Irrigation Association Certification Board

VISION STATEMENT

Quality of life around the world is improved because of our irrigation certification work, including:

- All current and new certifications are recognized as legally defensible and relevant.
- All qualified irrigation personnel are certified.
- All stakeholders in the industry are served by our work.

MISSION STATEMENT

Promote irrigation expertise through certification

IA Certification Candidate Handbook

How to contact the Irrigation Association:

Irrigation Association
8280 Willows Oak Corporate Drive
Suite 400
Fairfax, VA 22031
Phone: 703.536.7080
Fax: 703.536.7019
www.irrigation.org
certification@irrigation.org

This handbook contains information about the Irrigation Association’s certification process. It is essential that candidates keep it readily available for reference. Candidates are responsible for knowing its contents. All previous versions of this handbook are null and void.

Revised February 2015
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Irrigation Association Certification Program
Candidate Handbook

Introduction

Goal and Mission of the Irrigation Association Certification Program

The Irrigation Association certification program is designed to provide a mechanism by which individuals can demonstrate their experience and professionalism in one or more areas of the irrigation industry. This is accomplished by passing written exam and submission of field work. Certification represents a milestone in one’s career that should encourage a continuation of learning and development through additional practice and training to remain competitive in an ever-changing industry. The certification program is designed to provide an avenue through which qualified irrigation professionals can demonstrate their experience and technical competence.

Role of IA Certification Board

The IA certification program is governed by the certification board. The certification board establishes policies and procedures that govern board action, certification procedures, staff activities, and all other activities related to the administration of the certification process. The certification board develops the exam and works with the IA-approved testing agency to ensure that exams are kept current and are fairly graded. The certification board has the additional responsibility for maintenance of the certification process such that it is held in the highest regard by members of the IA, the irrigation industry and related organizations and industries.

Certification Programs

The IA certification program offers certification exams in seven different areas for the irrigation professional. Detailed content outlines for each exam can be found on the IA website, www.irrigation.org/certification.

AGRICULTURE CERTIFICATIONS

Certified Irrigation Designer - Agriculture

The certified irrigation designer is a professional who prepares irrigation designs. The CID-Ag evaluates site conditions and determines net irrigation requirements based on the needs of the project. The designer selects the most effective irrigation equipment and design methods. The objective of a CID-Ag is to establish specifications and design drawings for the construction of an irrigation project. There are two exams required to become a CID-Ag.

Candidates for the CID-Ag designation must successfully complete both a general exam and a specialty exam. There are currently three agriculture specialty exams: drip/micro, sprinkler and surface.

All components of the CID program must be completed within three years of applying to the program.

Certified Agriculture Irrigation Specialist

Certified agriculture irrigation specialist is involved in the management and operation of on-farm irrigation systems. These systems include surface irrigation methods, as well as pressurized systems like micro irrigation and sprinklers. Candidates have one year from date of application to complete the program.

LANDSCAPE CERTIFICATIONS

Certified Irrigation Designer – Landscape/Turf

The certified irrigation designer is a professional who prepares irrigation designs. The CID-L/T evaluates site conditions and determines net irrigation requirements based on the needs of the project. The designer selects the most effective irrigation equipment and design methods. The objective of a CID-L/T is to establish specifications and design drawings for the construction of an irrigation project. There are three exams required to become a CID-L/T.

Candidates for the CID-L/T designation must successfully complete the industry exam, the general landscape/turf exam and a specialty exam. There are currently three landscape/turf specialty exams: commercial, golf course and/or residential.

All components of the CID program must be completed within three years of applying to the program.

Certified Landscape Irrigation Auditor

A certified landscape irrigation auditor is involved in the quantification of landscape irrigation water use. Auditors collect site data, make maintenance recommendations and minor repairs, and perform field measurements and observations. Through this data gathering, a basic irrigation schedule can be developed that will assist a site water manager or property owner in managing his overall irrigation water usage.

After successful completion of the exam, an independently
Conducted field audit on a rotor and spray zone must be submitted for evaluation within one year of applying to the program to achieve certification. Submission forms for field audits are available via the IA website, [http://www.irrigation.org/uploadedFiles/Certification/Landscape%20audit%20worksheets.pdf](http://www.irrigation.org/uploadedFiles/Certification/Landscape%20audit%20worksheets.pdf).

**Certified Golf Irrigation Auditor**

A certified golf irrigation auditor is involved in the quantification of turf irrigation water use tailored to the unique conditions found on golf courses. Auditors collect site data, make maintenance recommendations and minor repairs, and perform field measurements and observations on golf courses. Through this data gathering, a basic irrigation schedule can be developed for greens/tees and fairways that will assist the superintendent in making irrigation decisions.

After successful completion of the exam, an independently-conducted field audit on a green and fairway (minimum of 60 audited yards and four sprinklers) must be submitted for evaluation within one year of applying to program to achieve certification. Submission forms for field audits are available via the IA website, [http://www.irrigation.org/uploadedFiles/Certification/Golf%20audit%20worksheets.pdf](http://www.irrigation.org/uploadedFiles/Certification/Golf%20audit%20worksheets.pdf).

**Certified Irrigation Contractor**

The certified irrigation contractor is an irrigation professional whose principal business is the execution of contracts or subcontracts to install, repair and/or maintain irrigation systems. The CIC must conduct business in such a manner that projects meet the specifications and requirements of the contract. The CIC program must be completed within three years of applying to the program. A summary of the job analysis for the CIC exam and statistical data for the exam is available at: [http://www.irrigation.org/cic/](http://www.irrigation.org/cic/).

**Certified Landscape Water Manager**

Certified landscape water managers are irrigation professionals whose principal business is the evaluation, operation, management, and improvement of irrigation systems to achieve the highest level of water conservation possible. They are involved in discussion with the end user regarding system use, particularly as it relates to scheduling, maintenance concerns and water conservation. Candidates have three years from date of application to complete the program.

**Certified Irrigation Technician**

A certified irrigation technician is an entry-level irrigation field professional who is installing, repairing and/or maintaining irrigation systems. This person is in the field and not the business owner. Candidates will have one year to complete the program.

**Candidate Eligibility**

- **CLIA/CGIA:** To apply to the certified landscape irrigation auditor or certified golf irrigation auditor program, the candidate must meet the requirement of at least one year of verifiable irrigation-related work experience.

- **CIC:** To apply to the certified irrigation contractor program, the candidate must have at least three years of irrigation-related field experience or two years irrigation-related field experience and one year of education. Experience should be verified in writing by present or former employers.

- **CIT:** To apply to the certified irrigation technician program, the candidate must have a minimum of six months or 1,000 hours of irrigation-related field experience. Experience should be verified in writing by present or former employers.

- **CID-Agriculture:** To apply to the certified irrigation designer agriculture program, the candidate must have at least three years of irrigation-related field experience or two years of irrigation-related field experience and one year of education. Experience should be verified in writing by present or former employers.

- **CID-Landscape/Turf:** To apply to the certified irrigation designer landscape/turf program and take the first exam, the candidate must have a minimum of one year of irrigation-related field experience or one year of education in an irrigation-related field. To take the second and third exams, a candidate must have three years of irrigation-related experience or two years of irrigation-related experience and one year of education. Experience should be verified in writing by present or former employers.

- **CLWM:** To apply to the certified landscape water manager program, the candidate must meet the requirement of at least three years of verifiable work experience in an irrigation-related field and also hold a current CLIA or CGIA certification in good standing.

- **CAIS:** To apply to the certified agricultural irrigation specialist program the candidate must apply and register for the certification exam and agree to operate by the IA code of ethics. Field experience with management and operation of on-farm irrigation systems is desirable, but not required. Intermediate math skills are required.

**Application Process**

**Computer-based and Paper/pencil Testing**

The candidate must submit the completed application, registration form and appropriate fees at least 14 days in advance of the exam date. Exams are delivered through computer-based testing at testing centers nationwide throughout the year. More information about computer-based testing can be found at [http://www.irrigation.org/certification/register-for-exams/](http://www.irrigation.org/certification/register-for-exams/).
Applications are reviewed to verify information and documentation to determine eligibility and will be kept confidential. Candidates will not be discriminated against based on race, religion, creed, age, gender or national origin or ancestry. Candidates who meet the program requirements will receive confirmation of their acceptance into the program via email. They will then be able to register for a specific exam site and time to take the test.

Candidates who do not meet the program requirements will receive a status letter indicating the month and year they will be eligible to take the exam(s).

If the application is incomplete, the candidate will receive a letter explaining what is missing and will have a 30-day time period to respond. If the candidate does not respond, the candidate must then submit in writing a request for a refund minus the application fee.

The application may be deemed incomplete for reasons such as:

- Application is not completely filled out
- Application is not signed
- Appropriate fees are not submitted
- Proper documentation is not submitted

If the application is denied, the candidate will receive a letter stating the reason for the denial with a 30-day time period to respond. The application may be denied for reasons such as:

- Failure to demonstrate eligibility in academic, work experience, or specialized training
- Falsification of any information on the exam application

Eligibility Step

Candidates will be notified in writing or electronically their status in the certification program. If a candidate fails to meet the eligibility requirements for the exam, the candidate has 30 days to appeal the decision. The candidate must submit his or her request in writing to the IA staff liaison. The request will then be sent to the IA Certification Board for review.

Accommodation Step

The IA complies with the provisions of the Americans With Disabilities Act and Title VII of the Civil Rights Act, as amended (42 U.S.C. 2000e. et. seq.) in accommodating disabled candidates who need special arrangements. The request must be submitted in writing with supporting documentation from a physician or other qualified professional reflecting a diagnosis of the candidate’s condition and explanation of exam aids or modifications needed. Please contact the IA, at 703.536.7080, if the candidate has any questions concerning ADA arrangements.

Registration Step

To register for a certification exam, the candidate must meet the specific requirements for the exam. The registration forms and fees can be found at the back of this handbook. The candidate can also register online via the website. Candidates must register at least 14 days prior to the exam date. On-site registration is not allowed.

Scheduling a Computer-based Exam

After the application has been approved, and the exam registration fee has been paid, the candidate will receive e-mails with logon information and instructions on how to schedule his or her exam at a testing center. Exams must be scheduled at least 24 hours in advance.

Note: This step only applies to a candidate taking a computer-based exam; it does not apply to the paper/pencil format.

Preparing for the Exam

Candidates should register at least 14 days in advance of the exam date. All certification programs are self study. Education courses are not required to sit for any of the IA’s certification exams.

Exam Specification Sheets

Exam specification sheets are available for every exam. Candidates will receive the appropriate sheet when they register for their exam. They can also be found on the IA website in the certification candidate handbook at, http://www.irrigation.org/uploadedFiles/Certification/Certification%20Candidate%20Handbook.pdf. The specification sheet provides information such as the number and type of questions; how long the candidate will have to complete the exam; what materials the candidate may bring to the exam; percentage of question categories; and references.

Equation Sheets

The equation sheets can be found on the IA website, http://www.irrigation.org/landscape-exam-resources/ or http://www.irrigation.org/agriculture-exam-resources/ for ag related exams. The IA will supply a link with the candidate’s application approval.

Reference Books

References for each exam are listed on each exam’s specification sheet at the back of this handbook.
Education Opportunities

The IA and other licensed providers offer educational courses that may be beneficial to the certification candidate. Education courses do not “teach to the exam” nor are they all inclusive of the material that will be tested on in the exam. Check the IA website or call for additional information on educational opportunities.

Exam Day

Candidate Check-in: Paper/Pencil Testing

Candidates must present one form of identification that has a current photo identification with signature (driver’s license or passport). Candidates should also bring their confirmation letter with them on testing day in order to be admitted to the test.

