

# SES

## The Society for Standards Professionals

### SES Certification Program Description, Procedures, and Forms

April 2010

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## 1. SES Certification Program

Certification is a status generally conferred by a professional society. As part of its mission to enhance the knowledge of standards and standardization, the Standards Engineering Society (SES) has established a certification program to recognize persons who have demonstrated a high degree of professional competence in different areas of standards. Certification should not be confused with registration, which can only be conferred by a legislative authority to protect the public interest. Registration is a license to practice a profession; certification is peer recognition of competence.

SES offers two levels of certification: (1) an entry-level certification that demonstrates a fundamental knowledge of standards development and application, and (2) a standards professional certification that demonstrates a thorough, more sophisticated knowledge of the principles, techniques, and effects of standards and standardization and recognizes a person's experience, expertise, and contributions in the area of standards.

A person who achieves entry-level certification will be recognized as an associate standards professional and entitled to use the **AStd** designation in personnel records and on resumes, letterheads, business cards, and other items as appropriate.

A person who achieves standards professional certification will be recognized as a certified standards professional and entitled to use the **CStd** designation in personnel records and on resumes, letterheads, business cards, and other items as appropriate.

## 2. Benefits of Certification in Standards

Certification provides the following benefits:

- Evidence to employers that the individual has attained competence in the standards profession;
- A credential for use in seeking a position or advancement;
- A criterion for employers to use for selection and advancement in standardization;
- Incentive for professional self-development; and
- A means to increase and enhance acceptance of the standards profession.

### **3. Requirements for Associate Standards Professional Certification (AStd)**

The applicant shall satisfy the following requirements:

- Employed in, or participant in, standards or standardization activities;
- Pledges to adhere to the SES Code of Ethics found in this booklet;
- Achieves a minimum score of 75 points on the AStd Personal Data Form; and
- Either (1) passes an open-book test based on information from the book, *A Guide to Standards*, or (2) successfully completes any four courses in the *Standards Aware*<sup>TM</sup> online series, within one year of the SES Certification Committee Chairman's approval of the AStd Personal Data Form;

#### **3.1 AStd Certification Periods**

The certification period is five (5) years.

#### **3.2 AStd Recertification**

To maintain certification, reevaluation and recertification is required every five (5) years. All recertification requirements shall be completed prior to the end of the current certification period.

The applicant shall satisfy the following requirements for recertification under the SES program:

- Employed in, or participant in, standards or standardization activities;
- Pledges to adhere to the SES Code of Ethics found in this booklet;
- Achieves a minimum score of 75 points on the AStd Personal Data Form; and
- Either (1) passes an open-book test based on information from the book, *A Guide to Standards*, or (2) successfully completes any four courses in the *Standards Aware*<sup>TM</sup> online series, within one year of the SES Certification Committee Chairman's approval of the AStd Personal Data Form.

### **3.3 AStd Certification Fees**

#### **Application Fee**

A nonrefundable fee of \$50.00 USD for SES members and \$75.00 USD for nonmembers is required, payable with the filing of a certification or recertification application. This fee is valid for one (1) year from the date of acceptance.

#### **Certification or Recertification Fee**

Upon successful completion of all of the certification or recertification requirements, a fee of \$100.00 USD for SES members and \$150.00 USD for nonmembers is required in order to receive official certification or recertification.

#### **Retest Fee**

For each retest, a fee of \$50.00 USD for SES members and \$75.00 USD for nonmembers is required.

### **3.4 AStd Certification Procedures**

#### **Step 1 – AStd Certification Application Form and AStd Personal Data Form**

- A. The applicant completes the AStd Certification Application Form and the AStd Personal Data Form contained herein.
- B. The applicant then submits the following items to the SES Certification Committee, 1950 Lafayette Road, Box 1, Portsmouth, New Hampshire 03801:
  - AStd Certification Application Form;
  - Applicable fee;
  - Copy of position or job description; and
  - AStd Personal Data Form with supporting information as necessary.
- C. Within 30 days of receipt of the application, the SES Certification Committee Chairman will evaluate and score the AStd Personal Data Form and the SES Executive Director will notify the applicant of its decision.

- D. If the application is approved, the applicant will notify the SES Executive Director by email or letter when he or she is ready to take the certification test described in Step 2 below.

