

# IICRC

Institute of Inspection Cleaning  
and Restoration Certification

# **Mold Removal Specialist Certification Program (MRS) CANDIDATE HANDBOOK**

**Guide to obtaining and maintaining  
“Mold Removal Specialist”  
Certification.**

## Revision Record

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# Mold Removal Specialist Certification Introduction

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## **Purpose**

The **“Mold Removal Specialist”** certification program will confirm that the successful candidate has the knowledge and skills necessary to perform mold remediation for structures and contents, design and maintain containments, control pressure differentials, safely work in mold contaminated environments, understand common remediation work practices, review protocols, design and implement remediation processes, understand and follow industry standards and legal requirements, recognize conditions conducive for causing mold growth, and how to prevent amplification and contamination for a variety of building environment types.

By achieving **“Mold Removal Specialist Certification”** a candidate may meet government regulation allowing individuals to engage in the practice of a particular profession, vocation, or occupation by ensuring that a level of competence is met. The certification process protects the general public.

## **Handbook**

The purpose of the MRS Candidate Handbook is to provide information to prospective candidates of the Mold Removal Specialist Certification (MRS) program.

The candidate handbook is also a useful tool in preparing for the **“Mold Removal Specialist Certification”** examination. It is highly recommended that Handbook be reviewed, with special attention given to the content outline, before taking the examination.

The document consists of descriptions, policies and procedures. It has a hyper- linked table of contents to help users locate information.

## **Handbook Overview**

The MRS Candidate Handbook consists of 7 sections:

1. MRS Certification Program Overview
2. Application Process
3. Exam Process
4. Renewal and Recertification
5. Use of IICRC Certification Mark & Listing on the Locator
6. Certification Appeals
7. Application Forms

# Section 1: Overview

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## **Philosophy Statement**

The Mold Removal Specialist (MRS) certification recognizes professionals who have the knowledge and skills necessary to: perform mold remediation for structures and contents; design and maintain containments; control pressure differentials; safely work in mold contaminated environments; understand common remediation work practices; review protocols; design and implement remediation processes; understand and follow industry standards and legal requirements; recognize conditions conducive for causing mold growth; and prevent amplification and contamination for a variety of building environment types.

The successful candidate of the MRS certification program will be trained and experienced to follow directions and specifications unsupervised. The successful candidate will be qualified to perform work that conforms to mold remediation specifications following established procedures for quality control and specification modifications.

The certification does not imply that a certificate holder is considered or qualified to be an onsite decision-maker for activities that require advanced expertise such as implementing quality control procedures, developing or changing specifications, performing assessments or post remediation verification, conducting safety audits or making complex Industrial Hygiene and safety decisions.

The MRS certification is the industry's premiere certification and is far more rigorous than most professional credentials. It is highly prized by employers because it is based on repeatable, proven work.

## **Why an exam?**

Most agencies use examinations as one of several means for determining candidates' qualifications to practice in their field. The purpose of an examination is to provide a measure of candidates' knowledge of the subject matter.

## **What is Certification?**

Certification is a credential or certification for professionals who have demonstrated worthy performance achieved through a systematic process.

The MRS certification is distinctive in that it is both performance and competency based. Knowledge of professionals is assessed through a rigorous exam, which results can be measured and replicated.

## Requirements

To obtain the certification, applicants must complete all the following:

- Have one-year documented experience in the mold remediation industry or equivalent training, education or certification
- Submit an application, signed agreement, documentation and fees
- Be approved for the certification program
- Successfully complete the MRS exam

Upon completion of the requirements and passing the examination, the candidate would then hold this certification for one (1) year. To maintain this certification, candidate must complete renewal every year and complete the re-certification process every five years.

To sit for the MRS Certification exam, applicants must:

### **1. Have qualifying education or experience:**

Must have one-year experience in the mold remediation industry or equivalent training, education or certification.

Candidate is required to submit documentation to validate their experience. Acceptable documentation of experience may include; but are not limited to:

- Signed statement listing all mold removal experience. This includes dates, frequency of work performed. 12 months experience required, total experience can be combined over multiple years.
- Resume including all employment with mold removal experience.
- A copy of State Mold license,
- Dated Letter of recommendation, describing work completed at the time of employment or on the jobsite.

### **For applicants with less than one-year field experience. Acceptable documentation may include some of the following.**

- Explanation of work experience pertaining to mold
- Professional Certifications or training pertaining to mold
- Mold job Invoice
- Mold job estimate

2. **Submit an application, signed agreement, signed code of ethics and payment to IICRC:** The application and agreement can be found within section seven and may be submitted by email at [mrsapplication@iicrcnet.org](mailto:mrsapplication@iicrcnet.org), if approved payments can be with credit card or check. If paying with a check, make check payable to IICRC.
  
3. **Submit the documentation for any special needs in accordance with ADA:**  
Documentation is required to be submitted with the application if special accommodations are required in accordance with the American Disabilities Act (ADA). The testing center requires a 45-day notice prior to sitting for the exam to arrange the accommodations.
  
4. **Register for the exam:**  
Once approved the technician will be set up to take the online MRS Exam with ProctorFree by the Exams Department at the IICRC. The technician will be emailed a student guide with their username and password.

**About the exam content**

The exam is based on five areas of expertise:

1. Health and Safety
2. Project Documentation
3. Contaminant Control
4. Contaminant Removal
5. Contaminant Prevention

A full list of content will be provided later in this handbook.

**Who Developed the Certification Program and Exam?**

A special Mold Removal Certification Task Force was created to develop the certification program under the direction of the Mold Removal Certification Committee. The examination and all associated content have been developed by and is the sole responsibility of IICRC. This organization fosters professionalism by working to ensure that the remediators are qualified to offer their services. In addition, IICRC conducted focus groups with companies to confirm the usefulness of the certification program and the workability of the process.

**How is the Certification Process Managed?**

The program is managed under the direction of the Director of Education and Certification for IICRC. The Director of Education and Certification is hired by the IICRC and works under the direct supervision of the Board of Directors.

## Fees

Schedules and fees (all exam fees, including no-show, are nonrefundable):

1. Application fee (includes processing, exam and first year certification)
2. Retest fee (for failed exam)
3. Renewal fee (annually)
4. Recertification (every five years-includes re-testing)

<b>FEES*</b>	
<b>Application</b>	<b>\$ 250</b>
<b>Retesting</b>	<b>\$ 200</b>
<b>Rescheduling</b>	<b>\$150</b>
<b>Annual Renewal</b>	<b>\$ 150</b>
<b>Recertification (every 5 years)</b>	<b>\$ 200</b>

\*All fees are non-refundable and non-transferable except as detailed in the *Change/Cancel Policy*.

