

International Cake Exploration Societé

Certified Judge Guide



2018 General Edition

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Mission Statement

As an international authority in the confectionary arts, ICES saw the need to establish a Certified Judge Program which includes Guidelines for the judges who score competitions as well as show organizers. The goals are to train and certify judges; educate competitors, and show personnel; elevate the quality of competitions, and maintain consistent judging standards worldwide.

Pre-requisite Qualifications:

1. A Certified Judge Candidate must be an ICES member.
2. A Certified Judge Candidate must have studied extensively in cake decorating and related sugar arts.
3. A candidate must have taken professional sugar art classes and must submit three (3) certificates of class completion for a total of 15 or more hours in various techniques and/or mediums before apprenticing.
4. A candidate must have been a contestant in a judged sugar art competition.
5. A candidate must attend and complete all eight (8) hours of the ICJ Class, and submit the Class Participation Certificate before taking the test.
6. A candidate must score 80% or higher on the test before entering the Apprenticeship Phase.
7. A candidate that has successfully completed the Apprenticeship will receive ICJ status.

ICJ Program Syllabus:

Step 1. Class- The class is open to anyone who wants to take it, even if they don't want to become a judge, but want to improve their competition skills. Attend the required ICES 8-hour Judging Class, taught by ICJs.

Step 2. Test- Take the one hundred (100) question test within two (2) hours and receive a score of eighty (80) or more to pass.

Convention Schedule:

Session #1- Class begins Thurs. at 10:00 a.m. to Noon.

Lunch break- Noon to 1:00 p.m.

Class reconvenes at 1:00 p.m. with a 15-minute mid-afternoon break.

Class ends at 5:00 p.m.

Session #2- Fri. 3:00-5:00 p.m. Class reconvenes in the cake room using live sugar art displays for critique experience.

Test- Sat. 9:30-11:30 a.m.

Non-convention Schedule: Sites will be selected and scheduled for Steps #1 and #2 by the ICJ committee at their discretion.

Step 3. Apprenticeship Phase- A novice judge must apprentice with any ICJ at two different cake competitions (preferably two (2) different ICJs). If the candidate successfully passes the apprenticeship phase, he/she will receive the ICJ title.

A candidate who does not pass the apprenticeship phase may repeat the entire process, including the class, test and apprenticeship.

Step 4. The recipients will receive their certificate, pin, and patch immediately and be formally announced at the ICES Awards Banquet, in the newsletter, and on social media.

Step 1 thru 3 must be completed within a three-year time frame.

Apprenticeship Rules:

1. To participate in the ICJ Apprenticeship phase of this program, the applicant must have completed the eight (8) hour ICJ class and passed the ICJ test with a score of 80% or more, and submitted the Apprenticeship Form.
2. A novice judge must apprentice at two different competitions with any ICJ within a two (2) year period (preferably two (2) different ICJs).
3. Apprentices shall inform the Certification Chairman that they want to shadow an ICJ and include the name, city, state and date of the competition and the director's contact information. This must be done more than two (2) weeks prior to the competition. The Certification Chairman will obtain authorization from the show's director. Apprentices will be notified when all arrangements have been made, and given the name of your ICJ mentor. If the ICJs are already mentoring other apprentices and are unable to include more at that competition, these apprentices will be given the first opportunity at an upcoming competition.
4. An apprentice may not enter the show he/she is observing, nor confer, or express any opinions during judging.
5. An apprentice must shadow the ICJ during the entire judging process. He/she may not attend a class or demo, or teach a class, demonstrate, or do other show responsibilities during this period.
6. Apprentices must listen closely to the judges' discussions.
7. Apprentices must record your own scores and winners. When judging is finished, apprentices and their ICJ mentors will compare the apprentices' results to the official judges' scores to see if they are similar.
8. The ICJ will complete a Mentor Evaluation Form and submit it to the ICJ Committee. If both evaluations are positive and the ICJ Committee determines that the apprentice has passed all the requirements, the apprentice will receive ICJ status.

ICJ Rules:

1. An ICJ must be an ICES member. If membership lapses the ICJ title will be forfeited and name removed from the ICES Certified Judge list.
2. An ICJ must renew his/her ICES Certified Judge Agreement every three (3) years to help keep the information on the Certified Judge list current. He/she will not have to be reapproved as long as membership stays current. This is not a commitment for three years and an ICJ may be removed from the list by submitting a request in writing to the ICES Certification Chairman at any time.

