified Chimney Sweep (CCS) exam, the person may earn CEUs for that course attendance, which can be applied to that certification. Otherwise no CEUs will be awarded for coursework completed before taking and passing the CSIA Certified Chimney Sweep exam.
- There are no retroactive CEU credits for courses/events/activities that were not approved for CEUs before attendance or completion. However, if appealed, the CSIA CEU committee will review on a case-by-case basis. The burden of proof for course content and attendance will be with the person making the request and/or the instructor/sponsor.
- All qualifying CEUs must be earned prior to the expiration date of the credential being renewed or within the 30 day grace.
- CEUs for a course can only be earned once in a certification period.
  - Exceptions:
    - A course with expirations and renewals (e.g. CPR) or training that is required multiple times within a certification period by an employer or jurisdiction is eligible for CEUs each time. CPR Certification is valid for two years.
    - A course demonstrated and declared by the instructor/sponsor to have at least 30% new content is eligible for CEUs for repeated attendance. This will involve the re-submittal of the course by the instructor/sponsor to be eligible. (i.e. annual Codes & Standards Updates)
- Any extra CEUs earned during a certification cycle will not carry over into the next certification cycle.

For questions or help with applying for CEUs, contact:

Chuck Roydhouse, CEU Committee Chair  
 P.O. Box 284  
 Millersville, MD 21108  
 Phone: (410) 590-4800  
 E-mail: info@cleansweepaa.com

### **Curriculum Assessment**

The CSIA CEU Committee will review the presented material and will be responsible for approving, rejecting or requesting additional information.

The CSIA CEU Committee will be working on five specific areas of focus:

- Technical
- Codes & Standards
- Communication & Liability
- Health & Safety
- Business

### **Application Approval**

The online process submits the program to both organizations for review for applicable content. If an application is approved, you will receive a separate email from each organization. If approved, the CEU credits will be awarded in the same categories that are currently available in the Credential Renewal program.

## **CEU PROGRAM INTEGRITY**

### **Attendance and Documentation Procedures**

The sponsoring organization will be responsible for the completion of the sign in sheet that must be forwarded to the CSIA office by email, fax or US mail within 3 business days following the completion of the class or convention. If this is not completed and returned to the CSIA office, the credits may be disqualified for all attendees for that class.

It is the responsibility of the sponsoring organization to monitor attendance at these courses within the CSIA Credential Renewal Guidelines. That means attendees must not arrive any later than 5 minutes after the start of the course and they may not leave the course for more than 5 minutes per hour for personal reasons.

If there is a question of the attendees coming and going without proper monitoring, the entire course may be disqualified for all attendees. The integrity of the education program must be a priority for all involved.

Forms should be completed and returned to:

Chimney Safety Institute of America  
Charissa Mahaffey, Certification Coordinator  
2155 Commercial Drive  
Plainfield, IN 46168  
Email: cmahaffey@csia.org  
Fax: (317) 837-5365

### **Regional/State Guild Curriculum Review Procedure**

Material presented by speakers and class instructors from either regional or State Guild programs may be included in the CSIA Continuing Education Program if the following criteria are met:

- Presented material meets one or more of the areas of focus.
- The CSIA CEU Committee reviews speakers' material.
- Sponsors/Instructors of the classes must meet the same control and attendance procedures recommended by the CSIA CEU Committee and CSIA office staff.

If classes and all related material are submitted prior to the 30-day deadline, documents needed for the course will be attached to the CEU approval notice. CSIA will send additional information to be completed and returned to the CSIA office prior to the course date. Sign-in sheets are to be emailed, faxed or mailed to the CSIA office within 3 business days following the completion of the event. CSIA will have all CEUs uploaded for Certified Chimney Sweeps to view on the CSIA website. Offsite events will be uploaded within 30 days of the receipt of the sign-in sheets. CSIA events will be uploaded within 30 days after the events month end.

### **CEU Training Event Attendance Policy:**

#### **Sign In/Log In**

Participant must indicate presence at or before the beginning of the training session:

- Sign the Attendance Sheet at Traditional Classroom events (instructor delivering content in person to the audience) and Roundtable Discussion events (organized, formal discussion group with preannounced topic and moderator).



- Login successfully in advance of scheduled start and answer roll call for Live Online Training events (courses/training sessions delivered live to remote audience via Internet by a live instructor).
- Login and activate session successfully for Recorded/On Demand Training events (courses/training events pre-recorded or electronically stored and delivered to an individual via the Internet).

