



APPLICATION FOR ORGANIZATION MEMBERSHIP

Application Completion Instructions

1. Please provide CESB with the completed application and all attachments in electronic form to office@cesb.org.
2. The application form has been designed to parallel CESB's Program Guidelines—General and Supplemental—to facilitate your preparation and CESB review.
3. The following documents are required with this application:
 - The organization's Articles of Incorporation and Bylaws
 - The application form for certification used by the organization
 - General information about the certification program(s) the organization operates such as a brochure(s) for applicants and the public
4. Please type answers into the spaces provided. Attach separate sheets for answers that exceed the allotted space.

APPLICATION FOR (CHECK ONE):

MEMBER BOARD AFFILIATE ASSOCIATE

0. GENERAL INFORMATION

0.1 Name of body making application

Name: _____
Address (Street): _____
Address (Street) _____
Address (City): _____
Address (State): _____
Address (Zip): _____
Phone: _____
Fax: _____
Person to contact (Name): _____
Person to contact (Title): _____
Website: _____

IF THE ORGANIZATION DOES NOT NOW OPERATE A CERTIFICATION PROGRAM, SKIP TO PAGE 11 AND COMPLETE THE APPLICATION CERTIFICATION STATEMENT

0.2 Certificate / Title Granted: _____

Category of certification (Check one):

- Professional Engineer
- Graduate Engineer
- Engineering Technician
- Engineering Related

0.3 Does the program grant certificates in subspecialties? (e.g. *Diplomate Environmental Engineer in Solid Waste Management*)

Yes No

0.4 When did the program begin? (Month/year): _____

0.5 How many certificates have been awarded since the program began? _____

Of these, how many are currently valid? _____

0.0 PURPOSE OF THE CERTIFICATION PROGRAM

2. STRUCTURE OF THE CERTIFYING BODY

2.1. Is the organization non-governmental? Yes No

2.2. Is the organization incorporated? Yes No
If yes, where? (State): _____

Non-profit status? Non-profit For -profit

2.3. Is the certifying body independent in certification program decisions?
 Yes No

If no, please describe all encumbrances on operations:

2.4. Does the certifying body consist of a majority of certified individuals?
 Yes No

2.5. Does the certifying body have formal procedures for the selection of its members specified in its bylaws?

Yes No

Are there prohibitions against the certifying body from selecting more than one third of its members?

Yes No

3. RESOURCES OF THE CERTIFYING BODY

3.1. Financial

Annual budget _____

Total Organization: _____

Certification Operation: _____

Fund balance % of annual budget: _____

Describe method of raising income (Check all that apply):

- Certification Fees
- Membership Dues
- Conferences
- Exhibits
- Publications
- Investment Income
- Contracts

3.2. Personnel

List name & title of staff involved in certification

Name

Title

Does the organization use service providers?

Yes

No

4. CERTIFICATION PROGRAM OPERATION

4.1. What is the geographic scope of certification program?

USA Only

USA plus other countries (Please list):

4.2. Do you provide the opportunity for the public, consumers and sponsoring organizations to have input into the policies and decisions of the certifying body? *(Check all that apply):*

Public

Policies

Decisions

Consumers

Policies

Decisions

Sponsoring organizations

Policies

Decisions

4.3. Does the organization have a formal mechanism for defining the knowledge, skills, and abilities used to define the specialty?

Yes

No

4.4. Are procedures used that assure relevance of the knowledge, skills, and abilities that define the body of knowledge to the scope of the certification program?

Yes

No

4.5. Check the method(s) used to evaluate the person seeking certification. (check all that apply)

Verification of academic credentials

Evaluation of work experience

Written examination

Oral examination

4.6. Are procedures employed to establish examination reliability?

Yes

No

4.7. Are procedures employed to establish examination validity?

Yes

No

4.8. Are examinations tailored to the specialty's body of knowledge?

Yes

No

4.9. Are examination pass / fail scores fairly set?

Yes

No

Exams not used

4.10. Is security of examinations controlled?

Yes

No

4.11. Does the organization have a formal mechanism for defining the knowledge, skills, and abilities used to define the specialty?

Yes

No

4.12. How often is currency of the body of knowledge and evaluation methods re-evaluated?

4.13. Are those involved in the certification of individuals allowed to provide training for the purpose of obtaining such certification?

Yes

No

4.14. Are policies in place which describe the ethical behavior expected of certifying body leaders, volunteers and staff, its contractors, and those it certified?

Yes

No

5. PUBLIC DISCLOSURE

5.1. Does the organization publish a document that:

a. Clearly defines the responsibilities of the certifying body pertaining to operation of the certification program?

Yes

No

b. Outlines the activities of the certifying body not related to certification?

Yes

No

5.2. Does the organization make available to the public general descriptions of:

a. The procedures used to construct and validate its test(s)?

Yes

No

b. Its test administration procedures?

Yes

No

c. Reporting of test results?

Yes

No

5.3. Does the organization publish a comprehensive summary or outline of the information, knowledge, or functions covered by any examination which may be required?

Yes

No

5.4. Does the organization publish at least annually, a summary of certification activities, including the number of applicants, number certified and number recertified?

Yes

No

6. RESPONSIBILITIES TO APPLICANTS

6.1. Is the organization's certification program free of discrimination among applicants as to age, sex, race, religion, national origin, disability, or marital status?

Yes

No

6.2. Does the organization provide all applicants with copies of formalized procedures for application for, and attainment of, certification?

Yes

No

6.3. Does the organization formally review its application, testing, and scoring procedures to ensure that they are fair and equitable?

