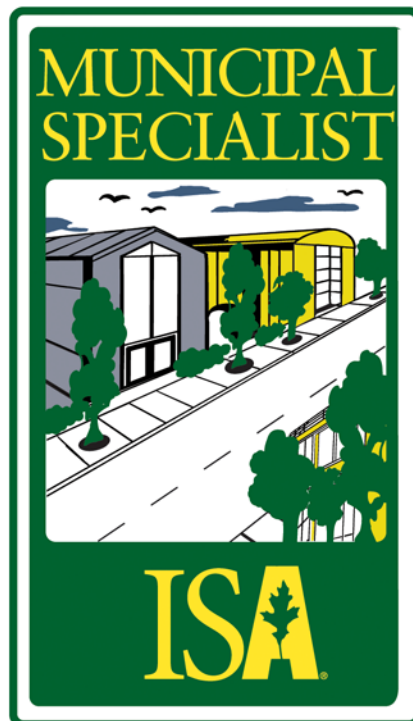


ISA CERTIFIED ARBORIST MUNICIPAL SPECIALIST HANDBOOK/APPLICATION



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

Revised 08/09

I. THE PROGRAM

Municipal Specialist certification is a *voluntary* advanced certification program providing recognition of one's professional knowledge by one's peers. The International Society of Arboriculture (ISA) Municipal Specialist recognition is given by ISA in cooperation with the Society of Municipal Arborists (SMA) to those who (1) meet the eligibility requirements for admission to the examination as set forth in this application, (2) successfully complete the examination, and (3) maintain the necessary number of continuing education units to recertify within the recertification period.

The objectives of the Municipal Specialist program are

- to be an educational program that will improve technical competency in managing the establishment and maintenance of community trees.
- 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 establishing and maintaining trees in a community.

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

The certification examination is weighted in the following manner:

I. Communication Skills.....	10%
II. Public Relations/Education.....	20%
III. Administration.....	20%
IV. Risk Management.....	10%
V. Arboricultural Practices.....	25%
VI. Policy/Planning.....	15%

Recommended Study Materials

The following references could be considered for review:

- ISA Municipal Specialist Certification Study Guide (Nelda Matheny and Jim Clark)
- ANSI Z60.1, American Nursery and Landscape Association Web site, www.anla.org
- Arboriculture and the Law (Victor D. Merullo and Michael J. Valentine)
- Arboriculture: Integrated Management of Landscape Trees, Shrubs, and Vines, 4th Edition (Richard W. Harris, James R. Clark, and Nelda P. Matheny)
- Body Language of Trees: A Handbook for Failure Analysis (Claus Mattheck and Helge Breloer)
- Illustrated Guide to Pruning, 2nd edition (Edward F. Gilman)
- Photographic Guide to the Evaluation of Hazard Trees in Urban Areas, 2nd edition (Nelda P. Matheny and James R. Clark)
- Plant Health Care for Woody Ornamentals (John Lloyd, editor)
- Principals and Practice of Planting Trees and Shrubs (Gary W. Watson and Eugene B. Himelick)
- Reducing Infrastructure Damage by Tree Roots: A Compendium of Strategies (Laurence R. Costello and Katherine S. Jones)
- This Is PR: The Realities of Public Relations (Doug Newsom, Judy VanSlyke Turk, and Dean Kruckeberg)
- Tree and Shrub Fertilization: Proceedings from an International Conference (Alan Siewert et al., editors)
- Trees and Building Sites Conference Proceedings (Gary W. Watson and Dan Neely, editors)
- Trees and Development: A Technical Guide to Preservation of Trees During Land Development (Nelda P. Matheny and James R. Clark)
- Urban Forestry: Planning and Managing Urban Greenspaces, 2nd edition (Robert W. Miller)
- Urban Soils: Applications and Practices (Philip J. Craul)

Most of these publications are available for purchase from ISA. Call 888-ISA-TREE or order online at www.isa-arbor.com.

How the Examination Was Developed

The municipal certification examination was developed by a panel of experts from the Society of Municipal Arborists. Questions were derived from a job analysis survey filled out by municipal arborists from around the United States and Canada. Questions are constantly analyzed by the Municipal 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, by selecting 100 questions out of the question bank.

The Format of the Examination

The municipal certification examination consists of 100 multiple-choice questions. Each question has four choices listed as answers, only one of which is correct. The answer to each question can be derived independently of the answer to any other question.

When trees are referred to on the exam, both scientific and common names are given.

Candidates will have two hours to complete the examination.

Attainment of Certification

To pass the examination, candidates must achieve an overall score of at least 70 percent. If the overall passing score is achieved, the candidate will be considered an ISA Certified Arborist/Municipal Specialist and will receive a certificate, an ID card, an advertising logo sheet, a hard-hat decal, and a sew-on patch.