3. An ICJ must keep abreast of current trends, and continue to study new sugar art techniques to avoid recusing oneself from judging a category in which there is an unfamiliar technique.
4. ICJs must be willing to mentor apprentice judges.
5. An ICJ must complete and submit a Mentor Form within thirty (30) days after each competition where an apprentice shadowed a ICJ mentor.
6. ICES may investigate any complaints against an ICJ. If the Certification Committee finds the complaints are in violation of the ICJ rules, the committee may sanction the ICJ up to and including revocation of the ICJ certification.
7. Retirement- An ICJ may request changing his/her status to “retired” when he/she can no longer participate in the program.

Etiquette for Competition Judges:

1. After being contacted to judge a competition, a judge should reply in a timely manner whether he/she will be able to judge or not.
2. Judges must read the rules prior to the competition and follow them during the competition.
3. Judges should abide by the guidelines supplied by the show directors for awarding prizes.
4. Judges should wear appropriate professional attire, a pressed chef jacket, suitable slacks, and shoes that are comfortable to wear while judging all day. Flip flops and bare feet are unacceptable. Excessive amounts of jewelry and dangling eye glasses should not be worn.
5. Judges should avoid wearing perfume or cologne as it may affect the true aroma and taste when judging a tasting division, and because some judges may have sensitivities to fragrances.
6. Judges must arrive on time for last minute instructions and to ask/answer any questions.
7. Judges should introduce themselves to the show personnel and other judges.
8. Judges should not enter the competition area until all entrants are finished setting up their displays and have left the area.
9. A competition may not be on schedule due to unforeseen circumstances. Judges should wait patiently and be ready when asked to proceed.
10. The show decides if the point (individual) or conference (team) scoring system will be used. The ICJs must be willing to use either method without verbalizing the judge’s personal preference.
11. Judges must remain impartial.
12. A judge must recuse himself or herself from judging a category/division if he/she recognizes an entry and is clearly aware of a competitor’s identity. If in doubt, the judge should ask the show’s judging chairman or director in private to confirm that suspicion as to the competitor’s identity. If the chairman/director confirms the identity, the judge must recuse himself/herself. If that suspicion was inaccurate, judging should resume.
13. Judges must put aside any personal differences, and work as a team.
14. Judges should show professional courtesy to the judges with whom they are working and should be friendly, open-minded and unbiased. One must not

dominate the judging. The other judges have opinions, too. Judges should listen, evaluate, and then come to a mutual agreement.

15. While all judges should have general knowledge on all sugar mediums and techniques, each judge has certain areas of expertise. Judges should never be afraid to ask another judge's opinion.
16. Judges must not loudly criticize a cake during judging. The contestant and spectators may be nearby. Discussions between judges should be in soft voices, almost a whisper.
17. Judges should be careful of their facial expressions and gestures.
18. Judges must never touch a display without the consensus of other judges and with them present.
19. A judge must be 100% committed to judging. He/she should not be demonstrating, teaching a class or working in a vendor booth during judging hours.
20. Judges may not associate with contestants or spectators during judging. It may be innocent but it appears improper.
21. A judge must not repeat another judge's opinion. What was discussed while judging should not be disclosed.
22. A judge must not discuss or criticize a contestant's entry to other contestants or observers.
23. Prior to the show, judges must inform the committee if they have any food allergies that would prevent them from judging a tasting division.
24. Judges should attend the awards ceremony.
25. Judges should be available to answer contestants' questions after the awards are announced.
26. Judges should thank the show personnel for inviting them to judge and compliment them on successful show. They need encouragement, too.
27. If a judge has to cancel judging a competition, he/she should contact the show director immediately and suggest a replacement.
28. Judges must not enter any divisions they are judging.
29. A judge should not make or receive cell phone calls, text or have social media interaction while judging.
30. A judge must not post photos of entries on Facebook or other social media before awards have been announced. The competitors should have the first opportunity to post pictures of their work and announce their awards.