Yes

No

How often? _____

6.4. Does the organization provide competently proctored testing sites that are readily accessible in all areas of the nation at least annually?

Yes

No

Who proctors?

Certificate holders

Service provider

Other

6.5. Does the organization promptly report test results?

Yes

No

How long to report? _____

6.6. Does the organization inform those failing an examination the general area(s) of deficiency?

Yes

No

How?

In writing

Orally

Combination of written & oral

6.7. Does the organization maintain the confidentiality of each applicant's examination results?

Yes

No

6.8. Does the organization have a formal, published policy by which an applicant / certificate holder can appeal a decision of the organization pertaining to his / her application, examination scoring, or certification?

Yes

No

6.9. Does the organization require any training offered by the Certifying Body as a prerequisite for certification?

Yes

No

7. RESPONSIBILITIES TO THE PUBLIC AND CONSUMERS

7.1. Does the title(s) awarded by the program accurately reflect the body of knowledge covered by the certification?

Yes No

7.2. Does the organization strive to ensure that its examinations / evaluations adequately measure the knowledge, skills, and abilities required for practice in each specialty area certified?

Yes No

7.3. Does the organization award certificates ONLY after an applicant's qualifications have been evaluated and found acceptable?

Yes No

7.4. Does the organization maintain a publicly accessible roster of valid certificate holders?

Yes No

Check all that apply:

- The roster is published
- The roster is maintained on an Internet accessible computer database
- The roster is accessible by phone request

How often is the roster updated? _____

7.5. Does the organization maintain formal due process for discipline of certificants?

Yes No

8. RECERTIFICATION

8.1. Does the organization have a process that encourages maintenance and enhancement of qualifications?

Yes No

If "Yes," check one:

- The process is voluntary
- The process is mandatory

8.2. Is the certification granted limited to no more than five years?

Yes No

8.3. How is recertification achieved? *(Check all that apply)*

- Application and examination

- Personal certification of continuing compliance with the certifying organization's requirements
- Personal certification of continuing to work in the specialty certified
- Presentation of evidence of continuing professional development

8.4. If continuing professional development is used in the recertification process, how many hours per year must the certificant obtain to maintain certification? _____

8.5. Does the organization verify a certificant's representations of work experience and continuing professional development?

- Yes No

8.6. Does the organization grant titles such as 'emeritus' or 'retired' to personas who have retired from active practice and were certified in the specialty at the time of retirement?

- Yes No

9. TITLES

9.1. Does the organization limit the use of 'engineer' or 'engineering' without modifications (e.g. engineering technologist, engineering technician) in its titles to only those persons possessing a valid professional engineering license or a baccalaureate or higher degree in engineering from an EAC / ABET accredited institution or equivalent?

- Yes No

9.2. Does the organization limit the use of 'Diplomate' in its titles to only those persons possessing a valid professional engineering license (registration)?

- Yes No

CATEGORY SPECIFIC QUESTIONS

Answer only one of the four following sections which is applicable to your program from among: Professional Engineer, Graduate Engineer, Engineering Related, or Engineering Technician

PROFESSIONAL ENGINEER CATEGORY

1. Are all applicants required to possess a professional engineer license (*registration*) issued by a lawfully constituted licensure board of any state of jurisdiction of the U.S. or foreign country equivalent?

- Yes No

2. Provide the minimum number of years experience an applicant must possess After receipt of a baccalaureate degree: _____

After receipt of an engineering license: _____

3. How does the organization determine that the individual possesses the requisite body of knowledge? *(Check all that apply)*

- Evaluation of academic training
 Evaluation of work history
 Written examination
 Oral examination

GRADUATE ENGINEER CATEGORY

1. Are all applicants required to possess a baccalaureate degree, or higher, in engineering from an EAC/ABET accredited curriculum or foreign country equivalent?

Yes No

2. Provide the minimum number of years experience an applicant must possess after receipt of a baccalaureate degree: _____

3. How does the organization determine that the individual possesses the requisite body of knowledge? *(Check all that apply)*

- Evaluation of academic training
 Evaluation of work history
 Written examination
 Oral examination

ENGINEERING-RELATED CATEGORY

1. Are all applicants required to possess a Baccalaureate degree, accredited by an accrediting body recognized by the Council on Higher Education Accreditation in a field related to engineering or foreign country equivalent?

Yes No

2. Provide the minimum number of years experience an applicant must possess after receipt of a baccalaureate degree: _____

3. How does the organization determine that the individual possesses the requisite body of knowledge? *(Check all that apply)*

- Evaluation of academic training
 Evaluation of work history
 Written examination

Oral examination

ENGINEERING TECHNICIAN CATEGORY

1. Are all applicants required to possess an Associates degree, or higher, in engineering technology from an accredited curriculum or foreign country equivalent?

Yes

No

2. Provide the minimum number of years experience an applicant must possess

After receipt of an associates degree: _____

Without an associates degree: _____

3. How does the organization determine that the individual possesses the requisite body of knowledge? (Check all that apply)

Evaluation of academic training

Evaluation of work history

Written examination

Oral examination

APPLICATION CERTIFICATION STATEMENT

I, the undersigned, personally certify, on behalf of the organization names in this Application for Organization Membership that it voluntarily submits this application; that it will abide by the decision made by the Council of Engineering and Scientific Specialty Boards; and, that all information contained herein and attached hereto, is true and correct to the best of my information and belief.

Name of Organization _____

By _____
Name Title

Signature

Date _____