Or Step 2 can be met by successfully completing any four courses in the *Standards Aware*<sup>TM</sup> online series, within one (1) year of the SES Certification Committee Chairman's approval of the AStd Personal Data Form.

- E. If the application is not approved, the AStd Personal Data Form may be resubmitted within one (1) year of the original application date. No additional fee is required.

### **Step 2 – Certification (and Recertification) Test**

- The Step 2 requirement is either (1) pass an open-book test based on information from the book, *A Guide to Standards*, or (2) successfully complete any four courses in the *Standards Aware*<sup>TM</sup> online series, within one (1) year of the SES Certification Committee Chairman's approval of the AStd Personal Data Form.
- If the applicant chooses to take the open-book certification test, within 30 days of receipt of the completed test, the SES Executive Director will score the test and notify the applicant whether he or she passed. The applicant shall answer 20 of the 25 test questions correctly in order to pass. An applicant who does not pass may retest after six months at the retest fee."

### **3.5 Appeals**

An applicant who is denied certification may appeal this action to the SES Executive Committee within 60 days of the issue date of such action. No member of the Executive Committee who is also a member of the SES Certification Committee may act on an appeal. Members of the Executive Committee may not act on their own appeals or on those of their employees or working associates. The Chairman of the SES Certification Committee may participate as a nonvoting member.

### **3.6 Revocation**

The SES Certification Committee may revoke a certification with cause, such as failing to recertify every five (5) years, falsifying information on the application form or Personal Data Forms, malpractice, or unethical behavior. The SES Certification Committee will not take action toward revoking certification without giving the individual involved at least 30 days advance notice of the charges and an opportunity to be heard.

## 4. Requirements for Standards Professional Certification (CStd)

The applicant shall satisfy the following requirements:

- Employed in, or participant in, standards or standardization activities in the category(ies) for which he or she is requesting certification;
- Pledges to adhere to the SES Code of Ethics found in this booklet;
- Achieves a minimum score of 200 points on the CStd Personal Data Form;
- Passes an open-book test , within two (2) years of the SES Certification Committee's approval of the CStd Personal Data Form, comprised of two parts (the first part consists of 25 general questions and the second part consists of 25 questions related to the category, for which the applicant has applied for certification); and
- Prepares a paper for publication in the Society's journal, for presentation at the SES Annual Conference, or, with the SES Certification Committee Chairman's approval, for publication in another widely recognized publication, within two (2) years of the SES Certification Committee's approval of the CStd Personal Data Form.

### 4.1 CStd Categories

The CStd certification program recognizes the following four categories in which an applicant may become certified as a standards professional:

- **Standards Development:** For persons engaged in the generation of standards;
- **Standards Application:** For persons engaged in the implementation of, technical use of, or acceptance of standards;
- **Standards Information:** For persons engaged in the dissemination of standards or standards-related information; and
- **Standards Management:** For persons engaged in the management of persons involved in development or application of standards, or dissemination of standards or standards-related information.

An applicant may apply for CStd certification in more than one category. When doing so, he or she must specify those categories on the application. Only one application fee is required, but a separate certification fee will be charged for each category.

### 4.2 CStd Certification Period

The certification period is five (5) years.

### **4.3 CStd Recertification**

To maintain certification, reevaluation and recertification are required every five (5) years. All certification requirements shall be completed prior to the end of the current certification period.

The applicant shall satisfy the following requirements to be recertified under the SES program:

- Employed in, or participant in, standards or standardization activities;
- Pledges to adhere to the SES Code of Ethics found in this booklet;
- Achieves a minimum score of 125 points on the CStd Personal Data Form; and
- Passes an open-book test within one (1) year of the SES Certification Committee's approval of the CStd Personal Data Form, comprised of two parts (the first part consists of 25 general questions and the second part consists of 25 questions related to the category, for which the applicant has applied for certification).

### **4.4 CStd Life Certification**

A person holding a CStd certification upon reaching 62 years of age will receive "life" certification. No further reporting will be required, nor will additional fees be required when life certification is conferred.

### **4.5 CStd Certification Fees**

#### **Application Fee**

A nonrefundable fee of \$50.00 USD for SES members and \$75.00 USD for nonmembers is payable with the filing of a certification or recertification application, whether applying for certification in one or multiple categories. This fee is valid for two (2) years from the date of acceptance.