If an overall passing score is *not* achieved, the candidate must retake the full exam.

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

Examination Eligibility Requirement

The ISA Certification Board requires a candidate for the Municipal Specialist designation to be an ISA Certified Arborist and have a minimum of three additional years of documented and verifiable work experience in a position managing the establishment and maintenance of urban trees. Acceptable experiences will include those for which the practical use of knowledge involved in communication skills, public relations, administration, risk management, arboricultural practices, and policy planning in a municipal setting. Examples of experience sources include but are not limited to the following:

- city/municipal arborist
- city/municipal forester
- tree warden
- urban forester
- urban forestry specialist
- park superintendent
- municipal/urban forestry consultant

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 Certified Arborist/Municipal Specialist designation is valid for three years. To maintain the certification, you must have accumulated the necessary 42 continuing education units (CEUs) 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.

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

ISA Certified Arborist/Municipal Specialist exams are offered in conjunction with the ISA Certified Arborist exam at ISA chapter meetings and at educational seminars. For more information on location and dates of certification exams in your area, contact either your local ISA chapter or the ISA Certification Department. Exam dates also can be found in the ARBORIST NEWS, or by visiting the ISA Web site (<http://www.isa-arbor.com>). Computer based exams may also be taken at Pearson Vue testing center.

Applications and proper payment must be received in the ISA office no later than **12 (twelve) working days** before a scheduled exam if you are taking the exam through an ISA chapter.

No exceptions.

CHAPTER SPONSORED EXAMS (OPTION #1)

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

	CEUs	Member	Non-Member
If your Certified Arborist Certification expires within:			
<input type="checkbox"/> 25-36 months	12	\$100 USD	\$230 USD
<input type="checkbox"/> 13-24 months	6	\$75 USD	\$205 USD
<input type="checkbox"/> 0-12 months	0	\$55 USD	\$185 USD

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.”

AFTER APPLYING FOR THE EXAMINATION

After your application is received in the ISA office, you will receive a confirmation letter with the date and time of the exam, directions to the exam site, and the name of the appropriate contact person.

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. Payment is required at time of application submittal. Candidates will not be allowed to sit for the exam if payment is not received by the deadline date.

Rescheduling Exams

If circumstances change after you have applied for the examination, you must request in writing to have your exam rescheduled. If your request does not reach ISA headquarters before the exam deadline date, you will be considered a no-show. If the scheduled date was to be your free retake, it will be forfeited. Send your written request to the ISA certification staff before the 12-working-day deadline.

Refunds

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

AT THE TESTING SITE

Admission for Testing

To be admitted for testing, you must arrive at the testing site on time and have your identity confirmed by presentation of an ID. The best ID is a government-issued ID such as a driver's license with photo, military photo ID, or a passport.

Testing Site Rules

- You should report to the testing site at least 30 minutes before the exam starting time. The exact reporting time, date, and location of the exam will be enclosed in your confirmation packet. 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.
- You are permitted to use a calculator during the exam; however, it is not required. Only silent, nonprinting, battery- or solar-powered calculators without alpha characters will be allowed. Sharing of calculators is not permitted. All calculations can be completed without the use of a calculator.
- Books, papers, or other reference material must be placed on the floor or at the back of the room.
- No cell phone/pagers/PDAs allowed in testing room.
- Scratch paper will be provided on the back of the exam evaluation form. **DO NOT WRITE ON THE TEST BOOKLET.**
- No food or beverages may be taken into the testing room.
- No smoking will be allowed in the testing room.
- You may raise your hand if you have a question about the exam and the proctor will try to assist you.

- Visitors are not allowed in the testing room.
- You will be permitted to take restroom breaks on an individual basis.
- If you are caught looking at other individuals' exams or talking during the exam, scores may be invalidated or exam materials confiscated.
- It is of utmost importance that you carefully follow all directions and regulations. Listen carefully to all instructions given by the proctor and follow the 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.

AFTER THE EXAMINATION

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.

How Your Exam Is Scored

Answer sheets are electronically scanned and scored. The Certification Department understands the importance of your test results and uses many quality-control procedures, both computer and manual, during and after the scoring process to ensure the accuracy of score reports.

Your Score Report

Your individual score report will be mailed approximately four to six weeks after your test date. You must achieve an overall score of at least 70% to pass. 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 booklets 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. You may retake one time at no charge. If you fail to show, you will forfeit your free retake. There will then be a \$75 USD fee per retake up to one year. After one year, you will be required to pay the full amount. You **MUST** file the retake form prior to the deadline date, to be scheduled for the next exam.

