# Application for Certification Program Accreditation

## Application Completion Instructions & Checklist

1. Use one complete application form for **EACH** certification program for which accreditation is sought; a $200 application fee is required for each application.

2. Submit your application in electronic format by clicking the "Submit" button in the top right of this document.

3. Provide all **mandatory documentation with identified tabs, folder or file names, or electronic bookmarks** when submitting the completed application to verify and support your response(s) to the application questions or adherence to CESB mandatory guidelines. When prompted, you must document your adherence to CESB Guidelines by listing the document or policy **name** with the page number and uploading the specified document.

    a. *Referencing the documentation to support your response(s) **is stating** the name **of the policy, procedure or legal document**. You may also include a link to your website, if you believe it will be helpful to the accreditation application evaluators.*
    b. *Upload the named document specified by clicking on the upload button provided in the statement.*

    *Example*

    | Supporting Document(s) Name: Constitution & Bylaws, Article II, Section 5 (www.myco.org/ legaldocs) Examination Results Policy 3.1.10 . page 1 | Upload Supporting Document : Upload the document named or include a link to your website. |
    |---|---|

4. **Submit your application for accreditation** with suitable responses in the spaces provided for each section and attach a separate sheet for any response exceeding the allotted space, with the section noted in the header. If you cannot use the editable PDF form onscreen, please contact the CESB office at office@cesb.org or (225) 408-4782. NOTE: When submitting an application for Re-Accreditation, it must be submitted by June 1st

5. If you were subject to a corrective action requirement in the CESB Accreditation Action Report for the subject program during your last accreditation or re-accreditation, **you must submit a copy of that Report with the completed application.**

6. It is the applicant's responsibility to ensure the application is accurate and complete. If the application contains errors or has incomplete responses or does not include mandatory documentation, it will be returned to the applicant for correction before detailed review.

7. If questions arise during review of the application that require more clarity or documented information, you will be requested to provide answers by a supplemental submittal.

8. The application fee is non-refundable and does not guarantee accreditation or re-accreditation of your program.

A $200.00 application fee (made payable to CESB) is due for each application and should be mailed to:

### Council of Engineering & Scientific Specialty Boards (CESB)
8550 United Plaza Blvd, Ste 1001
Baton Rouge, LA 70809

| This application is for: | ☐ **Initial Accreditation** | ☐ **Re-accreditation** |
|---|---|---|

## GENERAL INFORMATION

1. **Certifying body making application:**

   | Please list the Organization Name, Address, Phone, Fax and Website address |
   |---|
   | |

   Person to contact (Name & Title): _____

2. **Name of program for which accreditation sought:** _____

3. **Certification Title/Designation Granted:** _____

   Category of certification (select one):

   | ☐ **PROFESSIONAL ENGINEER CATEGORY** |
   |---|
   | *(by selecting this category, you confirm compliance to both statements and are providing documentation to support compliance in the space provided.)* |

   - ✓ CESB requires candidates for certification to be licensed as Professional Engineer by the lawfully constituted licensure board of any state or jurisdiction of the United States or the equivalent licensure from another country as determined by the Certifying Body.
   - ✓ CESB requires candidates for certification to have at least six (6) years of experience in engineering following the baccalaureate degree or have at least two (2) years of experience in engineering following licensure, acceptable to the Certifying Body.

   | Supporting Document(s) Name (please include page number if applicable): | Upload Supporting Document or paste link to document below: |
   |---|---|
   | | |

   | ☐ **GRADUATE ENGINEER CATEGORY** |
   |---|
   | *(by selecting this category, you confirm compliance to both statements and are providing documentation to support compliance in the space provided.)* |

   - ✓ CESB requires candidates for certification to hold an EAC / ABET accredited degree (or equivalent).
   - ✓ CESB requires candidates for certification to possess a minimum of four years of practical, responsible experience in the specialty certified that is acceptable to the Certifying Body.

   | Supporting Document(s) Name (please include page number if applicable): | Upload Supporting Document or paste link to document below: |
   |---|---|
   | | |

   | ☐ **ENGINEERING RELATED CATEGORY** |
   |---|
   | *(by selecting this category, you confirm compliance to both statements and are providing documentation to support compliance in the space provided.)* |

