

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 e-mail 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

The examination is a 3 ½-hour, closed book exam with 150 equally-weighted, multiple choice questions. The content areas with approximate percentages are:

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

* A more detailed content outline, a summary of the job analysis and statistical data for the exam are available on the IA web site, www.irrigation.org.

Certified Irrigation Contractor (CIC) Bulletin of Information



Cut Score

Determining the equivalence of various forms of the exam involves statistical analyses of the relative difficulty of each question. This process yields a pass-fail score that is dependent on the questions comprising the individual exam. For this reason the passing score for the CIC exam is not announced prior to its administration. Depending on the exam the passing score typically ranges between 68 - 75 percent.

Optional Course

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

During the two-day class, students will review advanced 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.

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.

Note: The class is not always offered in conjunction with the exam. For class availability, please check the education course schedule online. Education courses require separate registration and fees.

References

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

- *Irrigation Contractor Workbook*
 - *Turf Irrigation Manual*
 - *Principles of Irrigation*
 - *Irrigation, 6th Edition*
 - CIC Equations/Specifications*
 - (U.S.) National electric code
 - (U.S.) National plumbing code (chapter 10)*
 - (U.S.) National backflow prevention code (chapter 10)*
 - IA best management practices*
 - Materials and Installation of Delivery Pipes for Irrigation Systems*
 - Designing, Operating and Maintaining Piping Systems Using PVC Fittings*
- * free on IA web site

Practice Exam

A practice exam is available online. Practice exam may be taken at your home or office. Please allow 3 business days for processing.

Cost: if purchased with a CIC exam registration

\$50 Member | \$75 Nonmember (non-refundable)

If separately

\$75 Member | \$100 Nonmember (non-refundable)

This is an online, non-proctored, open-book exam. The items on this exam are sample questions with similar subject matter that may or may not be covered on the actual exam, but are in

line with the exam blueprint. This exam will also allow candidates to become familiar with the computer-based testing format.

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. On-site registration is not allowed.

Application and Exam Fees (application fee is non-refundable)

• IA member	\$ 50 application	\$200 exam
• Nonmember	\$175 application	\$325 exam
• IA member retake	\$200	
• Nonmember retake	\$325	
• IA member cancellation/rescheduling*		\$100
• Nonmember cancellation/rescheduling*		\$150

*Cancellation/rescheduling fees apply if cancelling within five business days of exam date.

If a candidate fails to appear on day of exam, the candidate will forfeit all application and exam fees and will not be refunded.

Exam Retake/Reschedule/Cancel

No exam retake 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 90 days have passed.

A cancellation/rescheduling fee will be assessed to the candidate who fails to cancel or reschedule a scheduled exam at least five business days before the exam date. Cancellations must be made in writing and sent to the attention of IA certification by U.S. mail, fax: 703.536.7019 or e-mail: certification@irrigation.org. If a candidate fails to appear on day of exam, the candidate will forfeit all application and exam fees and will not be eligible for a refund.

A candidate may take an exam no more than three times.

If unsuccessful on the third attempt, the candidate must wait one year from the date of the last examination to retake that examination. Fees applicable at that time must be paid.

If the candidate does not successfully complete the required exam within three years of being accepted to the program, the candidate must restart the certification process.

Certification Renewal and CEUs

A CIC is required to obtain CEUs 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. On-site 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 (required)

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 Please keep a copy for your records.



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 code of ethics:

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

Declaration

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

X _____
Signature Date

Exam

Irrigation Contractor Exam

Exam Date: _____

Exam Location: _____

Computer-based Test

Application and Exam Fees (Required)

The application fee is a non-refundable, one-time fee.

IA member	<input type="checkbox"/> \$ 50 application	<input type="checkbox"/> \$200 exam
Nonmember	<input type="checkbox"/> \$175 application	<input type="checkbox"/> \$325 exam
IA member exam retake		<input type="checkbox"/> \$200
Nonmember exam retake		<input type="checkbox"/> \$325
IA member cancellation/rescheduling*		<input type="checkbox"/> \$100
Nonmember cancellation/rescheduling*		<input type="checkbox"/> \$150
IA member practice exam (non-refundable)		<input type="checkbox"/> \$50
Nonmember practice exam (non-refundable)		<input type="checkbox"/> \$75

*Cancellation fees apply if cancelling within five business days of exam date.

If purchasing a practice exam separately:

IA member practice exam (non-refundable) \$75
Nonmember practice exam (non-refundable) \$100

Exam References

Member	Nonmember	
<input type="checkbox"/> \$45	<input type="checkbox"/> \$60	<i>Irrigation Contractor Workbook</i>
<input type="checkbox"/> \$95	<input type="checkbox"/> \$100	<i>Turf Irrigation Manual</i>
<input type="checkbox"/> \$60	<input type="checkbox"/> \$80	<i>Principles of Irrigation</i>
<input type="checkbox"/> \$139	<input type="checkbox"/> \$179	<i>Irrigation, 6th Edition</i>

Shipping

- \$10.00, ship one book, UPS ground U.S.
- \$12.00, ship *Irrigation, 6th Edition*.
- \$2.50 for each additional book, UPS ground U.S. (check to approve charges when ordering two or more books)

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

Cancellation Policy

Exam cancellations must be made in writing at least five business days prior to the exam date. Cancellations made after this date will be assessed a cancellation fee.

If a candidate fails to appear on day of exam, the candidate will forfeit all application and exam fees and will not be eligible for a refund.

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

6540 Arlington Blvd. • Falls Church, VA 22042-6638 • Tel: 703.536.7080 • Fax: 703.536.7019

Apply online at: www.irrigation.org • For questions e-mail: certification@irrigation.org