#### Attendance

Participant must attend the entire CEU program from beginning to end including meeting these requirements:

- for Traditional Classroom, Roundtable Discussion, and Live Online Training
  - Participants must not be later than 5 min. from the start of the event.
  - Participants must not leave or take any breaks other than those given by the instructor, with the exception of five-minute bathroom breaks.
- For On Demand Training events
  - Total time participant spends connected to and using the program is subject to review and approval/disapproval by the instructor/host.
  - Any test, quiz, or exercises must be completed to the satisfaction of the instructor/host.

#### Completion

Participants must complete the CEU program satisfactorily including these requirements:

For Traditional Classroom, Roundtable Discussion and Live Online Training

- Participants must be present at the end of the event.
- Participants must successfully complete quizzes and/or exercises that may be required by the sponsor/instructor.

For On Demand Training events

- Participants must successfully complete quizzes and/or exercises that may be required by the sponsor/instructor.
- Participants must agree to a pledge of attendance at the end of the course.

### **Hearth Industry CEU Training**

#### Industry Training

Instructors may receive credit for teaching any program approved with CSIA CEUs only once within a three-year certification cycle.

Exception:

- A course with expirations and renewals (e.g. CPR) or classes/courses that are required multiple times within a certification period by an employer or jurisdiction is eligible for CEUs each time.
- A course demonstrated and declared by the instructor/sponsor to have at least 30% new content is eligible for CEUs for repeated attendance. This will involve the re-submittal of the course by the instructor/sponsor to be eligible.

### **CEUs for Ride-A-Long Training**

#### **Policy:**

Effective training often takes place when an instructor rides with a installation or service technician on an actual job to observe, critique and advise him or her on industry best practices. CEUs for Ride-A-Long Training may be issued under the following guidelines:

- The instructor cannot be employed by the same company as the student.
- A complete outline or report of topics that were covered must be submitted within 15 days after the training day by the instructor.
  - The CEU application will be submitted AFTER the training takes place so there is a clear understanding of what topics were actually discussed or taught.

- Applications are single use only, for that specific trainee on that specific day. The course title should start with RAL and include trainee's name. Their NFI and/or CSIA ID number must be included in the report.
- The final amount and type of CEUs will be determined by the NFI and CSIA CEU Committees if CEUs are actually awarded for the session.
- In order to receive Technical or Safety CEUs, the instructor must be CSIA or NFI Certified. The session can only earn NFI Elective and/or CSIA Business CEUs. if the instructor is not certified.
- A maximum of 2 CEUs for a full day may be awarded.
  - The actual number and type of CEUs will be determined by the CEU committee.
- A maximum of 6 CEUs may be earned for Ride-A-Long training during any 3 year period.

Effective 6/2/16

## GLOSSARY OF TERMS

**Credential** – Refers to an individual's successful achievement of the criteria necessary to be considered a CSIA Certified Chimney Sweep. The credential must be renewed according to the CSIA Credential Renewal Policy every 3 years.

**Credentialing Year** – Refers to the initial year you earn your credential or the year in which your credential is due for renewal (every 3 years).

**Credential Renewal** – The act of renewing your credential every 3 years in accordance with the CSIA Credential Renewal Policy. Credential numbers remain the same as long as the credential does not lapse for longer than a 12 month period.

**Certification Fee** – As a CSIA Certified Chimney Sweep®, CSIA grants you a royalty-free license to use the program's associated trademarks in your professional advertising and acknowledges your credential in its public internet search utility. Payment of this annual fee is required to retain this license and receive this listing. This fee is due on the annual anniversary of the month you earned your credential. When earning or renewing your credential, this fee is included in the credentialing fee.

**Certification Expiration Date** – Refers to the annual anniversary date of earning your credential. This date occurs at the end of the month

**Lapse** – Refers to the status of your credential if it is not renewed or the Annual Certification Fee is not paid. All rights and privileges associated with the credential are immediately withheld until the necessary criteria are met.

**Reinstated** – Refers to meeting the criteria necessary to bring a lapsed credential current and restoring all rights and privileges provided the credential has not lapsed for more than a 12 month period.

**Revocation** – Refers to the disciplinary withdrawal of a individual's credential by the CSIA Board of Directors or its designee in accordance with the CSIA Certification Denial and Revocation Policy.



### 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.
2. 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.
3. 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.
4. To promote and educate consumers about safe chimney and venting practices.
5. To strive to continually update my knowledge, skills, and technique with regard to currently accepted chimney and venting safety practices.
6. 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.
7. 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](http://www.cisa.org).

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Proctor signature: \_\_\_\_\_ Company Name: \_\_\_\_\_