

Certified Irrigation Contractor (CIC) Bulletin of Information, Application/Registration



Irrigation Association certification as a certified irrigation contractor indicates the successful irrigation contractor has:

- A minimum of three years of irrigation-related experience or two years of irrigation-related experience plus one year of irrigation-related education.
- Passed a written examination covering general irrigation subjects and specialty areas.
- Agreed to follow the IA Code of Ethics established by the IA Certification Board.

A CIC is a specialty contractor who primarily executes contracts and subcontracts to install, repair and maintain irrigation systems so projects are executed in an acceptable way, meeting all specifications and requirements. CICs are involved in the layout, installation, maintenance and repair of irrigation systems used for landscape and turf irrigation.

EPA WaterSense Approved



The EPA WaterSenseSM program promotes water efficiency through products, professional programs and partners that meet WaterSense criteria. The IA is proud to be the first WaterSense partner. The IA Certified Irrigation Contractor and Certified Irrigation Designer programs were the first professional certifications to earn the WaterSense label. The IA Certified Landscape and Golf Irrigation Auditor programs also carry the WaterSense label.

The WaterSense label will increase consumer awareness and demand for professionals who use water-efficient products and practices. Individuals certified in eligible programs may apply to WaterSense for the partner label at www.epa.gov/watersense/partners.

Contractor Responsibilities

Irrigation contractors execute layout, staking, excavation, boring, trenching, grading, back-filling and limited design. They install all piping and water delivery components. They install the irrigation controls, including mechanical, hydraulic and electrical systems. Contractors troubleshoot and repair all of these components and systems.

Irrigation contractors read site, contour and grading plans, as well as various “shop drawings” used in installation. They should be knowledgeable of the various soil conditions which affect the installation and operation of the irrigation system. They should be able to effectively choose and schedule the required installation equipment.

Irrigation contractors work with all types and classifications of pipe. They should be able to perform the necessary cutting and joining of these different materials, understand the limitations of each piping system and have knowledge of the required fittings and components of the water delivery system, including backflow prevention components. They should understand basic hydraulics as applied to pumps, irrigation piping, sprinkler heads, water hammer and backflow prevention principles.

Irrigation contractors should have knowledge of the various types of control devices used in irrigation systems, including mechanically, hydraulically and electrically controlled valves and irrigation controllers. They should have basic electrical knowledge needed for installation of electric motors and associated electronic control systems. They should have knowledge of the required licensing laws and codes in their respective states.

In addition, they should know the principles of good business practices, organization, accurate bookkeeping, and timely material and labor take-offs and bids. They should be able to organize and schedule projects. They should understand construction contracts, as well as their legal rights and obligations.

Eligibility and Application

Certification as a CIC is a two-step process.

Step 1 Program Application and Exam Registration

- To apply to the IA Certified Irrigation Contractor program, you must meet the requirement of at least three years of verifiable work experience in an irrigation-related field or two years of irrigation-related experience plus one year of irrigation-related education.
- To apply to the program and register for the exam, complete the certified irrigation contractor application and registration. Forms and payment must be received by the IA at least 30 days prior to the exam date. If applicable, remember to include any necessary documentation, such as certificates of completion or transcripts.
- After your application has been received and verified, you will receive a letter informing you of your status in the program.
- If you have less than the required three years experience, you will be notified of the date when you will be eligible to take the examination. You will not have to reapply.

Step 2 Examination

- To become certified, you must pass the CIC examination administered by the IA and agree to operate by the IA Code of Ethics.



Exam Description (current)

The examination is a 4-hour, closed book exam with 180 equally-weighted, multiple choice questions. The content areas with approximate percentages are:

- 26% Water conservation/irrigation scheduling
- 18% Irrigation design
- 15% Irrigation installation
- 15% Codes and laws
- 11% Equipment and terminology
- 9% General business
- 6% Maintenance

Exam Description (effective Dec. 1, 2009)

- 22-25% Irrigation scheduling
- 18-22% Irrigation design
- 18-22% Irrigation installation
- 18-22% Maintenance and repair
- 8-12% Federal laws and codes
- 5-7% General business

References and Exam Schedule

References for the CIC exam are available online (see certification and references) and include:

- *Irrigation Contractor Workbook*
- *Turf Irrigation Manual*
- CIC Equations (free online)
- CIC Specifications (free online)

The exam schedule is continually updated at the IA website.