   - ✓ CESB requires candidates for certification to hold a baccalaureate degree (accredited by an accrediting body recognized by the Council on Postsecondary Accreditation) in a field related to engineering (or equivalent).
   - ✓ CESB requires candidates for certification to possess a minimum of four years of practical, responsible experience in the specialty area acceptable to the Certifying Body.

   | Supporting Document(s) Name (please include page number if applicable): | Upload Supporting Document or paste link to document below: |
   |---|---|
   | | |

   | ☐ **ENGINEERING TECHNICIAN CATEGORY** |
   |---|
   | *(by selecting this category, you confirm compliance to both statements and are providing documentation to support compliance in the space provided.)* |

   - ✓ We require candidates for certification to have demonstrated a level of knowledge equivalent to that associated with an accredited engineering technology associate degree.
   - ✓ We require candidates for certification to possess a minimum of two years of relevant work experience acceptable to the Certifying Body.

   | Supporting Document(s) Name (please include page number if applicable): | Upload Supporting Document or paste link to document below: |
   |---|---|
   | | |

4. **If your program grants certificates in subspecialties, please document them in the spaces provided.**
   *(e.g. Diplomate Environmental Engineer in Solid Waste Management)*

| | |
|---|---|
| | |
| Supporting Document(s) Name (please include page number if applicable): | Upload Supporting Document or paste link to document below: |
| | |

5. **When did the program begin?** _____ **(Month/Year)**

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

   Of these, how many are currently active? _____

## 1.0 PURPOSE OF THE CERTIFICATION PROGRAM

a. **Describe succinctly the purpose of the certification program in accordance to your organization's constitution and bylaws and document your adherence to CESB Accreditation Guideline 1.0 in the spaces provided.**

| | |
|---|---|
| | |
| Supporting Document(s) Name (please include page number if applicable): | Upload Supporting Document or paste link to document below: |
| | |

## 2.0 STRUCTURE OF THE CERTIFYING BODY

a. **The structure of your organization must match one of the following options.  Please indicate your organization's structure and document your adherence to CESB Accreditation Guideline 2.0.a in the spaces provided. <span style="color:red">Copies of Articles of Incorporation and Bylaws are required.</span>**

   ☐ **Non-profit, non-governmental organization**
   ☐ **Non-profit, governmental organization**

   **Is the organization incorporated?**     ☐ Yes          ☐ No

   If yes, specify the state name? _____

| | |
|---|---|
| Supporting Document(s) Name (please include page number if applicable): | Upload Supporting Document or paste link to document below: |
| | |

b. **The certifying body must be independent in certification program decisions. Please confirm you meet this condition and document your adherence to CESB Accreditation Guideline 2.0.b in the spaces provided.**

| Supporting Document(s) Name (please include page number if applicable): | Upload Supporting Document or paste link to document below: |
|---|---|
| | |

c. **The certifying body must consist of a majority of certified individuals. Provide the information below and document your adherence to CESB Accreditation Guideline 2.0.c in the spaces provided.**

**Total #** of members:_____ **how many are certified** by the organization: _____

| Supporting Document(s) Name (please include page number if applicable): | Upload Supporting Document or paste link to document below: |
|---|---|
| | |

d. **There must be a formal procedure for the selection of members of the certifying body, which shall also prohibit the selection of more than one-third of its membership. Please confirm your process selecting your method and document your adherence to CESB Accreditation Guideline 2.0.d in the spaces provided.**

☐ Election                    ☐ Appointment

If members are appointed, who appoints them?

| Supporting Document(s) Name (please include page number if applicable): | Upload Supporting Document or paste link to document below: |
|---|---|
| | |

## 3.0  RESOURCES OF THE CERTIFYING BODY

a. **Financial - A copy of the organization's Balance Sheet and Statement of Revenue & Expense is required. Adequate financial resources to properly conduct certification activities are required. Document your adherence to CESB Accreditation Guideline 3.0.a in the spaces provided**

1. Annual budget:

Total Organization:   $_____

Certification Operation:   $_____

2. Organization's Financial Reserves:   $_____

*(An organization's financial reserves are its liquid, unrestricted, current assets as shown on the balance sheet.)*

| Supporting Document(s) Name (please include page number if applicable): | Upload Supporting Document or paste link to document below: |
|---|---|
| | |

