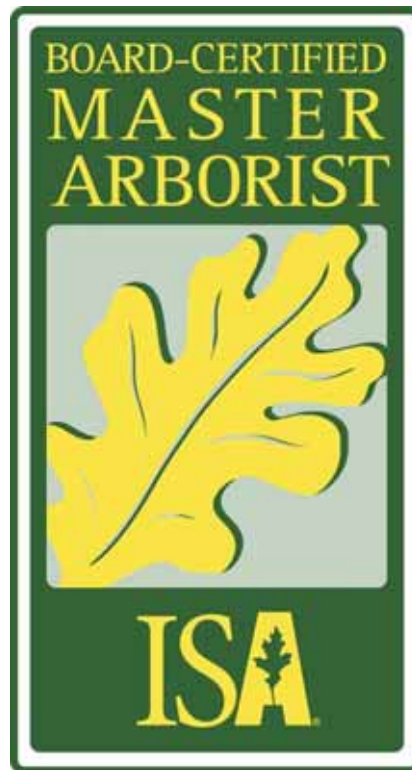


# ISA BOARD CERTIFIED MASTER ARBORIST HANDBOOK/APPLICATION



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## I. THE PROGRAM

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Certification is a voluntary program providing recognition of one's professional knowledge by one's peers. International Society of Arboriculture (ISA) Board-Certified Master Arborist (BCMA) recognition is given by ISA to those who (1) meet the eligibility requirements for admission to the examination as set forth in this application, (2) successfully complete the examination, (3) maintain the necessary number of continuing education units (CEUs) to recertify after three years, and (4) pay the necessary recertification fees every three years.

### **The objectives of the advanced certification program are**

- to be an educational program that will improve technical competency of personnel in the tree care industry.
- to create incentives for these individuals to continue their professional development.
- to provide the public and those in government with a means to identify those professionals who have demonstrated, through a professionally developed exam and education program, that they have a thorough knowledge of tree care practices.

### **The benefits of the Certification Program include the following:**

- Certification builds an individual's self-image. By studying for and passing the exam, individuals reaffirm to themselves and their peers a thorough knowledge and dedication to arboriculture.
- Certification affords the public and those in government the opportunity to make an informed selection of services based on the knowledge that is represented by the certification designation.
- The process of becoming certified and maintaining the designation provides incentives to the individual to continue his or her ongoing professional development.
- Certification is a tool to help employers both in training their personnel and selecting new employees.

## II. THE CONTENT OF THE CERTIFICATION EXAMINATION

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### **The advanced certification examination is weighted in the following manner:**

A.	SCIENCE .....	37%
	a. Abiotic Influences.....	5%
	b. Biology .....	8%
	c. Biotic Influences.....	6%
	d. Diagnostic Process.....	6%
	d. Plant Identification & Selection.....	5%
	f. Soil Science .....	7%
B.	PRACTICE.....	30%
	a. Climbing, Rigging, & Removal.....	4%
	b. Installation Practices.....	5%
	c. IPM .....	5%
	d. Irrigation.....	3%
	e. Pruning.....	6%
	f. Soil Treatment .....	4%
	g. Support/Protection .....	3%

C. MANAGEMENT.....	33%
a. Business Relations .....	7%
b. Inventory/Management Plans .....	2%
c. Plant Appraisal .....	3%
d. Risk Assessment .....	8%
e. Safety.....	7%
f. Tree Preservation.....	6%

### Recommended Study Materials

1. Arboriculture: Integrated Management of Landscape Trees, Shrubs, and Vines, 4th edition (Harris et al.)
2. ANSI A300 standards for tree care operations (TCIA, all parts)
3. ANSI Z133.1 standard for tree care operations (ISA)
4. ANSI Z60 standard for nursery stock (ANLA)
5. Best Management Practices (ISA, all topics)
6. Plant Health Care for Woody Ornamentals (Lloyd et al.)
7. Abiotic Disorders of Landscape Plants—A Diagnostic Guide (Costello et al.)
8. Trees and Development: A Technical Guide to Preservation of Trees During Land Development (Matheny and Clark)
9. Manual of Woody Landscape Plants (Dirr)
10. An Illustrated Guide to Pruning, 2nd edition (Gilman)
11. Principles and Practice of Planting Trees and Shrubs (Watson and Himelick)
12. Arborists' Certification Study Guide (Lilly)
13. Plant Physiology (Kozlowski)
14. Urban Soils: Applications and Practices (Craul)
15. A New Tree Biology (Shigo)
16. The Landscape Below Ground I and II (Neely and Watson)
17. Arboriculture and the Law (Merullo)
18. Trees and Building Sites Conference Proceedings (Watson and Neely)
19. The Art and Science of Practical Rigging (Donzelli et al.)
20. A Photographic Guide to the Evaluation of Hazard Trees in Urban Areas (Matheny and Clark)
21. Diseases of Trees and Shrubs (Sinclair et al.)
22. Evaluating Tree Defects (Hayes)
23. Guide for Plant Appraisal, 9th edition (CTLA)
24. Insects That Feed on Trees and Shrubs (Johnson et al.)
25. Tree Structure and Mechanics Conference Proceedings: How Trees Stand Up and Fall Down (Smiley et al.)
26. Journal of Arboriculture (previous eight years)
27. Pesticide information: [www.greenbook.net](http://www.greenbook.net) and [www.pesticideinfo.org](http://www.pesticideinfo.org)
28. Urban Forestry: Planning and Managing Urban Greenspaces (Robert Miller)

### How the Examination Was Developed

The advanced certification examination was developed by a panel of industry experts representing all aspects of arboriculture. Questions were derived from a job analysis survey filled out by arborists from around the United States and Canada. The data collected in the survey was used to develop the experience requirement, establish the prerequisites, develop the domains, and determine the domain weights. Questions are constantly analyzed by the BCMA test committee using the latest test statistics,

and new questions are always being developed. Questions that do not perform satisfactorily are removed from the question bank. New examinations are created on a regular basis.

### **The Format of the Examination**

The advanced certification examination consists of 165 scenario-based questions, 150 scored test questions and 15 non-scored pre-test questions. Each scenario will have a photograph and a description of a tree, landscape, or arboricultural activity. Following each scenario are one to twenty questions about the scenario or related specific arboricultural knowledge. All questions are multiple-choice.

You will have 4 hours to complete the examination. It is always advisable to first answer the questions that are easy for you, skipping over those questions to which you will need to return to and give more thought. Working in such a manner, you should feel no time pressure because 4 hours will be more than enough time to complete the examination.

ISA prepares the Examination with the advice and assistance of the Test Committee. The questions are developed and reviewed for relevancy, consistency, accuracy, and appropriateness by individuals with expertise in arboriculture. Fifteen (15) of the 165 questions are new questions that have not been used on previous Examinations. Inclusion of these questions allows for collection of meaningful statistics about new questions, but are not used in the determination of individual Examination scores. These questions are not identified and are scattered throughout the Examination so that candidates will answer them with the same care as the questions that make up the scored portion of the Examination. This methodology assures candidates that their scores are the result of sound measurement practices and that scored questions are reflective of current practice.

### **Attainment of Certification**

If you achieve the overall passing score you will receive the designation of ISA Board Certified Master Arborist and will be sent a certificate, an ID card, an advertising logo sheet, a hard-hat decal, and a patch.

You must achieve an overall score of at least 75%. When you receive your results, please remember that the domains are weighted and the average of the 19 domains **WILL NOT** be equal to the overall score.