Number of Judges:

1. There should be a minimum of three (3) judges for any competition. This will eliminate any ties or perceived favoritism. If a judge recuses himself/herself there are still two judges to judge the category, and if an emergency arises, it's still possible to work with two judges.
2. For competitions, larger than 50 entries, an additional judge should be used for each additional 25 entries.
3. There should be additional teams of judges if the show has separate competitions within the show, i.e. theme, wedding, tasting, etc.
4. At large competitions that use multiple teams of judges, the show chairman should appoint a "Lead Judge". This person should be an ICES Certified

Judge. Questions by the other judges should be brought to the Lead Judge. If he/she can't answer it, then the show chairman is approached. If there are ties or discrepancies the Lead Judge should call a conference with all the judges to break the ties and/or discuss discrepancies. The Lead Judge should help the show chairman tally the scores and assign awards. The Lead Judge should receive additional compensation.

5. Prior to judging, the chairman of judges should discuss protocol on damaged pieces, and accepting late entries with the lead judge, or all judges if a lead judge is not appointed.

What Competition Organizers should know and supply for judging:

1. ICES requires this statement be included in the rules of any ICES related competition.

“All taxes on any prize(s) won are the sole responsibility of each winner, including, without limitation, any federal, state, or local taxes which may be deemed applicable in such winner’s jurisdiction of residence.

2. ICES requires this rule be included in the competition rules:

“No tasting entry may contain any federally controlled substances, i.e. cannabis products, etc. The judges will refuse to taste it and the entry will be disqualified.”

3. ICES requires the use of trained professional judges that are educated in the confectionary arts. No politicians, television or radio personalities, local sponsor representatives, etc. should serve as judges.

4. Local judges should not be used as they might be familiar with local contestants’ style of decorating, and to avoid teachers judging their students’ work.

5. When securing judges for a competition, organizers should inform them what the stipend will be and when it will be given. At this point the prospective judge can decide if it is financially feasible to travel to the show and be a judge.

6. The show decides if the point (individual) or conference/consensus (team) scoring system will be used.

7. A judge should not be assigned to a division in which a family member is competing.

8. When more than one team of judges is used, judges should be assigned to judge an entire division.

9. Judging work load should be distributed evenly. One team of judges should not be assigned 50 entries and another team only 10.

10. Organizers should have at least one ICJ judging at each ICES sponsored competition.

11. It is a good policy to not use the same judges, year after year. Every other year is fine.

12. Judges should be sequestered away from the competition area while entries are being placed by contestants.

13. Each Judge should be given a show badge to wear that includes the following:

Name of the Show

The word “Judge”

Judge’s name

Title- "ICES Certified Judge"

14. Clip boards
15. Pencils with Erasers and Pens
16. Set of Competition Rules
17. List of the Categories and Divisions
18. Score Sheets should include: point breakdown if point system is used, place for total score and ranking, show logo, date of show, age of minors, space for the judges' comments and the judges' signatures.
19. Appropriate size envelopes to hold scoring forms.
20. Only the identifying number should appear on the board of the displays and scoring sheets/entry tent cards, keeping entrant names anonymous.
21. The age of a child should be listed on his/her entry tent card.
22. Bottled Drinking Water
23. Lunch
24. If judging tasting division:
 - a. Recipes
 - b. Plate, Napkins, Knives, and Forks.
 - c. Show chairman should check if the judges have any food allergies that would prevent them from judging the tasting division.
25. Compensation (See "Compensation for ICJs" section for more details.)
 26. A Show Director or Judge Chairman should be available during judging to answer any questions the judges may have.

Compensation for ICJs:

1. Be aware compensation is a gratuity. Judges are not paid an hourly rate. They do this for the love and passion of the sugar arts, not the money.
2. Compensation is set by the show organizers and should be discussed with the prospective judges. Each judge decides if the compensation is acceptable before agreeing to judge.
3. Compensation should be higher for an ICES Certified Judge than a non-certified judge, because the ICJ have been educated to follow certain standards and have gone through the training process.
4. Gratuity should be set according to the size of the competition.