The confirmation letter will include the test date, time, and exam the candidate is taking. It will also include an exam specifications sheet indicating what the candidate may bring to the exam. (e.g. calculator, engineer ruler, measuring wheels, etc.)

The candidate must arrive at the exam location at least 15 minutes prior to the exam starting time. The candidate may not bring books, papers, study aids, translation aids, or other materials into the exam room. Late arrivals will not be admitted to the room and will be considered “no shows.”

Scratch sheets and equation sheets will be provided.

Candidate Check-in: Computer-based Testing

Candidate must present one form of identification that has a current photo identification with signature (driver’s license or passport). Candidates should also bring their confirmation email that contains the exam launch code with them on testing day in order to begin the test.

The confirmation email will include the test date, time, testing center location and exam the candidate is taking.

If the candidate loses or does not receive his/her confirmation email after scheduling the exam, please contact the IA at 703.536.7080.

The candidate must arrive at the exam location at least 15 minutes prior to the exam starting time. The candidate may not bring books, papers, study aids, translation aids, or other materials into the exam room. Late arrivals will not be admitted to the room and will be considered “no shows.”

Scratch sheets and equation sheets will be provided.

Policies During Exam Administration

A candidate who completes the exam may leave the testing room after turning in all exam materials. Please try to do this as quietly as possible so that those still working on the exam will not be disturbed. The administrator will make sure that the candidate returns all materials. The administrator and candidate must sign across the seal on the exam envelope if it is a paper/pencil test.

Exam Security and Confidentiality

Code of Ethics

To obtain any IA certification the candidate must pass a certification exam(s) administered by the IA and agree to operate by the IA code of ethics. Candidates must sign the following:

I subscribe to the following code of ethics:
- Uphold the integrity of the irrigation industry.
- Protect public health and safety.
- Comply with all local, regional, and national laws and regulations.
- Adhere to the concepts of free enterprise.
- Follow fair and honest business practices, including legitimate representation of my personal capabilities, experience, certifications, and licenses.
- Apply ethical practices to all contractual and warranty obligations.
- Use responsible procedures in the design, installation, management, and maintenance of irrigation systems.
- Promote best management practices for water, soil, and energy through efficient and cost-effective irrigation system design, installation, management and maintenance.
- Work to gain respect and recognition for the irrigation industry at the local, regional, national, and international level.

Declaration (This is on the application only.)

- I declare that the information contained in this application is true and accurate.
- I understand that falsification is grounds for revocation of certification.
- I have read and agree to follow the IA code of ethics.
- I understand that failure to adhere to the IA code of ethics may result in disciplinary action up to and including revocation and/or exclusion from the certification program.

Security Violations

No spouses, children, parents, friends, or other outside parties are permitted near the testing room. Upon completion of the exam, candidates must leave the testing area immediately.

Any candidate who gives or receives help during the exam will be asked to leave and his/her exam will not be scored. Exam fees will not be refunded and the candidate may be
prohibited from taking IA exams for a specified period of time.

The performance of all candidates is monitored and may be analyzed to detect fraud. At any time after the exam administration should there be a question about score validity or the identity of an exam candidate, the IA certification board will investigate and determine whether it is appropriate to void the exam score.

The IA certification board maintains and adheres to a security policy which is available to board members and staff for the administration of exams and maintaining the certification program.

**Audit Process for CLIA/CGIA**

Before certification will be awarded, CLIA/CGIA candidates must submit an independently completed audit verified by an IA-certified individual in good standing, within one year of acceptance to the certification program.

Without exception, landscape audits MUST be submitted on the IA-specified worksheets and include both rotor and spray areas. A minimum of four rotor heads and eight spray heads must be used.

Without exception, golf audits MUST be submitted on the IA-specified worksheets and include the green and fairway (minimum 60 yards audited and a minimum of four sprinkler heads).

Points are awarded for completion of each worksheet. 240 total points are available. A passing grade is 70 percent (168 points). In addition, several key values: DU_{LO}; precipitation rate; and base run times must be calculated within the margin of error for the audit to be approved. All requirements – exam and audit – must be submitted within one year of acceptance to the certification program. A one-time extension may be requested in writing to Sherrie Schulte at the Irrigation Association.

Original CLIA/CGIA audits should be mailed directly to Certification at the Irrigation Association, 8280 Willow Oaks Corporate Drive, Suite 400, Fairfax, VA 22031. Candidates will receive confirmation of receipt via email, or postal mail, within 5 business days of receipt. Photocopies will NOT be accepted.

**Scoring and Results**

**Scoring Process**

Exams are scored making every effort to ensure that the score is reported within a reasonable time period and that the score accurately reflects the points received by the candidate. This may involve hand scoring exams to verify results and/or reviewing candidate comments.

Candidates are encouraged to use the comment forms that are available in each exam packet or in the comment section if exam is taken via computer-based testing. Comments can be related to a specific question or equation; the administration of the exam; or the exam site conditions. Comments that would affect whether a candidate passes or fails will be reviewed before the exam is scored. All other comments are reviewed by the certification board at their regularly scheduled meetings.

**Notification of Results**

Results will be reported for paper-pencil tests in writing only to the candidate at the address indicated on the exam registration form. Candidates receive their results approximately 45 days following the exam administration date. Results are reported as “pass” or “fail.”

If candidates are taking an exam via computer-based testing, they will receive their results immediately following completion of the exam and within 24 hours of completing their exam via email.

Candidates who pass an exam and achieve a certification will be notified of their passing status. They will receive an official IA certificate and a wallet card that they may carry with them.

Candidates who pass an exam as one step of the certification process (such as the step 2 and step 3 exams) will be provided with diagnostic information. The “analysis of performance” identifies knowledge areas and is intended to help the candidate prepare for the next level of exam.

Candidates who fail an exam will be provided with diagnostic information. The “analysis of performance” identifies the knowledge areas in which the candidate’s performance is deficient and is intended to help the candidate become better prepared before sitting for the exam again.

**CLIA/CGIA Audit Result Reporting**

Audits take up to 30 days to grade. Results for audits are reported as “pass” or “fail.” Candidates who do not achieve the minimum number of points are provided with an analysis showing where and why points were deducted.

Field audits received within 30 days of an extended deadline and fail will be given one opportunity to resubmit the audit. The resubmitted audit must be received at the IA office within 30 days of notification of failure. If not received, the candidate must restart the program in its entirety except for re-application to the program.

All resubmitted field audits must be successfully completed within 30 days of the deadline date in effect.
Appeal of Exam Results

Candidates may request a verification of their score which may involve hand scoring and/or a review by the certification board. Any scoring alteration found as a consequence of an appeal of exam results will be applied to all candidates whose pass-fail status was affected; not just the candidate requesting the appeal. All requests should be made in writing within 30 days of receiving exam results to Sherrie Schulte at the Irrigation Association and can be faxed to 703.536.7019.

Appeal of Exam Administration

Testing conditions should be such that each candidate has an equal opportunity to be successful. Test sites should be comfortable, accessible, well lit and free of distracting noise. Proctors should provide clear and uniform instructions and monitor testing conditions throughout the entire session. If conditions of the exam administration do not meet these standards, notify the IA as soon as possible. Any special considerations made for testing conditions that are deemed unacceptable as a consequence of an appeal will be applied to all candidates whose pass-fail status was affected; not just the candidate requesting the appeal.

Rescheduling an Exam

Rescheduling

Candidates who would like to reschedule a certification exam within five business days of their scheduled exam date must do so in writing and send to the attention of IA certification by fax, 703.536.7019, or email, certification@irrigation.org. A rescheduling fee will be assessed to the candidate who would like to reschedule an exam.

Cancellation Policy

A cancellation fee will be assessed to the candidate who fails to cancel a scheduled exam at least five business days before the exam date. Cancellations must be made in writing and sent to the attention of IA certification by fax, 703.536.7019, or email, certification@irrigation.org.

Withdrawing an Application

All application changes must be made in writing and sent to the attention of IA certification by fax, 703.536.7019, or email, certification@irrigation.org.

Failure to Appear

If a candidate does not appear to take a scheduled exam, the candidate will forfeit all fees. All fees will need to be paid again if the candidate decides to reschedule at a later date.

Retaking the Exam

No retake exam may be scheduled by anyone in the exam process until the candidate has been officially notified of the results of his/her previously taken exam. No candidate will be allowed to retake an exam until 90 days have passed. There is no refund for failed exams and field audits.

A candidate will be allowed to take the exam no more than three times within a two-year period. If unsuccessful on the third attempt, the candidate must wait one year before he/she will be allowed to re-apply to the program and take the exam.

If the certification candidate does not take an exam for three consecutive years, the candidate must restart the certification process.

Logo Use

The IA provides logos for use by certified individuals in good standing (current with certification fees and CEUs). These logos may be used on advertising and marketing materials, business signs, publications and business forms to promote the individual's certified status.

Certified professional marketing resources are the intellectual property of IA. Limited rights are granted to certified professionals in good standing to customize these materials for their own use.

The Select Certified logo, individual certification logos and water drop/leaf graphic are the exclusive property of the Irrigation Association. The Select Certified and certification logos may be used by certified professionals in good standing, as long as they comply with the certification logo conditions of use, provided as part of the logo artwork download.

Marketing resources and logos are provided only for certified professionals' own use. Sharing these files and use by all other individuals, corporations and entities is strictly prohibited without prior, express, written approval from the Irrigation Association.

Maintaining Your Certification

Certification Renewal Fees

In order to maintain active status and enjoy the associated benefits, a certified individual must pay an annual renewal fee for each designation and maintain continuing education units. The annual renewal fee is required commencing with the first year after certification and each year thereafter. The IA will send an annual renewal invoice by Oct. 15 to active (and not current) certified individuals with a return date of Dec. 31.
All certified individuals must pay a renewal fee every year, due by Dec. 31. Renewal fees submitted and received after Dec. 31 will be subject to a late fee. Several renewal reminders will be sent beginning in June each year. The actual invoice will be mailed in mid-October. Renewal fees are not refundable.

Continuing Education Units Requirements

**It is the candidate’s responsibility to maintain and report CEUs. See chart at end of handbook for CEU categories.**

All certified individuals must recertify every two years by earning and submitting 20 CEUs in one or more approved categories. All CEUs must be earned during the current period and cannot be carried forward to future years, with the exception of CEUs earned after Oct. 31 which may be carried forward to the next immediate cycle by submitting to IA staff. All CEUs should be submitted electronically. If CEUs are submitted via mail or fax, an additional processing fee will be charged.

All certified individuals must retain written supporting CEU documentation for two years following the CEU submittal period. (Supporting documentation can be attendance sheets, course attendee rosters, program agendas, course schedules, a course syllabus, a copy of an article written, etc.) When possible, obtain signed documentation of your participation.

Failure to Renew or Submit CEUs

A letter will be mailed and emailed by Feb. 15 to certified individuals who are not current with their CEU submittals or renewal payments stating that their certification has been suspended until they submit the required CEUs and/or payments needed to renew their certification.

By April 5, a final notice will be mailed stating that if the individual does not submit the required CEUs and/or payments, their certification will be revoked on May 1.

Individuals who fail to renew will be given until April 30 to come into compliance with the program standards. After April 30, certified individuals are considered “lapsed” and must retake and pass the exam(s) in order to regain certification.

By May 5, letters will be mailed and emailed to all those delinquent individuals, stating that their certification(s) have been permanently revoked and they will need to retake the exam(s) in order to regain certification.