If you do **NOT** achieve an overall passing score, you must retake the entire exam. You will be allowed to retake the exam as many times as you need **within one year for \$275**. If you do not show up for the scheduled retake exam, **you will forfeit your retake fees**. If you do not attain certification within one year from the original test date, you will be required to pay the full amount.

“Prices subject to change without notice.”

### **Denial and Revocation of Certification**

Certification will be denied or revoked for any of the following reasons:

- falsification of application
- violation of testing procedures
- misrepresentation
- failure to pass the examination

Denials or revocations of certification may be appealed to the Certification Board in writing.

### III. APPLYING FOR YOUR EXAMINATION

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#### Examination Eligibility Requirement

##### ISA BOARD-CERTIFIED MASTER ARBORIST (BCMA) PREREQUISITES

To sit for the BCMA exam, you must be an ISA Certified Arborist in good standing and have obtained a total of (8) eight points from any or all of the four categories that include measurable experience, formal education, related credentials, or professional experience.

##### \*Category A—ISA Certification Program:

ISA Certified Arborist.....	1 point for each year certified
ISA continuing education .....	1 point for every 60 CEUs over the required 30 every three years
Municipal Specialist.....	1 point
Utility Specialist.....	1 point
ISA Certified Tree Worker/Climber Specialist.....	1 point

##### \*Category B—Formal Education: Based on highest level of degree obtained in arboriculture or related field.

Two-year associate’s degree or equivalent .....	1 point
Four-year undergraduate degree or equivalent .....	2 points
Master’s or equivalent terminal degree .....	3 points
Ph.D. or equivalent graduate degree .....	4 points

##### \*Category C—Verifiable Related Credentials:

ASCA Registered Consulting Arborist.....	3 points
SAF Certified Forester .....	1 point
State license or certification in arboriculture or urban forestry .	1 point
European Certified Tree Worker .....	1 point
Professional tree care specialist .....	1 point

##### \*Category D—Professional Work Experience:

Years experience in arboriculture .....	1 point every six years
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\*Proof of the above must be in writing, such as a copy of a certificate and original transcripts or letter from a certifying agency. These must be submitted with your application for approval.

By submitting your application, you authorize ISA certification staff to contact the practical experience reference named on your application to substantiate your eligibility.

The ISA Certification Program does not discriminate in determining eligibility on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

#### Recertification

The ISA Board-Certified Master Arborist designation is valid for three years. To maintain the certification, you must have accumulated the necessary 60 continuing education units (CEUs), with 20 CEUs each in science, practice, and management categories, by the end of that three-year period and pay the recertification fee.

Renewal dates always occur on June 30 or December 31, depending on the date you took your exam. You will be notified via mail one month before it is time to renew your certification. If you have an address change, please let us know to insure you receive your notice. You may check your CEUs online anytime at [www.isa-arbor.com](http://www.isa-arbor.com). If you do not have a username and password, please e-mail [cert@isa-arbor.com](mailto:cert@isa-arbor.com) and one will be set up for you.

If you do not achieve the necessary number of CEUs and make your recertification payment, you will be required to retake the examination. You will need to pay the full fees required to take the examination.

**You are responsible for keeping records of all CEUs sent to ISA. Please know that processing of CEUs takes 4-6 weeks once received in our office.**

### **Test Dates and Application Deadlines**

Board Certified Master Arborist Certification exams are offered at Pearson Vue testing center. For more information on location and availability in your area, visiting the ISA Web site (<http://www.isa-arbor.com>) or contact the ISA Certification Department.

Applications and proper payment must be received in the ISA office before you schedule an exam. **No exceptions.**

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## COMPUTER BASED TESTING VIA PEARSON VUE TESTING CENTER

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### **Special Accommodations for Candidates with Disabilities**

All test sites are accessible to all examinees. However, some individuals with disabilities may need special accommodations, such as extra time or assistance with writing or reading.

Oral exams are available by request. If you need such arrangements, please contact ISA before submitting your application. You will be informed how to proceed with your application submission. Arrangements, if approved by the certification staff, will be provided at no additional charge.

### **FEES**

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	<b>ISA and Chapter Member</b>	<b>ISA Member Only</b>	<b>Chapter Member Only</b>	<b>Nonmember</b>
Certification Exam Fee	\$450USD	\$550USD	\$550USD	\$550USD
Retake Fee (within 1 yr)	\$275USD	\$275USD	\$275USD	\$275USD

To be eligible for the discount rate, you **MUST** be a current member of ISA **AND** a current member of an ISA chapter. Please note: ISA certification fees are separate and distinct from ISA and ISA chapter dues.

“Prices subject to change without notice.”

## IV. AFTER APPLYING FOR THE EXAMINATION

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After your application is received and approved, you will be emailed a confirmation letter with instructions on how to schedule your exam date and location.

You will only have **90 days** from the date of your confirmation letter to schedule and take your exam.

If there is a problem with the application and/or fees, ISA certification staff will contact you. If the problem is **NOT** corrected, you will not be allowed to sit for the exam.

### **Rescheduling Exams**

If you need to reschedule your exam, you may do so anytime up to 7pm CST, 1 business day prior to your scheduled exam date via the Pearson Vue website or by calling 888-711-9958. Call center hours are 7am – 7pm CST, Monday-Friday. If you need to reschedule your exam over the weekend, you may do so via the Pearson Vue website <http://www.pearsonvue.com/isa/>.

If you do not reschedule your appointment within the required timeframe, and you do not show up to take the exam at your scheduled time and location, you will be considered a no show. This will result in losing your exam fees. If this happens, you will have to resubmit your application along with the required retake fees of \$275. You will only have one year from the first scheduled exam date to retake the exam at the retake fee of \$275. Once you have exceeded the one year, you will be required to pay the full exam fee again.

### **Refunds**

**ISA does not provide refunds for certification exam fees, nor do we permit the transfer of exam fees to other individuals. No Exceptions.**

## V. AT THE TESTING SITE

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### **Admission for Testing**

To be admitted for testing, you must arrive at the testing site on time and have your identity confirmed. One form of ID will be a valid photo ID card and the other form will be an ID card displaying your signature. There will be audio and video taping at the testing centers. If you are not prepared to be taped, you will not be allowed to test at the facility.

### **Testing Site Rules**

- You should report to the testing site at least 15 minutes before the exam starting time. The date and location of the exam will be emailed to you by Pearson Vue. You must be on time; the test administration will begin promptly.
- Dress appropriately. While every attempt is made to provide a comfortable atmosphere, heating or cooling may sometimes not function properly.
- Books, papers, or other reference material will not be allowed in the testing area.
- No cell phone/pagers/PDAs allowed in testing room.
- No food or beverages may be taken into the testing room.

- No smoking will be allowed in the testing room.
- Visitors are not allowed in the testing room.
- You will be permitted to take restroom breaks on an individual basis, however, your four (4) hours will remain running.
- It is of utmost importance that you carefully follow all directions and regulations. Follow all directions completely.

### **Policy on Inappropriate Application and Examination Conduct**

The International Society of Arboriculture intends that participation in ISA Certification Programs and examinations be a professionally relevant, informative, and rewarding experience for all candidates. All candidates for ISA certification are expected to conduct themselves in an appropriate and professional manner and to refrain from any objectionable, improper, or unprofessional conduct. To ensure fairness and a sound examination environment, the ISA Certification Board of Directors issues the following policy and rules.