#### **Certification or Recertification Fee**

Upon successful completion of all of the certification or recertification requirements, a fee of \$100.00 for SES members and \$150.00 for nonmembers is required to receive official certification or recertification. An applicant completing the requirements for multiple CStd certifications is required to pay a separate fee for each certification category.

## **Retest Fee**

For each retest, a fee of \$50.00 for SES members and \$75.00 for nonmembers is required.

## **4.6 CStd Certification Procedures**

### **Step 1 – CStd Certification Application Form and CStd Personal Data Form**

- A. The applicant completes the CStd Certification Application Form and the CStd Personal Data Form contained herein, specifying the requested certification category(ies).
- B. The applicant submits the following items to the SES Executive Director, 1950 Lafayette Road, Box 1, Portsmouth, New Hampshire 03801:
  - CStd Certification Application Form;
  - Applicable fee;
  - Copy of position or job description;
  - CStd Personal Data Form with supporting information, as necessary and
- C. Within 30 days of receipt of the application, the SES Certification Committee Chairman will evaluate and score the CStd Personal Data Form and notify the applicant of its decision.
- D. If the application is approved, the applicant has two (2) years in which to pass the certification test (described in Step 2) and submit a paper for approval (described in Step 3).
- E. If the application is not approved, the CStd Personal Data Form may be resubmitted within one (1) year of the original application date. No additional fee is required.

### **Step 2 – Certification (and Recertification) Test**

- A. The applicant should read the three publications listed below and view the fourth item online before requesting the test questions.
- B. There are two parts of the certification test: the first part consists of 25 general questions; the second part consists of 25 questions

related to the category for which the applicant has applied for certification. The questions are true/false and multiple choice.

- C. The certification test is an open-book test. The questions and answers are based on the following sources, which may be obtained from SES, 1950 Lafayette Road, Box 1, Portsmouth, New Hampshire 03801.
- 1) **A Guide to Standards**, published by SES;
  - 2) **Standards Management – A Handbook for Profit**, published by the American National Standards Institute (ANSI);
  - 3) SES 1:2002, **Recommended Practice for Designation and Organization of Standards** published by SES; and
  - 4) Information on ANSI's **NSSN: A National Resource for Global Standards**, available online at [www.nssn.org](http://www.nssn.org).
- D. Within 30 days of receipt of the completed test, the SES Executive Director will score the test and notify the applicant of his or her "pass" or "no pass" status. The applicant must answer 20 of the 25 test questions on each part of the certification test correctly in order to pass. If the applicant does not pass any part(s) of the certification test, he or she may retest after six months at the retest fee. Only the part(s) not passed must be retaken.

### **Step 3 – Paper Preparation**

- A. Once notified that he or she has passed the test, the applicant shall submit an abstract of a paper on standards, standardization, or standards information resources, either for presentation at the SES Annual Conference, for publication in the Society's journal, or, with approval of the SES Certification Committee Chairman, for publication in another widely recognized journal. The paper shall be written by the applicant and shall not be a collaborative effort with other authors. If an applicant so requests, a recently published paper on standards-related subjects may, at the discretion of the SES Certification Committee Chairman, satisfy this requirement.
- B. Papers should be authoritative documents demonstrating research and analysis. They should be developed in accordance with as many of the following criteria as possible:
- Include in-depth discussion, analysis, or application

- Stand the test of time and be of interest to a wide audience
  - Be of suitable quality for integration into a collection of like papers
  - Serve as an authoritative reference to other researchers
- C. Within 30 days of receipt of the abstract, the SES Executive Director shall notify the applicant of the acceptance or rejection of the abstract.
- D. If the abstract is approved, the applicant will be asked to submit the paper.
- E. If the abstract is rejected, the applicant shall be asked to either make specific changes to the abstract or submit an abstract on a different subject.
- F. Within 30 days of receipt of the submitted paper, the SES Executive Assistant shall notify the applicant of the acceptance or rejection of the paper.
- G. If the paper is approved, the applicant shall receive notice of certification.
- H. If the paper is rejected, the applicant shall be notified of specific changes required for the paper to be approved

#### **4.7 Appeals**

Applicants who are denied certification may appeal this action to the SES Executive Committee within 60 days of the issue date of such action. No member of the Executive Committee who is also a member of the SES Certification Committee may act on an appeal. Members of the Executive Committee may not act on their own appeals or on those of their employees or working associates. The Chairman of the SES Certification Committee may participate as a nonvoting member.