Individuals will need to retake all applicable exams at the full exam fee (not a retake fee).

Reporting of CEUs

The certified individual can submit CEUs at any time during the year. The preferred method for entering CEUs is online at our website, [http://www.irrigation.org/Certification/Maintain_Your_Certification.aspx](http://www.irrigation.org/Certification/Maintain_Your_Certification.aspx). Alternatively the certified individual may submit via fax a properly completed CEU submittal form for a fee. The fax number is 703.536.7019.

**CEU Audits**

At the end of each CEU cycle, random CEU audits consisting of 10 percent of all certified individuals within the cycle will be conducted. The IA certification board may add additional certified individuals, at their discretion, to the randomly chosen list of certified individuals to investigate claims or suspicion of impropriety.

CEU audit notices will be mailed by Dec. 15. All individuals being audited must respond by Jan. 31 of the following year. Individuals will be notified of their status on a first-come, first-served basis. Status letters from the IA certification board will be mailed and emailed on a weekly basis. There are two possible certification board responses:

- The individual is in compliance and no action is required. Status letter will be mailed via regular mail.
- The individual is not in compliance and will be given 45 days from the date of his or her status letter to take corrective action.

For those people who do not respond to the initial request, second notices will be mailed requiring a signature receipt by Feb. 15. These individuals will have an additional 15 days to respond to the request for documentation. There are two possible certification board responses:

- Documentation is received and the individual is in compliance and no action is required.
- Documentation is received and the individual is not in compliance and will be given 30 days from the date of their letter to take corrective action.

For those individuals who don’t respond to either requests for documentation or the corrective action letter, their certifications will be revoked on May 1. This letter will be mailed requiring a signature receipt to the individual. These individuals will need to retake all exams, at full price, in order to become certified again.

Supporting documentation can be a program agenda, course schedule, copy of an irrigation audit, a course syllabus, a copy of an article, etc. Where there is an instructor or coordinator it would be helpful to have the signature of that person to indicate attendance. Often a certificate of attendance or a roster of course attendance is provided and either of these is sufficient to indicate course or seminar attendance.

**CEU Audit Reinstatement Policy**

Any person who was audited but did not respond to the request for documentation or deficiency letter, but submits documentation prior to June 1 can be reinstated to the
program. This late submittal needs to be complete and have no deficiencies in order to be accepted. A late submittal fee will be required for processing. If there are deficiencies in the submission and the individual ends up with less than the required CEUs for certification renewal, they will lose their certifications. These individuals will need to retake all exams, at full price, in order to become certified again. This letter will be mailed requiring a signature receipt.

Certification Reinstatement

All individuals who have lapsed certifications are eligible to apply for one of the reinstatement procedures below. Individuals may only apply for reinstatement once in a lifetime under this policy. Professionals who have let their IA certifications lapse for more than four years are NOT eligible for reinstatement. Likewise, individuals who have lost their certifications due to disciplinary actions implemented by the Irrigation Association certification board cannot apply for reinstatement under this policy.

Please forward the required information, along with payment and completed application form to IA headquarters. All application payments will be processed upon receipt. If your application is unable to be approved, your payment less the non-refundable reinstatement fee will be returned.

The IA certification board reserves the right to grant or deny your request for reinstatement based on the merits of your case. If you are approved, you will receive a new certificate stating that you were reinstated as of the date of the IA certification board decision in the mail.

Reinstatement of Credentials Lapsed Less Than Two Years

The individual will need to complete the reinstatement application, which will require the following:

- A cover letter explaining why the lapse occurred, all supporting documentation and verification of former certification.
- Payment of all past unpaid dues and/or current years unpaid dues (including all late fees) in full.
- Payment of $250 non-refundable reinstatement fee.
- Documentation of CEU activity, e.g., certificates of attendance, transcripts, etc. (averaging 10 CEUs per year).
- Certification reinstatement, if approved, will be retroactive to the original date of certification and the CEU cycle and requirements will remain unchanged.
- IA staff will confirm receipt of reinstatement application within five business days. IA certification board response to application may take up to 60 days.

Reinstatement of Credentials Lapsed More Than Two Years But Less Than Four Years

Any certified professional whose certifications have lapsed more than two years ago but less than four years can apply for reinstatement and will be considered on an individual basis.

Requests for reinstatement of such Individuals are only granted under the most extenuating circumstances. Letters of request for reinstatement must include the following information:

- A cover letter explaining why the lapse occurred, all supporting documentation and verification of former certification.
- Payment of all past unpaid dues and/or current years unpaid dues (including all late fees) in full.
- Payment of $250 non-refundable reinstatement fee.
- Documentation of CEU activity, e.g., certificates of attendance, transcripts, etc. (averaging 10 CEUs per year).
- A detailed description of continued involvement in the irrigation field.
- Three references including contact information.
- Documentation that supports the request (such as medical documentation, transcripts, etc.)
- IA staff will confirm receipt of reinstatement application within five business days. IA certification board response to application may take up to 60 days.

EPA WaterSense Program

The following IA certification programs carry the EPA WaterSense label. Individuals certified in these programs and in good standing are eligible for the WaterSense program. Good standing indicates that the individual has earned and submitted the necessary CEUs along with a renewal fee by the renewal date, on an annual basis.

- **Certified Irrigation Contractor**
- **Certified Irrigation Auditor**
- **Certified Landscape Irrigation Auditor**
- **Certified Golf Irrigation Auditor**

As an IA-certified professional who has passed one of the above exams, you will be able to distinguish yourself from your competitors as being certified by a WaterSense labeled professional certification program and will be eligible to work on projects that specify irrigation work be conducted by practitioners with WaterSense-labeled credentials.

IA-certified professionals will be included on WaterSense’s online directory of certified professionals. IA-certified professionals will also gain access to promotional materials and tools developed by the EPA, including the promotional label. Once certified by an above labeled program, no further paperwork is needed.
Complaint and Discipline Policy

The IA certification board disciplinary committee is responsible for implementing disciplinary policies and procedures as established by the certification board.

Grounds for disciplinary action shall include, but are not limited to the following:

- Evidence of falsification of information provided on documents submitted to the IA or its agents.
- Cheating on certification exams or audits.
- Evidence of non-compliance with the code of ethics.
- Evidence of improper use of the IA certification status, logos and/or acronyms.

The IA certification board has established policies and procedures to fairly and consistently address alleged violations. Disciplinary procedures are designed to ensure that valid and actionable complaints are investigated and considered, and that all parties involved in the complaint have an opportunity to document circumstances warranting the complaint and to respond to the complaint.

All complaints will first be reviewed by the IA staff liaison who will then report the complaint to the IA certification board chair. The IA staff liaison will acknowledge receipt of complaint within 10 business days. If the complaint can be verified and resolved without further documentation or investigation, the staff liaison will notify the certification board chair and send a letter/email to all involved parties and the complaint will be closed.

If the complaint requires additional information, the complainant will be required to submit a signed IA certification board complaint form with supporting documents within 30 days of request for further actions to be considered. Upon receipt and review of the complaint form and supporting documentation, the IA certification board disciplinary committee may inform, in writing, the accused and/or complainant of the official opening of an investigation. The IA staff liaison will acknowledge receipt of complaint form and supporting documentation within 10 business days. The accused will have the opportunity to respond to the complaint made against them within 30 days of notification of the investigation.

After all information is received, the IA certification board disciplinary committee will investigate the infraction and determine a course of action which may include, but is not limited to, revocation of certification. The accused, who may be in danger of revocation of his or her status or suspension of their eligibility, will be notified of this pending action in writing and delivered by a method requiring a signature of receipt.

Following the investigation, the IA certification board chair will inform the accused of the decision in writing. The complainant will be notified in writing that a decision was reached. If disciplinary action is imposed, the accused may submit an appeal of the decision to the IA certification board. This appeal must be submitted in writing to the IA certification board chair. The accused will have 30 days from receipt of the letter to appeal the decision. The signed appeal must be submitted in writing and clearly state the grounds for appeal.

Appeals Process

Any individual who believes that he/she has been or will be adversely affected by disciplinary action as a result of a decision made by the IA certification board disciplinary committee shall have the right to appeal. If such person wants to proceed with an appeal, he/she is instructed to file a signed written appeal by USPS certified mail to the IA certification director within 30 days of the date of notification of action.

Complaint

The appellant shall include the following information in his or her appeal:

1. The nature of the objection(s) including any adverse effects.
2. Actions or inactions that are at issue.
3. The specific remedial action(s) that would satisfy the appellant’s concerns.
4. Previous efforts to resolve the objection(s) and the outcome of each.

Response

Within 30 days after the receipt of the appeal, the IA certification board chair shall respond in writing to the appellant after the IA certification board disciplinary committee reviews the appeal, specifically addressing each allegation of fact in the complaint to the extent of the IA certification board chair’s knowledge.

Hearing

If the appellant and the IA certification board disciplinary committee are unable to resolve the written complaint informally in a manner consistent with these policies, the IA certification board chair shall schedule a hearing with members of the entire certification board on a date agreeable to all participants, giving at least 10 business days notice. Any costs for the hearing will be the burden of the appellant.

Conduct of Hearing

The appellant has the burden of demonstrating adverse effects, improper actions or inaction, and the efficacy of the recommended disciplinary action. The IA certification board disciplinary committee has the burden of demonstrating that all actions are in compliance with IA certification board disciplinary procedures. Robert’s Rules of Order Newly Revised shall apply to questions of parliamentary procedures for the hearing not covered
herein. This hearing may be conducted via a meeting or conference call.

Decision/Resolution

The IA certification board chair shall render its decision in writing within 30 days of the hearing, stating the findings of fact and conclusions, with reasons therefore, based on a preponderance of the evidence. The IA certification board may give consideration to the following positions, among others, in formulating its decision:

- Finding for the appellant remanding the action to the IA certification board disciplinary committee with a specific statement of the issues and facts in regard to which fair and equitable action was not taken.
- Finding for respondent, with a specific statement of the facts that demonstrate fair and equitable treatment of the appellant and the appellant’s objections.
- Finding that new, substantive evidence has been introduced, and remanding the entire action to the IA certification board disciplinary committee for appropriate reconsideration.

