

## CERTIFICATION EXAM APPLICATION FORM

- Please carefully read the requirements to take a CMVA Certification Exam below. Do not hesitate to contact us in order to obtain clarification if necessary.
- This form is 3 pages long. Please type or print legibly. This form must be completed in its entirety, **signed by the applicant and applicant's supervisor on page 3**, and submitted to the CMVA a **minimum of 15 days prior to your scheduled exam**.
- Enter your legal name. How your name is indicated on this form will be how your information is entered in the CMVA database and how your name will appear on your certificate. When contacting the CMVA regarding your certification, this name will be how you are referenced in all CMVA files and records.
- Enter your physical mailing address and the contact information that you want the CMVA to use to contact you regarding information about your certification and renewals.
- **Important:** If your contact information changes after you are certified, it is your responsibility to notify the CMVA immediately. If we do not have current information, you may not receive important renewal information and lose your certification.
- Please return as an email attachment ASAP to:  
**Mr. Ken Keith, Executive Director**  
**director@cmva.com**  
**Information: 416 622-1170**

## SECTION A - REQUIREMENTS TO TAKE A CMVA CERTIFICATION EXAMINATION

- The CMVA conforms to the International Standard ISO 18436-2:2014 *Condition monitoring and diagnostics of machines – Requirements for qualification and assessment of Personnel, Part 2: Vibration condition monitoring and diagnostics* in the administration of our vibration certification scheme.
  - Training Requirement**  
 This Standard states, in Section 5.3.1: *“To be eligible to apply for assessment [examination], candidates shall provide documentary evidence of successful completion of formal training based on Annex A of the Standard, “Training course requirements”.*
  - Experience Requirement**  
 This Standard states, in Section 5.4: *“To be eligible for assessment [examination], candidates shall provide evidence to the CMVA assessment body of experience in the field of machinery vibration condition monitoring and - diagnostics.”*
  - Secrecy of Exam Content**  
 It is understood and attested thereof by the signature of the applicant, that he/she will maintain the integrity of the exam content and not reveal any such information to anyone.
- Prerequisites**  
 This Standard states, in Section 5.4, *“Certification of a person as Category III and Category IV requires previous certification at the lower category.”* Due to the minimum number of training hours required by the Standard (listed below), many candidates will be required to certify at the Category I level prior to taking the Category II exam. This requirement may be waived if the candidate meets the criteria listed below under 4. *Direct Entry to Category II.*
- Required Training and Experience**  
 Listed below are the minimum hours of formal training required in vibration analysis and the minimum months of experience required in the field of machinery vibration condition monitoring and diagnostics in order to qualify to sit for (take) an examination. To be eligible for the certification examination candidates shall have successfully completed formal training (provided by a training body that conforms to the requirements of ISO 18436-3), which has been based on the Body of Knowledge for each category.
- Direct Entry to Category II**  
 A candidate may skip the CMVA Category I examination and certification requirement for Category I. Candidates must still meet the requirements for Category II (68 hours of training and a minimum of 18 months experience).

MINIMUM REQUIRED TRAINING & EXPERIENCE			PRIOR LEVEL PREREQUISITE	NUMBER OF EXAM QUESTIONS	PASSING GRADE
CATEGORY	TRAINING (HOURS)	EXPERIENCE (MONTHS)			
I	30	6		60	70%
II	CAT I + 38 = 68	CAT I + 12 = 18		100	70%
III	CAT II + 38 = 106	CAT II + 18 = 36	II	100	70%
IV	CAT III + 64 = 170	CAT III + 24 = 60	III	60	70%