When the ISA Certification Board, the ISA Certification Program, or an ISA-designated representative finds that a candidate has engaged in inappropriate conduct or behavior, ISA reserves the right to take responsive actions, including, but not limited to, the following: (1) reject an application for certification; (2) prohibit or preclude a person from participating in an examination; (3) prevent or preclude a person from participating during an examination, including the removal of a person from the testing site; (4) invalidate or nullify a person's examination and test results; and, (5) issue and enforce any other lesser response or action determined to be appropriate or necessary.

Inappropriate conduct or behavior includes, but is not limited to, misrepresentation; failure to disclose requested information; cheating; unauthorized possession, use, or distribution of copyrighted or legally protected material; verbal or physical disturbances of the examination or certification process; failure to pay test fees in a timely manner; and any other objectionable, improper, or unprofessional actions by a person participating in the ISA certification process.

By submitting an application for certification, each ISA certification candidate acknowledges that he or she understands and agrees to the terms of this policy.

## **VI. AFTER THE EXAMINATION**

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### **Failure to Sit for Your Examination**

If you do not sit for the examination, you will receive your application back with a letter from the Certification Department explaining how to sign up for another exam.

### **Your Score Report**

To pass the examination, you must achieve an overall score of at least 75%. You will know whether you passed or failed before leaving the testing center. However, your results package will be mailed approximately four to six weeks after your test date. It will give your overall test score as well as each of the domain scores in percentages. Please remember that because each domain is weighted, the overall score is **NOT** the arithmetic average of the domain scores.

### Examination Results

Your scores are strictly confidential. Therefore, results cannot be obtained over the phone, by fax, or via e-mail. If you have questions concerning your test results, you should direct them in writing to the ISA Certification Program. However, because of the need to maintain test security, test questions cannot be made available for review of the questions and answers, and the Certification Program does **NOT** provide a list of questions you answered incorrectly or correctly. The only information available regarding your performance on the test is provided on your score report.

### Notification of Certification

Upon successful completion of the exam, ISA certification staff will send, along with the score report, a congratulatory letter, recertification information, a press release for your local paper, a certificate, hard-hat decal, advertising logo sheet, patch, and wallet ID card.

### Re-Examination

If you do not pass the exam, you will receive your score sheet, a letter explaining the retake process, and a retake application. There will then be a \$275 fee per retake up to one year. After one year, you will be required to pay the full amount.

### Certification Renewal

ISA Board-Certified Master Arborist Certification is valid for three years. To retain certification after each three-year period, BCMAs must recertify. The ISA Certification Program offers two methods of recertification. The first method is to retake and re-pass the advanced certification exam. The second option is to accumulate at least 60 continuing education units (CEUs), 20 continuing education units (CEUs) in each of the three domains of science, practice, and management over the three-year certification period **and** pay the recertification fee.

You will receive a more detailed explanation of CEUs when you receive your certification packet. You may also call the ISA certification staff if you need further clarification. If you have an address change it is your responsibility to contact ISA so your account will be updated.

You have the option of checking your CEUs on-line via the ISA website. To obtain a username, password and access to your CEU report please email us at [cert@isa-arbor.com](mailto:cert@isa-arbor.com).

CEUs can be obtained by a variety of means. One hour of credit is equal to one hour of seat time at an approved seminar. Seminars can be approved before or after they occur. Credits also can be obtained through *Arborist News* CEU articles, and other types of home-study programs.

You must keep a record of all CEUs sent to the ISA office

Credits that will be accepted for recertification include any course, seminar, workshop, or similar program that relates to any of the 19 sub-domains on the examination.

	<b>ISA and Chapter Member</b>	<b>ISA Member Only</b>	<b>Chapter Member Only</b>	<b>Nonmember</b>
Recertification Fee	\$250USD	\$350USD	\$350USD	\$350USD

## ISA BOARD-CERTIFIED MASTER ARBORIST CODE OF ETHICS

The International Society of Arboriculture, Inc. (ISA) is a voluntary, nonprofit, professional association. The ISA certification program certifies qualified practitioners in the field of arboriculture, who have met the professional knowledge standards established by the ISA certification board.

Regardless of any other professional affiliation, the ISA Code of Ethics applies to those individuals seeking ISA Board-Certified Master Arborist (BCMA) certification (candidates) and all individuals certified by ISA (certificants). The ISA BCMA Code of Ethics describes appropriate and enforceable professional conduct standards and sets forth the minimal ethical standards for ISA BCMA certificants and candidates. The BCMA Code of Ethics also serves as a professional resource for arborists, as well as for those served by ISA BCMA certificants and candidates, in the case of a possible ethical violation.

## ISA BOARD-CERTIFIED MASTER ARBORIST CODE OF ETHICS

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- I. Responsibility to Comply with Laws, Policies and Rules Relating to the Profession
  - A. BCMA certificant and candidate compliance with all ISA certification program rules and policies
    1. Responsibility and commitment to provide accurate and truthful representations of all eligibility information and to submit valid application materials for fulfillment of current certification and recertification requirements.
    2. Responsibility and commitment to fulfill current certification and recertification requirements, including continuing education and training requirements.
    3. Upon a reasonable and clear factual basis, responsibility and commitment to report possible violations of this code by certificants and candidates to appropriate ISA representatives.
    4. Responsibility and commitment to maintain the security, and to prevent the disclosure of, ISA examination information and materials.
    5. Responsibility and commitment to cooperate with the ISA certification program and ISA certification board concerning ethics violations and the collection of related information.
  - B. Truthful, appropriate, and respectful professional arboriculture practice
    1. Responsibility and commitment to properly use the ISA Board-Certified Master Arborist credential and to provide truthful and accurate advertising and representations.
      - a. Qualifications and skills
      - b. Goods and services
      - c. Costs
      - d. Estimates and professional recommendations regarding anticipated arboriculture services and products, including all related concerns and risks
      - e. Statements concerning other arborists

2. Responsibility and commitment to correct known false representations by other Board-Certified Master Arborists.
3. Responsibility and commitment to comply with laws, regulations, and ethical standards governing professional practice.
4. Responsibility and commitment to refrain from any public behavior that is clearly in violation of accepted moral, professional, social, and legal standards.
5. Responsibility and commitment to recognize and respect professional contributions of other arborists (e.g., employee, employers, business associates, other practicing arborists).
6. Responsibility and commitment to recognize and respect the real property and intellectual property held by others.

C. Advancement of the arboriculture profession

1. Responsibility and commitment to encourage the growth and development of professional associates as colleagues and as mentors.
2. Responsibility and commitment to mutually discuss and exchange arboriculture and professional information to other arborists.
3. Responsibility and commitment to support education, research, and professional development related to arboriculture.
4. Responsibility and commitment to act in an accurate, truthful, and complete manner, including activities related to professional work and research.
5. Responsibility and commitment to promote public awareness of the arboriculture profession.
6. Responsibility and commitment to deliver the best-quality education and awareness information or programs based on the knowledge, sophistication, and resource base of the audience.
7. Responsibility and commitment to support and disseminate this code of ethics to other professionals.
8. Responsibility and commitment to maintain professionalism in personal, environmental, and social decision-making.
9. Responsibility and commitment to act in a manner consistent with all generally accepted professional standards.

II. Responsibilities to Clients and the Public

- A. Qualifications, experience, competency, and performance of professional services
1. Responsibility and commitment to provide truthful and accurate representations to the public in advertising, public statements or representations, and in the preparation of estimates concerning costs, services, and expected results.