The decision of the IA certification board is final.
Certification Fees (in US dollars)
Effective June 1, 2013

<table>
<thead>
<tr>
<th></th>
<th>IA Member</th>
<th>IA Nonmember</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancellation/Rescheduling Fee</td>
<td>$100</td>
<td>$150</td>
<td>N/A</td>
</tr>
<tr>
<td>(within 5 business days of exam)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No Show Fee</td>
<td>Exam Fee</td>
<td>Exam Fee</td>
<td>N/A</td>
</tr>
<tr>
<td>Retake Fee (after failed exam)</td>
<td>Exam Fee</td>
<td>Exam Fee</td>
<td>N/A</td>
</tr>
<tr>
<td>Embosser Fee</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
</tr>
<tr>
<td>Stamp Fee</td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>Digital Stamp Fee</td>
<td>$30</td>
<td>$30</td>
<td>$30</td>
</tr>
<tr>
<td>CEU Office Submission</td>
<td>$25</td>
<td>$25</td>
<td>$25</td>
</tr>
<tr>
<td>Proctor Fee – Half Day</td>
<td>$60</td>
<td>$60</td>
<td>N/A</td>
</tr>
<tr>
<td>Proctor Fee – All Day</td>
<td>$100</td>
<td>$100</td>
<td>N/A</td>
</tr>
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Certification Renewal Fees:

<table>
<thead>
<tr>
<th></th>
<th>Member</th>
<th>Nonmember</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Certification:</td>
<td>$50</td>
<td>$100</td>
</tr>
<tr>
<td>Two or More Certifications:</td>
<td>$100</td>
<td>$150</td>
</tr>
<tr>
<td>Late Fee:</td>
<td>$25</td>
<td>$25</td>
</tr>
</tbody>
</table>
# Irrigation Association Exam Fees

**North America (US and Canada)**

**Beginning September 1, 2015**

<table>
<thead>
<tr>
<th>Irrigation Association</th>
<th>Member</th>
<th>Nonmember</th>
<th>Member Retake</th>
<th>Nonmember Retake</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee/exam</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>CLIA/CGIA</td>
<td>$250</td>
<td>$495</td>
<td>$200</td>
<td>$325</td>
</tr>
<tr>
<td>CIC</td>
<td>$250</td>
<td>$495</td>
<td>$200</td>
<td>$325</td>
</tr>
<tr>
<td>CIT</td>
<td>$175</td>
<td>$300</td>
<td>$175</td>
<td>$300</td>
</tr>
<tr>
<td>CID General L/T Exam 1</td>
<td>$200</td>
<td>$450</td>
<td>$150</td>
<td>$275</td>
</tr>
<tr>
<td>CID General L/T Exam 2</td>
<td>$150</td>
<td>$275</td>
<td>$150</td>
<td>$275</td>
</tr>
<tr>
<td>CID Specialty L/T</td>
<td>$150</td>
<td>$275</td>
<td>$150</td>
<td>$275</td>
</tr>
<tr>
<td>CID General Ag</td>
<td>$250</td>
<td>$495</td>
<td>$200</td>
<td>$325</td>
</tr>
<tr>
<td>CID Specialty Ag</td>
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<td>$495</td>
<td>$200</td>
<td>$325</td>
</tr>
<tr>
<td>CLWM</td>
<td>$250</td>
<td>$495</td>
<td>$200</td>
<td>$325</td>
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<tr>
<td>CAIS</td>
<td>$200</td>
<td>$450</td>
<td>$150</td>
<td>$275</td>
</tr>
</tbody>
</table>

# Irrigation Association Exam Fees

**International Testing**

**Beginning September 1, 2015**

<table>
<thead>
<tr>
<th>Irrigation Association</th>
<th>Member</th>
<th>Nonmember</th>
<th>Member Retake</th>
<th>Nonmember Retake</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee/exam</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>CLIA/CGIA</td>
<td>$350</td>
<td>$595</td>
<td>$300</td>
<td>$425</td>
</tr>
<tr>
<td>CIC</td>
<td>$350</td>
<td>$595</td>
<td>$300</td>
<td>$425</td>
</tr>
<tr>
<td>CIT</td>
<td>$275</td>
<td>$400</td>
<td>$275</td>
<td>$400</td>
</tr>
<tr>
<td>CID General L/T Exam 1</td>
<td>$300</td>
<td>$550</td>
<td>$250</td>
<td>$375</td>
</tr>
<tr>
<td>CID General L/T Exam 2</td>
<td>$250</td>
<td>$375</td>
<td>$250</td>
<td>$375</td>
</tr>
<tr>
<td>CID Specialty L/T</td>
<td>$250</td>
<td>$375</td>
<td>$250</td>
<td>$375</td>
</tr>
<tr>
<td>CID General Ag</td>
<td>$400</td>
<td>$595</td>
<td>$350</td>
<td>$475</td>
</tr>
<tr>
<td>CID Specialty Ag</td>
<td>$400</td>
<td>$595</td>
<td>$350</td>
<td>$475</td>
</tr>
<tr>
<td>CLWM</td>
<td>$350</td>
<td>$595</td>
<td>$300</td>
<td>$425</td>
</tr>
<tr>
<td>CAIS</td>
<td>$300</td>
<td>$595</td>
<td>$250</td>
<td>$375</td>
</tr>
</tbody>
</table>

**Refund Policy**

Upon request, refunds will be given to candidates within 30 days of their application minus a $75 administration fee.
## CEU Categories

### Irrigation Association Qualifying Continuing Education Units (Beginning July 1, 2015)

All certified professionals must submit 20 continuing education units per two-year cycle to remain in good standing. A minimum of five Tier 1 CEUs per cycle must be related to water-efficient concepts in the field of irrigation.

### Irrigation Association Certifications

<table>
<thead>
<tr>
<th>CAP</th>
<th>Qualifying Activity</th>
</tr>
</thead>
</table>
| No cap (maximum) on the number of CEUs per year earned in this category | 20 CEUs earned for becoming a CID  
10 CEUs earned for additional CID specialties  
10 CEUs earned for becoming a CIC, CIT, CLIA, CGIA, CAIS, CLWM |

### Irrigation Association Leadership Roles

<table>
<thead>
<tr>
<th>CAP</th>
<th>Qualifying Activity</th>
</tr>
</thead>
</table>
| A maximum of 10 CEUs per cycle can be earned in this category | Serving as a board member on an IA affiliate local or state irrigation association  
Serving as a board member or chair/vice chair of a committee with the Irrigation Association  
Serving as a non-compensated member of a state irrigation licensing board or committee |

### Irrigation Educational Content Developer

<table>
<thead>
<tr>
<th>CAP</th>
<th>Qualifying Activity</th>
</tr>
</thead>
</table>
| No cap (maximum) on the number of CEUs per year earned in this category | Writing reference material or irrigation books  
Presenting irrigation related technical papers  
Writing articles for an irrigation publication |

### Irrigation Training - TIER 1

<table>
<thead>
<tr>
<th>CAP</th>
<th>Qualifying Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>No cap (maximum) on the number of CEUs per year earned in this category</td>
<td>Attending irrigation educational or brand specific courses or seminars</td>
</tr>
<tr>
<td>CEUs in this category are earned at the rate of 1 CEU per hour of attendance</td>
<td>Teaching irrigation education or brand specific courses or seminars</td>
</tr>
</tbody>
</table>

**Training Definition:** Irrigation educational courses and seminars are typically sponsored by, but are not limited to, trade associations, educational institutions, IA licensed providers, professional irrigation instructors, manufacturers or distributors. Subject matter within this tier is **directly related to irrigation and can be brand specific.** Examples of acceptable courses: irrigation scheduling, irrigation hydraulics, irrigation installation or product application scheduling and maintenance. Backflow and water harvesting classes fall in this category. The 40-hour backflow course earns 10 CEUs and recertification course earns 5 CEUs.

### Irrigation Training - TIER 2

<table>
<thead>
<tr>
<th>CAP</th>
<th>Qualifying Activity</th>
</tr>
</thead>
</table>
| A maximum of five CEUs per cycle may be earned in this category | Judging an irrigation competition  
Attending in-house irrigation courses or seminars  
Teaching in-house irrigation courses or seminars |
| CEUs in this category are earned at the rate of 0.5 CEU per hour of attendance | |

**Training Definition:** Irrigation courses and seminars are offered by an individual's employer. Subject matter is **directly related to irrigation and can be brand specific.**

### Irrigation Training - TIER 3

<table>
<thead>
<tr>
<th>CAP</th>
<th>Qualifying Activity</th>
</tr>
</thead>
</table>
| A maximum of five CEUs per cycle can be earned in this category | Attending irrigation or green industry trade shows  
Attending or teaching green industry or pesticide application courses or seminars  
Attending or teaching business courses or seminars |
| CEUs in this category are earned at the rate of 0.25 CEU per hour of attendance | |

**Training Definition:** Irrigation or green industry trade shows attendance is considered for walking the trade show floor or attending corporate sales meetings. Staffing of an individual's employer or affiliate trade association booth does not qualify. Green industry courses and seminars are typically sponsored by, but not limited to, manufacturers, distributors, trade associations, and educational institutions. Subject matter is **indirectly related to irrigation and can be brand specific.** Landscape lighting and hardscape classes and seminars do not qualify for IA CEUs. Business courses and seminars are typically sponsored by manufacturers, distributors, trade associations, and educational institutions. Subject matter is **directly related to irrigation industry business functions.**
CERTIFICATION PROGRAM EXAMINATION
Specifications, Supplemental Materials & References

THE IA RESERVES THE RIGHT TO CANCEL, POSTPONE OR RESCHEDULE EXAMS, AS NECESSARY.

<table>
<thead>
<tr>
<th>CID GENERAL LANDSCAPE/TURF EXAMINATION #1</th>
<th>REFERENCES</th>
<th>EXAM CONTENT (approx. %)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPECIFICATIONS/</td>
<td>Principles of Irrigation, 3rd Edition, Irrigation Association</td>
<td>Basic hydraulics ..................27</td>
</tr>
<tr>
<td>SUPPLEMENTAL MATERIALS</td>
<td>Equation Sheet</td>
<td>Soil/water/plant relationships.....22</td>
</tr>
<tr>
<td></td>
<td>Glossary of Terms</td>
<td>Irrigation scheduling..............19</td>
</tr>
<tr>
<td>150 questions</td>
<td></td>
<td>Irrigation terminology.............15</td>
</tr>
<tr>
<td>multiple choice</td>
<td></td>
<td>Basic electricity ..................9</td>
</tr>
<tr>
<td>equally weighted</td>
<td></td>
<td>Pumps ................................8</td>
</tr>
<tr>
<td>3 hours allotted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calculator*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#2 pencils</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CID GENERAL LANDSCAPE/TURF EXAMINATION #2</th>
<th>REFERENCES</th>
<th>EXAM CONTENT (approx. %)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPECIFICATIONS/</td>
<td>Principles of Irrigation, 3rd Edition, Irrigation Association</td>
<td>Irrigation equipment.............16</td>
</tr>
<tr>
<td>SUPPLEMENTAL MATERIALS</td>
<td>Irrigation, 6th Edition, Irrigation Association</td>
<td>Spacing .............................16</td>
</tr>
<tr>
<td></td>
<td>Chapters 2-8, 10, 23, 25</td>
<td>Hydraulics .......................14</td>
</tr>
<tr>
<td></td>
<td>National Electric Code</td>
<td>Scheduling ........................14</td>
</tr>
<tr>
<td></td>
<td>Equation Sheet</td>
<td>Precip/application rates .........14</td>
</tr>
<tr>
<td></td>
<td>IA Glossary of Terms</td>
<td>Soil/water/plant relationships....10</td>
</tr>
<tr>
<td>100 questions</td>
<td></td>
<td>Electrical.........................9</td>
</tr>
<tr>
<td>multiple choice</td>
<td></td>
<td>Pumps ..............................7</td>
</tr>
<tr>
<td>equally weighted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 hours allotted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calculator* &amp; #2 pencils</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Programmable calculators may be used as long as they are silent, battery-operated and a non-printing model. Smart phones, tablets, smart watches, pagers, personal digital assistants or other electronic devices are NOT approved for use on IA exam.

An equation sheet will be provided when you register for the exam. Equation sheets and the Irrigation Association Glossary of Terms are also available at the IA website (http://www.irrigation.org/landscape-exam-resources/). A copy of the same equation sheet will be provided in your examination packet.

References shown in italics are available on the IA website (http://store.irrigation.org/).
CID SPECIALTY LANDSCAPE/TURF EXAMINATIONS

<table>
<thead>
<tr>
<th>EXAMINATION</th>
<th>SPECIFICATIONS/ SUPPLEMENTAL MATERIALS</th>
<th>REFERENCES</th>
<th>EXAM CONTENT (approx. %)</th>
</tr>
</thead>
</table>

*Programmable calculators may be used as long as they are silent, battery-operated and a non-printing model. Smart phones, tablets, smart watches, pagers, personal digital assistants or other electronic devices are NOT approved for use on IA exam.

