



# **Certified Exhaust Cleaning Specialist**

## **Candidate Handbook**



## Table of Contents

| <b>General</b>                                  | <b>Page</b> |
|-------------------------------------------------|-------------|
| 1. History and Mission                          | 3           |
| <b>Section 1: Overview of the Certification</b> |             |
| 1. Explanation of Certification                 | 3           |
| 2. Eligibility Requirements                     | 3           |
| 3. Application Process                          | 3           |
| 4. ADA Accommodations                           | 4           |
| 5. Code of Conduct                              | 4           |
| 6. Location Requirements                        | 5           |
| 7. Exam Fee Schedule                            | 5           |
| <b>Section 2: Examination</b>                   |             |
| 1. Format                                       | 6           |
| 2. Content                                      | 6           |
| 3. Scoring                                      | 6           |
| 4. Tips on How to Take an Examination           | 7           |
| 5. Exam Preparation and Study Guides            | 7           |
| <b>Section 3: Renewing Certification</b>        |             |
| 1. How to Maintain Certification                | 7           |
| 2. Continuing Education                         | 8           |
| <b>Section 4: Policies &amp; Procedures</b>     |             |
| 1. Retake Policy                                | 9           |
| 2. Refund Policy                                | 10          |
| 3. Rescheduling Policy                          | 10          |
| 4. No Show/Cancellation Policy                  | 10          |
| 5. Exam Conduct                                 | 10          |
| 6. Information Use, Rights and Security Policy  | 11          |
| 7. Social Media Policy                          | 12          |
| 8. Payments/Bank Fee Policy                     | 13          |
| 9. Exam Critique Procedure                      | 13          |
| 10. IKECA Membership                            | 13          |

## **General**

### **1. History and Mission**

The International Kitchen Exhaust Cleaning Association (IKECA) was founded in 1989 when a small group of kitchen exhaust cleaning specialists were attending the same meeting. They found that they all had similar needs and beliefs in the importance of proper and complete exhaust cleaning to the fire protection world. Within two years, these founders had created the first trade association for the Kitchen Exhaust Cleaning (KEC) industry.

In 2009, IKECA joined the American National Standards Institute (ANSI) as a standards developer. This allowed IKECA to help develop definitive standards for cleaning, inspecting, and maintenance of commercial kitchen exhaust systems. Those standards are now referenced by other ANSI organizations (National Fire Protection Association, International Code Council) as well as jurisdictions across the US.

With members all over the world, IKECA is bringing its core beliefs and ethical standards to every part of the globe and continuing to lead the industry in certification and continuing education.

## **Section 1: Overview of the Certification**

### **1. Explanation of Certification**

The kitchen exhaust industry is growing at a rapid pace and technology is changing all the time. IKECA has developed certification programs to provide individuals with the means to keep on top of the changes in codes, standards and technology that affect everyone in the industry.

The Certified Exhaust Cleaning Specialist (CECS) is designed for the highly experienced and knowledgeable individual who leads others on their crew. Every Active North American Member of IKECA must have at least one employee certified as a CECS level or higher.

### **2. Eligibility Requirements**

Candidates must be active in the field of kitchen exhaust cleaning and agree to the IKECA Code of Conduct at the time of application in order to be eligible to sit for an IKECA certification examination.

Candidates are required to read this Handbook in its entirety prior to applying to sit for an IKECA examination. This Handbook is available as a free electronic download.

### **3. Application Process**

Candidates who have met the eligibility requirements are encouraged to apply to sit for the certification examination.

## Applying for Certification

1. Decide which certification is right for you.
2. Testing is facilitated through a third-party, Meazure Learning, and must be completed within 3 months of the date your application was confirmed by IKECA. At the time of application, Candidates have the option to select a Meazure Learning/Scantron testing location or choose to test online via a Live Remote Proctor.
3. Complete the [exam application](#) online and submit to IKECA Headquarters with full payment. Applications will not be processed unless accompanied by full payment of exam fees.
4. After receipt of payment and application, IKECA will upload your information to the Meazure Learning portal within 5 business days. You will receive a Notice to Schedule email from (candidatesupport@meazurelearning.com) at Meazure Learning after approximately 2 business days. It is the responsibility of the Candidate to make testing arrangements, follow testing protocols set forth by Meazure Learning, etc.