2. Responsibility and commitment to deliver safe and competent services in a timely manner.
  3. Responsibility and commitment to exercise unprejudiced and unbiased judgment.
  4. Responsibility and commitment to maintain and satisfy the scope or objectives of a project, unless otherwise directed by the client or customer.
  5. Responsibility and commitment to recognize the limitations of and to deliver professional services only for which the certificant or candidate is qualified.
  6. Responsibility and commitment to provide a potential or existing client with appropriate professional referrals when the certificant or candidate determines that he or she is unable to be of professional assistance.
  7. Responsibility and commitment to maintain and respect the confidentiality of sensitive information obtained in the course of the certificant's or candidate's professional activities.
- B. Conflict of interest situations and other prohibited professional conduct
1. Responsibility and commitment to disclose to clients, customers, owners, or contractors significant circumstances that could be construed as a conflict of interest, or the appearance of a significant conflict, and to ensure that such conflict does not compromise legitimate interests of such persons, or influence or interfere with professional judgments.
  2. Responsibility and commitment to refrain from offering or accepting inappropriate payments, gifts, or other forms of compensation for personal gain unless in conformity with applicable laws.
  3. Responsibility and commitment to avoid actions that may restrain research and field-demonstrated technology, its applications, and publication for monetary gain.
  4. Responsibility and commitment to avoid actions that may have anti-competitive effects, including situations where competitors attempt to set prices together.
  5. Responsibility and commitment to refrain from unlawful discrimination in professional activities.
  6. Responsibility and commitment to avoid any public and social behavior that is clearly in violation of accepted moral, professional, social, and legal standards.
- C. Public safety obligations
1. Responsibility and commitment to uphold all applicable laws, regulations, and ethical standards that govern the profession by following all appropriate safety and health procedures to protect clients, customers, workers, and the public from conditions easily leading to injury or damage.
  2. Responsibility and commitment to refrain from participating in or condoning activities that threaten public safety or otherwise violate the law, and to inform the appropriate government or professional body upon awareness of such violations.

# ISA BOARD-CERTIFIED MASTER ARBORIST ETHICS CASE PROCEDURE

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## INTRODUCTION

The ISA certification board develops and promotes high ethical standards for Board-Certified Master Arborists (BCMA) and practitioners, and requires that BCMA certificants meet these standards. The following disciplinary procedures are the only rules for processing possible violations of these ethical standards and are applicable to certificants, as well as those who are seeking certification from the ISA certification board. Certificants and candidates seeking certification or recertification agree that these procedures are a fair process for resolving all ethics matters; they will be bound by decisions made pursuant to these procedures; these procedures are governed by the principles of the law of the state of Illinois; and these procedures do not constitute a contract between ISA and the candidate or certificant.

### A. GENERAL PROVISIONS

1. Nature of the Process. The ISA certification board has the only authority to end any ethics matter, regardless of circumstances. By applying for certification or recertification, candidates and certificants agree that they will not challenge the authority of the ISA certification board to apply the Code of Ethics, the Ethics Case Procedures, or other applicable policies to resolve ethics matters. These ethics procedures are not formal legal proceedings; therefore, many legal rules and practices are not observed, and the procedures are designed to operate without the assistance of attorneys. Any party, of course, may be represented by an attorney with respect to an ethics matter. If a party has retained an attorney, that attorney may be directed to communicate with the ISA certification board solely through ISA's certification legal counsel. The parties are encouraged to communicate directly with the ISA certification board. The ISA certification board may use the services of ISA's certification legal counsel without limitation.
2. Participants. Ethics cases may be decided by the ISA Certification Ethics and Disciplinary Review Committee (CEDRC), the ISA certification board, and/or any other authorized designee. A certificant or candidate who is the subject of an ethics complaint or investigation will be the respondent. The person(s) initiating an ethics complaint will be the complainant(s).
3. Time Requirements. The ISA certification board will make every effort to follow the time requirements noted in this document. However, the board's failure to meet a time requirement will not prohibit the final resolution of any ethics matter. Complainants and respondents are required to comply with all time requirements specified in these procedures. Time extensions or postponements may be granted by the ISA certification director if a timely written request explains a reasonable cause.
4. Litigation/Other Proceedings. The ISA certification board may accept and resolve ethics complaints when civil or criminal litigation or other proceedings related to the complaint have been or are presently before a court, regulatory agency, or professional body. The ISA certification board may also continue or delay the resolution of any ethics complaints in such cases.

5. **Improper Disclosure.** The CEDRC may issue any appropriate directive(s) where a candidate or certificant provides a misleading disclosure or fails to disclose requested information related to certification or recertification or to an ethics complaint, disciplinary proceeding, or similar matter. Where a discipline, order, or other directive is issued by the CEDRC under this section, the candidate or certificant involved may seek review and appeal pursuant to these procedures.

6. **Time Limitations Concerning Complaints.** The CEDRC may consider any ethics complaint, regardless of whether the respondent held a BCMA credential at the time of the alleged violation, when the alleged violation occurred, or whether the respondent continues to hold or seek a BCMA credential during the course of any ethics case.

7. **Confidentiality.** To protect the privacy of the parties involved in an ethics case, all material prepared by or submitted to the CEDRC will be confidential unless otherwise authorized by these procedures. The identities of all members of the CEDRC shall remain confidential and will not be released without the specific authorization of each member. Among other information, the CEDRC will not consider the following materials to be confidential: materials that are disclosed as the result of a legal requirement; upon the written request of a candidate or certificant, any certification information that he or she would like made available to other credentialing or professional organizations or similar bodies; and all final published rulings of the CEDRC or the ISA certification board.

Until an ethics case has been closed or finalized pursuant to Section H, all parties and participants must maintain the confidentiality of all information related to the ethics case, including its existence, consistent with these rules. If any party discloses information related to the ethics case contrary to these rules, the CEDRC and/or the ISA certification board may terminate the ethics complaint if such disclosure is by the complainant, or may impose any sanction included within these rules if such disclosure is by the respondent.

8. **Failure to Cooperate.** If any party refuses to fully cooperate with the CEDRC concerning matters arising under these procedures without good and sufficient cause, the CEDRC may terminate the ethics complaint of an uncooperative complainant or impose any sanction included within these rules if a respondent is uncooperative. Where a disciplinary action, order, or other directive is issued by the CEDRC under this section, the candidate or certificant involved may seek review and appeal pursuant to these procedures.

9. **Resignation from the BCMA Program.** Should a respondent attempt to relinquish BCMA certification or withdraw an application during the course of any ethics case, the CEDRC reserves the right to continue the matter to a final and binding resolution according to these procedures.

## **B. SUBMISSION OF ETHICS COMPLAINTS/ACCEPTANCE OR REJECTION**

1. **ISA Certification Ethics and Disciplinary Review Committee (CEDRC).** Any person, group, organization, or, in appropriate cases, the certification director, may initiate an ethics complaint. Each complainant must submit to the CEDRC a detailed, written description of the factual allegations supporting the ethics complaint. The CEDRC will be responsible for the investigation and resolution of each ethics complaint. Upon receipt of a complaint, the CEDRC will determine whether sufficient detail is presented to constitute a formal ethics complaint and to permit the committee to conduct an appropriate review.