An equation sheet will be provided when you register for the exam. Equation sheets and the Irrigation Association Glossary of Terms are also available at the IA website (http://www.irrigation.org/landscape-exam-resources). A copy of the same equation sheet will be provided in your examination packet. References shown in italics are available on the IA website (http://store.irrigation.org).
### CID General Agriculture

<table>
<thead>
<tr>
<th>Specifications/Supplemental Materials</th>
<th>Passing Score</th>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual forms of the CID exam contain different blends of questions for a variety of reasons, including maintaining security of the program. Determining the equivalence of various forms of the exam involves statistical analyses of the relative difficulty of each question. This process yields a pass-fail score that is dependent on the questions comprising the individual exam. For this reason the passing score for the CID exam is not announced prior to its administration. Depending on the exam the passing score typically ranges between 70%-75%.</td>
<td>Principles of Irrigation, 3rd Edition, Irrigation Association  Irrigation, 6th Edition, Irrigation Association (Chapter 15 only)  <em>Equation Sheet</em>  IA Glossary of Terms</td>
<td></td>
</tr>
</tbody>
</table>

1. 150 questions  multiple choice  equally weighted
2. 4 hours allotted  Calculator* & #2 pencils

*Programmable calculators may be used as long as they are silent, battery-operated and a non-printing model. Smart phones, tablets, smart watches, pagers, personal digital assistants or other electronic devices are NOT approved for use on IA exam.

An equation sheet will be provided when you register for the exam. Equation sheets and the *Irrigation Association Glossary of Terms* are also available at the IA website ([http://www.irrigation.org/landscape-exam-resources/](http://www.irrigation.org/landscape-exam-resources/)). A copy of the same equation sheet will be provided in your examination packet. *References shown in italics are available on the IA website ([http://store.irrigation.org/](http://store.irrigation.org/)).*
CERTIFIED IRRIGATION DESIGNER GENERAL AGRICULTURE
DETAILED CONTENT OUTLINE

Pumps (15%-20%)

A. Calculate available NPSH
B. Determine required NPSH
C. Calculate theoretical suction lift
D. Determine cavitation potential
E. Identify end suction, submersible and turbine pumps
F. Read and identify elements of pump curves
G. Calculate efficiency
H. Calculate brake HP and water HP
I. Mounted in series or parallel
J. Calculate affinity laws
K. Calculate total dynamic head
L. Hydraulics (20%-25%)
M. Determine dynamic conditions
N. Calculate friction loss using Hazen-Williams
O. Calculate friction loss in pipe, fittings and valves
P. Determine static conditions
Q. Maximum water velocity allowable in pipe and valves
R. Identify required pipe pressure class
S. Surge and water hammer potential
T. Thrust block location and construction
U. Calculate conversion of PSI to feet of head
V. Calculate Bernoulli equation

Scheduling (10%-15%)

A. Calculate of precipitation rate
B. Determine reference ET and crop coefficient
C. Calculate flow rates required for irrigated area
D. Define deficit irrigation
E. Methods of measuring soil moisture monitoring
F. Understand effects of regional climate, crop growth stage
G. Calculate of crop ET
H. Calculate of run time
I. Management of water source
J. Understand effective rainfall

Efficiency/Uniformity (10%-15%)

A. Understand the concepts of application and irrigation efficiency
B. Calculate of Application efficiency
C. Understand the differences of CU and DU
D. Calculate of uniformity measures
E. Understand application efficiency vs. uniformity
F. Identify potential causes of Water losses
G. Understand the effects of sprinkler spacing on uniformity
H. Interpret water destination diagrams

System Components (10%-15%)

A. Select proper backflow devises
B. Calculate voltage, current or resistance using Ohm’s Law
C. Calculate voltage drop to determine wire size
D. Understand the proper application for single phase and 3-phase power
E. Understand the proper application for DC and AC power
F. Understand the piping specifications, ratings and proper application
G. Understand the application and functionality of control valves, specialty valves, and automatic controls

Economics (5%-10%)

A. Calculate operating cost
B. Calculate capital cost

Soil/Water/Plant Relations (15%-20%)

A. Understand the characteristics of soil horizon, soil tension, soil texture, soil structure, soil particle size, intake rate and water movement in soil
B. Understand the relationship between field capacity, permanent wilting point, plant available water, saturation and allowable depletion
C. Understand how water quality and salinity effect the soil water plant relationship
D. Calculate of field capacity, permanent wilting point, and plant available water
E. Calculate crop water needs
CERTIFICATION PROGRAM EXAMINATION Specifications, Supplemental Materials & References

THE IA RESERVES THE RIGHT TO CANCEL, POSTPONE OR RESCHEDULE EXAMS, AS NECESSARY.

<table>
<thead>
<tr>
<th>CID SPECIALTY DRIP/MICRO</th>
<th>SPECIFICATIONS/ SUPPLEMENTAL MATERIALS</th>
<th>PASSING SCORE</th>
<th>REFERENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual forms of the CID exam contain different blends of questions for a variety of reasons, including maintaining security of the program. Determining the equivalence of various forms of the exam involves statistical analyses of the relative difficulty of each question. This process yields a pass-fail score that is dependent on the questions comprising the individual exam. For this reason the passing score for the CID exam is not announced prior to its administration. Depending on the exam the passing score typically ranges between 70%-75%.</td>
<td>75 questions multiple choice equally weighted 4 hours allotted Calculator* &amp; #2 pencils</td>
<td>Drip and Microirrigation for Trees, Vines and Row Crops, C. M. Burt and S.W. Styles Irrigation, 6th Edition, Irrigation Association Chapters 2-9, 11, 15, 16, 20, 24 Sample Problems Equation Sheet IA Glossary of Terms</td>
<td></td>
</tr>
</tbody>
</table>

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CERTIFIED IRRIGATION DESIGNER DRIP/MICRO
DETAILED CONTENT OUTLINE

System Design/Economics (20%-25%)

A. Calculate gross application rate
B. Calculate net application rate
C. Calculate system operation time
D. Calculate system flow rate requirement
E. Understand how zoning affects economics
F. Understand the relationship between ET, energy consumption and annual cost
G. Understand the relationship between pressure, energy consumption and annual cost
H. Understand the relationship between uniformity, energy consumption and annual cost
I. Understand tubing and pipe specifications
J. Understand advantages and disadvantages of drip irrigation
K. Understand emitter discharge exponent
L. Understand strategies for sizing pipes and hose

Hydraulics (15%-20%)

A. Determine dynamic conditions
B. Calculate friction loss using Hazen-Williams
C. Calculate friction loss in pipe, fittings and valves
D. Determine static conditions
E. Maximum water velocity allowable in pipe and valves
F. Identify required pipe pressure class
G. Surge and water hammer potential
H. Thrust block location and construction
I. Conversion of units of measurement
J. Calculate Bernoulli equation
K. Understand flush manifold design

Filtration (15%-20%)

A. Understand the proper application and sizing of prescreening, sand separators, media filters, tubular screens, gravity overflow screens, disc filters, and rotary cleaning tubular screens
B. Understand the required operational management, flushing management and typical settings for media filters
C. Understand mesh and media sizing and specifications

Emitting Devices (5%-10%)

A. Understand advantages and disadvantages of orifice size
B. Understand characteristics of emitter path types
C. Understand the relationship between emitter flow rate, K, discharge pressure and emitter discharge exponent
D. Understand Coefficient of Variation
E. Understand characteristics of pressure compensating emitting devices

Injection (5%-10%)

A. Understand chemical injection equipment and methods
B. Understand chemical Injection for water treatment and system maintenance
C. Understand fertilizer injection for supplying required plant nutrients

Soil/Water/Plant Relations (5%-10%)

A. Understand the characteristics of soil horizon, soil tension, soil texture, soil structure, soil particle size, intake rate and water movement in soil
B. Understand the relationship between field capacity, permanent wilting point, plant available water, saturation and allowable depletion
C. Understand how water quality and salinity effect the soil water plant relationship
D. Calculate of field capacity, permanent wilting point, and plant available water

Scheduling (5%-10%)

A. Calculate of precipitation rate
B. Determine reference ET and Crop coefficient
C. Calculate flow rates required for irrigated area
D. Define deficit irrigation
E. Methods of measuring soil moisture monitoring
F. Understand effects of regional climate and crop growth stage
G. Calculate of Crop ET
H. Calculate of run time
I. Management of water source
J. Understand effective rainfall

Efficiency/Uniformity (10%-15%)

A. Understand the concept of application and irrigation efficiency
B. Calculate of application efficiency
C. Understand the differences of CU and DUlq
D. Calculate of uniformity measures
E. Understand application efficiency vs. uniformity
F. Identify potential causes of water losses
G. Understand the effects of sprinkler spacing on uniformity
H. Interpret water destination diagrams

Pumps (1%-5%)

A. Calculate available NPSH
B. Determine required NPSH
C. Calculate theoretical suction lift
D. Determine cavitation potential
E. Identify end suction, submersible and turbine pumps
F. Read and identify elements of pump curves
G. Calculated efficiency
H. Calculate brake HP and water HP
I. Mounted in series or parallel
J. Calculate total dynamic head calculations
K. Calculate affinity laws
CERTIFICATION PROGRAM EXAMINATION
Specifications, Supplemental Materials & References

THE IA RESERVES THE RIGHT TO CANCEL, POSTPONE OR RESCHEDULE EXAMS, AS NECESSARY.

CID SPECIALTY SPRINKLER

<table>
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<tr>
<th>SPECIFICATIONS/ SUPPLEMENTAL MATERIALS</th>
<th>PASSING SCORE</th>
<th>REFERENCES</th>
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<td>50 questions</td>
<td>Individual forms of the CID exam contain different blends of questions for a variety of reasons, including maintaining security of the program. Determining the equivalence of various forms of the exam involves statistical analyses of the relative difficulty of each question. This process yields a pass-fail score that is dependent on the questions comprising the individual exam. For this reason the passing score for the CID exam is not announced prior to its administration. Depending on the exam the passing score typically ranges between 70%-75%.</td>
<td>Principles of Irrigation, 3rd Edition, Irrigation Association Irrigation, 6th Edition, Irrigation Association Chapters 10, 15, 16, 17, 21, 26 Formula Sheet IA Glossary of Terms</td>
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<tr>
<td>Calculator* &amp; #2 pencils</td>
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</tbody>
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CERTIFIED IRRIGATION DESIGNER SPRINKLER
DETAILED CONTENT OUTLINE

**Pumps & Power (15%-20%)**

A. Calculate available NPSH
B. Determine required NPSH
C. Calculate theoretical suction lift
D. Determine cavitation potential
E. Identify end suction, submersible and turbine pumps
F. Read and identify elements of pump curves
G. Calculate efficiency
H. Calculate brake HP and water HP
I. Mounted in series or parallel
J. Calculate total dynamic head
K. Calculate Affinity Laws
L. Size motors
M. Understand pump operation characteristics

**Hydraulics (20%-25%)**

A. Determine dynamic conditions
B. Calculate friction loss using Hazen-Williams
C. Calculate friction loss in pipeline diameter transitions
D. Calculate friction loss in fittings and valves
E. Determine static conditions
F. Calculate water velocity and flow rate calculations in laterals
G. Understand surge and water hammer potential
H. Thrust block location and construction
I. Read and understand nozzle performance charts
J. Calculate friction loss using Bernoulli equation
K. Calculate nozzle discharge rates
L. Understand pipe specifications, ratings, and proper application

