Upgrade Application Form

Exam Types:

CFSE

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

CACE

- Integration Cybersecurity
- Automation Cybersecurity
- Software Development Cybersecurity

Candidate Check List

Application/Code of Conduct Due 2 weeks before exam	☐ Yes	☐ No
Education (E-mailed COPY of diploma and/or transcripts) Due 90 days after exam	☐ Yes	☐ No
Case Study Due 90 days after exam	☐ Yes	☐ No
Referee Statements CFSE/CACE (QTY 2) Due 90 days after exam	☐ Yes	☐ No
Payment (https://shopcfse.com or academy@exida.com) MUST e-mail receipt for academy@exida.com Due 2 weeks before exam	☐ Yes	☐ No

*** NEW Certification Referral Program**

For every 3 candidates you get to apply AND take a certification exam.
You will receive up to $50.00USD off your next renewal.
3 Candidates = $50.00 off!
6 Candidates - $100.00 off!

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

FAQ exam

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 all exams

Approved list of calculators: (NEW changes to our calculator policy!)

- **Casio**: fx-115 & fx-991
- **Hewlett Packard**: HP 33s & HP 35s ONLY
- **Texas Instrument**: All TI-30X & TI-36X models
- **Non-programmable calculator** Examples: BA-35, BA II Plus, TI-30Xa, TI-30Xa

Standard(s), books and courses recommended to bring to the exam for CFSE/CFSP exams:

- **Process Safety Applications**- IEC 61508 & IEC 61511
  Recommended Book:
  Study Book Package:
  - Certified Functional Safety Expert/Professional (CFSE/CFSP) Study Guide
  - Practical SIL Target Selection
  - Risk Analysis per the IEC 61511 Safety Lifecycle and Safety Instrumented System Design: Techniques and Design Verification)
  Recommended Course: FS 100 IEC 61511: Functional Safety Analysis, Design, and Operation

- **Automotive Safety Applications**: ISO 26262
  Recommended Course: AUT 211 Automotive ISO 26262: Road Vehicles Functional Safety

- **Machinery Safety Applications** - IEC61508, IEC62061 & ISO 13849
  Recommended Course: FSE 110 Machine Functional Safety Engineering - IEC 62061

- **Safety Hardware Development**: IEC61508
  Recommended Course: FS 211 IEC 61508 - An Introduction to Functional Safety

- **Safety Software Development:** IEC61508
  Recommended Course: FS 211 IEC 61508 - An Introduction to Functional Safety

Standard(s), books and courses recommended to bring to the exam for CACE/CACS exams:

- **Integration Cybersecurity Automation Cybersecurity**: IEC 62443-2-4 & IEC 62443-3-3
  Recommended Book: Implementing IEC 62443: A Pragmatic Approach to Cybersecurity, exida, 2018
  Recommended Course: CS 204 - IEC62443 Cybersecurity for Integrators and Solution Providers

- **Automation Cybersecurity:** IEC 62443-2-1, IEC 62443-3-2, IEC 62443-3-3 and ISA TR 84.00.09.
  Recommended Book: Implementing IEC 62443: A Pragmatic Approach to Cybersecurity, exida, 2018
  Recommended Course: CS 102 - Industrial Automation Control Systems (IACS) IEC 62443 Cybersecurity Lifecycle

- **Software Development Cybersecurity**: IEC 62443-4-1 & IEC 624433-4-2
  Recommended Course: CS 201 - IEC 62443 Cybersecurity Software Development

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 courses/exams.

Documents & Devices NOT permitted for the all exams

- Computer or laptop
- Mobile phones (Must be turned into silent mode)
- Programmable calculators not listed above.
- 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
- Calculator (please see above for accepted calculators)
- Calculator batteries OR back up Calculator
- Government issued passport OR Driver's license
- Ear plugs

If applying after the application due date of 2 weeks. You MUST contact the CFSE administrator for approval. Code: CFSE/PB4

Upgrade Application Form

Referred by:

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 to admin@exidacfse.com. Do NOT e-mail application to course provider.

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. Functional Safety Exam Type

☐ **CFSE** (10 years' equivalent experience, case study, 4 references)

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

B. Cybersecurity Exam Type

☐ **CACE** (10 years' equivalent experience, case study, 4 references)

☐ Integration Cybersecurity ☐ Automation Cybersecurity ☐ Software Development Cybersecurity

C. Personal Data (Shipping Address)

First Name | Middle Initial | Last Name

Street Address

City | State | Postal Code | ☐ Work ☐ Home

Country: Please choose one: | Native Language. Please choose one: | Nationality: Please choose one:

Current Employer | Date of Birth | U.S. Shirt Size (Received once exam is)

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

E-mail (Primrary) | E-mail (Secondary) | ☐ Male ☐ Female

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

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D. 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/YY)	Dates Attend To (MM/YY)	Number of academic years completed	Course of study or major	What degree/ diploma were earned	Scanned COPY of Transcripts OR diploma
						☐ Copy sent via e-mail
						☐ Copy sent via e-mail

E. Licenses, Registrations & Certifications

(Scanned COPY documents must be e-mailed in to receive credit)

☐ PE ☐ Other ☐ Other

F. Summary 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.	01/12	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.) You MUST send the referee form to your referee.	Title	E-mail	Length of Relationship
	Current Supervisor/Manager (required)		

Upgrade Application Form

H. 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 - https://shopcfse.com or academy@exida.com (**E-mail PAID receipt. Required for credit for payment**)	Order Number
☐ Purchase Order **(Copy PO number required for credit. PO MUST be paid in order to receive results.)**	Company Name

There will be a $100.00USD late fee charged for any candidate applying after the 2 week due date.
If applying after the 2 week due date. You MUST contact the CFSE Manager for approval.

Please make check/money order payable to:
exida Consulting LLC

I. Examination

Preferred language for exam: (CACE - English only) (Mandarin & Spanish - 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.

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 & CACE) 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 manner.

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 & CACE 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.

Upgrade Application Form

K. Professional Code of Conduct

I hereby subscribe to and agree to abide by the following Code of Ethics:

A Certified Safety Expert & Certified Automation Cybersecurity Expert has clear obligations and duties to exercise his or her skills toward the creation, promotion and maintenance of functional safety.

As a Certified Safety Expert or Certified Automation Cybersecurity Expert one will:

1. Use reasonable and careful judgement to ensure that one's work is executed to promote safety of both those directly employed in using the particular equipment or process as well as those in the general public who also could be adversely affected.

2. Confine one's practice of engineering and safety fully within the limits of one's skills and proficiency.

3. Continue to develop one's skills and knowledge in the field of safety as long as one continues to practice in the safety area.

4. Comply with all codes and standards appropriate to the work undertaken.

5. Act for one's client, customer or employer in all professional matters with complete integrity as a faithful agent or trustee.

6. Accept no remuneration other than one's stated recompense for services rendered.

7. Never attempt to injure falsely or maliciously, direct or indirectly, the professional reputation, prospects or business of anyone.

8. Never use or permit the use of one's signature on work over which one was not in responsible charge.

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 OR CACE 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 saved Upgrade application in **PDF format** to:
CFSE Administrator
admin@exidacfse.com