SECTION B - CANDIDATE IDENTIFICATION			
FIRST NAME		LAST NAME	
THE FOLLOWING ADDRESS IS RESIDENTIAL BUSINESS		ADDRESS	
CITY		PROVINCE	POSTAL CODE
COUNTRY OF RESIDENCE		COUNTRY OF CITIZENSHIP : SAME AS RESIDENCE OR	
EMPLOYER (NAME OF COMPANY)			
MOBILE PHONE		HOME PHONE	BUSINESS PHONE
EMAIL ADDRESS (PLEASE USE AN EMAIL ADDRESS YOU WILL HAVE ACCESS TO ON THE DAY OF YOUR EXAM)			
SECTION C - CURRENT VIBRATION ANALYST CERTIFICATION, IF APPLIES FILL ONLY IF YOU HOLD A VIBRATION ANALYST CERTIFICATION			
CHECK ONLY MOST CURRENT LEVEL		CERTIFICATE NUMBER	
CAT I	CAT II	CAT III	CAT IV
CERTIFICATION BODY		DATE OF EXPIRATION OF CERTIFICATE	
SECTION D - ABOUT THE CERTIFICATION LEVEL YOU ARE APPLYING FOR			
CERTIFICATION LEVEL APPLYING FOR (CHECK ONLY ONE LEVEL)		LANGUAGE OF EXAM : ENGLISH FRENCH	IS THIS A RE-TEST? YES NO
CAT I	CAT II	CAT III	CAT IV
PROPOSED EXAM DATE :		PROPOSED EXAM LOCATION :	
<p><b>REASONABLE ACCOMMODATION :</b> It is the policy of the CMVA to make reasonable accommodations for candidates with special needs. However, in order to do this, we must know what the needs are ahead of time. If you have special needs (e.g. visual impairment, dyslexia, handicapped facilities, etc.) list them here and the CMVA will do our best to make necessary and reasonable accommodations. In the event of impairment of your abilities (i.e.: dyslexia, etc.), and upon requesting a modification/accommodation, verification from an authorized medical professional will be required prior to providing the requested accommodation. Please note that additional fees may apply.</p>			
SECTION E - EDUCATION AND TRAINING			
PLEASE INDICATE YOUR HIGHEST LEVEL OF FORMAL EDUCATION			
NAME OF INSTITUTION		DEGREE / CERTIFICATION	
<p><b>ISO 18436-2 REQUIRED TRAINING FOR VIBRATION ANALYST CERTIFICATION</b> LIST THE FORMAL VIBRATION TRAINING YOU HAVE COMPLETED. IF YOU PLAN TO TAKE A CLASS PRIOR TO THE EXAMINATION DATE, LIST IT AND THE DATE YOU PLAN TO TAKE IT.</p>			
COURSE	HOURS OF TRAINING	DATE (DD/MM/YYYY)	PROVIDER COMPANY
TOTAL HOURS OF TRAINING			
SECTION F - VIBRATION ANALYSIS EXPERIENCE			
<p><b>ISO 18436-2 REQUIRED EXPERIENCE FOR VIBRATION ANALYST CERTIFICATION.</b> INDICATE BELOW THE TOTAL VIBRATION ANALYSIS AND CONDITION MONITORING EXPERIENCE THAT YOU HAVE TO QUALIFY FOR THE CATEGORY EXAM YOU ARE APPLYING FOR. THIS SHOULD BE YOUR <b>TOTAL CUMULATIVE EXPERIENCE</b> IN VIBRATION ANALYSIS AND CONDITION MONITORING, <b>BUT NOT</b> IN COMPANION TECHNOLOGIES (E.G., ALIGNMENT, THERMOGRAPHY, ETC.).</p>			
Please indicate how many months of experience you have in vibration analysis :			MONTHS
SECTION G - MACHINE KNOWLEDGE (optional)			
ISO 18436-2 RECOGNIZES THE VALUE OF MACHINE KNOWLEDGE. PLEASE LIST ANY FORMAL TRAINING YOU HAVE HAD ON MACHINERY			
COURSE	HOURS OF INSTRUCTION	DATE (DD/MM/YYYY)	PROVIDER COMPANY
TOTAL HOURS OF INSTRUCTION			

**SECTION H – ATTESTATION AND CODE OF ETHICS**

**5. ATTESTATION:**

In order to qualify to sit for (take) a certification examination, you must agree to the following terms and conditions, and attest to the accuracy of the information provided on this application :