**Scheduling (10%-15%)**

A. Calculate of precipitation rate
B. Use Reference ET and Crop coefficient to determine Crop ET
C. Calculate Flow rates and applied volume for required for irrigated area
D. Calculate of Crop ET
E. Calculate of hours of operation
F. Determine irrigated area
G. Calculate reservoir capacity
H. Determine irrigation interval
I. Calculate irrigation requirement
J. Use application efficiency
K. Understand soil intake rates and soil types
L. Understand the effects of sprinkler spacing on uniformity

**Sprinkler Type (40%-50%)**

A. Center Pivot And Linear Move
   1. Determine machine flow rate
   2. Calculate machine run time
   3. Calculate machine precipitation rate
   4. Calculate depth of water applied
   5. Understand mainline sizing for multiple machines
   6. Determine flow rate per unit of area
   7. Determine correct operating pressure
B. Hand Move/Solid Set/Side Roll
   1. Determine irrigated area
   2. Compare system flow rate to required flow rate
   3. Nozzle selection
   4. Determine irrigation interval
   5. Determine number of sprinklers per lateral
   6. Compare precipitation rate to soil intake rate
   7. Determine the number of laterals
   8. Determine power requirements.
   9. Determine lateral spacing
   10. Calculate lateral inlet pressure
   11. Understand how sprinklers are used for frost control
C. Traveler
   1. Calculate gross application rate required
   2. Determine system flow rate
   3. Determine lane spacing
   4. Calculate pressure loss in hose
   5. Determine ground speed
CERTIFICATION PROGRAM EXAMINATION
Specifications, Supplemental Materials & References

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<table>
<thead>
<tr>
<th>SPECIFICATIONS/ SUPPLEMENTAL MATERIALS</th>
<th>REFERENCES</th>
<th>EXAM CONTENT (approx. %)</th>
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<td>Hydraulics of water movement………………40-45%</td>
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<td>weighted values</td>
<td>The Surface Irrigation Manual, C.M. Burt</td>
<td>over and into soil</td>
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<tr>
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<td>Land grading…………………1%-5%</td>
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<td>Calculator* &amp; #2 pencils</td>
<td>Chapters 2-8, 15, 16, 17, 26</td>
<td>Salinity…………………………………1%-5%</td>
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<tr>
<td></td>
<td>Equation Sheet</td>
<td>Hydraulics of culverts/siphons…………1%-5%</td>
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<tr>
<td></td>
<td>IA Glossary of Terms</td>
<td>Drainage/recycling tail water…………………1%-5%</td>
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CERTIFICATION PROGRAM EXAMINATION
Specifications, Supplemental Materials & References

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<table>
<thead>
<tr>
<th>CERTIFIED AGRICULTURAL IRRIGATION SPECIALIST</th>
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<td>75 questions multiple choice equally weighted</td>
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**CERTIFIED LANDSCAPE IRRIGATION AUDITOR**

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<th>PASSING SCORE</th>
<th>REFERENCES</th>
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| Individual forms of the CLIA exam contain different blends of questions for a variety of reasons, including maintaining security of the program. Determining the equivalence of various forms of the exam involves statistical analyses of the relative difficulty of each question. This process yields a pass-fail score that is dependent on the questions comprising the individual exam. For this reason the passing score for the CLIA exam is not announced prior to its administration. Depending on the exam, the passing score typically ranges between 70%-74%. | Landscape Irrigation Auditor, 3rd Edition, Feb., 2013  
*Smart Technologies for Irrigation Management*  
(Chapters needed can be downloaded from website)  
*Equation Sheet*  
*IA Glossary of Terms* | |

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*References shown in italics are available on the IA website (http://store.irrigation.org/).*
CERTIFIED LANDSCAPE IRRIGATION AUDITOR
DETAILED CONTENT OUTLINE

Irrigation Audit Procedures (23-27%)

A. Develop Site Profile
   1. Consult with client
      a. Discuss audit objectives
      b. Discuss audit procedures
      c. Obtain water use records
      d. Obtain site plans
      e. Create a comprehensive site plan
      f. Discuss available incentives/rebates
      g. Discuss water use regulations (restrictions, ordinances)
   2. Locate/evaluate irrigation equipment
      a. Point of connection (water meter, backflow, pump station, water source)
      b. Type of control system (central control, two-wire, smart controller, irrigation timer)
      c. Sensor (flow, rain, wind, soil-moisture)
      d. System controller (identify capabilities, record current schedule, record station locations)

B. System Performance and Operation
   1. Run each station
      a. Observe and record system
         i. Sprinklers not operating within correct pressure range
         ii. Sprinkler spacing/layout
         iii. Sprinkler rotation time
         iv. Sprinkler height (at grade)
         v. Clogged nozzles
         vi. Sprinkler interference
         vii. Sprinkler arc/radius
         viii. Incorrect nozzle
         ix. Tilt of sprinklers
         x. Leaks (sprinklers, pipe, valves)
         xi. Improper zoning (hydrozoning)
         xii. Matched precipitation rate (zoning, nozzle, mixed sprays/rotors in same zone)
         xiii. Check for normal valve function
   2. Provide recommendations and solutions to system problems
   3. Tune up system

C. Procedures for Catch-Can Test
   1. Prepare for catch can test
      a. Verify appointment time/test date (review site plans, select areas for testing)
   2. Perform field testing procedures
      a. Verify and record test conditions
      b. Operate zones and flag sprinklers
      c. Check and record the sprinkler pressure
      d. Place catch cans according to site and area
      e. Operate sprinklers in test area
      f. Record hydrozone information (soil properties, root zone depth, slope, exposure, plant type)
      g. Record sprinkler location
      h. Prepare test area map
      i. Record catch can data (on test area map/tabular worksheet)
      j. Record sprinkler location

Soil-Plant-Water Relationships (23-27%)

A. Utilize Soil Properties
   1. Soil textural class (observed/soil charts)
   2. Infiltration rate (observed/soil charts)
   3. Permeability/percolation
   4. Soil conditions
   5. Field capacity using charts
   6. Available water holding capacity
   7. Plant available water
   8. Permanent wilting point
   9. Allowable depletion
   10. Management allowable depletion

B. Water/Weather
   1. Understand evapotranspiration (ET) (reference, historical, onsite sensors)
   2. Consider rainfall (total/effective)
   3. Utilize landscape coefficient (species, density, microclimate)

C. Consider Plant Characteristics
   1. Types
   2. Water use requirements (low, medium, high)
   3. Thatch
   4. Root depth
   5. Cultural practices

Irrigation Scheduling (28-32%)

A. Calculate Sprinkler Performance Factors
   1. Uniformity indicators
      a. Low quarter distribution uniformity
      b. Coefficient of uniformity
      c. Scheduling coefficient
   2. Net precipitation rate
   3. Gross precipitation rate

B. Identify/Calculate Scheduling Formulas
   1. Plant water requirement
      a. Plant material
      b. Reference period
      c. Reference ET (ETo)
      d. Landscape coefficient
      e. Crop coefficient
      f. Plant water requirement
      g. Irrigation water requirement
3. Scheduling requirements
   a. Soil texture class
   b. Available water
   c. Active root zone depth
   d. Plant available water
   e. Allowable depletion
   f. Management allowed depletion
   g. Irrigation days per period
   h. Total run time per day
   i. Max run time per cycle
   j. Cycles per day
   k. Run time multiplier

C. Adjust Schedules According to the Following Principles
   1. Controller features
   2. Mandated watering restrictions
   3. Real-time schedules using irrigation info from weather stations
   4. Seasonal weather changes
   5. Voluntary watering restrictions
   6. Purveyor infrastructure water limitations

D. Recommend Irrigation Management Guidelines
   1. Base schedule implementation
   2. System maintenance
      a. Maintain irrigation system hardware, soil conditions, and healthy plants
      b. Develop a preventative maintenance program
   3. Track water use to provide feedback about actual vs. budgeted water use
   4. Upgrade system

E. Follow-up Communications with Client
   1. Review results
   2. Follow-up on system upgrades
   3. Recommend audit intervals

**Equipment/Technology (18-22%)**

A. Distinguish Types of Irrigation Application Devices
   1. Spray
   2. Rotor
   3. Micro-irrigation

B. Utilize Sensors that Interrupt Irrigation
   1. Flow
   2. Wind
   3. Rain
   4. Soil moisture

C. Utilize ET/Sensor-based Technologies ("Smart")
   1. Weather-based controllers
      a. On-site sensors
      b. Subscription-based
      c. Historical ET
   2. Soil moisture based controllers

D. Utilize Sprinkler Head/Electric Valve Technology
   1. Pressure regulation in heads
   2. Pressure regulation in electric valves
   3. Check valves/low head drainage prevention

E. Codes
**CERTIFIED GOLF IRRIGATION AUDITOR**

<table>
<thead>
<tr>
<th>SPECIFICATIONS/ SUPPLEMENTAL MATERIALS</th>
<th>PASSING SCORE</th>
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| 125 equally weighted multiple-choice questions | Individual forms of the CGIA exam contain different blends of questions for a variety of reasons, including maintaining security of the program. Determining the equivalence of various forms of the exam involves statistical analyses of the relative difficulty of each question. This process yields a pass-fail score that is dependent on the questions comprising the individual exam. For this reason the passing score for the CGIA exam is not announced prior to its administration. Depending on the exam the passing score typically ranges between 70%-75%. | Golf Irrigation Auditor, 2007, Irrigation Association  
Smart Technologies for Irrigation Management  
(Chapters needed can be downloaded from website)  
Equation Sheet  
IA Glossary of Terms |
| 3 hours allotted Calculator*  
#2 pencils | | |

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Irrigation Audit Procedures (23-27%)

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      b. Discuss audit procedures
      c. Obtain water use records
      d. Obtain site plans
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     f. Discuss available incentives/rebates
     g. Discuss water use regulations (restrictions, ordinances)
   2. Locate/evaluate irrigation equipment
      a. Point of connection (water meter, backflow, pump station, water source)
      b. Type of control system (central control, two-wire, smart controller, irrigation timer)
      c. Sensor (flow, rain, wind, soil-moisture)
      d. System controller (identify capabilities, record current schedule, record station locations)

B. System Performance and Operation
   1. Run each station
      a. Observe and record system
         i. Sprinklers not operating within correct pressure range
         ii. Sprinkler spacing/layout
         iii. Sprinkler rotation time
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         v. Clogged nozzles
         vi. Sprinkler interference
         vii. Sprinkler arc/radius
         viii. Incorrect nozzle
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         xii. Matched precipitation rate (zoning, nozzle, mixed sprays/rotors in same zone)
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   2. Provide recommendations and solutions to system problems
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   1. Prepare for catch can test
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      d. Place catch cans according to site and area
      e. Operate sprinklers in test area
      f. Record hydrozone information (soil properties, root zone depth, slope, exposure, plant type)
      g. Prepare test area map
      h. Record catch can data (on test area map/tabular worksheet)
      i. Record sprinkler location

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A. Utilize Soil Properties
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   2. Infiltration rate (observed/soil charts)
   3. Permeability/percolation
   4. Soil conditions
   5. Field capacity using charts
   6. Available water holding capacity
   7. Plant available water
   8. Permanent wilting point
   9. Allowable depletion
   10. Management allowable depletion

B. Water/Weather
   1. Understand evapotranspiration (ET) (reference, historical, onsite sensors)
   2. Consider rainfall (total/effective)
   3. Utilize landscape coefficient (species, density, microclimate)

C. Consider Plant Characteristics
   1. Types
   2. Water use requirements (low, medium, high)
   3. Thatch
   4. Root depth
   5. Cultural practices

Irrigation Scheduling (28-32%)