Click [here](#) or visit <https://www.assessments.meazurelearning.com/programs/international-kitchen-exhaust-cleaning-association/> for more details regarding the Meazure Learning testing process.

## 4. ADA accommodations

The IKECA Certification Examination shall be administered in accordance with the requirements set forth in the Americans with Disabilities Act (ADA). If you require special assistance or unique conditions in taking an IKECA certification examination as a result of a disability or physical impairment, please contact IKECA at info@ikeca.org for more information. Meazure Learning requires advanced notice of all ADA accommodation requests so you must inform IKECA before or at the time of exam application in order for your request to be considered.

## 5. Code of Conduct

All individuals who become certified must agree to abide by the following Code of Professional Conduct:

No individual is eligible to apply for or maintain IKECA certification(s) and/or designation(s) unless in compliance with all [IKECA rules, practices, policies and procedures](#), including but not limited to those stated in [IKECA's Guidelines & Best Practices](#), [Bylaws](#), and Candidate's Handbooks for the Certification Examinations. An individual may not make and shall correct immediately any statement concerning the individual's status that is or becomes inaccurate, untrue, or misleading. Any change in facts or events bearing on eligibility of certification(s) and/or designation(s) must be reported to IKECA within thirty (30) days of the change. IKECA does not warrant the performance of any individual or company. In accordance with IKECA rules, guidelines and procedures, IKECA may deny certification(s) and/or designation(s) or render sanctions against an applicant or certificant in the case of:

1. Ineligibility for IKECA certification;
2. Irregularity in connection with any IKECA examination;
3. Failure to pay fees required by IKECA;
4. Unauthorized possession of, use of, or access to IKECA examinations, certificates, cards, and logos of IKECA, the name "International Kitchen Exhaust Cleaning Association," IKECA certifications or designations, the term "IKECA," and any other IKECA documents and materials;
5. Obtaining or attempting to obtain certification or recertification by a false or misleading statement or failure to make a required statement, fraud or deceit in an application, reapplication or any other communication to IKECA;
6. Misrepresentation of IKECA certification or certification status;
7. Failure to provide or update any information required by IKECA;
8. Gross or repeated negligence in professional work;
9. False or misleading advertising relating to kitchen exhaust cleaning work;
10. Limitation or sanction (including but not limited to revocation or suspension by a regulatory board or professional organization) relating to kitchen exhaust cleaning and/or public health;
11. Failure to abide by applicable bonding and/or licensing regulations;
12. Failure to comply with IKECA Guidelines & Best Practices, ANSI/IKECA Standards, and NFPA Standards for kitchen exhaust cleaning;
13. Other violation of an IKECA rule, practice, policy or procedure as provided in any IKECA brochure or other material provided to candidates or certification holder.

## 6. Location Requirements

Candidates may take the examination in any city, state or country where a Measure Learning [testing center is located](#), or online via [Live Remote Proctor](#).

The Candidate is responsible for complying with all policies and procedures included in the Notice to Schedule and Exam Confirmation email communications from Measure Learning, including having the required identification, internet, equipment, transportation, etc. If LRP testing is selected, the Candidate is expected to perform the system check & set up on the device they will utilize for testing. Please note that Measure Learning recommends use of PC Computers for LRP testing, however, MACs are accepted. System check & set up procedures will differ depending on whether a PC or MAC is used.

IKECA is not responsible for failure to meet these requirements.

Contact [info@ikeca.org](mailto:info@ikeca.org) for additional questions regarding this procedure, or visit <https://www.assessments.measurelearning.com/programs/international-kitchen-exhaust-cleaning-association/> for more information.