To learn more about payments, contact [mrsapplication@iicrcnet.org](mailto:mrsapplication@iicrcnet.org).

### **How Is Proficiency Assessed?**

An applicant's proficiency is assessed through a combination of:

- Successful completion of exam,
- A review of documents by qualified staff Reviewers, and
- A further review by the MRS Committee

### **Who Are the Qualified Reviewers?**

Reviewers are individuals who are deemed qualified through experience or education and are trained in how to conduct the assessments.

### **How Do I Prepare?**

Candidates should be working in the profession for at least one year and may choose to attend mold removal training courses offered by various providers.

**What Happens After I Get Certified?**

Once you achieve the certification, you will have a credential that distinguishes you in the marketplace. You will be entitled to use the prestigious MRS logo (within guidelines), receive an MRS certificate, MRS patch and MRS pin and you will also be listed on the Locate a Professional at <http://www.iicrc.org>.

**What if I My Application is Rejected?**

There are three circumstances under which you might not become certified:

- Your Application is improperly completed or missing information
- Your Application and supporting materials are reviewed and not accepted
- You failed to pass the exam

**Improper or Incomplete Application**

If your Application is incomplete, your application will not go through the review process. You will receive feedback explaining what is missing. You will have 30 days to submit the missing information.

**Non-Acceptance of Application**

If you submit your complete Application and all required materials and it is not accepted after going through the complete review process, you will receive developmental feedback. You will have 90 days to resubmit your Application with attestations at no extra charge at which time it will go through another review process. If you choose to withdraw your Application, you will not be refunded any fees. If you are denied the MRS credential after resubmitting your revised application, you have the right to appeal the decision within 90 days. Information about how to appeal would be sent to you at that time.

**How long is the certification valid?**

The MRS Certification is valid for a five-year period and requires annual renewal.

**Is recertification required?**

Yes. Upon completion of the requirements and passing the examination, the candidate would then hold this certification for one (1) year. To maintain this certification, candidates must complete renewal every year and complete the re-certification process every five years.

**How Is the Effectiveness of the Program Measured?**

IICRC measures:

- The number of organizations accepting the certification to fulfill license requirements
- The number of people pursuing it
- Perceptions of Certificants that it helped their career
- Its service level to Candidates and Certificants
- The degree the program is self-funding and generates auxiliary income for the Institute

**Where Can I Learn More?**

Continue to check the Institute's web page at [www.iicrc.org](http://www.iicrc.org) for more details.

## Section 2: Application Process

### How to Apply

To apply for the MRS certification follow these three steps:

1. This handbook contains, the agreement, code of ethics and all other applicable forms for application and completion of the MRS.
2. Read through the entire packet. The application is in two parts: documentation and application forms.
3. After review of documents and approval by the MRS committee. The IICRC will contact the applicant for payment of the exam fee.

### Documentation

Part one of the application will consist of documentation. Candidates must submit documentation to verify background and qualifying experience:

#### Submit a Resume

Applicants must submit a typed, properly documented Resume. This Resume must adequately document the background, education, work experience, and other information relevant to the applicant, and should include:

- Personal background information.
- Education.
- Work history including job descriptions and dates.

#### Other documents

Other documents are required to verify length of experience. Examples of documents to submit are:

- Related Industry Credentials with Dates
- Certificate of Completion of Industry Training
- Related Industry Payroll Records
- Dated Letters of Reference from Employers/Clients
- Records of Work Services Performed with Client Personal Data Removed (Invoices)



## Application Forms

Part two of the application consists of filling out the application forms. You must read, sign, and submit all documents with your application.

Send your completed and signed application by mail and/or email (signed scanned copies are acceptable,) along with all required documents. PDF format is accepted for these documents.

Applications and any supporting materials deemed incomplete or unacceptable by the Committee may be returned to the applicant for further processing.

### Send To:

**IICRC**  
**Mold Removal Specialist Certification Application**  
**4043 S. Eastern Ave.**  
**Las Vegas, NV 89119**

**e-mail:** [mrsapplication@iicrcnet.org](mailto:mrsapplication@iicrcnet.org)  
**P: 844-464-4272, Option 3**

### Timing

See the Application Process flowchart on the next page for a complete view of the process.

Technically complete applications for **“Mold Removal Specialist Certification”** must be submitted no later than 30 days prior to the applicant wanting to apply with the ProctorFree Online Testing Center to take the examination (no later than 45 days if there is an ADA request). This time frame will typically allow the Committee the time required to review and process any application to be sure all pre-requisites have been met.

### Notification

IICRC Headquarters shall notify the applicant via email once it is determined that the applicant met the requirements. At that time a user name and temporary password will be emailed with the student guide which allows the applicant to register for the ProctorFree online MRS exam.

### Tips for Success

These Tips for Success will help you with your Application.