Optional Course

The CIC program is a self-study program. The Irrigation Association offers an optional two-day *Irrigation Contractor* review course that may be beneficial in preparing for the exam. This course includes:

1. Help irrigation professionals understand what is expected of a competent irrigation contractor. Identifies areas in which contractors should be expert to be profitable and professional.
2. Help for irrigation contractors to refresh existing skills.

It is an advanced course and may also serve as a good review for the CIC exam. The course is not a substitution for studying the exam references.

During the two-day class, students will review soil-water-plant relationships, advanced hydraulics, pumps, job safety requirements, national codes affecting our industry, scheduling, water conservation and details about system uniformity and efficiency.

Note: The class is not always offered in conjunction with the exam. For class availability, check the education course schedule online.

Important: Education courses require separate registration/ fees.

Fees and Registration

Apply and register for the CIC program and exam directly through the IA. Exam registration and payment must be received by the IA at least 30 days in advance. Onsite registration is not allowed.

Application and Exam Fees (application fees are non-refundable)

| | | |
|--------------------------------------|-------------------|------------|
| • IA member | \$ 50 application | \$200 exam |
| • Nonmember | \$175 application | \$300 exam |
| • IA member retake | | \$ 75 |
| • Nonmember retake | | \$125 |
| • IA member cancel or reschedule fee | | \$ 35 |
| • Nonmember cancel or reschedule fee | | \$ 50 |

Company check, personal check, money order and credit cards (Visa, MasterCard, American Express) are accepted. Remit by check in US dollars drawn on a US bank, payable to the Irrigation Association.

Exam Retake/Reschedule/Cancel

No retake examination may be scheduled by anyone in the examination 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 examination until 30 days have passed.

A cancellation fee will be assessed to the candidate who does not sit for a scheduled exam or who fails to cancel a scheduled exam at least 21 days before the exam date. Cancellations must be made in writing and sent to the attention of IA certification by U.S. mail, fax: 703.536.7019 or e-mail: certification@irrigation.org.

A candidate may take an exam no more than three times. If unsuccessful on the third attempt, the candidate must wait two years from the date of the last examination to retake that examination. Fees applicable at that time must be paid.

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

Certification Renewal and CEUs

A CIC is required to obtain 10 CEUs per year to maintain an active status and remit a nominal annual renewal fee.

Certified Irrigation Contractor (CIC) Application

Please keep a copy for your records.



- IA must receive the exam application and registration at least 30 days prior to the exam date. Onsite registration is not allowed.
- IA reserves the right to cancel, postpone or reschedule any or all exams as necessary.
- To apply to the CIC program and be eligible to take the CIC exam, a candidate must have three years of verifiable irrigation-related experience or two years of irrigation-related experience plus one year of education in an irrigation-related field.

Candidate Information (PRINT legibly in black ink)

Dr. Mr. Mrs. Ms.

Last Name First Name Middle Initial

Home Address (No PO Box)

City State/Province Zip/Postal Code

Home Telephone Cell Telephone

E-mail

What address would you like your references mailed to? Home Business (commercial)

What address would you like your exam results mailed to? Home Business (commercial)

Experience REQUIRED

If you have less than three years of verifiable irrigation-related experience with your current employer, include former employer information and/or to substitute one year of irrigation-related education for up to one year of experience, see reverse.

| Employment Information | Qualifying Irrigation-Related Experience |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Current employer _____</p> <p>Position/title _____</p> <p>Employed from _____ / _____ to _____ / _____</p> <p>Years _____ Months _____ of experience</p> <p>Supervisor/contact _____</p> <p>Business Address (No PO Box) _____</p> <p>City _____ State _____ Zip _____</p> <p>Tel (_____) _____</p> <p>Fax (_____) _____</p> <p>E-mail _____</p> | <p>Describe qualifying irrigation-related experience for contractor certification.</p> <p>Resume attached: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
| <p>Previous employer _____</p> <p>Position/title _____</p> <p>Employed from _____ / _____ to _____ / _____</p> <p>Years _____ Months _____ of experience</p> <p>Supervisor/contact _____</p> <p>Business Address (No PO Box) _____</p> <p>City _____ State _____ Zip _____</p> <p>Tel (_____) _____</p> <p>Fax (_____) _____</p> <p>E-mail _____</p> | <p>Describe qualifying irrigation-related experience for contractor certification.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |

► Continue experience and education on reverse.

Certified Irrigation Contractor (CIC) Application

Please keep a copy for your records.