I agree to the terms and conditions of the CMVA certification program and agree to:

- a) comply with the relevant provisions of the certification scheme;
- b) make claims regarding certification only with respect to the scope for which certification has been granted;
- c) not use the certification in such a manner as to bring the certification body into disrepute, and not to make any statement regarding the certification which the certification body may consider misleading or unauthorized;
- d) discontinue the use of all claims to certification that contains any reference to the certification body upon suspension or withdrawal of certification, and to return any certificates issued by the certification body;
- e) not use the certificate in a misleading manner;
- f) supply information requested by the CMVA needed in the assessment of this application; and,
- g) adhere to the CMVA's Code of Ethics.

**6. CMVA CODE OF ETHICS**

Individuals certified according to this part of ISO 18436 shall recognize the precepts of personal integrity and professional competence according to international principles. Accordingly, certified individuals

- a) shall perform their professional duties with proper regard for the physical environment and the safety, health, and well-being of the public,
- b) shall undertake only those measurements and analysis for which they are competent by virtue of their training and experience and, where warranted, engage or advise the engagement of such specialists as are required to enable them to properly complete assignments,
- c) shall conduct themselves in a responsible manner and utilize fair and equitable business practices in dealing with colleagues, clients and associates,
- d) shall protect to the fullest extent possible, consistent with the well-being of the public, any information given them in confidence by an employer, client, colleague or member of the public,
- e) shall refrain from making unjustified statements or from performing unethical acts which would discredit the certification programme based on this part of ISO 18436,
- f) shall indicate to the employer or client any adverse consequences which may result from an overruling of their technical judgement by a non-technical authority,
- g) shall avoid conflicts of interest with any employer or client and, if any such conflicts should arise in the performance of work, shall inform the affected persons promptly of the circumstances, and
- h) shall strive to maintain their proficiency by updating their technical knowledge as required to properly perform condition monitoring measurement and analysis techniques.

**RELEASE**

IT IS THE POLICY OF THE CMVA TO PUBLISH THE NAMES OF ALL CERTIFIED VIBRATION ANALYSTS ON THE CMVA WEBSITE. NAMES WILL ONLY BE PUBLISHED UPON SUCCESSFUL COMPLETION OF A CMVA CERTIFICATION EXAMINATION. UNSUCCESSFUL CANDIDATE NAMES WILL NOT BE PUBLISHED.

I AUTHORIZE PUBLICATION OF MY NAME (YOU MUST CHECK ONE BOX) YES NO

**PHOTO IDENTIFICATION:** ON THE DATE OF THE CERTIFICATION EXAMINATION YOU WILL BE REQUIRED TO SHOW A GOVERNMENT ISSUED PHOTO ID TO THE EXAM PROCTOR PRIOR TO RECEIVING THE EXAMINATION. ACCEPTABLE FORMS OF IDENTIFICATION ARE A DRIVER'S LICENSE, STATE ISSUED PHOTO ID, AND/OR PASSPORT.

**ATTESTATION**

**ATTESTATION OF EXAM CANDIDATE**

I understand that the certificate issued is the property of the CMVA and it can be revoked for violations of the CMVA terms and conditions or the CMVA Code of Ethics.

I understand that upon expiration of my certificate, it is my sole responsibility to submit a renewal application and the required documented evidence within the appropriate time frame as defined by CMVA, whether or not I am notified by the CMVA.

The information provided on this application is true, accurate, and complete to the best of my knowledge. Additionally, I am willing to provide in a timely manner, any additional evidence requested by the CMVA that supports the information provided in this form. I understand that falsifying information could result in the loss of my Certification.

PRINT NAME

SIGNATURE

DATE SIGNED (DD / MM / YYYY)

**ATTESTATION OF EXAM CANDIDATE'S SUPERVISOR**

PRINT NAME

SIGNATURE

DATE SIGNED (DD / MM / YYYY)