#### **4.8 Revocation**

The SES Certification Committee may revoke a certification with cause, such as failing to recertify every five (5) years, falsifying information on the application form or Personal Data Form, malpractice, or unethical behavior. The SES Certification Committee shall not take action toward revoking certification without giving the individual involved at least 30 days notice of the charges and an opportunity to be

heard. Any revocation of certification may be appealed according to the provisions of Section 4.7 herein.

## AStd Certification/Recertification Application

Please check one: Certification \_\_\_\_ Recertification \_\_\_\_

Please type or print legibly.

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Title: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Telefax: \_\_\_\_\_

E-mail: \_\_\_\_\_ SES Member Number (if member): \_\_\_\_\_

Above address is:  Home  Work

**Application fee:** Send completed application and AStd Personal Data Form with nonrefundable fee of \$50.00 USD for SES members or \$75.00 USD for nonmembers to the SES Certification Committee, 1950 Lafayette Road, Box 1, Portsmouth, New Hampshire 03801

Amount enclosed: \$ \_\_\_\_\_ USD  Check  Money order

or charge to:  Visa  MasterCard  American Express  Discover

Credit card number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Signature as shown on credit card: \_\_\_\_\_

### Application prerequisites

I am employed in, or participate in, standards or standardization activities.

I pledge to adhere to the SES Code of Ethics.

*I understand that this is an application to enroll in the SES Associate Standards Professional (AStd) Certification Program. I subscribe to the SES Code of Ethics herein. I agree that any false statement or misrepresentation that I make in the course of these proceedings may result in revocation of this application. I grant permission to SES to verify any information in this application and in the associated AStd Personal Data Form.*

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **AStd Certification Program Personal Data Form Instructions**

The following instructions are for completing the AStd Personal Data Form, which shall be submitted with the application for AStd certification or recertification. The form is intended to identify the extent of the applicant's standards training and education. The SES Certification Committee shall hold the information on the AStd Personal Data Form in confidence.

A minimum score of 75 points on this form is required for certification or recertification. Applicants should have supporting information to justify the scoring. It is not necessary to submit this information with the AStd Personal Data Form; however, the SES Certification Committee may request such information.

Please follow instructions carefully. An additional fee may be charged if noncompliance with these instructions requires resubmission.

1. Read the entire AStd Personal Data Form before making any entries.
2. Be neat and concise when preparing the AStd Personal Data Form. Type or print legibly.
3. Use the spaces on the form before adding pages. When using supplemental pages, identify each page clearly with the number(s) of the AStd Personal Data Form item(s) to which the information refers. If possible, use tabs to refer to supplemental pages.
4. Include a copy of your position or job description. *The application will not be processed without this information.*
5. Be accurate, factual, and concise. Do not eliminate necessary details. Whenever a date is not exact, qualify with "about" or "approximately." To assist the SES Certification Committee and to avoid misunderstandings, do not use abbreviations; spell out all terms.
6. Upon completing the AStd Personal Data Form, bind the original and any supporting material in an appropriate manner, and label the cover clearly with your name and address. A copy of the completed form should be included in the mailing in loose form. A second copy should be retained for your records.
7. Check all items on the AStd Personal Data Form before signing and mailing.
8. Send the original and one copy of the completed AStd Personal Data Form and all supporting material with the application for certification or recertification to: SES Certification Committee, 1950 Lafayette Road,

Box 1, Portsmouth, New Hampshire 03801 **AStd Certification**  
**Program Personal Data Form**  
**Confidential**

**Read all instructions carefully. Please type or print all entries.**

Name: \_\_\_\_\_ SES member number (if member): \_\_\_\_\_

List all standards training, educational courses, or events you have attended during the 5-year period preceding the date of certification or recertification application. A minimum of 75 points on this form is required to qualify to take the Step 2 test for certification or recertification.

a. Attendance at any SES-sponsored professional development course (15 points per day for each course)

		<u>Points</u>
Course: _____	Date: _____	_____
Course: _____	Date: _____	_____
Course: _____	Date: _____	_____

b. Successful completion of up to any four (4) courses in the Standards Aware™ online series – which are recognized as “SES-sponsored professional development courses” (15 points per course) Provide copies of the course certificates.