3. Method of generating revenue (select all that apply):

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

**b. Personnel –** For the following three items, you must include an **<span style="color:red">Organizational Chart, documentation for the roles and responsibilities of those involved in the certification program, and documentation of education and experience for those involved in certification decisions.</span>**

1. Provide the name, title and description of primary responsibilities of staff involved in certification operation in the space below:

| Name | Title | Responsibilities |
|---|---|---|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

2. Does the organization use service providers?     ☐ Yes     ☐ No

If yes, list the provider and describe service provided:

| Service Provider Name | Services Provided |
|---|---|
|  |  |
|  |  |
|  |  |

3. Describe the role(s) of persons or committees other than staff or service providers in the certifying program operation:

| Person or Committee | Description of Responsibility |
|---|---|
|  |  |
|  |  |
|  |  |

**Document your adherence to CESB Accreditation Guideline 3.0.b in the spaces provided.**

| Supporting Document(s) Name (include page number if applicable):<br>Organizational Chart | Upload Supporting Document or paste link to document below: |
|---|---|
|  |  |

### 3.0.b continued

| Supporting Document(s) Name (include page number if applicable):<br>• List of roles & responsibilities of those involved in the certification program | Upload Supporting Document or paste link to document below: |
|---|---|
| Supporting Document(s) Name (include page number if applicable):<br>• List of roles & responsibilities of those involved in certification decisions | Upload Supporting Document or paste link to document below: |

## 4.0  CERTIFICATION PROGRAM OPERATION

**a.  Scope**

The certification program may be national or international in scope.  Please specify the scope of your program:

☐ USA Only                ☐ International without limitation

☐ USA, plus the following countries: _____

**b.  The program must provide the opportunity for the public, consumers and sponsoring organizations to have input into the policies and decisions of the certifying body.  Please describe how you provide opportunities and document your adherence to CESB Accreditation Guideline 4.0.b in the spaces provided.**
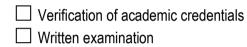
| Type | Policies | Decisions |
|---|---|---|
| **Public** | | |
| Supporting Document(s) Name (include page number if applicable): | Upload Supporting Document or paste link to document below: | |
| **Consumers** | | |
| Supporting Document(s) Name (include page number if applicable): | Upload Supporting Document or paste link to document below: | |
| **Sponsoring Organizations** | | |
| Supporting Document(s) Name (include page number if applicable): | Upload Supporting Document or paste link to document below: | |

c.  **The program must use procedures for assuring relevance of the knowledge, skills, and abilities used to define the specialty's body of knowledge. Please document your adherence to CESB Accreditation Guideline 4.0.c in the spaces provided.**

| Briefly describe the mechanism. | |
|---|---|
| Supporting Document(s) Name (include page number if applicable): | Upload Supporting Document or paste link to document below: |

d.  **The program must use a method to evaluate individual competence that is objective, fair and based on the knowledge, skills and abilities needed to function in the specialty area. Document your adherence to CESB Accreditation Guideline 4.0.d in the spaces provided.**

Please specify the method(s) used to evaluate a person seeking certification *(select all that apply)*:

☐ Verification of academic credentials          ☐ Evaluation of work experience
☐ Written examination                           ☐ Oral examination

| Briefly describe the mechanism. | |
|---|---|
| Supporting Document(s) Name (include page number if applicable): | Upload Supporting Document or paste link to document below: |

e.  **The program must assure any evaluations yield valid measures of competence to practice. Please briefly describe your procedure and document your adherence to CESB Accreditation Guideline 4.0.e in the spaces provided.**

| Procedure Type | Description |
|---|---|
| **Reliability** is the *ability of different examiners to arrive at similar scores.* | |
| Supporting Document(s) Name (include page number if applicable): | Upload Supporting Document or paste link to document below: |
| **Validity** is the ability to *effectively measure the desired parameters* | |
| Supporting Document(s) Name (include page number if applicable): | Upload Supporting Document or paste link to document below: |

f.  **The program must assure any examination used is designed to test the Body of Knowledge of the certification. Please briefly describe your mechanism and document your adherence to CESB Accreditation Guideline 4.0.f in the spaces provided.**

| Briefly describe the mechanism. | |
|---|---|
| Supporting Document(s) Name (include page number if applicable): | Upload Supporting Document or paste link to document below: |

