

IECA MEMBERSHIP APPLICATION CHECKLIST



Review this checklist before sending in your application

Please check to be sure that you have completed all parts of your application and have attached, or have arranged for, the following items to be sent:

PROFESSIONAL MEMBER APPLICATION

- A current, typed resumé of professional experiences.
- A list of the institutions (schools, colleges, etc.) that you have visited and assessed during the past three years, including the month and year of each visit.
- A copy of any marketing, promotional, or professional materials currently in use that explain your services to potential clients.
- A list of the institutions in which your clients have enrolled within the past three years.
- A check for \$100, payable to IECA, as a non-refundable application fee.
- An official transcript of your graduate level work.
- A list of three references, according to the guidelines stated on the application form.

ASSOCIATE MEMBER APPLICATION

- A current, typed resumé of professional experiences.
- An official transcript of college work.
- If available, a copy of any current marketing, promotional, or professional materials currently in use that explain your services to potential clients.
- A check for \$100, payable to IECA, as a non-refundable application fee to be applied towards first year dues.
- List one reference according to guidelines stated on application form.

ADDITIONAL NOTES:

- 1) Membership in IECA is granted to an individual professional and not in the name of the firms, partnership, or corporation. IECA members are responsible for assuring that business letterhead and brochures clearly identify the IECA member and do not imply that other partners, associates, or employees are members.
- 2) A candidate's eligibility is neither determined nor conditioned by race, color, national or ethnic origin, religion, physical capabilities or handicaps, age, gender, sexual preference, or marital status.
- 3) In order to maintain the confidentiality of our membership files, as well as to encourage persons submitting letters of reference on behalf of potential members to be candid and honest in their evaluation of the applicant, all information, including letters of reference which are submitted to IECA, shall be confidential and shall become the property of IECA, and shall not be returned or made available to the applicant under any circumstances after it is submitted.
- 4) Applications are expected to reflect, in presentation and content, the high professional standards of IECA.
- 5) The membership committee reserves the right to interview the applicant and/or to contact any individual or institution regarding an application, and will defer or reject those applications that contain inappropriate references, that suggest a breach of ethics, or that lack sufficient data on which the committee can make a determination.
- 6) Upon acceptance a letter of acceptance, a statement of pro-rated dues and fees, and the Principles of Good Practice will be sent to the applicant. Membership in the Association becomes effective upon receipt of dues and fees following the successful completion of the application process.