		<u>Points</u>
Course: _____	Date: _____	_____
Course: _____	Date: _____	_____
Course: _____	Date: _____	_____
Course: _____	Date: _____	_____

c. Attendance at the SES Annual Conference (25 points for each conference)

	<u>Points</u>
Years attended: _____	_____

d. Attendance at other standards-related courses or events (10 points per day for each approved course or event)

	<u>Points</u>
1. Course/event title: _____ Date: _____ Sponsor: _____ Number of days: _____	_____
2. Course/event title: _____ Date: _____ Sponsor: _____ Number of days: _____	_____
3. Course/event title: _____ Date: _____ Sponsor: _____ Number of days: _____	_____
4. Course/event title: _____ Date: _____ Sponsor: _____ Number of days: _____	_____

**Total Points** \_\_\_\_\_

## CStd Certification Application

Please type or print legibly.

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Title: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Telefax: \_\_\_\_\_

E-mail: \_\_\_\_\_ SES Member Number (if member): \_\_\_\_\_

Above address is: Home Work

Certification(s) requested: Standards Development Standards Application  
Standards Information Standards Management

**Application fee:** Send application and CStd Personal Data Form with nonrefundable fee of \$50.00 USD for SES members or \$75.00 USD for nonmembers to the SES Certification Committee, 1950 Lafayette Road, Box 1, Portsmouth, New Hampshire 03801.

Amount enclosed: \$ \_\_\_\_\_ USD Check Money order

or charge to: Visa MasterCard American Express Discover

Credit card number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Signature as shown on credit card: \_\_\_\_\_

### Application prerequisites

I am employed in, or participate in, standards or standardization activities in the category(ies) for which I am requesting certification.

I pledge to adhere to the SES Code of Ethics.

*I understand that this is an application to enroll in the SES Standards Professional Certification (CStd) Program. I will take the written test and prepare and submit a paper when requested by the SES Certification Committee. I subscribe to the SES Code of Ethics herein. I agree that any false statement or misrepresentation that I make in the course of these proceedings may result in revocation of this application. I grant permission to SES to verify any information in this application and in the associated CStd Personal Data Form.*

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

# CStd Recertification Application

Please type or print legibly.

Name: \_\_\_\_\_ Certification number: \_\_\_\_\_

Title: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Telefax: \_\_\_\_\_

E-mail: \_\_\_\_\_ SES Member Number (if member): \_\_\_\_\_

Above address is: Home Work

Recertification(s) requested: Standards Development Standards Application  
Standards Information Standards Management

**Application fee:** Send application and CStd Personal Data Form with nonrefundable fee of \$50.00 USD for SES members or \$75.00 USD for nonmembers to the SES Certification Committee, 1950 Lafayette Road, Box 1, Portsmouth, New Hampshire 03801.

Amount enclosed: \$ \_\_\_\_\_ USD Check Money order

or charge to: Visa MasterCard American Express Discover

Credit card number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Signature as shown on credit card: \_\_\_\_\_

## Application prerequisites

I have been employed in, or participating in, standards or standardization activities in the category(ies) for which I am requesting recertification for at least three (3) of the past five (5) years.

I pledge to adhere to the SES Code of Ethics.

I understand that this is an application to enroll in the SES Standards Professional (CStd) Certification Program. I will take the written test when requested by the SES Certification Committee. I subscribe to the SES Code of Ethics herein. I agree that any false statement or misrepresentation that I make in the course of these proceedings may result in revocation of this application. I grant permission to SES to verify any information in this application and in the associated CStd Personal Data Form.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CStd Certification Program Personal Data Form Instructions

The following instructions are for completing the CStd Personal Data Form, which shall be submitted with the application for CStd certification or recertification. The form is intended to identify the extent of the applicant's standards training, education, achievements, and professional and technical experience. The SES Certification Committee shall hold the information on the CStd Personal Data Form in confidence.

A minimum score of 200 points on this form is required to qualify to take the test for certification; a minimum of 125 points is required to test for recertification. Applicants should have supporting information to justify the scoring. It is not necessary to submit this information with the CStd Personal Data Form; however, the SES Certification Committee may request it. Please follow instructions carefully. An additional fee may be charged if noncompliance with these instructions requires resubmission.