A. Calculate Sprinkler Performance Factors
   1. Uniformity indicators
      a. Low quarter distribution uniformity
      b. Coefficient of uniformity
      c. Scheduling coefficient
   2. Net precipitation rate
   3. Gross precipitation rate

B. Identify/Calculate Scheduling Formulas
   1. Plant water requirement
      a. Plant material
      b. Reference period
      c. Reference ET (ETo)
      d. Landscape coefficient
      e. Crop coefficient
      f. Plant water requirement
   2. Irrigation water requirement
3. Scheduling requirements
   a. Soil texture class
   b. Available water
   c. Active root zone depth
   d. Plant available water
   e. Allowable depletion
   f. Management allowed depletion
   g. Irrigation days per period
   h. Total run time per day
   i. Max run time per cycle
   j. Cycles per day
   k. Run time multiplier

C. Adjust Schedules According to the Following Principles
   1. Controller features
   2. Mandated watering restrictions
   3. Real-time schedules using irrigation info from weather stations
   4. Seasonal weather changes
   5. Voluntary watering restrictions
   6. Purveyor infrastructure water limitations

D. Recommend Irrigation Management Guidelines
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      a. Maintain irrigation system hardware, soil conditions, and healthy plants
      b. Develop a preventative maintenance program
   3. Track water use to provide feedback about actual vs. budgeted water use
   4. Upgrade system

E. Follow-up Communications with Client
   1. Review results
   2. Follow-up on system upgrades
   3. Recommend audit intervals

Equipment/Technology (18-22%)

A. Distinguish Types of Irrigation Application Devices
   1. Spray
   2. Rotor
   3. Micro-irrigation

B. Utilize Sensors that Interrupt Irrigation
   1. Flow
   2. Wind
   3. Rain
   4. Soil moisture

C. Utilize ET/Sensor-based Technologies (“Smart”)
   1. Weather-based controllers
      a. On-site sensors
      b. Subscription-based
      c. Historical ET
   2. Soil moisture based controllers

D. Utilize Sprinkler Head/Electric Valve Technology
   1. Pressure regulation in heads
   2. Pressure regulation in electric valves
   3. Check valves/low head drainage prevention

E. Codes
CERTIFIED IRRIGATION CONTRACTOR

<table>
<thead>
<tr>
<th>SPECIFICATIONS/ SUPPLEMENTAL MATERIALS</th>
<th>PASSING SCORE</th>
<th>REFERENCES</th>
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<td>PRIMARY REFERENCES:</td>
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<td>Landscape Irrigation Contractor, Oct., 2014, Irrigation Association</td>
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<td>Designing, Operating, and Maintaining Piping Systems Using PVC Fittings (download free from website)</td>
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<td>Standards, Codes, and Regulations (download free from website)</td>
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<td>Equation Sheet (download free from website)</td>
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<td>OTHER HELPFUL REFERENCES:</td>
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<tr>
<td>IA Glossary of Terms</td>
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</table>

150 questions multiple choice equally weighted using design plan
3 1/2 hours allotted
Calculator*
#2 pencils
Engineer's scale
CERTIFIED IRRIGATION CONTRACTOR
DETAILED CONTENT OUTLINE

Domain I: Irrigation Design (18%-22%)

A. Perform Site Analysis:
   a. Owner requirements
   b. Irrigated area
   c. Type of soil/intake rate
   d. Property size/dimensions
   e. Water window
   f. Topography
   g. Utility location
   h. Right of ways
   i. Codes/Ordinances
   j. Water service source and capacity
   k. Hardscape and landscape layout

B. Educate Client:
   a. Irrigation best management practices
   b. Sprinkler system features
   c. Water management capabilities
   d. Design considerations

C. Develop Detailed Design:
   a. Head selection and layout
      1. Based on catalog specifications
      2. Based on distribution uniformity/scheduling coefficient (SC)
   b. Zoning
      1. Gallons per minute
      2. Hydro-zoned
   c. Pipe layout (lateral and main)
      1. Type of pipe
      2. Pressure loss/pipe sizing
   d. Valve location and type
      1. Other valves (e.g., isolation valves, quick coupler valves)
   e. Sleeves (e.g., water, wire)
   f. Backflow prevention
      1. Reduced pressure principle device
   g. Controller
      1. Electronic
      2. SMART controllers (e.g., weather-based, soil-moisture-based, self-adjusting)
   h. Sensors (e.g., rain sensors, soil moisture sensors)
   i. Wire type and sizing
      1. Single strand
      2. Multi strand
      3. Wire splicing
      4. Grounding
   j. Installation details and specifications

D. Identify Other Design Considerations:
   a. Pump design (e.g., type of pump, pressure tank, pump controls)
   b. Pressure compensating/pressure regulating valve
   c. Electrical components
      1. Controller and pump
      2. Grounding

Domain II: Irrigation Installation (18%-22%)

A. Implement Pre-install Considerations:
   a. Utility location and protection
   b. Erosion control
   c. Permits

B. Understand Plans and Specifications (e.g., using a scale, reading specifications)

C. Identify Mobilization Needs (i.e., project needs):
   a. System components
   b. Power equipment
   c. Tools
   d. Labor

D. Perform Lay Out (e.g., mark property lines, locate system components)

E. Install Point of Connection:
   a. Types of supply lines
   b. Water supply connections
   c. Isolation valve
   d. Backflow
   e. Quick coupler/winterization connection

F. Perform Trenching/Pipe Pulling

G. Install Pipe and Fittings:
   a. Type and size
   b. Handling and storage
   c. Pipe connections (e.g., cutting, solvent welding, mechanical connection)
   d. Thrust blocking
   e. Flushing
   f. Main line
   g. Backfill and compaction

H. Install Wiring:
   a. Taping and loops
   b. Splices, types, and proper procedure
   c. Two-wire path and grounding

I. Install Various Sprinkler Heads and Assemblies:
   a. Sprays
   b. Rotors
   c. Bubbler
   d. Swing joint assemblies (e.g., triple swing, unitized swing, flexible connections)
   e. Matched precipitation rate (MPR) nozzles
   f. Adjusting (e.g., arc, radius, set at grade)

J. Install Various Drip Components (e.g., point source and inline drip, pressure reducing valve (PRV), micro sprays)
K. Install Valves:
   a. Types and sizes
   b. Unions/fittings
   c. Manifolds
   d. Valve box (e.g., drainage, labeling)

L. Install Controller and Related Components:
   a. Wall mount
   b. Conduit (i.e., no exposed wire above ground)
   c. Grounding
   d. Electrical power connection
   e. Control wire labeling
   f. Connect field wires to controller, setup zone sequence, and testing
   g. Sensor wiring and testing or calibration (e.g., soil, rain, wind, weather)
   h. Other accessories (e.g., remote controls, communications, decoders)
   i. Input initial program

Domain III: Irrigation Scheduling and Water Management and Conservation (22%-25%)

A. Understand the Soil-Plant-Water Relationship:
   a. Soil properties
      1. Basic soil biology (e.g., water retention capability, porosity)
      2. Soil type
      3. Water-holding capacity
      4. Infiltration rate
      5. Field capacity
      6. Allowable depletion
      7. Saturation
      8. Compaction
      9. Slope
   b. Plant-water requirement
      1. Root depth
      2. Evapotranspiration (ET)
      3. Crop coefficient
      4. Wilting point
      5. Microclimate

B. Conduct Irrigation Assessment/Audit:
   a. Irrigation diagnostic (e.g., proper head adjustment, leaks etc.)
   b. Measure precipitation rate
   c. Calculate system uniformity
   d. Controller capabilities

C. Analyze Site Conditions for Water Conservation Potential:
   a. Prioritization of irrigation areas (e.g., water budget, drought response)
   b. Redevelopment and adopting design promoting water conservation on existing systems
   c. Implement performance measures to monitor progress of water conservation (e.g., audit, meters, billing, measure root depth, plant health)
   d. Estimate landscape water use
   e. Mitigate run-off and deep percolation

D. Calculate a Watering Schedule:
   a. Peak-demand schedule
   b. System capacity and watering schedules
   c. Local watering restrictions

Domain IV: Maintenance and Repair (18%-22%)

A. Perform Maintenance:
   a. Start-up
      1. Charge the system (e.g., pump priming)
      2. Adjust and clean sprinkler heads
      3. Clean all filters
      4. Set controller to existing conditions
      5. Verify operation (e.g., site inspection, check for leaks)
      6. Drip irrigation (e.g., flush laterals, check pressures)
   b. Winterization
      1. Turn water off
      2. Drain or evacuate main lines and lateral lines as applicable
      3. Turn off controller
      4. Manually drain backflow device and pumps

B. Perform Routine Maintenance:
   a. Test and adjust all components as necessary (e.g., adjust irrigation schedule, adjust head and nozzles)
   b. Leak detection and investigation
   c. Verify sensor operation (e.g., weather station, rain sensor)

C. Perform Repair:
   a. Diagnosis and troubleshooting
   b. Documentation (e.g., work orders, pictures)
   c. Communication
      1. End-user
      2. Coordinate with Related trades/other

D. Educate Customers about Water Efficiency and Best Management Practices

Domain V: Federal Laws and Codes (8%-12% or 14-22 items)

A. Occupational Safety and Health Administration (OSHA)
   a. Controlling Electrical Hazards (OSHA 3075, 2002)
   b. Excavations (OSHA 2226, 2002)
   c. Chemical Hazard Communications (OSHA 3084, 1998)
   d. Ground Fault Protections (OSHA 3007, 1998)
   e. Material Safety Data Sheets (MSDS) (OSHA Recommends ANSI, TIP 0304 - 38)
   f. Personal protection
      1. Equipment (e.g., goggles, earplugs)
      2. First aid
g. Other OSHA regulations
   1. Reporting incidents
   2. Recordkeeping
   3. Posting requirements
   4. Inspections
   5. Rights and responsibilities:
      a. Employers
      b. Employees
   6. Safety training and education

   1. Low voltage
   2. Depth of cover

   1. Hazard classifications
   2. Types of backflow prevention
   3. Backflow installation

D. Labor Laws:
   1. Prevailing wages
   2. Equal opportunity employment
   3. Immigration

Domain VI: General Business Management
(5%-7%)

A. Understand Basic Accounting Practices (e.g., profit and loss, balance sheet, annual budgets)

B. Maintain Recordkeeping (e.g., Human Resources, taxes, Department of Transportation)

C. Understand Insurance Information and Policies:
   1. Liability insurance
   2. Workers compensation
   3. Health insurance
   4. Bonding (e.g., surety bonding, bid bonds, performance bonds)
   5. Other insurance types (e.g., vehicle, error and omissions)

D. Understand Elements of a Contract and/or Proposal

E. Perform Bidding and Estimating:
   1. Direct costs
      a. Labor
      b. Equipment (e.g., field equipment)
      c. Material
      d. Subcontractor
   2. Indirect costs (i.e., overhead)
   3. Overhead cost recovery
   4. Profit margin and markup

F. Perform Job Costing (e.g., cost analysis, budgeting)
### CERTIFIED IRRIGATION TECHNICIAN EXAMINATION

<table>
<thead>
<tr>
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<td>IA Irrigation System Installation and Maintenance, September 2013</td>
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<td>IA Basic Irrigation Hydraulics Student Manual</td>
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<td>Calculator*</td>
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<td>IA Electrical Troubleshooting for Landscape Irrigation Systems Student Manual</td>
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<td>#2 pencils</td>
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<td>IA Irrigation Components: Residential/Small Commercial Systems Student Manual</td>
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CERTIFIED IRRIGATION TECHNICIAN
DETAILED CONTENT OUTLINE

