



# AMERICAN INSTITUTE OF HYDROLOGY APPLICATION FOR CERTIFICATION

AIH FORM000A Rev. 04/08/13

DATE: \_\_\_\_\_

Promotion Code: \_\_\_\_\_

RECOMMENDED BY: \_\_\_\_\_

Please send one original of entire packet with your \$100.00 (US Dollars) Application Fee.

FOR OFFICE USE ONLY
Application Received:
Application Number:
Payment Amount:
Check Number:

MEMBERSHIP LEVEL	SPECIALTY AREA
<input type="checkbox"/> Professional Hydrologist (PH)	<input type="checkbox"/> Surface Water (SW)
<input type="checkbox"/> Hydrologist-In-Training (HIT)	<input type="checkbox"/> Ground Water (GW)
<input type="checkbox"/> Associate Member (AH)	<input type="checkbox"/> Water Quality (WQ)

## SECTION 1: PERSONAL INFORMATION

Preferred Title:  Mr.  Ms.  Mrs.  Dr.  Prof.  Other (*specify*): \_\_\_\_\_

Full Name: \_\_\_\_\_ Present Title: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Office Telephone: \_\_\_\_\_

Office Address: \_\_\_\_\_ Office Fax: \_\_\_\_\_

\_\_\_\_\_ Office Email: \_\_\_\_\_

Specialty of Profession: \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

\_\_\_\_\_ Home Fax: \_\_\_\_\_

Citizenship: \_\_\_\_\_ Home Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Which address do you prefer to receive mail?  Office  Home

## SECTION 2A: COLLEGES / UNIVERSITIES ATTENDED

Attach 1 copy of your college/university transcripts and a list of all post-graduate and training courses including titles of any thesis, independent study/research not listed in your transcripts.

Attendance (month/year)		Name and Location of Institution (List in chronological order)	Major	Degree Received	Date of Graduation (mo/year)
From	To				





**SECTION 4: EXPERIENCE** (continued)

Starting with the most recent assignment, include all professional engagements as related to hydrology in your resume (1 copy). Make statements concise and explicit, while providing sufficient detail to signify the magnitude and complexity of work in hydrology, your duties, and degree or responsibility. Attach additional sheets, if necessary.

Engagement Number	Dates (month/year)		Total Months	Immediate Supervisor:
	From	To		Phone Number:
2				Name of employer:
Exact Title of Your Position:				Address of employer:

Describe your duties:

Engagement Number	Dates (month/year)		Total Months	Immediate Supervisor:
	From	To		Phone Number:
3				Name of employer:
Exact Title of Your Position:				Address of employer:

Describe your duties:

Engagement Number	Dates (month/year)		Total Months	Immediate Supervisor:
	From	To		Phone Number:
4				Name of employer:
Exact Title of Your Position:				Address of employer:

Describe your duties:

**SECTION 4: EXPERIENCE (continued)**

Engagement Number	Dates (month/year)		Total Months	Immediate Supervisor:
	From	To		Phone Number:
5				Name of employer:
Exact Title of Your Position:			Address of employer:	

Describe your duties:

Engagement Number	Dates (month/year)		Total Months	Immediate Supervisor:
	From	To		Phone Number:
6				Name of employer:
Exact Title of Your Position:			Address of employer:	

Describe your duties:

Engagement Number	Dates (month/year)		Total Months	Immediate Supervisor:
	From	To		Phone Number:
7				Name of employer:
Exact Title of Your Position:			Address of employer:	

Describe your duties:



**SECTION 4: EXPERIENCE (continued)**

Engagement Number	Dates (month/year)		Total Months	Immediate Supervisor:
	From	To		Phone Number:
8				Name of employer:
Exact Title of Your Position:			Address of employer:	

Describe your duties:

**SECTION 5: MEMBERSHIPS IN PROFESSIONAL AND SCIENTIFIC SOCIETIES**

Organization	Membership Grade and/or Office Held	Dates

**SECTION 6: HONORS, AWARDS, SPECIAL ACHIEVEMENTS, & PROFESSIONAL REGISTRATIONS RELATED TO HYDROLOGY**

Item	Date(s)	Certificate Number	Active	
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No



**SECTION 7: STATEMENT REGARDING CHARACTER**

If you answer "Yes" to any of the questions below, please explain fully on a separate sheet of paper.

<b>Have you ever had any professional license or registration suspended or revoked?</b>	___ YES	___ NO
<b>Have you ever been convicted of a criminal offense related to the practice of hydrology?</b>	___ YES	___ NO
<b>Have you ever pleaded "nolo contendere" to a criminal charge?</b>	___ YES	___ NO

**SECTION 8: REFERENCES**

Please list the names and current mailing addresses of three individuals who have current knowledge of your qualifications, integrity, and professional conduct, including your current supervisor's and previous supervisor's name and mailing addresses. No more than two references should be from the same organization.

**Attach, or have sent, one (1) copies of each reference's evaluation (AIH FORM009 at <http://aih.engr.siu.edu>) to the AIH Office.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**SECTION 9: AFFIDAVIT**

STATE OF .....

County of ..... | **ss.**

Applicant ....., being duly sworn, states that the information on this application, or any appended sheets, is true, complete, and correct. Applicant understands that the letters of recommendation and other information received during the evaluation/registration process will be treated as confidential to the officials of the Institute and used solely for the decision on eligibility for certification/registration. And therefore agrees that the contents of these documents shall not be made known to anyone else, including the applicant. Applicant further states that in the event registration is granted, he/she will take no legal action against the American Institute of Hydrology, its Executive Committee, Board of Registration, or any individual member or staff employed or contracted by AIH.