1. Read the entire CStd Personal Data Form before making any entries.
2. Be neat and concise when preparing the CStd Personal Data Form. Type or print legibly.
3. Use the spaces on the form before adding pages. When using supplemental pages, identify each page clearly with the number(s) of the CStd Personal Data Form item(s) to which the information refers. If possible, use tabs to refer to supplemental pages.
4. Include a copy of your position or job description. *The application will not be processed without this information.*
5. Be accurate, factual, and concise. Do not eliminate necessary details. Whenever a date is not exact, qualify with "about" or "approximately." To assist the SES Certification Committee and to avoid misunderstandings, do not use abbreviations; spell out all terms.
6. Upon completing the CStd Personal Data Form, bind the original and any supporting material in an appropriate manner, and label the cover clearly with your name and address. A copy of the completed form should be included in the mailing in loose form. A second copy should be retained for your records.
7. Check all items on the CStd Personal Data Form before signing and mailing.
8. Send the original and one copy of the completed CStd Personal Data Form and all supporting material with the application for certification or recertification to: SES Certification Committee, 1950 Lafayette Road, Box 1, Portsmouth, New Hampshire 03801.

**CStd Certification Program Personal Data Form**  
**Confidential**

**Read all instructions carefully. Please type or print all entries.**

Name: \_\_\_\_\_ SES member number (if member): \_\_\_\_\_

**Part A: Education and Training**

For Part A, a minimum score of 100 points on this form is required to qualify to take the test for certification; a minimum of 75 points is required to test for recertification. All courses or events listed in this part shall have been attended during the 5-year period preceding the date of certification or recertification application.

**Points**

a. AStd Certification (50 points) \_\_\_\_\_

b. Attendance at any SES-sponsored professional development course (15 points per day for each course) The same SES-sponsored professional development course can be counted only once, for either the AStd or the CStd, but not for both. **Points**

Course: \_\_\_\_\_ Date: \_\_\_\_\_  
Course: \_\_\_\_\_ Date: \_\_\_\_\_

c. Successful completion of up to four courses in the Standards Aware™ online series, which are recognized as “SES-sponsored professional development courses.” (15 points per course) The same Standards Aware™ courses cannot be counted toward CStd if they were used in obtaining AStd certification. Other Standards Aware™ courses, different than those already taken for the AStd, can be counted. Provide copies of the course certificates.

**Points**

Course: \_\_\_\_\_ Date: \_\_\_\_\_  
Course: \_\_\_\_\_ Date: \_\_\_\_\_  
Course: \_\_\_\_\_ Date: \_\_\_\_\_  
Course: \_\_\_\_\_ Date: \_\_\_\_\_

d. Attendance at the SES Annual Conference (25 points for each conference)

**Points**

Years attended: \_\_\_\_\_

e. Attendance at other standards-related courses or events (10 points per day for each approved course or event)

			<u>Points</u>
1. Course/event title: _____	Date: _____		
Sponsor: _____	Number of days: _____		
2. Course/event title: _____	Date: _____		
Sponsor: _____	Number of days: _____		
3. Course/event title: _____	Date: _____		
Sponsor: _____	Number of days: _____		
4. Course/event title: _____	Date: _____		
Sponsor: _____	Number of days: _____		

**Part A total** \_\_\_\_\_

Name: \_\_\_\_\_

### Part B: Standards Achievement

All achievements listed in this part shall have been accomplished during the 5-year period preceding the date of certification or recertification application.

**For Certification:** A minimum of 100 points is required for Part B.

**For Recertification:** A minimum of 50 points is required for Part B.

#### **B1. Positions held in the SES:**

Points allowed per year per position: Society Officer – 20; Society Director – 20; Committee Chairman – 10; Committee Member – 5; Section Chairman – 5; Section Board Member – 3.

			<u>Points</u>
1. Position held: _____			
Dates of service: _____	Total number of years: _____		
2. Position held: _____			
Dates of service: _____	Total number of years: _____		
3. Position held: _____			
Dates of service: _____	Total number of years: _____		

**B2. Volunteer or staff positions held in national standards organizations (for example: ANSI, SCC, ASTM, CSA, ASME, and others)**

Points allowed per year per position: Officer – 15; Board member – 10; Committee chairman – 5; Staff – 5; Committee member – 3.