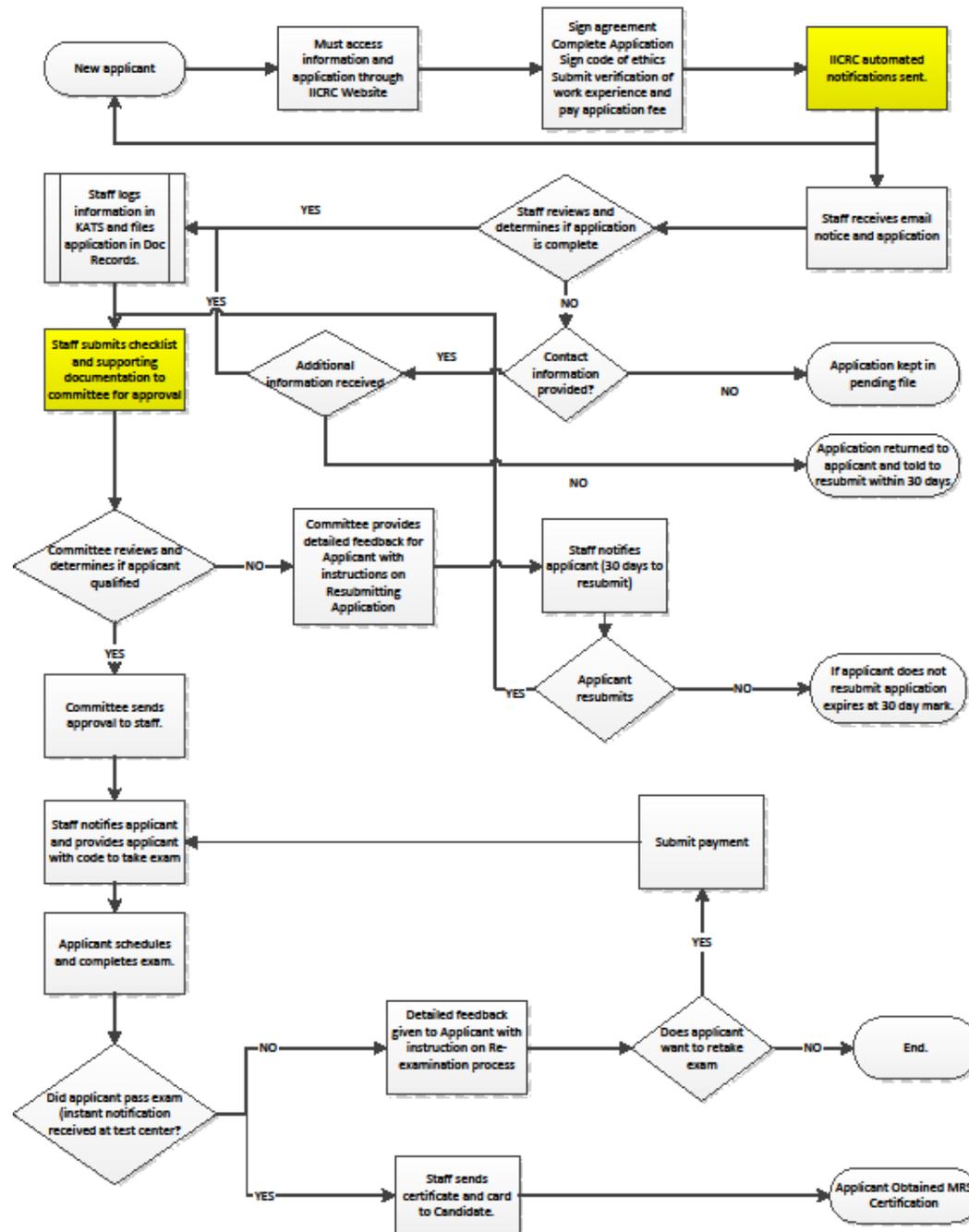
- When creating a list of your past work, select projects that meet the following criteria:
  - Had a beginning and an end; they were time bound.
  - Involved mold removal.
- Take time to have a colleague proofread your Application. Spell check is not adequate for a professional certification.
- Make sure you fill out all pieces of the application completely.



## Processing Flow Chart

MRS Application V2013.02.28

### PROCESSING AN MRS CERTIFICATION APPLICATION





**Application  
Calendar**

Complete application materials (including fees) must be received at IICRC at least 30 days prior to testing. If an applicant wishes to submit an ADA request, an additional 15 days are required for consideration. These time frames will allow for processing and verify that all pre-requisites have been met. Incomplete applications or non-qualifying applicants will delay the process.

**Notification**

Applicants will receive notification via email, within 30 days of submitting an application. If approved, the applicant will be sent an email advising them of their approval, if not approved the applicant will receive details on corrective action.



## Section 3: Exam Process

### Exams

One of the most critical components of the **“Mold Removal Specialist Certification”** program is the exam. The exam is based on five areas of expertise:

1. Health and Safety
2. Project Documentation
3. Contaminant Control
4. Contaminant Removal
5. Contaminant Prevention

The exam process includes registration, preparation for the exam and taking the exam. Once an applicant is approved, an email is sent with further instructions.

### Registering

IICRC will provide a ProctorFree user name and temporary password (sent via email). Once registered, the test taker needs to take the exam within 90 days. Test takers must have desktop and/or laptop computer, internet services, and webcam with audio.

If test takers have problems with logging on or equipment issues, please contact ProctorFree Online testing service

- Live support chat at [support.proctorfree.com](http://support.proctorfree.com)
- Customer Service Support at 855-759-6569

After signing into the website to take the exam, applicants should be prepared to complete a face recognition profile, which is explained in the student guide.



## **Special Accommodations Arrangements (ADA)**

These accommodations need to be requested a minimum of 45 days in advance with IICRC. Please complete the included ADA forms and submit them with your application. Please note that there may be additional fees for certain accommodations.

IICRC complies with the provisions of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.) and Title VII of the Civil Rights Act, as amended (42 U.S.C. 2000 et seq.), in accommodating disabled candidates who need special arrangements to take an examination. These requests must be submitted with the application to IICRC at least 45 days prior to sitting for an examination. The testing center will require a 30-day notice to set up the accommodations prior to the applicant taking an exam. If there are additional costs levied by the testing center, then those costs would be paid by the applicant.

### **A. First time requests: Requests for Reasonable Testing Accommodations**

1. A request for reasonable testing accommodations must be submitted on forms prescribed by the IICRC and shall consist of the following:
  - a. A statement from the applicant (See attached form A) describing the candidate's disability;
  - b. A statement from the applicant describing the reasonable accommodations requested;
  - c. Provide an explanation as to how the accommodation will ameliorate the candidate's disability;
  - d. A statement from a physician or licensed treating professional (see attached form B);
2. A request for reasonable testing accommodations must be filed with the application for admission on or before the application filing deadline. Confirmation of accommodation being approved will be reported back to the applicant. Please see details in ADA forms included in the handbook.

B. Repeat applicants:

1. An applicant who has taken IICRC certification exams on a prior occasion may request reasonable testing accommodations on any subsequent exam. Such requests will be reviewed and evaluated before each examination. Accommodations previously granted, as well as the accommodations actually utilized by the candidate on previous examinations, will be taken into consideration in determining subsequent accommodations.
2. Repeat applicants must submit all required forms, current medical, and/or other documentation, if previously submitted records are two or more years old.