g.  **The program must establish performance standards that are grounded in generally accepted psychometric principles and are consistent with the design of and intended use of a target assessment tool or program. Please briefly describe your mechanism and reference the supporting document(s) and the location of documentation to support your adherence to CESB Guideline 4.0 g.**

| Briefly describe the methodology. | |
|---|---|
| Supporting Document(s) Name (include page number if applicable): | Upload Supporting Document or paste link to document below: |

h.  **The program must utilize appropriate measures to protect the security of any examination used to evaluate individuals for certification. Please briefly describe your mechanism and reference the supporting document(s) and the location of documentation to support your adherence to CESB Guideline 4.0.h.**

| Briefly describe the mechanism. | |
|---|---|
| Supporting Document(s) Name (include page number if applicable): | Upload Supporting Document or paste link to document below: |

i.  **The program must review at least every five years, or more often, the body of knowledge and methods used to measure individual capability to assure it is keeping pace with changes in technology and professional practices. Please briefly describe your mechanism and reference the supporting document(s) and the location of documentation to support your adherence to CESB Guideline 4.0.i.**

| Briefly describe the mechanism. | |
|---|---|
| Supporting Document(s) Name (include page number if applicable): | Upload Supporting Document or paste link to document below: |

Please specify the last known BoK review for this certification: _____ (Month/Year)

j. **The program must prohibit those involved in the certification of individuals from providing training for the purpose of obtaining such certification. Please briefly describe your mechanism and reference the supporting document(s) and the location of documentation to support your adherence to CESB Guideline 4.0.j.**

| Briefly describe the mechanism. | |
| --- | --- |
| Supporting Document(s) Name (include page number if applicable): | Upload Supporting Document or paste link to document below: |
| | |

k. **The program must define and maintain policies describing the ethical behavior expected of its Leaders, Volunteers, Certificants, Contractors and Staff. Please list the policy used for this specified group and reference the location of the documentation to support your adherence to CESB Guideline 4.0.k.**

| Supporting Document(s) Name (include page number if applicable): | Upload Supporting Document or paste link to document below: |
| --- | --- |
| | |

## 5.0 PUBLIC DISCLOSURE OF CERTIFICATION

a. **The program must publish a document that clearly defines the responsibilities of the certifying body pertaining to operation of the certification program and outline any activities of the certifying body not related to certification. Please briefly describe your mechanism and reference the supporting document(s) and the location of documentation to support your adherence to CESB Guideline 5.0.a.**

| Briefly describe the mechanism | |
| --- | --- |
| Supporting Document(s) Name (include page number if applicable): | Upload Supporting Document or paste link to document below: |
| | |

b.  **The program must make available to the public, a general description of procedures used to construct and validate its exams, examination administration and reporting of examination results. Please provide the location of the documentation to support your adherence to CESB Guideline. 5.0.b.**

| Procedure | Supporting Document(s) Name(include page number if applicable): | Upload Supporting Document or paste link to document below: |
|---|---|---|
| Construction and validation of exams | | |
| Examination Administration | | |
| Reporting of Examination Results | | |

c.  **The program must publish a comprehensive summary or outline of the information, knowledge or functions covered by any examination that may be required. Please briefly describe your mechanism and reference the supporting document(s) and the location of documentation to support your adherence to CESB Guideline 5.0.c.**

| Briefly describe the mechanism | |
|---|---|
| Supporting Document(s) Name (include page number if applicable): | Upload Supporting Document or paste link to document below: |

d.  **The program must publish, at least annually, a summary of certification activities, including the number of applicants, number certified, and number recertified. Please briefly describe your mechanism and reference the supporting document(s) and the location of documentation to support your adherence to CESB Guideline 5.0.d.**

| Briefly describe the mechanism | |
|---|---|
| Supporting Document(s) Name (include page number if applicable): | Upload Supporting Document or paste link to document below: |

