Upgrade Application Form

Applicable for:

CFSE

- Process Safety (Applications)
- Safety Hardware Development
- Safety Software Development
- Machinery Safety (Applications)
- Automotive Safety

CACE

- Certified Automation Cybersecurity Expert
- Certified Automation Cybersecurity Specialist

Full Upgrade Application Check List		
Upgrade Application/Code of Conduct	☐ Yes	☐ No
Education/Work Experience (Include additional information to meet 10 year requirement)	☐ Yes	☐ No
Case Study (CFSE/CACE ONLY)	☐ Yes	☐ No
Referee Statements CFSE/CACE (QTY 2 additional)	☐ Yes	☐ No
Payment (2Checkout.com or academy@exida.com)	☐ Yes	☐ No

E-mail Upgrade Application in **PDF format** to:
CFSE Administrator
admin@exidacfse.com

Upgrade Application Form

Exam FAQ

Documents needed for exam sign in:

Government issued passport

OR

Driver's license

Note: Candidates will NOT be admitted to the exam once started.

Only the candidate will be admitted into the exam site. No other guests will be allowed on site.

Documents & Devices permitted for the CFSE/CACE exam*

- Non-programmable calculator (Examples: BA-35, BA II Plus, TI-30Xa, TI-30Xa)
- Standards, e.g. IEC 61508 & IEC 61511
- Study Guide and/or Study Book Package

Standard(s) recommended to bring to the exam for CFSE exams:

- Process Safety Applications- IEC 61508 & IEC 61511
- Automotive Safety Applications - ISO 26262
- Machinery Safety Applications - IEC61508, IEC62061, ISO 13849
- Safety Hardware Development - IEC61508
- Safety Software Development - IEC61508

Standard(s) recommended to bring to the exam for CACE exams:

- ISA/IEC 62443, ISA TR84.00.09, NIST Cybersecurity Framework

Other textbooks, publicly available published course materials, and workbooks are also allowed and may be useful during the exam. Although occasional general hand notes in these reference materials may be allowed at the discretion of the Advisory Board appointed exam proctor, it is expressly forbidden to bring in any personal exam-specific notes. (Study Guide notes are acceptable)

*** You must supply your own documentation, manuals, standards, and/or calculator for your exam. You may NOT share documents or devices. Standards MUST be printed prior to arrival to course/exam.**

Documents & Devices NOT permitted for the CFSE/CACE exam

- Computer or laptop
- Mobile phones (Must be turned into silent mode)
- Programmable calculators
- Exam - specific notes
- Smart Watches
- E-devices

Things to remember to bring to the exam:

- Extra Pencils and pens
- Erasers
- Standards, Study Book Package, reference materials and other text books
- Non-Programmable Calculator
- Calculator batteries OR back up Non-Programmable Calculator
- Government issued passport OR Driver's license
- Ear plugs

Once the exam is taken, you will have 90 days to complete the FULL application process. If the full application is not complete, all the documents (including exam) will be destroyed for security purposes. You will need to start the process over, unless a payment extension has been paid. I understand. If applying after the application due date of 2 weeks. I **MUST** contact the CFSE administrator. Code CFSE/PB4

Upgrade Application Form

Board User Only			
Fees paid		Accept for Review	
Qualification Check		Review team ID #	
Experience Check		Accepted	

IMPORTANT!:
ALL information provided on this form must be **TYPEWRITTEN** (Handwritten Applications will **NOT** be accepted).
This application MUST be completely filled out in order to be reviewed by the CFSE AB. Do not leave any section blank. Use answers of "not applicable" or "none" as appropriate if the question does not apply to your particular case. Omission of required information may prevent the processing of your exam. The documents MUST be sent in PDF format via e-mail.

The application and payment are due 2 weeks before the exam.

After the exam is taken, the candidate will have 90 days to complete the rest of the application process.
If the application (see page 1) is not complete, then all of the documents (including exam) will be destroyed for security purposes.
The candidate will need to start the process over. Unless an extension payment has been made.

A. Certification Applied for

☐ **CFSE** (10 years' equivalent experience, case study, 2 references) ☐ **CACE** (10 years' equivalent experience, case study, 2 references)

B. Speciality

☐ Process Safety (Applications) ☐ Machinery Safety (Applications)

☐ Safety Hardware Development ☐ Automotive Safety

☐ Safety Software Development ☐ CACE/CACS

C. Personal Data - Shipping address

First Name _____ Middle Initial _____ Last Name _____

Home/Work Address _____

City _____ State _____ Country: Please choose one: Zip/Country Code _____

Current Employer _____ Date of Birth _____

Day Time Phone Number (Include country & city codes) _____ Please choose one and enter the number: _____

U.S. Shirt Size (Received once exam is passed) _____ ☐ Male ☐ Female Candidate ID # _____

E-mail (Work) _____ E-mail (Personal) _____

Please keep us up to date with your e-mail information.