2. **Acceptance/Rejection Criteria.** To determine whether an ethics complaint is accepted or rejected, the CEDRC will consider whether a proven complaint would constitute a violation of the Code of Ethics; the passage of time since the alleged violation requires that the complaint be rejected; relevant, reliable information or proof concerning the charge is available; the complainant is willing to provide testimony or other evidence concerning the complaint; and the charge appears to be justified or insupportable, considering the proof available.
3. **Complaint Acceptance.** Upon a determination that an ethics complaint is appropriate, the CEDRC will issue a formal ethics complaint notice identifying each Code of Ethics violation alleged and the supporting factual basis for each complaint. This notice will be delivered to the respondent and will be marked “confidential.”
4. **Ethics Complaint Response.** Within thirty (30) days of the mailing date of an ethics complaint notice, the respondent must submit a response to the CEDRC. The ethics complaint response must include a full response to each complaint, a copy of each document relevant to the resolution of the ethics complaint, and any other information that the respondent believes will assist the CEDRC in considering the ethics complaint fairly.
5. **Response Deficiencies.** The CEDRC may require the respondent to supplement or expand a response.
6. **Optional Reply to Ethics Complaint Response.** The CEDRC will forward a copy of the ethics complaint response to the complainant within approximately ten (10) days following receipt of the response by the respondent. The complainant may submit a reply to the respondent’s ethics complaint response by letter or similar document within ten (10) days of the mailing date of the response to the complainant. If submitted, this reply must fully explain any objections that the complainant wishes to present to the CEDRC concerning the ethics complaint response.
7. **Optional Response to Complainant Reply.** If an optional reply to the ethics complaint response is submitted by the complainant, the CEDRC will forward a copy of the reply to the respondent within approximately ten (10) days following receipt of the reply by the BCMA. The respondent may submit a response to the complainant’s reply by letter or similar document within ten (10) days of the mailing date of the reply to the respondent. If submitted, the response must fully explain, and is limited to, any objections that the respondent wishes to present to the CEDRC concerning the complainant’s reply to the ethics complaint response.
8. **Complaint Rejection.** If the CEDRC determines that an allegation should not be a formal ethics complaint, the committee will notify the complainant in writing of the rejection and its basis.
9. **Appeal of Complaint Rejection Determination.** Within thirty (30) days of the mailing of a complaint rejection letter, the complainant may appeal to the ISA certification board by stating in writing: the procedural errors possibly made by the CEDRC with respect to the charge rejection, if any; the specific provisions of the Code of Ethics believed to have been violated; and the specific information believed to support the acceptance of the complaint.

## C. MEDIATION

1. **Cases Appropriate for Mediation.** All ethics complaints will be reviewed by the CEDRC to determine whether the ethics matter is appropriate for resolution by mediation. The CEDRC will consider the seriousness of the allegations, the respondent's background, the respondent's prior conduct, and any other pertinent material. The CEDRC will make a decision concerning the likelihood that the matter can be resolved fairly without formal disciplinary proceedings as described in these procedures. Ethics cases concerning charges issued by a regulatory agency or professional body and those involving criminal litigation are not appropriate for mediation.
2. **Mediation Determination.** Should the CEDRC determine that a particular ethics matter is appropriate for mediation, the committee will attempt to resolve the dispute to a fair and just conclusion.
3. **Successful Mediation.** The CEDRC will prepare a report outlining the terms of the final mediated resolution of an ethics case or will refer the case to the ISA certification board for review.
4. **Unsuccessful Mediation.** The CEDRC will notify the ISA certification board in the case of mediation failure and process the ethics matter according to these procedures.

## D. PRELIMINARY ACTIONS AND ORDERS

1. **Voluntary Temporary Suspension of Certification.** At any time following the issuance of a formal ethics complaint, the respondent may be asked to agree to and sign a voluntary temporary suspension agreement stating that he or she will voluntarily and immediately cease from representing himself or herself as certified or otherwise endorsed by the ISA certification board until further notice, in addition to following any other directives issued by the CEDRC.
2. **Involuntary Suspension of Certification.** If a respondent fails to agree to and sign a voluntary temporary suspension agreement, the CEDRC may issue an order suspending the respondent's certification(s) until the final resolution of the complaint. Suspension orders are authorized when
  - a. the respondent has been indicted for, similarly charged with, or convicted of any violation of criminal law under statute, law, or rule;
  - b. the respondent is the subject of a formal complaint, similar charge, and/or investigation, or has been found in violation of any law, regulation, or rule by a professional regulatory body;
  - c. the respondent is the subject of a formal complaint, similar charge, and/or investigation concerning an ethics or disciplinary matter or has been found in violation of an ethics code by a professional association or credentialing body; or,
  - d. the respondent is the subject of litigation or a petition relating to his or her professional practice(s).
3. **Other Preliminary Orders.** The CEDRC or the ISA certification board may require the respondent to do, or to refrain from doing, certain acts by a preliminary and temporary order reasonably related to the complaint under consideration. The CEDRC or the ISA certification board may discipline a respondent who fails to comply with a temporary or preliminary order. Preliminary and temporary orders are not subject to appeal.

## E. CEDRC COMPLAINT HEARINGS

1. CEDRC. The ISA certification board will appoint at least seven (7) certification committee representatives to serve as the CEDRC to investigate and resolve each ethics complaint matter, including four (4) BCMA test committee members and three (3) BCMA certificants. The members of the CEDRC will elect a chair by majority vote to preside over each ethics complaint hearing. Three (3) disinterested members of the CEDRC will be assigned to each case and will conduct an informal ethics complaint hearing designed to collect and weigh all of the available information and proof. The CEDRC will have full authority to convene, preside over, continue, decide, and conclude an ethics hearing.
2. Hearing Schedule, Notice, and Attendance. The hearing date, time, and location for each ethics case will be scheduled by the CEDRC in consultation with the parties, and both parties will be notified in writing. Each party may attend the hearing in person or via telephone conference where all participants will be able to hear each other.
3. Participation of Legal Representatives. Should ISA's certification legal counsel be present at an ethics complaint hearing, legal counsel shall have the privilege of the floor and may conduct the hearing with the CEDRC. Legal or other representatives of the parties do not have such privilege and are bound by the determinations and rulings of the CEDRC and ISA's legal counsel. No formal legal rules of evidence, cross-examination, oath, or other procedures will apply to hearings. The BCMA candidate or certificant, or a legal representative, will be permitted to ask questions of witnesses at the discretion of the CEDRC. Objections relating to relevance of information and other procedural issues will be decided by the CEDRC, and these decisions are not subject to appeal.
4. Record of the Hearing. A taped, written, or other record of the hearing will be made by the CEDRC, another certification program representative, or a stenographer/recorder as determined by the CEDRC.
5. Hearing Expenses. Parties will be responsible for their own expenses associated with the case. The ISA certification program will bear other general costs of conducting the hearing, including costs associated with the activities of CEDRC representatives.
6. Closing of the Hearing Record. Any ethics hearing may proceed to a conclusion and decision, whether the parties are present based on the appropriate written record, as determined by the CEDRC. The CEDRC will review the hearing record, as well as any submissions presented by the parties and other relevant information and thereafter will determine the outcome of the ethics matter by majority vote in a closed session. The hearing record will be closed following the conclusion of the hearing, unless otherwise directed by the CEDRC.
7. CEDRC Decision and Order. A decision and order will be prepared by the CEDRC after the closing of the record and will include a summary of the case, including the positions of the parties; a summary of all relevant factual findings based on the record of the hearing; a final ruling on each Code of Ethics violation charged; and a statement of any disciplinary action(s) and other directives issued by the committee. Copies of the CEDRC decision and order shall be sent to the parties. The parties will also be notified that the final decision may be published consistent with the requirements of these procedures.