## 7. Exam Fee Schedule

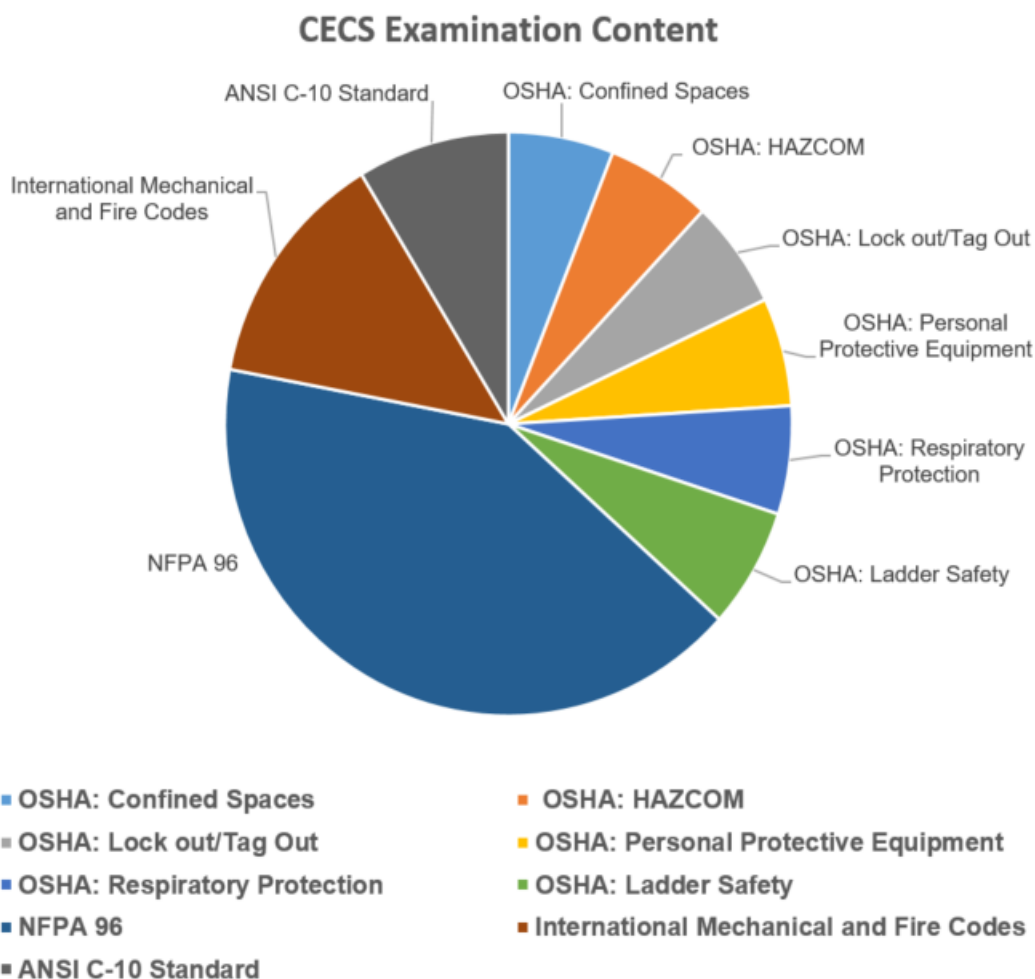
| TYPE                           | FEE      |
|--------------------------------|----------|
| IKECA Member Company Employee  | \$395    |
| Individual Non-Member of IKECA | \$750    |
| Fire Marshals or AHJs          | \$95.00  |
| Rush Fee                       | \$300.00 |

## Section 2: Examination

### 1. Format

The CECS examination is comprised of 150 multiple-choice questions. Candidates have three hours to complete the closed book examination.

### 2. Content



### 3. Scoring

The pass-fail score for the CECS exam is 70%. In other words, you must answer a minimum of 105 out of 150 questions correctly in order to pass the exam. A Candidate's score is based on the number of correct responses. Each question receives credit if answered correctly and no credit if incorrect or omitted. Therefore, you should answer each question, even if you must guess.