C. Emergency Requests

1. An applicant who becomes disabled after the timely filing deadline may request reasonable testing accommodations after the time prescribed in this policy if the applicant promptly submits the following:
  - a. A written request for reasonable testing accommodations;
  - b. medical documentation of need for accommodation, including documentation of the emergency nature of the request, and the date and circumstances under which the disability arose.
2. Decisions on emergency requests will be made in accordance with this policy, or as soon as practicable.
3. Appeals of denials or modifications of emergency accommodation requests will be heard and determined in keeping with the manner described elsewhere in the policy unless impossible to do so due to the scheduling of the exam. In that event, the request will be carried forward to the next exam without additional charge to the applicant.

Please note: The Special Accommodations Request Form, along with the required supporting documents, must be submitted to IICRC at least 45 days in advance before any special examination arrangements can be finalized.



## Required identification to take the MRS Exam

Prior to receiving online user name and password, all candidates must email the following item to the [mrsapplication@iicrcnet.org](mailto:mrsapplication@iicrcnet.org).

- One form of identification:
  - Acceptable forms of photo ID include: State issued driver's license, state issued non-driver identification, passport, military identification, an employee identification card or a student picture ID from an accredited college or university.

Applicants who do not submit the required items will be denied online access to the MRS Exam.

## Exam Procedures

Applicants are required to review and accept or reject **Candidate Rules Agreement**. If the applicant rejects this agreement, the exam will not be loaded. If the **Candidate Rules Agreement** is not followed and/or irregular behavior or any form of misconduct occurs is suspected it will be reported as such, and the appropriate action will be taken. If you engage in any of the following conduct during the examination you may be dismissed, your scores will not be reported, the examination fee will not be refunded and/or IICRC may take further action such as prohibiting re-tests for a designated amount of time:

- Create a disturbance, are abusive, or otherwise uncooperative.
- Display and/or use electronic communications equipment such as pagers, phone, PDAs, etc.
- Talk or participate in conversations with others in the testing area.
- Give or receive help or are suspected of doing so.
- Leave the testing area during the administration of the examination.
- Attempt to record examination questions or make notes.
- Attempt to take the examination for someone else.
- Attempt to bring in any personal belongings.
- Are observed with notes, books or other aids without it being noted on the roster.



## **Exam time**

**Applicants will be given two (2) hours to complete the “Mold Removal Specialist Certification” Exam.** The examination begins the moment a candidate looks at the first examination question. The examination will end automatically after the examination time has expired.

## **Score Reporting**

Scores are based on the number of questions answered correctly. Applicants should consider answers to each question carefully and eliminate the least likely answers, instead of randomly selecting an answer and/or leaving a blank answer.

## **Exam Immediate Scoring**

Individual score reports are available within 48 hours. Applicants who pass or fail the exam will not receive a numeric score. The IICRC will provide scores for each subject breakdown with percentages in each of the fields. Applicants who fail the exam will receive information on how to retake the exam.

Applicants who failed should contact IICRC to register, pay the retest fee, and will be registered to retest by the IICRC.

## **Score Explanation**

The examination cut score (i.e., passing point) was determined using the modified Angoff method, a criterion-referenced approach commonly used for certification and licensure examinations. This method utilizes the judgments of subject matter experts to determine the number of correct answers to pass the examination. Their judgments, and the examination cut score, are based on minimal standards for competent job performance rather than relative candidate performance (e.g., grading on the curve). The cut scores for new examination forms are determined through a statistical equating process or the modified Angoff method.

## **Review of Exams**

For security reasons, examination material is not available to candidates for review.

## **Retaking an Examination**

Applicants should contact IICRC to receive registration information for a retest (as there will be a re-test fee required) prior to registering to retake the examination.



## Online Testing Policy

The following policies are required to be observed during online testing. Applicants who violate any of these policies will be disqualified, forfeiting the examination fee.

- **No personal items are allowed in the testing room.** Personal items include but are not limited to: cellular phones, hand-held computers/ personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallet, purses, firearms or other weapons, hats, bags, coats, books, and/or notes, pens, or pencils.
- Applicants must store all personal items in a secure area as indicated by the administrator. All electronic devices must be turned off and away from the testing area.
- Studying **is not** allowed while testing unless the exam is an open book exam.
- Visitors, children, family, or friends **are not** allowed in the online testing area.
- Dictionaries, books, papers (including scratch paper), and reference materials are not permitted in the online testing area.
- Excessive breaks are not permitted during online testing. This will be monitored and up to the IICRC. **The exam clock will not stop while the applicant is taking a break.**
- While taking a break. Applicants are **not** allowed access to other items, including but not limited to, cellular phones, PDAs, exam notes and study guides.
- Any applicant discovered causing any kind, or engaging in any kind, of misconduct — giving or receiving help; using notes, books, or other aids; taking part in an act of impersonation; or removing examination materials or notes from the examination room—will receive an automatic retest at the test takers expense. Decisions regarding disciplinary measures are the responsibility of IICRC.

## Reschedule/ Absence

To cancel or reschedule an exam contact the IICRC 1-844-464-4272. To cancel the exam, test takers may need to provide documentation, such as doctor's note, with explanation of why they were not able to take the exam.



Rescheduling or canceling the exam without proper notice will forfeit the application fee.

## **Cancel Policy**

Applicants who cancel or reschedule an examination and have not changed or canceled their reservation according to the above *Reschedule/Cancel Policy*, will forfeit the application fee.

Rescheduling may be possible with written verification and supporting documentation for unexpected absences (to include notification from a doctor, other substantiating documentation, etc.) must be submitted to IICRC within ten (10) business days of the original examination date for consideration. If rescheduling is approved, there may be an additional reschedule fee of \$150.00.

## **Weather Delays and Cancellations**

If severe weather or a natural disaster makes the online testing inaccessible or unsafe, the examination may be delayed or canceled. Applicants should contact IICRC at 1-844-464-4272 details on delays and cancellations during severe weather.

## **Language Policy**

English is the official language of the Institute.

IICRC will accept foreign language submissions for Certification under the following conditions:

- The Applicant, at his/her cost, is willing to have key components of the Application translated into English at the request of the reviewing body
- An IICRC volunteer, who is fluent in both the language of the submission and in English, can be located to serve as an advocate and point of contact to the Reviewers and Applicant during the submission evaluation and decision-making process

This service is offered not as an entitlement universally available to all Applicants. It is based entirely on the availability of qualified language volunteers.

Before submitting an Application in a language other than English, please contact IICRC [mrsapplication@iicrcnet.org](mailto:mrsapplication@iicrcnet.org).

## **Tips for Success**

These Tips for Success will help you with preparing for the exam.