8. Disciplinary Actions Available. When a respondent has been found to have violated one or more provisions of the Code of Ethics, the CEDRC may issue and order one or more of the following disciplinary or remedial actions:

- a. the denial and rejection of any certification or recertification application;
- b. specific training, supervision, and/or instruction concerning his or her professional activities;
- c. private reprimand and censure, including any conditions or directives;
- d. public reprimand and censure, including any conditions or directives;
- e. certification probation for any period up to three (3) years, including any conditions or directives;
- f. suspension of certification for a period of no less than six (6) months and no more than two (2) years, including any conditions or directives; and,
- g. revocation of certification, including any directives.

F. ISA CERTIFICATION BOARD/APPEAL

1. Time Period for Submitting Appeal. Within thirty (30) days of the mailing date of an adverse CEDRC decision and order, the respondent may submit a written appeal of all or a portion of the decision and order to the ISA certification board consistent with the requirements of these procedures.

2. Grounds for Appeal. An adverse CEDRC decision and order may be reversed or otherwise modified by the ISA certification board. However, the grounds for appeal of an adverse decision are strictly limited to the following:

- a. New or Previously Undiscovered Information. Following the closing of the hearing record, the respondent has located relevant proof that was not previously in his or her possession; was not reasonably available prior to closure of the record; and could have affected the CEDRC decision;
- b. Contrary to the Information Presented. The CEDRC decision is contrary to the most substantial information provided in the record;
- c. Procedural Error. The CEDRC misapplied a procedure contained in these rules and prejudiced the respondent; or,
- d. Misapplication of the Code of Ethics. The CEDRC decision contains the misapplication of the provisions contained in the Code of Ethics, and the misapplication prejudiced the respondent.
- e. With respect to subsections 2.c. and 2.d. above, the ISA certification board will consider only arguments that were presented to the CEDRC prior to the closing of the hearing record.

3. Contents of Appeal Letter. The respondent must submit a letter or other written document to the ISA certification board and to the complainant that contains the following information and material: the ethics case name, docket number, and the date that the CEDRC decision was issued; a statement and complete explanation of the reasons for the appeal under section F.2., including any reduction in discipline or other modification of the decision issued by the CEDRC; and copies of any material supporting the appeal.

4. Appeal Deficiencies. The ISA certification board may require the respondent to clarify, supplement, or amend an appeal submission.

5. **Appeal Rejection.** If the ISA certification board determines that an appeal does not meet the appeal requirements or otherwise warrant further formal review consistent with the requirements set forth in these procedures, the appeal will be rejected. The complainant and respondent will be notified of the rejection, as well as the reason(s) for the rejection, by letter within approximately twenty-one (21) days of the determination. Appeal rejection determinations are not subject to appeal.

6. **Optional Reply to Appeal Letter.** Within fifteen (15) days of the mailing date of a respondent's appeal, the complainant may submit to the ISA certification board a reply to the appeal by letter or similar document. If submitted, this reply must fully explain any objections that the complainant wishes to present to the ISA certification board concerning the appeal.

7. **Optional Response to Complainant Reply.** If an optional reply to the appeal is submitted by the complainant, the ISA certification board will forward a copy of the reply to the respondent within approximately ten (10) days following the receipt of the reply by the CEDRC. The respondent may submit a response to the complainant's reply by letter or similar document within ten (10) days of the mailing date of the reply to the respondent. If submitted, the response must fully explain, and is limited to, any objections that the respondent wishes to present to the ISA certification board concerning the complainant's reply to the appeal.

#### **G. ISA CERTIFICATION BOARD APPEAL HEARINGS**

1. **ISA Certification Board.** The ISA certification board will appoint at least three (3) disinterested directors to serve as the board to resolve each ethics appeal. The members of the board will elect a chair by majority vote to preside over each appeal hearing. Three (3) disinterested members of the board will be assigned to each case and will have full authority to convene, preside over, continue, decide, and conclude an ethics appeal.

2. **Appeal Hearings.** Following receipt of a complete and proper written appeal, the ISA certification board will schedule a date on which to conduct an appeal hearing, and the parties will be notified of the date in writing. The board will review the hearing record, as well as any appeal submissions presented by the parties and other relevant information and thereafter will determine the outcome of the appeal by majority vote in a closed session.

3. **Request to Appear Before the ISA Certification Board.** Either party may request the opportunity to appear before the ISA certification board by submitting a request in writing at least thirty (30) days prior to the date scheduled for the appeal hearing. If a request to appear before the ISA certification board is approved, the board may limit the appearance in any manner. Denials of requests to appear before the board are not subject to appeal.

4. **ISA Certification Board Decision and Order.** Following the conclusion of an appeal hearing, the ISA certification board will issue an appeal decision and order stating and explaining the outcome of the appeal and will include a summary of any relevant portions of the CEDRC decision and order; a summary of any relevant procedural or factual findings made by the ISA certification board; the board's ruling(s) and decisions with respect to the matters under appeal; and the board's final order affirming, reversing, amending, or otherwise modifying any portion of the CEDRC decision and order, including any final disciplinary action or sanction issued by the board. Copies of the ISA certification board's decision and order shall be sent to the parties. The parties will also

be notified that the final decision may be published consistent with the requirements of these procedures.

#### H. FINALIZING ETHICS CASES

1. Events That Will Cause Closure of an Ethics Case. An ethics case will be closed when any of the following occur: the ethics case has been rejected pursuant to these procedures; a final decision has been issued by the CEDRC and/or the ISA certification board pursuant to these procedures without appeal; or an ethics complaint has been terminated or withdrawn by the complainant(s).
2. Events That Will Cause an Ethics Case Decision and Order to Become Final. An ethics case decision and order issued by the CEDRC that is not appealed within the prescribed time requirements will be considered final. An ethics case decision and order issued by the ISA certification board will be considered final.
3. Referral and Notification Action. The ISA certification director may notify appropriate governmental, professional, or similar bodies of any disciplinary action taken against a respondent by sending a copy of the final ethics case decision and order issued by the CEDRC and/or the ISA certification board or by sending another appropriate notice. This notification may be done at any point after the time period for the respondent to appeal an adverse decision has elapsed. During the appeal period, the ISA certification director may respond to inquiries regarding the existence of ethics cases and indicate the existence of such proceedings.
4. Publication of Final Disciplinary Action. Following the lapse of any appeal rights and upon case closure, the ISA certification director may release or publish a notification of a final ethics case decision and order following the issuance of an adverse CEDRC or ISA certification board's ruling. Any party or interested individual may request publication of any final decision consistent with these procedures. However, the CEDRC or ISA certification board may deny such requests. Such decisions cannot be appealed.

#### I. REVOCATION, SUSPENSION, AND PROBATION ORDERS/REAPPLICATION AND REINSTATEMENT PROCEDURES

1. Revocation Orders/Reapplication Petition. Five (5) years after the issuance of a final revocation order issued under these procedures, a respondent may submit to the ISA certification board a petition for permission to reapply for certification, which will include a statement of the relevant ethics case name, docket number, and the date that the final ethics decision and order was issued; a statement of the reasons that support or justify the acceptance of the reapplication petition; and copies of any relevant documents or other material supporting the petition.
2. Suspension Orders/Reinstatement Requests. After the expiration of a final suspension order issued under these procedures, a respondent may submit to the ISA certification board a request for certification reinstatement, which will include a statement of the relevant ethics case name, docket number, and the date that the final ethics decision and order was issued; a statement of the reasons that support or justify the acceptance of the reinstatement request; and copies of any relevant documents or other material supporting the request.