Upon completion of the exam, the Candidate will receive a preliminary score from Measure Learning. **Please note: these are preliminary results only.** Official results and next steps based on a passing or failing grade will come directly from IKECA Headquarters.

#### 4. Tips on How to Take an Examination

Preparing for your examination can reduce exam anxiety. IKECA encourages Candidates to seek out exam taking strategies available online. Several universities and colleges publish free exam taking tips. Search “exam taking strategies” online for free resources. There are many guides, books and resources on how to take multiple-choice examinations. You can also visit <https://www.assessments.measurelearning.com/programs/international-kitchen-exhaust-cleaning-association/> and review the resources under "Prepare For Your Test."

#### 5. Exam Preparation and Study Guides

IKECA encourages Candidates to prepare for the examination at least four (4) weeks prior to sitting for the examination. Candidates should focus their efforts on the content areas of the examination.

Check the [IKECA website](#) for the exam study guide and materials. A CECS Study guide, containing all of the codes and standards, can be purchased from [IKECA's online store](#). The [IKECA Examination Terms Quizlet](#) is a free online study tool that you may also find helpful. Purchase of exam preparation materials is not required in order to become eligible to sit for the examination, nor does it guarantee a passing score on the exam.

### Section 3: Renewing Certification

#### 1. How to Maintain Certification

Understanding certification maintenance requirements will be key to maintaining your certification. Review those requirements on the [CECS](#) section of our website. Each certified individual is responsible for maintaining a valid certification, including meeting Continuing Education Unit (CEU) requirements before each renewal deadline.

All IKECA Certifications are due to renew on June 1st. To renew a CECT, CECS, or CESI certification, you must submit the required renewal application, including providing documentation of earned CEUs, together with the applicable renewal fee. **Renewal is the responsibility of the certified individual.** Failure to renew within 90 days of the certification expiration date will result in a voided credential.

| Certification | Renews Every       | Renewal Fee Member | Renewal Fee Non-Member | CEUs required |
|---------------|--------------------|--------------------|------------------------|---------------|
| CECS          | 1 year on June 1st | \$120              | \$175                  | 1.5           |

## 2. Continuing Education

Continuing education is essential in any certification program. By updating and refreshing your knowledge of the industry, you show a commitment to lifelong learning and advancing your expertise.

All IKECA certifications require Continuing Education Units (CEUs) to qualify for renewal. **Certification renewal is separate from Annual Member Dues**, and is required to maintain certified status with IKECA.

**Individuals shall keep track of their CEUs and submit completion certificates or similar written completion documentation to IKECA at the time of renewal; IKECA does not record CEUs for each individual.**

### Ways to Earn CEUs

| <b>Online and In-Person Educational Courses</b>                                                                                                                                                                                 |                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Online Courses: <a href="#">View all recommended online sources of CEUs</a>                                                                                                                                                     | Varies          |
| Additional industry-related courses, webinars or first-aid training may qualify – check with IKECA Headquarters                                                                                                                 | Varies          |
| General and business management courses by accredited universities or other approved providers<br><i>Note: Only 25% of CEUs per renewal cycle may come from college courses</i>                                                 | 0.1 CEU/HR      |
| <b>Industry Conference Participation</b>                                                                                                                                                                                        |                 |
| Attendance at the IKECA Annual Meeting or Fall Technical Seminar<br><i>Note: Attendance is tracked – CEUs will be awarded based on registration payment and confirmed attendance records</i>                                    | Up to 2.0 CEUs  |
| Attendance at an industry-related conference, meeting or seminar<br><i>Acceptable organizations include: NADCA, ASHRAE, NAFA, NFPA, NAFED, RFMA, NASFM, FFMIA. For all others, please contact IKECA to confirm eligibility.</i> | Up to 1.0 CEUs  |
| <b>Thought Leadership</b>                                                                                                                                                                                                       |                 |
| Presenting at the IKECA Annual Meeting or Fall Technical Seminar OR other industry-related organization events                                                                                                                  | 0.5 CEUs        |
| Submission of a technical article for the IKECA Journal                                                                                                                                                                         | 0.3 CEUs        |
| Development of online assessment/educational content with affiliate industry organizations                                                                                                                                      | 0.5 CEUs        |
| Technical Code Committee Work<br><i>(Active membership participation in NFPA, ASHRAE, IKECA Technical Standards Development Committee; others may qualify)</i>                                                                  | 1.0 CEU/Day     |
| Representing IKECA at an exhibitor booth at an IKECA-approved industry conference<br><i>(MUST be coordinated and arranged by IKECA Staff)</i>                                                                                   |                 |
| Active Participation in an IKECA Committee                                                                                                                                                                                      | 0.1 CEU/Meeting |