Certification Renewal

The ISA Certified Arborist/Municipal Specialist designation expires concurrently with the ISA Certified Arborist designation. To retain certification after each three-year period, Certified Arborists/Municipal Specialists must recertify. The ISA certification program offers two methods of recertification. The first method is to retake and re-pass the exam. The second method is to accumulate a total of 42 continuing education units (CEUs) over the three-year period. Thirty (30) of the CEUs are for the Certified Arborist credential, and a minimum of twelve (12) CEUs are for the Municipal Specialist credential. The twelve CEUs must be related to the six domains.

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. Other methods include ISA study programs and CEU articles in *Arborist News*.

A more detailed explanation of CEUs is provided with the certification packet. Arborists may call ISA's Certification Department for further clarification.

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.

Applications and proper payment must be received in the ISA office no later than 12 (twelve) working days before a scheduled exam. **No exceptions.**

	ISA and Chapter Member	ISA Member Only	Chapter Member Only	Nonmember
Recertification Fee	\$45 USD	\$175 USD	\$175 USD	\$175 USD

**COMPUTER BASED TESTING (OPTION #2)
VIA PEARSON VUE TESTING CENTER**

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

Each time you take a computer based exam there will be a \$100 administration fee. There will be no exceptions for this fee.

	CEUs	Member	Non-Member
If your Certified Arborist Certification expires within:			
<input type="checkbox"/> 25-36 months	12	\$100 USD	\$230 USD
<input type="checkbox"/> 13-24 months	6	\$75 USD	\$205 USD
<input type="checkbox"/> 0-12 months	0	\$55 USD	\$185 USD
<input type="checkbox"/> Administrative Fee		\$100 USD	\$100 USD
Total Fees	(\$100 + fee depending on Certified Arborist exp. date)		

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.”

AFTER APPLYING FOR THE EXAMINATION

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. A tree list will also be sent for the ID portion of the exam.

You will only have **90 days** from the date of your confirmation letter to schedule and take your exam. Once you have scheduled your exam date you must notify the ISA headquarters of your scheduled date and location in writing at CBT@isa-arbor.com or by faxing 217-355-9516.

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/>. Once you have rescheduled your exam date you must also contact the ISA headquarters in writing with this change. This information may be emailed to CBT@isa-arbor.com or faxed to the Certification department at 217-355-9516.

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 may result in losing your one free retake or forfeiting your exam fees. If this happens, you will have to resubmit your application along with the required retake fees and administrative fee of \$100. You will only have one year from the first scheduled exam date to retake the exam at the retake fee of \$75 along with the administrative fee. Once you have exceeded the one year, you will be required to pay the full exam fee again along with the \$100 administrative fee.

Refunds

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

AT THE TESTING SITE

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 3 ½ hours will remain running.
- It is of utmost importance that you carefully follow all directions and regulations. Follow all directions completely.

AFTER THE EXAMINATION

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.

How Your Exam Is Scored

Answer sheets are electronically scanned and scored. The Certification Department understands the importance of your test results and uses many quality-control procedures, both computer and manual, during and after the scoring process to ensure the accuracy of score reports.

Your Score Report

You will know whether you passed or failed before leaving the testing center. You must achieve an overall score of at least 70% to pass. 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. You may retake one time at no charge within one year from your first scheduled exam. If you fail to show, you will forfeit your free retake. There will then be a \$75 USD fee per retake

up to one year. After one year, you will be required to pay the full amount. A \$100 administrative fee will be required each time you take a computer based exam.

Certification Renewal

The ISA Certified Arborist/Municipal Specialist designation expires concurrently with the ISA Certified Arborist designation. To retain certification after each three-year period, Certified Arborists/Municipal Specialists must recertify. The ISA certification program offers two methods of recertification. The first method is to retake and repass the exam. The second method is to accumulate a total of 42 continuing education units (CEUs) over the three-year period. Thirty (30) of the CEUs are for the Certified Arborist credential, and a minimum of twelve (12) CEUs are for the Municipal Specialist credential. The twelve CEUs must be related to the six domains.

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. Other methods include ISA study programs and CEU articles in *Arborist News*.

A more detailed explanation of CEUs is provided with the certification packet. Arborists may call ISA’s Certification Department for further clarification.

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.