		<u>Points</u>
1. Organization: _____	Position held: _____	
Dates of service: _____	Total number of years: _____	_____
2. Organization: _____	Position held: _____	
Dates of service: _____	Total number of years: _____	_____
3. Organization: _____	Position held: _____	
Dates of service: _____	Total number of years: _____	_____
4. Organization: _____	Position held: _____	
Dates of service: _____	Total number of years: _____	_____
5. Organization: _____	Position held: _____	
Dates of service: _____	Total number of years: _____	_____
Name: _____		

**B3. Volunteer or staff positions held in national advisory groups (for example: US Technical Advisory Groups, Canadian Advisory Committees, and others)**

Points allowed per year per position: Group chairman – 10; Technical advisor - 7; Staff – 5, Group member – 5

		<u>Points</u>
1. Organization: _____	Position held: _____	
Dates of service: _____	Total number of years: _____	_____
2. Organization: _____	Position held: _____	
Dates of service: _____	Total number of years: _____	_____
3. Organization: _____	Position held: _____	
Dates of service: _____	Total number of years: _____	_____

**B4. Volunteer or staff positions held in international standards organizations (for example: ISO, IEC, IFAN, and others)**

Points allowed per year per position: Organization officer – 15; Board member - 10; Committee chairman – 5; Staff – 5; Committee delegate – 3

Points

1. Organization: \_\_\_\_\_ Position held: \_\_\_\_\_  
Dates of service: \_\_\_\_\_ Total number of years: \_\_\_\_\_
2. Organization: \_\_\_\_\_ Position held: \_\_\_\_\_  
Dates of service: \_\_\_\_\_ Total number of years: \_\_\_\_\_
3. Organization: \_\_\_\_\_ Position held: \_\_\_\_\_  
Dates of service: \_\_\_\_\_ Total number of years: \_\_\_\_\_

**B5. Instructor or speaker on the subject of standards or standardization**

Points allowed: Instructor or speaker – 10; Moderator – 2; Add one-half of these points for repeat sessions

Points

1. Subject: \_\_\_\_\_  
Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_  
Location: \_\_\_\_\_
2. Subject: \_\_\_\_\_  
Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_  
Location: \_\_\_\_\_

Name: \_\_\_\_\_

**B6. Articles written and published in nationally recognized magazines/books on standards and standardization subjects:**

Points allowed per publication: Books – 100; Article for SES journal – 25; Article for other publications – 20; Other – 10

Points

a. Books

1. Title: \_\_\_\_\_ Published date: \_\_\_\_\_

b. Articles for SES journal

1. Title: \_\_\_\_\_ Published date: \_\_\_\_\_
2. Title: \_\_\_\_\_ Published date: \_\_\_\_\_

c. Articles for other publications

1. Title: \_\_\_\_\_ Published date: \_\_\_\_\_

2. Title: \_\_\_\_\_ Published date: \_\_\_\_\_

d. Other (e.g., internal organizational publications, white papers, pamphlets, training materials, etc., related to standards)

1. Title: \_\_\_\_\_ Published date: \_\_\_\_\_

2. Title: \_\_\_\_\_ Published date: \_\_\_\_\_

**B7. Standards-related honors or awards**

Such honors or awards may be from an employer, a voluntary standards organization, an association or society, a government organization, or any other recognized organization acknowledging an achievement in standards or standardization. Five points are allowed per honor. Submit criteria. A maximum of 25 points is allowed for Part B7.

Honor	Organization	Date	<u>Points</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Part B total** \_\_\_\_\_

Name: \_\_\_\_\_

<b>Total Points</b>	<b>Minimum number of points</b>	<b>Points</b>
Part A	100 for certification, 75 for recertification	_____
Part B	100 for certification, 50 for recertification	_____
<b>Total CStd Personal Data Form</b>		_____

200 minimum required for certification, 125 minimum required for recertification.