|                                                                                                                                                                                                                                                                                                                               |            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Presenting to local AHJs within your jurisdiction<br>(Must submit official documentation signed by an AHJ on their letterhead indicating date, location and time of presentation)                                                                                                                                             | 0.5 CEUs   |
| Attendance at in-house training seminar, or one at another facility – Must be taught by third-party instructor or individual certified to train the subject matter (Qualifying topics include but are not limited to: ladder safety, PPE, fall protection, hood/system service, near miss reporting, defensive driving, etc.) | 0.1 CEU/HR |

### **Internal Training for CEUs (prior approval required)**

Training conducted within your company for employees may be eligible for CEUs. Please refer to the information below to determine if your company's training would qualify.

#### **What qualifies?**

Completion of training offered through an employer in-house or at another facility qualifies for CEUs if **both** of the following requirements are satisfied:

- Training is conducted with a third-party instructor and/or an instructor certified to train on the subject matter
- The subject matter of the training is relevant to the kitchen exhaust cleaning industry (qualifying topics include, but are not limited to: ladder safety, PPE, fall protection, hood/system service, near miss reporting, defensive driving, etc.)

#### **How many CEUs can be earned through internal training?**

Internal training follows the same [International Association for Continuing Education and Training \(IACET\)](#) standard as all IKECA CEUs, which currently accepts 60 minutes of educational content as 1/10 of a CEU (10 hours = 1 CEU). This means 0.1 CEUs are earned for every hour of qualifying training completed.

#### **How are CEUs that are completed through internal training submitted?**

When applying for certification renewal, the Certification Holder must submit a formal completion certificate for the in-house training course/event. The completion certificate must indicate the name of the participant, date of training, subject matter, length of training, and instructor's signature confirming that they are properly credentialed to train on the subject matter.

#### **When are CEUs submitted to IKECA Headquarters?**

Certified individuals must submit documentation of the required CEUs that were earned during the renewal period. All events/courses must be reported on the certification renewal application, and a course completion certificate or other documentation of earned CEUs submitted with the renewal application.

## **Section 4: Policies and Procedures**

### **1. Retake Policy**

If you fail the examination, IKECA encourages you to retake the exam.

If a Candidate fails an IKECA exam on their first attempt, the individual may make a maximum of two additional attempts. A waiting period of sixty (60) days applies between each attempt, based on the date of the prior attempt. All attempts must be completed within one (1) year from the original exam date. The fee for each retake exam is \$100.00, in addition to any required processing/shipping fees. A retake exam application must be submitted for each retake attempt.

## **2. Refund Policy**

All membership, certification and merchandise fees are nonrefundable.

## **3. Rescheduling Policy:**

Please note that rescheduling refers to a process that occurs once you have scheduled a testing date and subsequently wish to change or amend the date, time or location of your scheduled exam. You may reschedule a testing appointment up to two (2) days in advance of your testing appointment, provided the rescheduled date is within the 3 month eligibility period. Reschedule requests are not accepted within two (2) days of your scheduled testing appointment. A \$50 non-refundable fee will apply to all rescheduled exams; the fee must be paid online at the time of the rescheduling request.