Applications and proper payment must be received in the ISA office no later than 12 (twelve) working days before a scheduled exam. **No exceptions.**

	ISA and Chapter Member	ISA Member Only	Chapter Member Only	Nonmember
Recertification Fee	\$45 USD	\$175 USD	\$175 USD	\$175 USD

IV. INSTRUCTIONS FOR COMPLETING & SUBMITTING APPLICATION

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. Please list your ISA Certified Arborist certification ID number and expiration date.
5. Write the date of the desired scheduled exam. **Do not submit application without choosing an exam date. This will be left blank if you are testing via computer based.**
6. Write the location of the scheduled exam.
7. Check the box for computer based testing.
8. Check the box if you do **NOT** want your listing to appear in Certified Arborists lists.
- 9A. Check yes if you are a member of ISA. It is important to write in your ISA member ID number.
- 9B. Check yes if you are a member of an ISA chapter. Be sure to write in the appropriate chapter.
- 9C. Check if you are a member of SMA.
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.
10. **If you are requesting special accommodations, be sure to contact the Certification Department prior to submitting your application and before the exam deadline date.**
11. **Complete all of the practical experience section, including employment dates. If this section is not completed correctly, your application will not be accepted.**
12. 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

CERTIFIED ARBORIST/ MUNICIPAL SPECIALIST APPLICATION

This application must be received at least 12 WORKING DAYS prior to the date of the exam for which you are applying. If your application is approved, you should receive a confirmation letter. If you do not receive this letter, contact ISA at (217) 355-9411. Thank you for your consideration.

Note: For security reasons please list your name as it appears on your photo ID you will be bringing to the exam site.

Mr. Ms. Mrs. Dr.

1. _____
PRINT FIRST NAME PRINT MIDDLE INITIAL PRINT LAST NAME JR SR I II III IV V

COMPANY NAME (IF APPLICABLE)

2. _____
NUMBER AND STREET APT NO.

CITY STATE (PROVIDENCE) POSTAL CODE

The address you indicate will be used for all future correspondence by ISA. In addition, you can elect to have this information published and distributed in ISA Certified Arborists lists.

3. Phone Number _____
HOME BUSINESS

Fax Number _____
CELL/ ALTERNATIVE #

E-mail Address _____

4. ISA Certified Arborist ID # _____ Expiration Date _____

5. Date you wish take the exam ____/____/____ (chapter sponsored exam)

6. Location _____ (chapter sponsored exam)
CITY STATE (PROVIDENCE) country

7. Please check here if you would like to take the exam via computer based (Spanish currently not available)

Note: By submitting your application by the 12- working day deadline, does not guarantee you will be enrolled. Enrollment is based on experience and availability.

8. Some Certified Arborist/ Municipal Specialist's do not wish their names to be distributed to the public or to other interested parties (vendors, potential employers, etc.). If you do **NOT** wish to have your name included in Certified Arborists lists for distribution, please indicate here.

9A. Member if ISA Yes No I.D. # _____

9B. Member if ISA Chapter Yes No Chapter _____

9C. Member if SMA Yes No

10. Special accommodations must be approved by certification staff.

11. **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)

Four horizontal lines for text entry.

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)

Four horizontal lines for text entry.

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)

Four horizontal lines for text entry.

If there is not enough space to list the required 3 years experience with your current and previous employers, please attach an additional sheet.

12. **Fees**

If your Certified Arborist Certification expires within:

	<u>Member</u>	<u>Non-Member</u>
<input type="checkbox"/> 25-36 months	\$100 USD	\$230 USD
<input type="checkbox"/> 13-24 months	\$75 USD	\$205 USD
<input type="checkbox"/> 0-12 months	\$55 USD	\$185 USD
<input type="checkbox"/> \$100.00 USD– Administrative fee for Computer Based testing (Required for computer based testing only)		

\$ _____ 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
www.isa-arbor.com

CERTIFICATION AGREEMENT

For and in consideration of the appropriate fees 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 Certified Arborist/Municipal Specialist examination, shall become certified under the ISA Professional Certification Program as described in the ISA Professional Certification/ Municipal Specialist Booklet attached hereto and made a part hereof, and applicant agrees that he/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 Educational Credits, (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/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/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 attorneys' 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.

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
<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
<i>(DC, MD, VA, WV)</i> | <input type="checkbox"/> Pacific Northwest+\$50
<i>(AK, BC, ID, OR, WA)</i> | <input type="checkbox"/> United Kingdom\$139 |
| <input type="checkbox"/> Brazil.....\$32 | <input type="checkbox"/> Midwestern\$30
<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
<i>(AB, MB, SK-Canada)</i> | <input type="checkbox"/> Western+\$40
<i>(AZ, CA, HI, NV)</i> |
| <input type="checkbox"/> Denmark\$81 | <input type="checkbox"/> New England\$35
<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
<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
<i>(AL, AR, GA, LA, MS, NC, PR, SC, TN, VI)</i> | Non-US Chapter dues are quoted in approximate US Dollars. |
| <input type="checkbox"/> Germany\$85 | <input type="checkbox"/> New Zealand.....\$110 | <input type="checkbox"/> Spain.....\$85 | |
| <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 or **217-355-9411**