



## CIMS FEE PAYMENT POLICY

Applicants for certification under the ISSA Cleaning Industry Management Standard are required to pay the following fees:

- Application Fee: \$500
- Certification Fee: \$995 (ISSA members); \$1,695 (non-members)
- Assessor Daily Fee: \$1,500\*
- Assessor Expenses: Reasonable\*\*

\* The length of an assessment depends on the size of the organization and the scope of the geographical region where cleaning services are offered. In general, most organizations can expect to undergo a three-day assessment, including two days on-site and one day dedicated to preparation and follow-up work.

\*\* Reasonable assessor expenses may include airfare or other travel, lodging, and meals.

NOTE: All fees other than the application fee must be paid by check. Credit card payments will receive a 3% processing fee.

An applicant is required to pay all CIMS fees in a prompt manner in accordance with the following schedule:

- Application Fee: Due upon submission of a CIMS application
- Certification & Assessment Fees: 50% of the expected total (not including assessor expenses) will be invoiced immediately after a CIMS application is processed and is to be paid within 30 days. Please note that an applicant must remit the remaining invoice of the 50% plus assessor's reasonable expenses within 30 days after the organization's completed assessment to obtain full certification.

CIMS certification will not be granted and an applicant will not be added to the roster of CIMS-certified firms until full payment has been received. Please note that all fees are non-refundable, including the application and advance payment fees, including in the case where the applicant organization does not undergo an assessment.

This policy is effective as of March 29, 2017.