- Review this handbook and policies and procedures
- Review course material from all training sessions.
- Read through the list of references and review referenced material to familiarize yourself with the content.
- Review the exam content outline (sent to approved candidates with acceptance letter) which will help you determine subject areas on the exam and be sure to be familiar with each.

**Exam  
Content**

The summary content outlines that follow were adopted by IICRC for the **“Mold Removal Specialist Certification”** Exam. This is a brief overview.

**Content  
Outline**

Section 1:	Safety	23%
Personal Protective Equipment		
	Respiratory	
	Body, Head, and Eye	
Confined Space		
Haz Com		
Environmental and Site Conditions		
Emergency Response and Evacuation		
Fire Safety		
Regulated Substances		
Engineering Controls/Work Practices		
Section 2:	Project Documentation	13%
Inspection, Tools and Equipment		
	Inspection Equipment	
	Building History	
Administrative Procedures		
	Work Authorization/Contract	
	Informed Consent	
	Legal Requirements	
Risk Management		
	Conditions for IEPs to Assess	
	Limitations	
	Complexities	
	Complications	
	Conflicts	
Section 3:	Contaminant Control	30%
Preliminary Determination		
Engineering Controls/Work Practices		
	Source Control	
	Isolation Barriers	
	Containment	
	Pressure Differentials	
Equipment		
Occupant Protection (Containment)		
Contents		



Section 4:	Contaminant Removal	29%
Controlled Demolition		
	Remove Flooring	
	Remove Ceiling	
	Remove Wall	
	Unfinished Space	
	Mechanical Space	
Debris		
Complications		
Removal of Visible Mold-Structure		
Return to Condition 1-Structure		
	Detailed Cleaning	
	Limitations of use of Products	
	Post Remediation Evaluation	
Post Remediation Verification of Structure		
	If Required or Requested	
Removal of Visible Mold-Contents		
Return to Condition 1-Contents		
	Porous	
	Semi Porous	
	Nonporous	
Contents Cleaning Methods		
	Air based	
	Liquid based	
	Abrasive	
	Post Remediation Evaluation	
Post Remediation Verification for Contents		
	If required or requested	
Section 5:	Contamination Prevention	5%
Control Moisture		
	During Remediation	
	Prior to Reconstruction	
Building Science		
	Microbial Growth Conditions	



## Exam References

**The following list of publications were used as references during the development of the Mold Removal Specialist Certification exam and it is highly recommended that each are reviewed prior to taking the exam. Special attention should be paid to those items listed in the above content outline.**

- 29CFR1910: Code of Federal Regulations – Title 29: Labor 1910.146 Permit Required Confined Spaces.
- 29CFR1910: Code of Federal Regulations – Title 29: Labor 1910.1200 Hazard Communication.
- ACGIH Bioaerosols: Assessment and Control; American Conference of Governmental Industrial Hygienists, Cincinnati, OH; (1999).
- ANSI/IICRC S500 *Standard and Reference Guide for Professional Water Damage Restoration*; Institute of Inspection Cleaning and Restoration Certification, 4043 S. Eastern Ave Las Vegas, NV 89119 844-464-4272, 2016. [www.iicrc.org](http://www.iicrc.org)
- IICRC S520 *Standard and Reference Guide for Professional Mold Remediation*, Institute of Inspection Cleaning and Restoration Certification, 4043 S. Eastern Ave Las Vegas, NV 89119 844-464-4272, 2016. [www.iicrc.org](http://www.iicrc.org)
- CCA-82 - Mould Guidelines for the Canadian Construction Industry, Canadian Construction Association, 2004
- Code of Federal Regulations – Title 29 Toxic and Hazardous Substances - 1926.1101 Asbestos.
- EACO – Mould Abatement Guidelines, Environmental Abatement Council of Ontario, 2<sup>nd</sup> edition, 2010
- Federal Insecticide Fungicide and Rodenticide Act (FIFRA), United States Environmental Protection Agency.
- Mold Remediation in Schools and Commercial Buildings; United States Environmental Protection Agency, (2001, 2008).
- NADCA – ACR 2006, Assessment, Cleaning and Restoration of HVAC Systems; National Air Duct Cleaners Association.
- NYC Guidelines on the Assessment and Remediation of Fungi in Indoor Environments; New York City Department of Health; (1993, 1999, 2008).
- Residential Lead-Based Paint Hazard Reduction Act of 1992--Title X; United States Environmental Protection Agency.

## Section 4: Renewal and Recertification

### Renewal & Recertification

#### A. Introduction

IICRC sponsors and administers a rigorous, examination-based professional certification program, which encompasses IICRC Recertification Program. Individuals who are granted IICRC credential must demonstrate an ongoing professional commitment to the field of certification by satisfying the requirements of the specific Certification Program.

This policy explains the requirements that must be satisfied to maintain IICRC certification and provides related information, including the standards, guidelines, and procedures, of the Program. Each IICRC Certification Applicant must review, accept, and agree to the terms of this policy to maintain IICRC certification. Inquiries or questions concerning this policy should be directed to IICRC administrative office.

#### B. Statement of Purposes

IICRC Renewal and Recertification Program supports the ongoing professional development of IICRC Certification Examinations and the maintenance of IICRC certification by:

- enhancing the ongoing professional development of IICRC Certification Examinations;
- encouraging and recognizing individualized learning opportunities; and
- providing a standardized, objective and straightforward process for attaining and recording continuing educational and professional activities.

#### C. Renewal and Recertification Time Interval

IICRC Renewal Program requires that IICRC Certified Mold Removal Specialists maintain an annual renewal fee.

IICRC Recertification Program requires that IICRC Certified Mold Removal Specialists retest every five years. This interval ensures that IICRC Certified Mold Removal Specialists demonstrate current knowledge in job-related skills within an appropriate period and coincides with the five-year job analysis studies that IICRC performs to assure the continued job-relatedness of certification examinations.

#### D. Recertification Requirements

IICRC Certified Mold Removal Specialists must sit for and pass the appropriate exam.

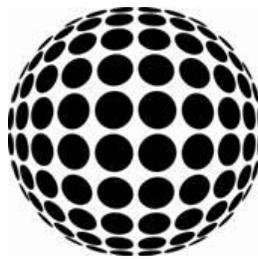
#### E. Failure to Satisfy Recertification and Renewal Fee Requirements

IICRC Certified Mold Removal Specialists who fail to satisfy applicable recertification and/or annual renewal fee requirements within the deadlines set forth in this policy are subject to loss of their certification.