## 6.0  RESPONSIBILITIES TO APPLICANTS

a.  **The program must not discriminate among applicants as to age, sex, race, religion, national origin, disability, or marital status.  Please confirm you satisfy this condition by referencing the supporting document (s) and location of documentation to support your adherence to CESB Guideline 6.0.a.**

| Supporting Document(s) Name (include page number if applicable): | Upload Supporting Document or paste link to document below: |
|---|---|
| | |

b. **The program must provide all applicants with copies of formalized procedures for application and attainment of certification. Please confirm you satisfy this condition by referencing the supporting document (s) and location of documentation to support your adherence to CESB Guideline 6.0.b.**

| Supporting Document(s) Name (include page number if applicable): | Upload Supporting Document or paste link to document below: |
|---|---|
|  |  |

c. **The program must formally and periodically review its application, testing, and scoring procedures to ensure that they are fair and equitable. Please confirm you satisfy this condition by referencing the supporting document (s) and location of documentation to support your adherence to CESB Guideline 6.0.c.**

| Supporting Document(s) Name (include page number if applicable): | Upload Supporting Document or paste link to document below: |
|---|---|
|  |  |

d. **The program must provide competently proctored testing sites that are readily accessible in all areas congruent with the scope of their program, at least annually. Please specify who proctors your exams and reference the location of the documentation to support your adherence to CESB Guideline 6.0.d.**

| Proctor Type | Supporting Document(s) Name (include page number if applicable): | Upload Supporting Document or paste link to document below: |
|---|---|---|
| ☐ Certificate holders |  |  |
| ☐ Service provider |  |  |
| ☐ Other:_____ |  |  |

e. **The program must promptly report examination results. Please confirm you meet this condition by referencing the supporting document (s) and location of documentation to support your adherence to CESB Guideline 6.0.e.**

| Supporting Document(s) Name (include page number if applicable): | Upload Supporting Document or paste link to document below: |
|---|---|
|  |  |

What is the average time for reporting results for this examination?_____

f. **The program must provide candidates who fail an examination a summary of the general area(s) of deficiency. Please specify how you provide this information and reference the supporting document (s) and location of documentation to support your adherence to CESB Guideline 6.0.f.**

| Method | Supporting Documet(s) Name: | Upload Supporting Document or paste link to document below: |
|---|---|---|
| ☐ In writing |  |  |
| ☐ Orally |  |  |

| ☐ Combination of written & oral | Supporting Document(s) Name(include page number if applicable): | Upload Supporting Document or paste link to document below: |
|---|---|---|
| | | |

g. The program must maintain the confidentiality of each applicant's examination results, recertification information, and any other information on file unless authorized to release the information by the candidate/certificant or if required by law. Please confirm you satisfy this condition by referencing the supporting document (s) and location of documentation to support your adherence to CESB Guideline 6.0.g.

| Supporting Document(s) Name(include page number if applicable): | Upload Supporting Document or paste link to document below: |
|---|---|
| | |

h. The program must have a formal, published policy by which an applicant/certificant can appeal a decision of the organization pertaining an application, examination scoring, or certification. Please confirm you satisfy this condition by referencing the supporting document (s) and location of documentation to support your adherence to CESB Guideline 6.0.h.

| Supporting Document(s) Name(include page number if applicable): | Upload Supporting Document or paste link to document below: |
|---|---|
| | |

i. The program must not require training by the Certifying Body as a prerequisite for certification. Please confirm you meet this condition by referencing the supporting document (s) and location of documentation to support your adherence to CESB Guideline 6.0.i.

| Supporting Document(s) Name(include page number if applicable): | Upload Supporting Document or paste link to document below: |
|---|---|
| | |

## 7.0 RESPONSIBILITIES TO THE PUBLIC AND CONSUMERS

a. The program must adhere to each of the following practices. Please confirm your program satisfies this condition by referencing the supporting document (s) and location of documentation to support your adherence to CESB Guideline 7.0.a:

| 1. Assure the title(s) awarded by the program accurately reflect the body of knowledge covered by the certification. | |
|---|---|
| Supporting Document(s) Name(include page number if applicable): | Upload Supporting Document or paste link to document below: |
| | |
| 2. Assure the program's examinations adequately measure the knowledge, skills, and abilities required for practice in each specialty area certified. | |
| Supporting Document(s) Name(include page number if applicable): | Upload Supporting Document or paste link to document below: |
| | |
| 3. Award certificates ONLY after an applicant's qualifications have been evaluated and found acceptable. | |
| Supporting Document(s) Name(include page number if applicable): | Upload Supporting Document or paste link to document below: |
| | |

| 4. Maintain a free publicly accessible roster of valid certificate holders. | |
|---|---|
| Specify how your roster is published:<br>☐ The roster is published<br>☐ The roster is maintained on an Internet accessible computer database<br>☐ The roster is accessible by written or phone request<br>☐ How often is the roster updated? _____ | |
| Supporting Document(s) Name (include page number if applicable): | Upload Supporting Document or paste link to document below: |

| 5. Maintain a formal due process and procedures for discipline of certificants, including revocation of certification. | |
|---|---|
| Supporting Document(s) Name (include page number if applicable): | Upload Supporting Document or paste link to document below: |