Understanding basic irrigation principles (41-46%)

A. Sprinkler type, nozzle type and spacing
   1. Evaluate coverage area to determine sprinkler type and spacing
   2. Assess spacing relative to sprinkler type and coverage area
   3. Assess existing nozzle selection
   4. Perform maintenance and adjustments
   5. Match head and nozzle being replaced
   6. Understand relative precipitation rates

B. Swing joint assemblies
   1. Identify assembly components
   2. Determine appropriate swing joint type
   3. Determine appropriate swing joint installation

C. Pipe fittings and connection procedures
   1. Select proper solvents for pipe type and primers
   2. Identify type of pipe fitting
   3. Determine connection procedures based on pipe and fitting type
   4. Perform connection procedures based on pipe and fitting type

D. Equipment and tool usage
   1. Follow manufacturer’s instructions
   2. Select appropriate equipment and/or tools for the task
   3. Maintain equipment and tools

E. Pumps
   1. Identify pump types, components and controls
   2. Understand pump flow and pressure
   3. Demonstrate understanding of pump safety

F. Backflow functionality
   1. Identify backflow type, function and components
   2. Identify state and local requirements

G. Plans and as-built documentation
   1. Read scale and legend
   2. Understand specifications

H. Water meter usage
   1. Identify appropriate meter
   2. Understand meter readings
   3. Identify leak detector on meter

I. Job safety
   1. Identify and use appropriate safety equipment
   2. Locate utilities
   3. Follow exacting safety procedures
   4. Follow confined space entry procedures

J. Startup and winterization procedures
K. Identify leaks
L. Identify all water supplies
M. Demonstrate understanding of basic soil-plant-water relationships

Understanding electrical principles: (28-32%)

A. Voltmeter operation
   1. Test amperage or watts
   2. Test for voltage, resistance, and continuity
   3. Understand voltmeter readings

B. Controller electrical operation
   1. Demonstrate understanding of basic controller programming
   2. Identify components
   3. Perform diagnostics procedures
   4. Perform controller functions
   5. Perform reset procedures
   6. Perform basic controller and component replacement

C. Transformer operation
   1. Test incoming and outgoing voltage
   2. Match transformer properties for replacement

D. Solenoid operation
   1. Test resistance and incoming voltage
   2. Identify manufacturer
   3. Identify manufacturer specifications

E. Wiring types
   1. Determine wire size and type
   2. Determine appropriate burial depth

F. Field wiring/wire tracking/valve locating
   1. Select appropriate equipment
   2. Perform equipment setup and operational procedures
   3. Perform splicing procedures

Understanding hydraulic principles: (26-27%)

A. Sensors
   1. Demonstrate understanding of how sensors operate
   2. Identify sensors used
   3. Perform sensor maintenance and replacement
   4. Follow manufacturer’s operating procedures

B. Valves
   1. Demonstrate understanding of how valves operate
   2. Identify valves
   3. Perform valve installation, maintenance, troubleshooting and repair
   4. Install appropriate valve enclosure
C. Pressure testing
   1. Determine dynamic vs. static pressure
   2. Understand pressure gauge readings
   3. Understand manufacturer’s pressure requirements

D. Flow testing
   1. Record flow meter readings
   2. Understand manufacturer’s flow requirements

E. Drip mechanics
   1. Determine maximum tubing length
   2. Identify filtration and pressure regulation requirements
   3. Identify emission devices
   4. Perform maintenance procedures
   5. Determine appropriate component usage

F. Read friction loss charts
THE IA RESERVES THE RIGHT TO CANCEL, POSTPONE OR RESCHEDULE EXAMS, AS NECESSARY.

CERTIFIED LANDSCAPE WATER MANAGER EXAMINATION

<table>
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<tr>
<th>SPECIFICATIONS/ SUPPLEMENTAL MATERIALS</th>
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<th>EXAM CONTENT (approx. %)</th>
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<td>multiple choice</td>
<td>IA Principles of Irrigation (3rd Edition)</td>
<td>Scheduling.................... 15</td>
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<td>Soil/water/plant relationships ..... 15</td>
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<td>Sprinkler layout and zoning....... 14</td>
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<td>Economics ..................... 10</td>
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<td>Equation Sheet</td>
<td>Estimating water requirements and use .................. 8</td>
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<td>IA Golf Irrigation Auditor, 2007</td>
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<td>IA Landscape Drip Design and Management, 2014</td>
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*References shown in italics are available on the IA web site (http://store.irrigation.org/).*
IA Certification Complaint Form

IA certification board has established policies and procedures to fairly and consistently address alleged violations. Complaint procedures are designed to ensure that valid and actionable complaints are investigated and considered, and that all parties involved in the complaint have an opportunity to document circumstances warranting the complaint and to respond. Please see the IA certification candidate handbook for the complete discipline and appeals policy, http://www.irrigation.org/Certification/Certification_Benefits.aspx

If you would like to file a complaint against a certified professional, please complete all requested information and send to:

Certification
Irrigation Association
8280 Willow Oaks Corporate Drive, Suite 400
Fairfax, VA 22031
Fax: 703.536.7019
certification@irrigation.org

Contact Information:
Complainant Name: __________________________________________________________
Phone Number (office): _____________________ (Cell) _____________________________
E-mail Address: _____________________________________________________________
Mailing Address: _____________________________________________________________
Name of Accused: ____________________________________________________________
Irrigation Association Certifications Held by Accused: ______________________________
Description of Complaint: ______________________________________________________
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What Irrigation Association certification board policy was violated, if known? _______________________
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Why do you believe this policy was violated? _______________________
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Details of Complaint: (Provide dates, location, project name, owner’s name, correspondence, and other supporting documentation to validate the complaint) _______________________
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By signing this document, I understand that if this complaint is determined to be actionable by the IA certification board. The person I am making a complaint against will be provided all of the information provided to the Board for their review and to provide a rebuttal to the complainant made against them.

Signature of Complainant: ______________________
Date: ______________________
IA Certification Reinstatement Application

Professionals who have let their IA certifications lapse for more than four years are not eligible for reinstatement. Individuals who have lost their certifications due to disciplinary actions implemented by the Irrigation Association Certification Board cannot apply for reinstatement under this policy. All individuals who have lapsed certifications are eligible to one of the reinstatement procedures below. Individuals may only apply for reinstatement once in a lifetime under this policy.

Please forward the required information below, along with payment and completed application form to IA headquarters. All application payments will be processed upon receipt. If your application is not approved, your payment less the non-refundable reinstatement fee will be returned.

The IACB reserves the right to grant or deny your request for reinstatement based on the merits of your case. Certification reinstatement, if approved, will be retroactive to the original date of certification and the CEU cycle and requirements will remain unchanged.

### Reinstatement Criteria

#### Reinstatement of credentials lapsed less than two years

The individual will need to complete the reinstatement application, which will require the following:

- Payment of current and past renewal fees, including all late fees, in full.
- Payment of $250 non-refundable reinstatement fee.
- Documentation of CEU activity since lapse, e.g., certificates of attendance, transcripts, etc. (averaging 10 CEUs per year).
- Certification reinstatement, if approved, will be retroactive to the original date of certification and the CEU cycle and requirements will remain unchanged.
- IA staff will confirm receipt of reinstatement application within five business days. IACB response to application may take up to 60 days.

#### Reinstatement of credentials lapsed more than two years but less than four years

Any certified professional whose certifications have lapsed more than two years ago but less than four years can apply for reinstatement and will be considered on an individual basis.

Requests for reinstatement of such individuals are only granted under the most extenuating circumstances. Letters of request for reinstatement must include the following information:

- A cover letter explaining why the lapse occurred, all supporting documentation and verification of former certification.
- A detailed description of continued involvement in the irrigation field.
- Documentation of CEU activity since lapse, e.g. certificates of attendance, transcripts, etc. (averaging 10 CEUs per year).
- Three references including contact information.
- Documentation that supports the request (such as medical documentation, transcripts, etc.).
- Payment of current and past renewal fees, including all late fees, in full.
- Payment of $250 non-refundable reinstatement fee.
- IA staff will confirm receipt of reinstatement application within five business days. IACB response to application may take up to 60 days.
IA Certification Reinstatement Application

Personal Information: (Please print)

Name: ______________________________________________________________________

Phone Number (office): _____________________ (cell): ______________________________

E-mail Address: __________________________________________________________________

Mailing Address: __________________________________________________________________

Irrigation Association Certifications Previously Held: ________________________________

When did certifications lapse? (month/year) __________________________________________

Payment Information

___________ Past Certification Renewals Due (including late fees)

__$250.00____ Reinstatement Application Fee (non-refundable)

___________ Total

Check enclosed $ _____________ US
(Remit in US$ on a U.S. bank, payable to the Irrigation Association.)

Foreign orders may pay with money orders payable in U.S. dollars or via credit card below.

Charge: _____ VISA _____ MasterCard _____ American Express _____ Discover

Card Number ________________________________________________________________

Expiration Date (month/year) _______ / ______ CVV _____________________________

Name on Card __________________________________________________________________

Signature ____________________________________________________________________

Certification Program
Irrigation Association
8280 Willow Oaks Corporate Dr. Suite 400
Fairfax, VA 22031
Fax: 703.536.7019
certification@irrigation.org
Irrigation Association
North America Certification Exam Registration
North America includes U.S. (and Puerto Pico), Canada and Mexico

Please use this form to register for all IA exams.

- The certification candidate handbook contains all relevant information about IA exam preparation, including references and content outlines.
- Exam application and registration is required at least 14 days prior to exam date. A late fee of $25.00 will be assessed for any paper/pencil exam registrants received less than fourteen days before the exam date. On-site registration is not allowed.
- IA reserves the right to cancel, postpone or reschedule any or all exams as necessary.

**CANDIDATE INFORMATION – HOME:**

Name: _________________________________
Address: (No PO Boxes) __________________________
City: __________________ State: ____________
Zip: __________ Phone: _______________________
Email: (required) ____________________________

**CANDIDATE INFORMATION – WORK:**

Company Name: ________________________________
Address: (No PO Boxes) __________________________
City: __________________ State: ____________
Zip: __________ Phone: _______________________
Email: (required) ____________________________

**EXPERIENCE:** Depending on the certification exam you plan on taking, candidates will need one to three years of irrigation related experience. Please list irrigation-related experience below. Use additional pages if necessary.

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<th>Months</th>
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**Certification Code of Ethics**

I subscribe to the following code of ethics:

- Uphold the integrity of the irrigation industry.
- Protect public health and safety.
- Comply with all local, regional, and national laws and regulations.
- Adhere to the concepts of free enterprise.
- Follow fair and honest business practices, including legitimate representation of my personal capabilities, experience, certifications, and licenses.
- Apply ethical practices to all contractual and warranty obligations.
- Use responsible procedures in the design, installation, management, and maintenance of irrigation systems.
- Promote best management practices for water, soil, and energy through efficient and cost-effective irrigation system design, installation, management and maintenance.
- Work to gain respect and recognition for the irrigation industry at the local, regional, national, and international level.

**Declaration:**

- I declare that the information contained in this application is true and accurate.
- I understand that falsification is grounds for revocation of certification.
- I understand that I am required to respond to an audit of my CEUs, if selected.
- I have read and agree to follow the certification code of ethics.
- I understand that failure to adhere to the certification code of ethics may result in disciplinary action up to and including revocation and/or exclusion from the certification program.

Acceptance of the Code of Ethics is **required** for approval.

**Signature:** ____________________________
**Date:** ________________________________

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