Subscribed and sworn before me this

..... day of ....., .....  
(Year) (Signature of Applicant)

(SEAL)

.....  
(Signature of Notary Public)

Notary Public .....County, State of .....

My Commission expires.....

**Please send one original of entire packet with your \$100.00 (US Dollars) Application Fee to:**

**Address:** American Institute of Hydrology  
Engineering D - Mail Code 6603  
Southern Illinois University Carbondale  
1230 Lincoln Dr.  
Carbondale, Illinois 62901



Each Member of the American Institute of Hydrology is charged with knowledge of the **Code of Ethics** and the **Rules of Professional Conduct** thereafter set forth or as such Code and Rules may be amended from time to time.

#### AMERICAN INSTITUTE OF HYDROLOGY – CODE OF ETHICS

Members of the Institute acknowledge their responsibilities to society and their professions; subscribe to this Code of Ethics to guide them in their practices as professional hydrologists; and shall...

- Hold above all the public trust and reputation of their professions, perform services only in the areas of their competence, and strive to enhance their qualifications through continuing education and professional development.
- Issue public statements only in an objective and truthful manner, and endeavor to extend public knowledge and to prevent misunderstandings of the achievements of hydrological sciences.
- Act in professional matters for each client or employer as faithful agents or trustees, and avoid conflict of interest.
- Build their professional reputations on the merit of their services, and not compete unfairly with others.
- Not only conduct their practices in accordance with this Code and the Rules but also bring to the attention of the Institute unethical practices of any other Member.

#### AMERICAN INSTITUTE OF HYDROLOGY – RULES OF PROFESSIONAL CONDUCT

##### ARTICLE I. PERSONAL CONDUCT

1. Members shall seek and engage in only such professional work or assignments for which they are qualified by education, training, or experience, and shall continue their professional development throughout their careers.
2. Members shall explain their work and merit modestly, and shall avoid any act tending to promote their own interests at the expense of the honor and dignity of their profession.
3. Members shall avoid any act which may diminish public confidence in their professions, and shall at all times, conduct themselves so as to maintain their reputation for professional integrity.

##### ARTICLE II. RELATION TO THE PUBLIC

1. Members shall be completely objective and truthful in all professional reports and testimonies, and shall not participate in the dissemination of untrue, sensational or exaggerated statements regarding hydrological sciences and technology.
2. Members shall advertise their services in a dignified unostentatious manner, and such advertisement shall not contain any false or misleading information.
3. When in public service as members, advertisers, or employees of a governmental body, members shall not participate in considerations or actions with respect to services provided by them or by their organizations in private practice.

##### ARTICLE III. RELATION TO CLIENTS

1. Members shall avoid accepting a commission where duty to their client or to the public would conflict with their personal interests or the interest of another client.
2. Members shall not accept compensation for services on the same project from more than one party unless the circumstances are fully disclosed and agreed to by all interested parties.<
3. Members shall treat information coming to them in the course of their assignments as confidential, shall not disclose it without permission, and shall not use such information as a means of making personal profit if such action is adverse to the interests of their client or of the public.

##### ARTICLE IV. RELATION TO OTHER PROFESSIONALS

1. Members shall make no malicious or false statements which may have the effect, directly or indirectly or by implications, of injuring the personal or professional reputation or business of others.
2. Members shall give proper credit for work done by others, shall not knowingly accept credit due to others, and shall not accept employment to replace another professional, except with such person's knowledge.
3. Members shall associate only with reputable persons and organizations, and shall not knowingly associate with those who they know, or have reason to believe, are engaging in professional practices of dishonest or unethical nature.

##### ARTICLE V. RELATION TO THE INSTITUTE

1. Members who have knowledge or reasonable grounds for believing that another Member has violated any provisions of these Rules shall have the duty of presenting such information to the Board of Registration.
2. Members shall not recommend the application of another person known by them to be unqualified in respect of character, education, or other relevant factor.
3. Members shall not permit their names or seals to be affixed in reports and other documents which were not prepared by them or under their direct supervision, and shall not affix their signatures or seals to any report or other document dealing with subject matter in which they lack competence.





# AMERICAN INSTITUTE OF HYDROLOGY CHECKLIST FOR CERTIFICATION APPLICATION

APPLICANT NAME: \_\_\_\_\_

Before you mail your application, use the checklist below to ensure you have included all items in your packet.

**Check the following items for completeness:**

- \_\_\_ 1. Use this application to apply for one specialty area at a time.
- \_\_\_ 2. Provide 1 copy of your school transcript. (They do not need to be originals.)
- \_\_\_ 3. Complete the Educational Credits Worksheet, Section 2B. (Provide 1 copy)
- \_\_\_ 4. Attach a list of publications. (Provide 1 copy)
- \_\_\_ 5. Attach a current resume. (Provide 1 copy)
- \_\_\_ 6. Attach copies of certificate or proof of other Professional registrations.
- \_\_\_ 7. Attach one report / paper, or a chapter of a larger document that you have authored. (Provide 1 copy)
- \_\_\_ 8. Provide your three references with the two-page Confidential Reference Form (Form009) and an envelope addressed to the American Institute of Hydrology.
- \_\_\_ 9. Complete Section 9 (Affidavit).
- \_\_\_ 10. Include your \$100.00 USD Application Fee.

Call AIH Headquarters at 618-453-7809 with any questions.

**PAYMENT METHOD (please check one):**

Payment of \$100 (US Dollars) enclosed      Check No.: \_\_\_\_\_  
(Sorry we do not accept credit cards for the application process)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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