## **4. No Show/Cancellation Policy:**

If you do not appear for your examination and do not reschedule at least two (2) days prior to your appointment, you will be considered a no-show and will forfeit your exam and exam fees. In order to schedule to test again, you will need to re-apply through IKECA.

If an exam must be canceled, it is the responsibility of the Candidate to properly inform Scantron/Meazure Learning at least 2 business days before the scheduled date of their exam. A \$50 non-refundable fee will apply to all canceled exams; the fee must be paid online at the time of the cancellation request. All exam fees are forfeited unless such notice is given. The named Candidate has until the end of their scheduling window (3 months from the date of application confirmation from IKECA) to reschedule and complete their exam. The Candidate forfeits all paid exam fees if they have not completed their exam within the scheduling window.

Please contact IKECA staff should you have any questions or specific requests regarding this policy.

## **5. Exam Conduct**

This section is applicable to all IKECA certification exams.

- Be prepared to present your valid, current, government issued photo id. Expired ids will not be accepted.
- The exam is closed book. Notes, books, and calculators will not be permitted in the exam room. There will be a digital notepad available to use within the online testing platform.
- Beverages and food are not permitted in the exam room.
- There is no smoking in the exam room.

- In person testing Candidates may not bring cell phones, smart phones, pagers and/or any other electronic device into the exam room.
- Candidates will be allowed (1) 5-minute break throughout the course of the exam.
- Candidates are not permitted to take anything from the exam area on their break, nor are they permitted to bring anything back to the exam area after the break is finished.
- Collaboration and disruptive conduct during the exam is prohibited. Any violation of this regulation shall result in a score of zero (0) for the exam, and possible prohibition from sitting for future IKECA certification exams.
- IKECA reserves the right to cancel any exam score if, in the Association's sole opinion, there is adequate reason to challenge its validity.
- IKECA reserves the right to delete from scoring any question which is determined to have been exposed before the exam administration, or is determined to be flawed.
- Candidates who experience extraordinary disturbances/distractions during an IKECA exam, that may detrimentally or materially affect their performance, should file a written complaint with the IKECA office. Such a complaint or appeal must be filed within 7 days of the administration of the exam, and must describe the nature and effects of the disturbance or distraction. Complaints or appeals submitted after 7 days, or after the release of exam score, will not be considered. This is applicable to in person testing only.
- Candidate must comply with any additional policies/procedures set forth in their Notice to Schedule and Exam Confirmation communications from Measure Learning.

## **6. Information Use, Rights and Security Policy**

IKECA gathers information to maintain our membership records, certification records, process your transactions and fulfill your requests.

### **What Information IKECA Collects**

IKECA collects contact information you provide (e.g., your personal and/or business addresses, phone and fax numbers, e-mail addresses and titles) and information you provide via applications, registration forms, profiles, surveys or purchase forms.

### **How IKECA Uses Collected Information**

We use this information to:

- Maintain and digitally publish our membership directory
- Maintain your certification credentials and generate your certification card
- Notify you of relevant products and services
- Notify you of upcoming events and programs
- Publish attendee registration lists for IKECA-sponsored events including the Annual Meeting and Fall Technical Seminar
- Keep you abreast of industry news and information through member e-news and the *IKECA Journal*. IKECA does not share, sell or trade e-mail addresses to third parties, except to IKECA preferred partners and Associate Members.

### **Your Right To Control Information**

**Members** – On the IKECA Website, which requires you to use your login and password, you may edit your contact and mailing information directly.

**E-mail opt-out** – You may opt not to receive certain e-mail communications from IKECA or third-party vendors through IKECA. Please contact IKECA at (410) 417-5234 or [info@ikeca.org](mailto:info@ikeca.org) to exercise your choice to opt-out. Please understand that once you have unsubscribed you will no longer receive e-mail communication from IKECA, which

may include important member information, certification renewal reminders, IKECA promotions, newsletters, etc.