D. Licenses, Registrations & Certifications

☐ PE _____ ☐ Other _____ ☐ Other _____

E. University/College Education

(Scanned COPY of transcripts/diploma must be e-mailed in to receive credit)

College OR University (Name, City, State, Country)	Dates Attend From (MM/YYYY)	Dates Attend To (MM/YYYY)	Number of academic years completed	Course of study or major	Degree/ diploma was earned	Scanned COPY of Transcripts OR diploma	
						☐ Copy sent via e-mail	☐ Documents already submitted
						☐ Copy sent via e-mail	☐ Documents already submitted

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F. Summery of Professional Safety/Security Experience

Do NOT overlap time periods.

Employer Name (List MOST recent first.)	Position and Safety Responsibilities	Start Date (MM/YY)	End Date (MM/YY)	Months in Position
Sample Company	Sample Project Engineer- Responsibilities involved constructing and evaluating prototypes including testing and analysis for design verification, products validation, and robust achievement of performance requirements.	01/2012	Current	36
			Total Months →	

G. Professional References (Referee Form)

TWO additional references are required for the CFSE OR CACE

Reference Name (List only the persons who are providing a completed referee form.)	Title	E-mail	Length of Relationship
	Current Supervisor/manager (Required)		

H. Examination

Preferred language for exam: (CACE/CACS - English only) (Mandarin - Process only)	Date of exam: (if known)	Location of exam: (if known)	Special Needs:
English			

Note: The CFSE Advisory Board will make every effort to accommodate special needs, within reason and where the integrity of the examination process is not violated.

Upgrade Application Form

I. Payment Information

Fee Paid By: (The application fee is not refundable.)

☐ Bank Check or Money Order (U.S. or Australian Dollars ONLY)	Date Processed
☐ Paid fee online - 2checkout.com or academy@exida.com (E-mail PAID receipt **required** for credit for academy@exida.com)	Order Number
☐ Purchase Order (PO number **required** for credit and copy of receipt)	Company Name

There will be a $100.00USD late fee charged for any candidate applying for the exam 5 business days before the exam date.

If applying after the application due date of **2 weeks**. You **MUST** contact the CFSE administrator.

Please make checks/money orders payable to:
exida Consulting LLC

J. Validation

1. Have you ever been convicted of a criminal offense? (If answer is YES, explain fully on a separate sheet of paper.) ☐ Yes ☐ No

2. Have you ever had a professional registration or certification denied, suspended or revoked other than for lack of minimum qualifications or failure of examination? (If answer is YES, explain fully on a separate sheet of paper.) ☐ Yes ☐ No

3. I agree that the CFSE organization may release the following personal information if I achieve certification: Name, (CFSE, CFSP, CACE or CACS) Designation, Company, and Location. ☐ Yes ☐ No

4. Affidavit

a) I will inform the CFSE board immediately if a situation arises which prevents me from fulfilling requirements of certification.

b) I promise to behave in a ethical manor.

c) I agree to not release any information about the contents of the exam.

d) I agree to adhere to the Board's Code of Professional Conduct in its current and subsequent editions and, if I am accepted as a candidate.

e) I agree to hold the CFSE Advisory Board harmless of any and all liability in the event this application is rejected on the basis of information furnished to the Board by me or third persons, who would be, in the judgement of the Board, make me ineligible for the CFSE, CFSP, CACE or CACS designation.

f) I understand unless I received a specific exam approval from the CFSE Advisory Board, that I will take the exam at my own risk, and if my application and referee statements do not meet the requirements, that no certificate will be awarded until all requirements are met.

By **typing** my name in the box below **OR** using my **digital signature**, I certify that the statements above (including any attachments submitted via e-mail) are accurate to the best of my knowledge. I hereby authorize the Board to verify any information submitted. I understand that any falsification of information in this application (or attachment) may be cause for rejection or withdrawal of the CFSE, CFSP, CACE or CACS designation.

Please type code below found on page 2.

Digital Signature _____ Enter code _____

OR

Typed Signature _____ Date: _____

Be sure to sign and date you application or it cannot be processed.

The CFSE Advisory Board shall ensure that information obtained during the certification process, or from sources than other the applicant, candidates or certified person, is not disclosed to an unauthorized party without the written consent of the individual, except where the law requires such information to be disclosed

E-mail Upgrade Application in **PDF format** to:
CFSE Administrator
admin@exidacfse.com