I certify that the information contained in this CStd Personal Data Form is true and correct to the best of my knowledge and ability. I agree to be bound by the SES Code of Ethics, and understand that intentional misrepresentation of this information may result in the loss of certification.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **Code of Ethics for SES Members**

## **Preamble**

Standards engineering and the development of standards are an important part of the engineering profession. Those engaged in standards engineering recognize that their work has a direct and vital impact on the quality of life for all people. Consequently, it is imperative that standards engineers and others engaged in the practice of standardization, certification, and accreditation conduct their activities in an ethical manner that merits the confidence of their employers, colleagues, employees, and clients, as well as the general public. Members of the Standards Engineering Society are expected to conduct themselves in accordance with this Code and with all applicable laws, and to support others who do the same.

## **Section I: Fundamental Principles**

Standards Engineers shall:

- 1) Maintain high standards of diligence, state-of-the-art, and productivity;
- 2) Accept responsibility for their actions and undertake standards development activities to the degree that their qualifications allow;
- 3) Be realistic in collecting information or estimating standards values from available data and experiences;
- 4) Maintain professional skills at the level of the state-of-the-art standards and recognize the importance of developing standards for new technology;
- 5) Advance the integrity and prestige of the standards engineering profession by practicing in a dignified manner;
- 6) Treat fairly all colleagues and co-workers, regardless of their international or political status, technical background, or position as competitors;
- 7) Seek, accept, and offer honest comments on standards and proposed standards and properly credit authors and contributors;
- 8) Cooperate in advancing the development of the profession by exchanging information with SES members and all others engaged in standards engineering activities;
- 9) Endeavor to provide opportunities for the professional development and advancement of students and personnel under their supervision; and

- 10) Support and participate in the activities and programs of the Standards Engineering Society and other organizations engaged in the development and/or use of standards.

## **Section II: Standardization Activities**

SES members should engage in standardization activities that seek to accomplish one or more of the following objectives:

- 1) Enhance the safety and welfare of the public;
- 2) Facilitate engineering improvements that result in greater reliability and interchangeability of equipment;
- 3) Improve the efficiency of design, development, production, and use of materials and equipment;
- 4) Minimize the variety of items, processes, and practices associated with the development and production of materials and equipment;
- 5) Conserve time, materials, and resources;
- 6) Improve understanding between buyers and sellers; and
- 7) Reduce the need for government regulation through increased reliance on voluntary standards.

SES members should **not** be involved in standardization activities that involve the following:

- 1) Rigid requirements that would impede innovation;
- 2) Restrictive criteria that only the products of a dominant manufacturer or group of manufacturers could meet; and
- 3) Agreements that have a potential for restraining trade or otherwise reducing competition.

## **Section III: Standards Procedures**

SES members should actively encourage standardization groups to develop standards subject to the following provisions:

- 1) Provide advance notice of meetings and proposed standards actions to all interested parties;

- 2) Provide the opportunity for all interested parties to attend meetings and comment on proposed standards and on proposed standards actions;
- 3) Use performance criteria in lieu of design, material, or construction specifications, whenever feasible;
- 4) Consider the use of relevant and acceptable existing national and international standards;
- 5) Provide test methods that allow for the measurement of conformance;
- 6) Respond to objections and appeals in a timely manner
- 7) Maintain records of standards development proceedings including the minutes of meetings, results of balloting, and the handling of objections and appeals; and
- 8) Establish decisions on the basis of substantial agreement of all parties at interest (consensus) after attempting to resolve all substantive negative comments.

#### **Section IV: Standardization Cautions**

SES members who participate in standardization activities should refrain from initiating or becoming involved in discussions pertaining to the following subjects:

- 1) Establishment of industry-wide prices, terms, or conditions of sale, or marketing policies;
- 2) Allocation of customers, markets, or production quotas;
- 3) Proprietary designs or production methods; and
- 4) Imposition of sanctions on competitors, suppliers, or customers.

SES members who participate in standardization activities where such subjects are mentioned should take immediate action to terminate any discussion concerning these subjects. If such discussion is not terminated, the SES members should announce their concern and immediately leave the meeting.

SES members should have the proper regard for the safety, health, and welfare of the public in the performance of their professional duties. If an engineering judgment is overruled by a nontechnical authority, the member should clearly point out the consequences. An SES member should notify the proper authority of any observed condition that provides the potential for endangering public safety or health.

*(Approved by the Standards Engineering Society's Board of Directors on 25 September 1983 and revised on 11 May 1984.)*