### **Security Policy**

IKECA maintains security procedures and standards we believe are as safe as today's technology permits. We test these procedures and modify them regularly as new technologies become feasible. Credit information that you and credit authorizers provide when you make payments by credit card for products, dues or other services are encrypted and will only be used to process the transactions you request. This information will never be sold, shared or provided to other third parties. We do not request nor do we use social security numbers in the course of our business with our members or the public.

## **7. Social Media Policy**

IKECA encourages its members and the public to engage in the use of social media in order to advance IKECA's mission of advancing the quality of cleaning, inspection and maintenance of commercial kitchen exhaust systems worldwide.

IKECA prohibits the use of its sponsored social media or any means of electronic communication, to engage in or to further:

- Any acts that constitute infringement of patents, copyrights, trademarks, trade secrets, or other proprietary rights of third parties.
- The posting, emailing, advertisement, or other transmission of any unsolicited or unauthorized materials, "junk mail," "spam," "chain letters," "pyramid schemes," solicitations, or misleading information.
- The intentional or unintentional publication, republication, or dissemination of any libelous, defamatory, false, derogatory, or inflammatory statement;
- Any pornographic or obscene information and/or images.
- The use, download, or other transmission of computer viruses, computer tracking software, or any means of invading a person's privacy or engaging in identity theft.
- The impersonation of any person or entity, including, but not limited to, as a IKECA board member, officer, employee, agent, member, or member's customer, or as a government official.
- The making of any misrepresentation or any factually inaccurate statements about any person's affiliation with any person or entity.
- Any unlawful purpose under applicable federal and state laws.
- IKECA does not condone conversations or posts of any kind that violate antitrust laws.
- IKECA reserves the right to object to any use of or, without consultation, terminate access to any electronic communication or transmission that is sent or delivered through any medium, including any form of social media, where it discovers the communication or transmission is unlawful, prohibited under this policy, or inconsistent with IKECA's mission and goals in any way. IKECA further reserves the right to pursue civil and criminal penalties as appropriate.
- IKECA engages in reasonable efforts to monitor social media usage for adherence to this policy. IKECA is not liable for any communication that is inconsistent with or in violation of this policy, and any person engaging in communication through any form

of IKECA-sponsored social or electronic media accepts this limitation of liability as an express condition to use of such media.

## **8. Payments/Bank Fee Policy**

IKECA accepts payment in USD via credit card, wire transfers and check. All payments must be made in USD. We will accept payment in Canadian funds at par when received via check only. If you have any questions relating to this policy please email IKECA at [info@ikeca.org](mailto:info@ikeca.org) or call (410) 417-5234.

All wire transfer fees and/or bounced check fees are the responsibility of the payer. Purchased materials will not be shipped until all fees are paid.

## **9. Exam Critique Procedure**

IKECA uses a formal procedure to allow and encourage all Candidates to challenge the content of specific exam questions or the overall exam. Under this procedure, Candidates have the ability to complete an online survey, the link to which IKECA provides to Candidates with their official result letter. Candidates may also contact [info@ikeca.org](mailto:info@ikeca.org) or their Measure Learning proctor with exam critiques, including but not limited to noting possibly vague or ambiguous aspects of questions, or other exam quality issues. These forms should be completed after the Candidate has completed all examination questions. The critiques are used by IKECA in its post administration, quality control and review of the exam.

## **10. IKECA Membership**

IKECA Membership is not required to pursue or hold an IKECA certification.

Passing the IKECA Certification Examination does not grant membership in IKECA. IKECA offers a corporate membership to eligible firms. IKECA does not have a membership category for individuals. To obtain an IKECA Membership Application, please contact IKECA at [info@ikeca.org](mailto:info@ikeca.org) or visit <https://www.ikeca.org/page/IKECAMembership>.

You may contact IKECA at [info@ikeca.org](mailto:info@ikeca.org) or (410) 417-5234 during U.S. Eastern Time business hours with questions or requests relating to policies.