## Section 5: Use of IICRC Certification Mark

### Certification Mark

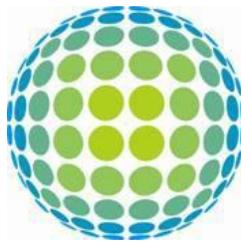
All IICRC trademarks, service marks, certification marks, logos and credentials (hereinafter collectively referred to as the “Marks”) are owned and controlled by IICRC and its Board of Directors. Use of IICRC Marks is granted by IICRC to qualified IICRC Certified Mold Removal Specialist, who satisfies all applicable certification or eligibility requirements. Consistent with applicable law and corporate policies, IICRC must monitor all uses of its Marks to ensure that the Marks are used properly and correctly, as they represent IICRC to the public. View the full Policy and Procedure for the information, guidelines and requirements to the **“IICRC Certified Mold Removal Specialists Certification”** regarding the proper use of IICRC Marks.



**IICRC**

Institute of Inspection Cleaning  
and Restoration Certification

Black



**IICRC**

Institute of Inspection Cleaning  
and Restoration Certification

Color

*\*\*See policies and procedures for full Certification Mark Use\*\**

### Certification Appeals

IICRC is a private, non-profit, professional credentialing organization that sponsors the development, maintenance, evaluation, promotion, and administration of a rigorous, examination-based, certification programs in the specified fields applied for. The mission of IICRC is to develop and promote policies and procedures that assure the public at large of the competence of IICRC-certified practitioners and to ensure the availability of comprehensive services in safe practice environments.

In order to be certified by IICRC, each applicant must satisfy all experience eligibility and credential's requirements established by IICRC Board of Directors; and, pass the required certification examination(s). In addition, all individuals certified by IICRC must demonstrate an ongoing professional commitment in the field certified in order to maintain certification.

IICRC certification requirements and eligibility standards are applied fairly, impartially, and consistent with applicable laws. IICRC will not discriminate against any applicant based on an unlawful reason, and will grant certification without regard to an applicant's membership or non-membership in any organization, association, or other group.

IICRC Certified Mold Removal Specialists seeking certification or recertification agree that: these policies provide a fair process for resolving certification complaints or appeal matters; they will be bound by decisions made pursuant to these policies; these policies are governed by the principles of the law of the State of Washington; and, these procedures do not constitute a contract between IICRC and IICRC Certified Mold Removal Specialist.

*\*\*See policies and procedures for full Appeals disclosure\*\**

# Section 7: Forms

## IICRC Mold Removal Specialist Certification Program Application

Applicant Information		DATE:	
Have you ever tested with IICRC before?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Please indicate your status:		Registrant ID#	
Business owner (certified or not certified)		<input type="checkbox"/> Staff	
Certified tech (non-owner)			
Last Name:		Date of birth:	
First Name:			
Employed by (if not currently employed, enter "self":			
Which do you prefer for your Primary Mailing Address:		<input type="checkbox"/> Work <input type="checkbox"/> Home	
<b>Business address:</b>			
City		State/Prov	
Business Phone		ZIP/Postal code:	
E-mail			
<b>Home address:</b>			
City		State/Prov	
Home Phone		Zip/Postal code:	
E-mail			
Do you hold a state mold license?		Please list state license disciplines held:	

PAYING BY CHECK?	PLEASE PRINT OUT, COMPLETE, SIGN AND RETURN FOR PROCESSING
<p><b>IICRC</b>  <b>MRS Certification</b>  <b>4043 S. Eastern Avenue</b>  <b>Las Vegas, NV 89119</b>  <b>Phone: (844) 464-4272</b>  <b>Email: <a href="mailto:mrs-info@iicrcnet.org">mrs-info@iicrcnet.org</a></b></p>	
<p><i>Please note, only those that need to pay with a check should use this form.</i></p>	

## CANDIDATE AGREEMENT FOR THE IICRC MOLD REMOVAL SPECIALIST CERTIFICATION PROGRAM

This Candidate and Registrant Agreement for IICRC Mold Removal Specialist Certification Program (hereinafter "Agreement") is between IICRC, a Washington nonprofit corporation (hereinafter "IICRC"), and \_\_\_\_\_, an individual candidate (hereinafter "Candidate") for Certification in IICRC's Mold Removal Specialist Certification Program (hereinafter "Program").

### I. RECITALS

- 1.1 The Certification Program enables a Candidate to earn IICRC Certification as a Mold Removal Specialist;
- 1.2 Candidate understands and agrees that participation in the Program is strictly conditioned upon Candidate's compliance with all IICRC Requirements applicable to the Program; and
- 1.3 Candidate warrants that by signing this Agreement, Candidate agrees to abide by all IICRC Requirements, regarding the Program, as such policies now exist, and as they be amended, entirely at IICRC's discretion, in the future; and
- 1.4 Candidate understands and agrees that failure to follow IICRC Requirements, regarding the Program, shall result in Candidate's inability to obtain Certification, or remain Certified, as a Mold Removal Specialist.

### II. DEFINITIONS

For the purposes of this Agreement, the following terms are defined as follows:

- 2.1 "Certified" or "Certification" shall mean IICRC recognizes a Candidate has satisfied all Requirements to become a Registrant.
- 2.2 "Designation" shall mean any one of the titles established by IICRC to signify a Registrant obtained Certification.
- 2.3 "Examination" shall mean the test for Certification, enabling Candidate to become a Registrant.
- 2.4 "Logo" shall mean any one of the Program word marks and/or symbols established by IICRC which a Registrant may use to evidence Certification, subject to IICRC use restrictions. IICRC Logo use restrictions are attached to and incorporated by reference herein as Exhibit A.
- 2.5 "Candidate" shall mean an individual Candidate who has obtained Certification as a Mold Removal Specialist; and who is in compliance with IICRC Requirements.
- 2.6 "Requirements" shall mean those Program terms, conditions or criteria, as they now exist or as they may be amended in the future, in IICRC's sole discretion, which a Candidate must satisfy to obtain and maintain Certification as a Mold Removal Specialist. Current Requirements are attached to and incorporated herein as Exhibit B.