Experience (Continued)

| Employment Information | Qualifying Irrigation-Related Experience |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Previous employer _____ Position/title _____ Employed from _____ / _____ to _____ / _____ Years _____ Months _____ of experience Supervisor/contact _____ Business Address (No PO Box) _____ City _____ State _____ Zip _____ Tel (_____) _____ Fax (_____) _____ E-mail _____ | Describe qualifying irrigation-related experience for contractor certification. _____ _____ _____ _____ _____ _____ _____ _____ _____ |

Education

To request substitution of education for up to one year of experience, complete this section and attach official transcripts showing irrigation coursework, or copies of certificates of completion for any specialized irrigation training that you have completed.

| Education Information | Course Work Description |
|-----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Course _____ Provider _____ Address _____ _____ City _____ State _____ Zip _____ Length/date of course _____ | Describe qualifying course or seminar. Transcript/certificate attached: <input type="checkbox"/> Yes <input type="checkbox"/> No _____ _____ _____ _____ _____ |
| Course _____ Provider _____ Address _____ _____ City _____ State _____ Zip _____ Length/date of course _____ | Describe qualifying course or seminar. Transcript/certificate attached: <input type="checkbox"/> Yes <input type="checkbox"/> No _____ _____ _____ _____ _____ |
| Course _____ Provider _____ Address _____ _____ City _____ State _____ Zip _____ Length/date of course _____ | Describe qualifying course or seminar. Transcript/certificate attached: <input type="checkbox"/> Yes <input type="checkbox"/> No _____ _____ _____ _____ _____ |

Certified Irrigation Contractor (CIC) Application/Registration

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Candidate Information (PRINT legibly in black ink)

Dr. Mr. Mrs. Ms.

Last Name First Name Middle Initial

Code of Ethics

I subscribe to the following IA Code of Ethics:

- To hold inviolate the concepts of free enterprise.
- To uphold the integrity of the irrigation industry.
- To continually seek to gain respect and recognition for the industry on the local, state, national and international levels.
- To improve industry products and services by encouraging research and development.
- To subscribe to fair and honest business practices including the legitimate representation of my personal capabilities and experience.
- To follow responsible procedure with regard to the design, installation and maintenance of irrigation systems.
- To follow ethical business practices in all contractual and warranty obligations.
- To promote water, soil, and energy conservation through efficient and cost-effective irrigation systems design, installation and management.

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 have read and agree to follow the IA Code of Ethics.

X _____
Signature Date

Exam

Irrigation Contractor Exam

Exam Date: _____

Exam Location: _____

Application and Exam Fees (Required)

Application fees are non-refundable

- | | | |
|------------------------------------|--------------------------------------------|-------------------------------------|
| Member | <input type="checkbox"/> \$ 50 application | <input type="checkbox"/> \$200 exam |
| Nonmember | <input type="checkbox"/> \$175 application | <input type="checkbox"/> \$300 exam |
| IA member retake | | <input type="checkbox"/> \$ 75 |
| Nonmember retake | | <input type="checkbox"/> \$125 |
| IA member cancel or reschedule fee | | <input type="checkbox"/> \$ 35 |
| Nonmember cancel or reschedule fee | | <input type="checkbox"/> \$ 50 |

Exam References and Shipping

Member Nonmember

- \$45 \$55 *Irrigation Contractor Workbook*
 \$85 \$95 *Turf Irrigation Manual*

Free exam specification and equation sheets are sent with the confirmation letter or can be downloaded at www.irrigation.org.

- \$9.00, ship one book, UPS ground U.S.
 \$11.50, ship two books, UPS ground U.S.

Exam references and shipping fees are subject to change. International shipping is additional. Please contact IA for a quote.

Cancellation Policy

Exam cancellations must be made in writing at least 21 days prior to the exam date. Cancellations made after this date will be assessed a cancellation fee. No-shows will be assessed a cancellation fee.

Payment

\$ _____ **US Total enclosed or authorized**

Check here for receipt

Check: # _____

Remit in US \$ drawn on a US bank, payable to the Irrigation Association.

Charge: VISA MasterCard American Express

Card Number

_____/_____
Expiration (month/year)

Name on Card

X _____
Signature

Mail the application and registration forms with payment to:

Irrigation Association
6540 Arlington Blvd.
Falls Church, VA 22042-6638

Or fax with credit payment to:

Attn Certification: 703.536.7019

Questions? Call or e-mail the IA ...

Tel: 703.536.7080 • E-mail: certification@irrigation.org

Frequently Asked Questions: IA Certification

How do I get certified?