## 8.0  RECERTIFICATION

a. **The program must limit certification to no more than five years.  Please specify the certified terms for this certification (select one) and reference the supporting document (s) and location of documentation to support your adherence to CESB Guideline 8.0.a.**

☐ 1 year          ☐ 2 years          ☐ 3 years          ☐ 4 years          ☐ 5 years

| Supporting Document(s) Name (include page number if applicable): | Upload Supporting Document or paste link to document below: |
|---|---|
| | |

b. **The program must have a process for maintenance of certification qualifications. Please specify how recertification is obtained in your program and reference the supporting document (s) and location of documentation to support your adherence to CESB Guideline 8.0.b.**

| ☐ Re-examination | |
|---|---|
| Supporting Document(s) Name (include page number if applicable): | Upload Supporting Document or paste link to document below: |
| | |

| ☐ Combination of continuing professional experience, professional development and professional activity<br>*NOTE: CESB accreditation guidelines require a <u>minimum average of 20-hours per year</u>* |
|---|
| How does your organization record value? ☐ PDH   ☐ CEU   ☐ Units   ☐ Points   ☐ Credits  ☐ Other: _____ |
| By using the guidance statement listed below, describe how your organization meets the CESB guideline. |
| |

> **Guidance Statement:** It is not the intent of CESB to dictate what evaluation measure is used for an organization's certification renewal requirements. However, applicants for CESB accreditation must require <u>a minimum average of 20 hours per year of professional development activity over the certification term</u> (please refer to CESB Accreditation Guideline 8.0 (b). If your organization measures professional development by points, credits or etc., **there must be a conversion between the professional development activity and the time investment in hours.**
>
> **Point/Credit Conversion example**: The maximum points awarded for completion of an online seminar is 3 points for your organization's renewal requirements. The online seminar was 2 hours in length. For the purpose of satisfying the CESB item 8.b of the Accreditation Guidelines, the activity would equate to 2 professional development hours (PDHs) towards the renewal.
>
> **Cycle average example**: Your program's renewal period runs for 3 years. The professional development hours accumulated for your certificant may be as follows: Year 1 = 15 PDHs, Year 2 = 25 PDHs, and Year 3 = 21 PDHs. The average over the 3 year period would be (15+25+21)/3 years = 20.333 average PDH accumulation over the renewal period which is acceptable for the purpose of CESB's requirement of a minimum average of 20 PDHs/year.

| Supporting Document(s) Name (include page number if applicable): | Upload Supporting Document or paste link to document below: |
|---|---|
|  |  |

⬜ Other (please describe): _____

<div align="center">Describe how your organization meets the CESB guideline with this method.</div>

| Supporting Document(s) Name (include page number if applicable): | Upload Supporting Document or paste link to document below: |
|---|---|
|  |  |

## 9.0  TITLES

   a.  **The program must adhere to each of the following requirements. Please confirm the program satisfies this condition by referencing the supporting document (s) and location of documentation to support your adherence to CESB Guideline 9.0.a.**

| 1.  **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.** ||
|---|---|
| Supporting Document(s) Name (include page number if applicable): | Upload Supporting Document or paste link to document below: |
|  |  |

| 2.  **Limit the use of the title "Diplomate" in any title including the word "engineer" to those individuals certified by Professional Engineer Specialty Certification Boards.** ||
|---|---|
| Supporting Document(s) Name (include page number if applicable): | Upload Supporting Document or paste link to document below: |
|  |  |

| 3. Use effective procedures to assure that any titles or trademarks granted to certified persons are properly used. | |
|---|---|
| Supporting Document(s) Name (include page number if applicable): | Upload Supporting Document or paste link to document below: |
| | |

## APPLICATION CERTIFICATION STATEMENT

*I, the undersigned, personally certify, on behalf of the organization named in this application 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