NOW, THEREFORE, in consideration for the mutual covenants and conditions contained herein, and for Candidate's opportunity to obtain Certification as a Mold Removal Specialist, and to remain a Registrant once Certified, Candidate and IICRC agree as follows:

### III. AGREEMENT

- 3.1 Incorporation of Recitals and Definitions. The Recitals and Definitions, from Sections 1 and 2 of this Agreement, are hereby incorporated by reference in their entirety.
- 3.2 Identity of Candidate. Candidate represents and warrants that Candidate is the person who shall take the Examination; and Candidate shall provide IICRC with whatever documentation, in addition to this signed Agreement, to prove Candidate's identity. Such proof may include, but is not limited to, photo identification, in the form of a valid driver's license or passport.

- 3.3 Compliance with Requirements. Candidate shall remain in compliance with Requirements, as they now exist or as they may be amended in the future by IICRC, in IICRC's sole discretion, in order to obtain and maintain Certification. Failure to comply with Program Requirements may result in revocation or suspension of Certification and the right to use any IICRC Designation and Logo during the revocation or suspension period.
- 3.4 Compliance with Testing Center Policies. The Examination may be offered and administered by IICRC directly or by a third-party provider. Regardless if the Candidate sits for the Examination at a third party or IICRC testing center, Candidate agrees to abide by all testing center policies and procedures, as directed.
- 3.5 Confidentiality. Candidate understands and agrees the Examination, and all information provided to Candidate that relates to or arises out of the Examination, including, but not limited to, specific questions, content, structure, and organization of the Examination, shall be deemed to be the confidential information of IICRC ("Confidential Information"); and Candidate is expressly prohibited from disclosing, publishing, reproducing, or transmitting any Confidential Information, in any form, to any third party. Candidate will also take all necessary, reasonable and prudent steps to protect the Confidential Information, and Candidate shall agree to inform IICRC, immediately, if Candidate discloses any Confidential Information or has knowledge of such disclosure by any other party.
- 3.6 Intellectual Property Ownership. IICRC retains all right, title and interest in the Program and all Program related information, content, data, exams, materials, software, and all copyrights, patent rights, trademark rights, Logos and other proprietary rights. All rights not expressly granted by IICRC to Candidate are expressly reserved to IICRC.
- 3.7 Privacy. IICRC's use and release of information related to whether Candidate obtained Certification or whether Candidate is a Registrant shall be in conformance with IICRC's Privacy Policy, attached herein as Exhibit C.
- 3.8 Certification Revocation or Suspension. IICRC may, in its sole discretion, revoke or suspend an individual's Certification, or even ban an individual, for certain periods or even permanently, from earning future certifications, under any of the following circumstances: a) upon breach of the terms and conditions of this Agreement or Requirements; b) upon IICRC's knowledge and belief that an individual has undertaken or participated in any action that compromises the integrity and confidentiality of the Examination or Program, including, but not limited to, instances of cheating on an Examination or disclosure of Confidential Information.
- 3.9 Notification to Employer. Candidate expressly authorizes IICRC to notify Candidate's employer if IICRC takes any enforcement action under Section 3.8 of this Agreement.
- 3.10 Survival of Obligations. Candidate understands and agrees that Candidate's duties under Section 3.5 of this Agreement survive termination of this Agreement; and Candidate has an express obligation to protect Exam confidentiality regardless if one earns Certification or not; or regardless if one earns, but does not maintain, Certification.
- 3.11 Injunctive Relief. Candidate expressly agrees IICRC shall have no adequate remedy at law for breaches of Section 3.5 of this Agreement and that IICRC, in addition to action for damages, shall have cause to seek and obtain immediate injunctive relief to prevent disclosure of its Confidential Information, as disclosure of such Confidential Information shall result in irreparable harm to IICRC.
- 3.12 Disclaimer of Warranties. ALL WARRANTIES, EXPRESS OR IMPLIED, RELATED TO OR ARISING OUT OF THE PROGRAM ARE DISCLAIMED, INCLUDING, WITHOUT LIMITATION, ANY AND ALL WARRANTIES CONCERNING THE ACCURACY OR COMPLETENESS OF PROGRAM INFORMATION, ITS FITNESS OR APPROPRIATENESS FOR A PARTICULAR PURPOSE OR USE, ITS MERCHANTABILITY, ITS NON-INFRINGEMENT OF ANY INTELLECTUAL PROPERTY RIGHTS, OR ANY OTHER MATTER. CANDIDATE EXPRESSLY ASSUMES ALL RISKS THAT RELATE TO OR ARISE OUT OF THE PROGRAM OR CERTIFICATION.



- 3.13 No Joint Venture or Partnership. This Agreement shall not create a joint venture, partnership, principal-agent, employer-employee, franchisor/franchisee or similar relationship between the parties. Candidate agrees not to represent Candidate as an agent, employee, consultant, contractor or legal representative of IICRC or any subsidiary thereof based upon this Agreement.
- 3.14 Governing Law and Jurisdiction. Notwithstanding conflict of laws principals, this Agreement shall be interpreted and enforced according to the laws of the state of Washington; and venue and jurisdiction for any disagreement under this Agreement shall be in the Superior Court for Clark County, Washington.
- 3.15 Severability. If a court of competent jurisdiction deems any provision of this Agreement unenforceable, the remainder of the Agreement shall remain in full force and effect.
- 3.16 Notices. Candidate hereby designates, until changed by Candidate in writing, the following mailing address for receiving any notices from IICRC:

Address:	Street:
City:	State/Province:
Zip/Postal Code:	Country:
<b>Signature</b>	
<p>Before signing this Agreement, Candidate acknowledges that Candidate has had the opportunity to consult with independent counsel, and that no representation by IICRC has induced Candidate to enter into this Agreement.</p>	
<p>Dated this _____ day of _____, 20 _____</p>	
By:	
Signature:	Date:
Printed name:	Title:

**IICRC CODE OF ETHICS FOR THE IICRC MOLD REMOVAL SPECIALIST CERTIFICATION PROGRAM**

IICRC is a voluntary, non-profit, professional credentialing organization that certifies qualified candidates who have met the professional knowledge standards established by IICRC through Certification Examinations. IICRC Code of Ethics applies to each individual certified by IICRC ("Successful Candidate") and each individual seeking certification ("Applicant"). The Code of Ethics sets forth the minimal ethical standards of professional conduct for Applicants and Successful Candidates.

The Code is designed to provide both appropriate ethical practice guidelines and enforceable standards of conduct for Applicants and Successful Candidates. The Code also may serve as a professional resource for practitioners.