The certification process varies with the certification:

Certified Irrigation Contractor (CIC): after your application is accepted, pass a written, objective exam. CIC is a self-study program. An IA review course, Irrigation Contractor, is optional.

Certified Irrigation Designer (CID): after your application is accepted, pass step 2, 3 and 4 exams. CID is a self-study program. IA education can help you prepare for the exams with a variety of courses.

Certified Landscape or Golf Irrigation Auditor (CLIA/CGIA): after your application is accepted, pass a written, objective exam and submit an independently completed audit verified by an IA certified professional in good standing. Optional IA courses: Landscape Irrigation Auditor or Golf Irrigation Auditor.

Certified Water Conservation Manager-Landscape (CWCM-L): after your application is accepted, pass a written, objective exam and maintain your CLIA or CGIA status.

Certified Agricultural Irrigation Specialist (CAIS): after your application is accepted, pass a written, objective exam.

What are the costs to become certified?

The cost varies depending on the certification you would like to obtain. Education course and exam fees are separate.

When are exams given?

IA certification exams are scheduled across North America at regional trade shows and other locations. All exams are offered at the Irrigation Show. If you're looking for an exam in your area, check the continually updated schedule online frequently. If you don't see a date or location, call the IA certification manager at 703.536.7080 or e-mail certification@irrigation.org.

How far in advance must I register and why?

Your registration and payment should be received by the IA at least 30 days before the exam date.

The 30-day policy was set by the IA Certification Board to allow a minimum period for candidates to study and for the IA to complete the experience verification process, to prepare and ship exams, and to book and brief proctors.

How do I register for exams?

1. Register online by clicking the exam you want on the schedule. A chart of information with the specific exam title, location and date will appear. Go to "Registration" on the chart and click the link, "Register online with the IA."
2. Or download a form online under certification and forms. Complete and fax your registration form to 703.536.7019.

Does registering for a class also register me for an exam, or vice-versa?

No. Class and exam registration (and fees) are separate.

What are the requirements to apply or take an exam?

CIC, CWCM-L: at least three years of irrigation-related experience, or two years of irrigation-related experience plus one year of education in an irrigation-related field to apply to the program. CWCM-L must also hold a current CLIA or CGIA in good standing.

CID: at least one year of irrigation-related experience/education to apply to the program and take the step 2 exam; at least three years of irrigation-related experience, or two years of irrigation-related experience plus one year of irrigation-related education to take the step 3 and 4 exams and become certified.

CLIA, CGIA: at least one year of irrigation-related experience to apply to the program.

CAIS: field experience with the management and operation of on-farm irrigation systems and intermediate math skills are highly recommended.

How do I prepare?

IA certifications are self-study programs. Exam questions come from the recommended reference material and equations listed on the specification sheet for each exam. Optional IA education courses that may help you prepare are suggested in the bulletin for each exam.

Why does it take 30-45 days to receive exam results?

IA certification exams are scored by an independent testing facility. Exams are shipped from the testing site to the facility for scoring and letters are generated and mailed to candidates.

After I'm certified, how do I maintain my certification?

Following your first year of certification, ALL certified individuals must renew annually, by submitting an annual renewal fee and at least 10 continuing education units. Renewal bills are sent in October, and are due December 31.

How do I earn Continuing Education Units (CEUs)?

Here are several ways to earn CEUs:

- Attend irrigation or green industry short courses or seminars
- Earn certification in another area or specialty
- Attend irrigation or green industry trade shows, field days or meetings
- Judge an irrigation competition
- Teach or present an irrigation paper at a short course, seminar, technical conference, or in-house training course
- Teach an irrigation course at a four-year or two-year college or technical institute
- Teach or attend an in-house irrigation training course
- Conduct irrigation audits

Additionally, special credits may be awarded after Certification Board review for activities like writing an irrigation book or publishing an irrigation article in professional journals, association or green industry trade magazines. A maximum of five CEUs per year can be green industry or business related.

Do I have to be an IA member to become certified?

No, however, you may find it cost effective to join before pursuing certification. Members receive substantial discounts on courses, exams and reference materials, plus a host of additional benefits.

Does certification make me an IA member?

No, certification does not convey IA membership.

How can a lapsed certification be reinstated?

If you have not been current for less than three years, reinstatement is possible by paying all back fees and submitting the CEUs for the years that are not current.

If you have not been current for more than three years, certification status is automatically lost. You will need to reapply to the certification program as a new candidate.

Find more FAQs online under certification and FAQs.