3. Probation Orders/Reinstatement or Referral. Following the expiration of a final probation order under these procedures, the ISA certification board will determine whether the respondent has satisfied the terms of the probation order and will do the following: if the respondent has satisfied the terms of probation in full, the board will immediately verify that the probation has been completed and reinstate the individual to full certification status; or, if the respondent has not satisfied the terms of probation in full, the board will issue any appropriate action consistent with these procedures.

4. ISA Certification Board Reapplication Petition and Reinstatement Request Decisions. Following the submission of a complete reapplication petition or reinstatement request, the ISA certification board will schedule and conduct a hearing to review and rule on the petition or request. Each petition or request will be considered by a quorum of the board. During these deliberations, the ISA certification board will review the information presented by the respondent and any other relevant information. The board will then determine the outcome of the appeal by majority vote in closed session. The board will prepare and issue a final decision and order indicating whether the petition or request is granted, denied, or continued to a later date, and, if appropriate, any conditions of certification or recertification. Copies of the ISA certification board's decision and order will be sent to the parties. While no appeal of the decision and order is permitted, the respondent may submit a new petition or request pursuant to this section, one (1) year or more after the issuance of the ISA certification board's decision and order.

## VII. INSTRUCTIONS FOR COMPLETING & SUBMITTING APPLICATION

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1. Print your first name, your middle initial, and your last name.  
Note: For security reasons please list your name as it appears on your photo ID you will be bringing to the exam site.
2. Print your address. **The address you indicate will be used for all future correspondence by ISA.**
3. Print your phone number, cell/alternate number, fax number, and e-mail address.
4. Check the box if you do **NOT** want your listing to appear in Certified Arborists lists.
- 5A. Check yes if you are a member of ISA. It is important to write in your ISA member ID number.
- 5B. Check yes if you are a member of an ISA chapter. Be sure to write in the appropriate chapter.  
**Note: You may check yes if you enclose an ISA membership application and all of the necessary fees for membership to ISA and the chapter.**
6. If you are requesting special accommodations, be sure to contact the Certification Department prior to submitting your application.
7. Complete categories A through D in the experience section, including points and point totals.
8. Complete all of the practical experience section, if necessary for your point total.
9. Include the appropriate fees with your application. **If you are applying for ISA and chapter membership, you may pay the member rate, but a membership application must accompany the certification application.** You may pay both fees with one check or credit card. The ISA certification fee is separate and distinct from ISA and ISA chapter dues.

Note: MasterCard/VISA/AmEx may be used to pay for membership and/or certification fees.

### **REQUIRED: Please sign and date the Certification Agreement.**

If you have further questions while you are filling out the application, please contact the ISA Certification Department at (217) 355-9411.

If you desire further information on ISA or ISA certification, you may access the ISA website at [www.isa-arbor.com](http://www.isa-arbor.com)

*~Thank You~*



Category C – Verifiable Related Credentials:

	<u>Points Available</u>	<u>Your Points</u>
ASCA Registered Consulting Arborist	3 points	_____
SAF Certified Forester	1 point	_____
State license or certification in arboriculture or urban forestry	1 point	_____
European Certified Tree Worker	1 point	_____
Professional tree care specialist	1 point	_____
Must include a copy of certificate/diploma		

Category D – Professional Work Experience:

	<u>Points Available</u>	<u>Your Points</u>
Years experience in arboriculture	1 point every six years	_____

TOTAL = \_\_\_\_\_

8. **Practical Experience** (this information is required for application approval)

**Current or Most Recent Employer** (Company) \_\_\_\_\_

Your position \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

His/ Her Title \_\_\_\_\_

Company Address \_\_\_\_\_  
NUMBER AND STREET

\_\_\_\_\_  
CITY STATE (PROVIDENCE) POSTAL CODE

Date of Employment \_\_\_\_\_  
FROM MONTH YEAR FROM MONTH YEAR TOTAL TIME

**Responsibilities of your position** (this information is required for application approval)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Previous Employer** (Company) \_\_\_\_\_

Your position \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

His/ Her Title \_\_\_\_\_

Company Address \_\_\_\_\_  
NUMBER AND STREET

\_\_\_\_\_  
CITY STATE (PROVIDENCE) POSTAL CODE

Date of Employment \_\_\_\_\_  
FROM MONTH YEAR FROM MONTH YEAR TOTAL TIME

**Responsibilities of your position** (this information is required for application approval)

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*If there is not enough space to list the required experience with your current and previous employers, please attach an additional sheet.*

9. **Fees**

- \$450.00 USD – ISA and chapter member (Must be BOTH a member of ISA and a chapter)  
 \$550.00 USD– ISA member only, chapter member only, or nonmember

\$ \_\_\_\_\_ Total amount (fees) being paid

“Prices subject to change without notice.”

**Make check payable in U.S. funds to the INTERNATIONAL SOCIETY OF ARBORICULTURE**

If paying by  VISA  MasterCard  AmEx

Name of Card Holder \_\_\_\_\_

Billing Address of Card Holder

\_\_\_\_\_

NUMBER AND STREET

\_\_\_\_\_

CITY

STATE (PROVIDENCE)

POSTAL CODE

Phone Number \_\_\_\_\_

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

**Only applications with Visa/ Mastercard/ AmEx may be faxed.**

My employer is paying for my certification exam fees  Yes  No

If yes, my employer has reviewed my application and verifies all information given is correct.

Employer Signature (if applicable) \_\_\_\_\_

I have completed both sides of the application:

Signature \_\_\_\_\_ Date \_\_\_\_\_

International Society of Arboriculture  
Post Office Box 3129  
Champaign, IL 61826-3129  
phone (217) 355-9411  
fax (217) 355-9516  
[cert@isa-arbor.com](mailto:cert@isa-arbor.com)  
[www.isa-arbor.com](http://www.isa-arbor.com)

## CERTIFICATION AGREEMENT

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For and in consideration of \$450 for both ISA and chapter membership (nonmember fee \$550) and the mutual covenants contained herein, the International Society of Arboriculture (ISA) agrees that the undersigned applicant, upon receiving written notice of successful completion of the ISA Board-Certified Master Arborist examination, shall become certified under the ISA professional certification program as described in the ISA professional certification booklet attached hereto and made a part hereof, and applicant agrees that he or she has reviewed and understands the provisions of the program, and further agrees to adhere to all the terms and provisions of this agreement and the program procedures.

The applicant and ISA further agree that certification under this program is for an initial term of three years and may be renewed for additional terms upon: (1) accumulation of required continuing education units, (2) payment of applicable recertification fees, as provided in the program, and (3) execution of such recertification agreements and the fulfillment of such other requirements as may from time to time be required by the ISA under the program.

Applicant understands that the ISA professional certification program is totally separate from ISA membership and all other ISA programs, and that certification under this program does not create in the certified party any ISA membership rights nor any rights in any other ISA program including, but not limited to, the rights to use any other ISA mark. The applicant also agrees that he or she will immediately cease any use of any ISA certification mark or other reference to the ISA professional certification program upon notice from ISA that his or her rights have been revoked or suspended.