**I. MANDATORY ETHICAL PROVISIONS.**

The requirements contained in this section are mandatory for all Applicants and Successful Candidates. Violations of any of the provisions, set forth herein, may result in enforcement action, including, but not limited to, revocation of Successful Candidate status.

As set forth in the Code of Ethics, Applicants and Successful Candidates shall:

1. Provide accurate and truthful representations, concerning all certification and recertification information;
2. Maintain the security and integrity of examination information and materials, including, but not limited to, the prevention of unauthorized disclosures of examination information;
3. Cooperate with IICRC Ethics Committee concerning ethics matters.

**II. RECOMMENDED ETHICAL PROVISIONS.**

As a certifying body, IICRC cannot and does not purport to monitor and enforce the business practices and relationships between Applicants, Successful Candidates, employers, employees and consumers. Therefore, the recommended ethical provisions set forth herein, may serve only as a professional resource, outlining what constitutes best business practices for practitioners in the industry.

IICRC Applicant and Successful Candidates should:

1. Comply with federal state, local laws and regulations;
2. Avoid activities that are illegal or likely to result in injury, adverse safety or health consequences;
3. Engage in moral and ethical business practices;
4. Provide quality services to the industry and the public, by utilizing all necessary professional resources in a technically appropriate and efficient manner;
5. Respect and promote the rights of individuals and intellectual property by offering only professional services that he/she is qualified to perform;
6. Exercise professional judgment on the release of confidential information and privacy;
7. Avoid conduct which may cause a conflict with individual interests, disclose any circumstances that could be construed as a conflict of interest or an appearance of impropriety, or that could otherwise influence, interfere with, or compromise the exercise of independent professional judgment;
8. Be truthful with findings and related professional activities; and
9. Further the professionalism of the industry.

Agreed to on the day and year set forth below.

**Signature**

Accepted and Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Signature:

Date:

Printed name:

Title:

**APPLICANT SPECIAL NEEDS TESTING ACCOMMODATION REQUEST:**

**QUESTIONNAIRE**

NOTE: To be completed by all applicants requesting reasonable testing accommodations. This form is part of the Application for an IICRC Certification Program. Applicants are responsible for completeness and accuracy of the information provided. If you are requesting a reasonable testing accommodation, the following forms must be completed and returned with your application. Please print clearly.

Date:		
Last Name:	First:	

**Address:**

City:	State/Prov:	ZIP/Postal code:
Phone:	E-mail address:	

Description of Disability (please explain):

Other equipment or accommodation (please explain):

Accommodations previously provided to you (*list accommodation and purpose*):

Applicants should contact IICRC with questions about special accommodations.

ICRC Global Resource Center  
 Las Vegas, NV 89115  
[mrsapplication@iicrcnet.org](mailto:mrsapplication@iicrcnet.org)  
 Phone: (844) 464-4272

*Note: Only IICRC Applicants who requires special examination accommodations should use this form.*

**ADA SPECIAL NEEDS VERIFICATION STATEMENT TO BE SIGNED BY CERTIFICATION APPLICANT**

I attest to the fact that the information recorded on this application is true, and if this application is not sufficient, I agree to provide IICRC with any additional information or documentation requested in order to evaluate my request for accommodations. I also give permission to release to IICRC a copy of any pertinent information required to establish the need for the accommodation(s) requested herein. If I am requesting the use of an assistive device, I am familiar with its use.

I understand that all information that is necessary to process this application must be available to IICRC thirty (30) days in advance of the test administration date to provide time to evaluate and process my request for accommodations. I acknowledge that IICRC reserves the right to make final determination as to whether any requested accommodation is warranted and appropriate.

If I am submitting a Certification of Eligibility, I acknowledge that my request for accommodations will not be processed if I alter this form in any way after the appropriate official has completed it. I also understand that IICRC does not waive its right to ask the person who completes this form on my behalf to submit the supporting documentation, if necessary, either before or after the test administration date.

I authorize any person completing this form on my behalf to release this information to IICRC upon IICRC's request. I also understand that the documentation in support of my request for accommodations supersedes any information contained in the Certification of Eligibility. For quality assurance, Certification of Eligibility's may be subjected to audit resulting in a review of the actual disability documentation on file.

I acknowledge that any submitted information may also be used for research purposes, and that in no case will any individual be identified by name in research studies, and that the information will be protected by the terms of IICRC's Confidentiality of Data Policy.

I further understand that IICRC reserves the right to withhold or cancel my scores if it is subsequently determined that, in IICRC's judgment, any information presented in this application or supporting documentation is either questionable, inaccurate or used to obtain accommodations that are not necessary.

**Signature of  
Applicant**

NOTE: Keep a copy of this completed form for your records.

Signature:

Date:

Printed name:

Title:

<b>ADA SPECIAL NEEDS TESTING ACCOMMODATION REQUEST:</b>		<b>Certification of Eligibility</b>
<p>NOTE: To be completed by a physician or licensed professional for all applicants requesting accommodation. IICRC requires current documentation (within the last three years) from a licensed physician or other professional in the field related to the applicant's disability. Applicants must return this form with his/her completed application.</p>		
<b>TO BE COMPLETED BY PHYSICIAN OR LICENSED PROFESSIONAL</b>		
Name:		
Title:	License/Certification Number:	
Address:		
Phone:	Patient/Applicant name:	
Please describe your credential(s) which qualifies you to diagnose and/or verify the applicant's disability and to recommend an accommodation:		
Briefly describe the nature of the condition and describe how this condition affects the applicant:		
Current treatment consists/consisted of:		
Last date of treatment/date of consultation with applicant:		
Length of treatment with applicant:		
Is this a permanent condition/disability? YES <input type="checkbox"/> NO <input type="checkbox"/>		
If no, when is the condition/disability likely to abate?		
In what way does the condition/disability affect the applicant's ability to read, write and/or concentrate for extended periods of time?		
Based on this person's disability and your diagnosis, what testing accommodations would you recommend?		
Please explain how the recommended accommodation relates to the disability		
<i>Physician/Professional's Signature</i>		
<p><i>I certify that all the information on this form is true and correct to the best of my knowledge.</i> NOTE: I understand this information may be reviewed by a physician or licensed professional retained by IICRC to assist in determining reasonable testing accommodations.</p>		
Name (print):	Date:	
Signature:		