Applicant understands and agrees that the certification will be personal to the applicant and may not be transferred or assigned to any other individual or entity. Applicant agrees that use of the certification and related mark by an employer must be in accordance with ISA certification procedures and guidelines.

Applicant agrees to indemnify and hold harmless ISA, its directors, officers, staff, certification program board of directors, agents, and employers from and against all claims, damages, losses, and expenses, including reasonable attorney's fees, arising out of applicant's participation in the ISA professional certification program and use of the ISA certification emblem or other reference to the ISA professional certification program.

Please sign and return this agreement with your application.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_



# MEMBERSHIP APPLICATION

The ISA membership mailing list will be made available to chapter and professional affiliations. Other "green" nonprofits and educational institutions may also request access to this list for a fee. May we include your name on this list?  Yes  No **G**

Dues are for calendar year (January 1 through December 31) and not pro-rated for any portion thereof. Memberships are non-transferable and non-refundable.

Name (please print) \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Street Address \_\_\_\_\_  Home  Business

City \_\_\_\_\_ State/Province \_\_\_\_\_

Country \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

### Who is your employer:

Name \_\_\_\_\_ City \_\_\_\_\_ State/Province \_\_\_\_\_

Street \_\_\_\_\_

Please check this box if you want a printed version of the Membership Directory.

### Are you a(n) ...? (Check one)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Consultant              | <input type="checkbox"/> Horticulturist                 | <input type="checkbox"/> Professor/Teacher/Advisor    |
| <input type="checkbox"/> Crew Leader             | <input type="checkbox"/> Inspector                      | <input type="checkbox"/> Researcher/Scientist         |
| <input type="checkbox"/> Designer/Planner        | <input type="checkbox"/> Landscape/Architect            | <input type="checkbox"/> Superintendent               |
| <input type="checkbox"/> Director/Vice President | <input type="checkbox"/> Marketing/Sales Representative | <input type="checkbox"/> Supervisor of 1 crew         |
| <input type="checkbox"/> Extension Agent         | <input type="checkbox"/> Other: _____                   | <input type="checkbox"/> Supervisor of multiple crews |
| <input type="checkbox"/> Foreman                 | <input type="checkbox"/> Owner/President                | <input type="checkbox"/> Trainer                      |
| <input type="checkbox"/> Groundworker            | <input type="checkbox"/> Professional/Licensed Arborist | <input type="checkbox"/> Tree Worker/Climber          |

Signature \_\_\_\_\_

### MEMBER CLASSIFICATION (Check one):

#### PROFESSIONAL:

Individuals .....\$125 \_\_\_\_\_

To receive print subscriptions of

**ARBORIST NEWS** and  
**ARBORICULTURE & URBAN  
FORESTRY** add .....\$25 \_\_\_\_\_

#### SENIOR:

Retired and 10 years of ISA membership...\$45 \_\_\_\_\_

Student membership is available. Contact ISA at membership@isa-arbor.com or (888) 472-8733.

### OPTIONAL DUES

#### CHAPTER DUES

(optional; see below)..... \_\_\_\_\_

#### PROFESSIONAL AFFILIATION

(optional; see below)..... \_\_\_\_\_

#### TOTAL ENCLOSED in US Dollars .....

ISA will forward Chapter and Professional Affiliation dues to the appropriate institutions.

**Save \$\$\$—apply on-line!**

For Credit Card Payment: Complete information below and fax form to **(217) 239-5721**: Name on Card \_\_\_\_\_

Visa  Mastercard  AMEX Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

CC Billing Address: Street \_\_\_\_\_ City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_

For Checks: Send completed form with your check (U.S. funds drawn on U.S. bank) to: **ISA, PO Box 3129, Champaign, IL 61826-3129.**

### REGIONAL CHAPTERS (Check all that apply. Enter total on "CHAPTER DUES" line above.) PRICES SUBJECT TO CHANGE WITHOUT NOTICE.

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Austria.....\$45                                    | <input type="checkbox"/> Kentucky .....\$35  | <input type="checkbox"/> Ohio .....\$40  | <input type="checkbox"/> Sweden .....\$78                              |
| <input type="checkbox"/> Atlantic.....\$45<br><i>(NB, NF, NS, PE-Canada)</i> | <input type="checkbox"/> Michigan .....\$75  | <input type="checkbox"/> Ontario .....\$110  | <input type="checkbox"/> Texas*.....\$40                               |
| <input type="checkbox"/> Australia.....\$95                                  | <input type="checkbox"/> Mid-Atlantic+ .....\$50<br><i>(DC, MD, VA, WV)</i>          | <input type="checkbox"/> Pacific Northwest+ .....\$50<br><i>(AK, BC, ID, OR, WA)</i>       | <input type="checkbox"/> United Kingdom .....\$139                     |
| <input type="checkbox"/> Brazil.....\$32                                     | <input type="checkbox"/> Midwestern .....\$30<br><i>(IA, KS, MO, NE, ND, OK, SD)</i> | <input type="checkbox"/> Pennsylvania-Delaware ...\$45                                     | <input type="checkbox"/> Utah .....\$40                                |
| <input type="checkbox"/> Czech Republic.....\$33                             | <input type="checkbox"/> Minnesota .....\$40   | <input type="checkbox"/> Prairie .....\$75<br><i>(AB, MB, SK-Canada)</i>                   | <input type="checkbox"/> Western+ .....\$40<br><i>(AZ, CA, HI, NV)</i> |
| <input type="checkbox"/> Denmark .....\$81                                   | <input type="checkbox"/> New England .....\$35<br><i>(CT, ME, MA, NH, RI, VT)</i>    | <input type="checkbox"/> Quebec .....\$120   | <input type="checkbox"/> Wisconsin .....\$40                           |
| <input type="checkbox"/> Dutch .....\$50                                     | <input type="checkbox"/> New Jersey.....\$35   | <input type="checkbox"/> Rocky Mountain .....\$52<br><i>(CO, MT, NM, WY)</i>               | +Add \$10 for Chapter-only memberships.                                |
| <input type="checkbox"/> Florida .....\$30                                   | <input type="checkbox"/> New York.....\$65   | <input type="checkbox"/> Southern .....\$30  | Non-US Chapter dues are quoted in<br>approximate US Dollars.           |
| <input type="checkbox"/> Germany .....\$85                                   | <input type="checkbox"/> New Zealand.....\$110                                       | <input type="checkbox"/> Spain.....\$85<br><i>(AL, AR, GA, LA, MS, NC, PR, SC, TN, VI)</i> |  |
| <input type="checkbox"/> Illinois .....\$45                                  | <input type="checkbox"/> Norway.....\$69   |  |  |
| <input type="checkbox"/> Indiana .....\$40                                   |  |  |  |
| <input type="checkbox"/> Italy .....\$97                                     |  |  |  |

### PROFESSIONAL AFFILIATIONS (Check all that apply. Enter total on "PROFESSIONAL AFFILIATION" line above.)

- Utility Arborist Association \$25     Society of Commercial Arboriculture \$35     Arboricultural Research and Education Academy \$25
- Society of Municipal Arborists (Check all that apply from below.)
- Professional \$75     Corporate \$140 (Additional Corp \$25 ea.)     Library \$60     Senior \$40     Student \$40

Fax completed form to **217-239-5721**. FOR MORE INFORMATION [www.isa-arbor.com](http://www.isa-arbor.com) or **217-355-9411**