Suggested range of gratuities per judge:

- a. Non-ICJ-A minimum of \$50.00 for less than 25 entries, 25 to 50 entries \$75.00, 51 to 75 entries \$100.00, etc.
- b. An ICJ should receive 20% or more compensation than a non-ICJ.
- c. The Lead Judge should be an ICJ when possible, and receive additional gratuity because he/she has extra responsibilities.
5. A written compensation agreement may be signed by the show personnel and the judges.
 5. The judges should receive their compensation before they leave the show.

Division Classifications

Ask the show director or registration chairman if you are unsure of the Division for which you qualify. Be fair to yourself and others.

Youth:

- All minors attending a competition must be accompanied by an adult.
- All minor entrants and one of his/her parents or guardians must sign the entry form signifying that they have read the rules and will abide by them.
- The age of all minor entrants must be included on the registration form.

Children- Anyone who is age 8 and under

- may have help baking the cake, making icing and covering the board,
- must frost the cake and do all the decorating himself/herself.

Pre-teen- Anyone who is age 9-12

- must do all the work, this includes baking the cake, making icing, covering the board, frosting the cake and all the decorating.

Teen: Anyone who is age 13-17

- must do all the work, this includes baking the cake, making icing, covering the board, frosting the cake and all the decorating.
- and is a high school level culinary arts student.
- that is a previous Best of Show winner must move to the appropriate adult division.

Beginner: Anyone who

- is age 18 or older.
- is self-taught through online classes, books, etc.
- decorates as a hobby for less than 2 years.
- has taken less than 25 hours of sugar art classes.
- is enrolled in an adult culinary pastry program or has graduated from one within the last 6 months.
- No international techniques allowed.

Intermediate: Anyone who

- has been decorating two years or more as a hobby.
- has taken 25 to 50 hours of sugar art classes.
- is enrolled in an adult cake and baking program, or has graduated from one within the last 6 months.
- has won one Best of Beginner Division award.

Advanced: Anyone who

- has been decorating more than three (3) years, primarily as a hobby.
- has taken 50 to 75 hours of sugar art classes.
- has won two Best of Intermediate Division awards.

- must not meet any of the qualifications under the semi-professional division.

Semi-Professional: Anyone who

- has been decorating more than five (5) years.
- has taken 75 to 100 hours of sugar art classes.
- creates cakes for sale as a part time business.
- has less than three years of entry level commercial bakery experience.
- teaches basic cake decorating classes.
- has won three Best of Advanced Division awards.
- must not meet any of the qualifications under the professional division.

Advanced/Semi-Professional: (Smaller competitions may choose to combine the Advanced and Semi-Professional Divisions.)

Anyone who

- has been decorating more than three (3) years.
- has taken 50 to 100 hours of sugar art classes.
- creates cakes for sale as a part time business.
- has less than three years entry level commercial bakery experience.
- teaches basic cake decorating classes.
- has won two Best of Intermediate Division awards.
- must not meet any of the qualifications under the professional division.

Professional: Anyone who

- has been decorating more than five (5) years.
- has taken 100 to 150 hours of sugar art classes.
- is an ICES Certified Sugar Artist.
- is an ACF Certified Executive Pastry Chef.
- creates cakes for sale as a full time profession.
- has more than three years commercial decorating experience.
- demonstrates.
- teaches (or has taught) classes in advanced cake decorating and sugar art techniques (beyond basic icing/piping skills).
- has won three Best of Semi-Professional Division awards.

Master: Anyone who

- has been decorating for ten (10) or more years.
- has more than 150 hours of classes or hands-on seminars.
- is an ICES Certified Master Sugar Artist.
- is an ACF Certified Master Pastry Chef.
- is a sugar art author.
- is a cake show judge.
- is a teacher of foreign and special techniques.

- is a three time Best of Show winner in a single category. (One may be a Master in Pulled and Blown sugar, but still a Professional in Tier Cakes.)

Definitions of Categories

Occasion Cake – A single tier cake no matter what size or shape for a special event, holiday, or celebration. The occasion should be obvious when looking at the cake, i.e. birthday, shower, anniversary, Halloween, Christmas, etc.

Novelty Cake – A cake that does not show an obvious occasion, has an unusual design, shows originality and uniqueness, may be fun and whimsical. Shaped, cut out or sculpted cakes, like a train, car, etc. New and innovative ideas belong in this category. Cutout cakes or unusually shaped cakes can be made of Styrofoam so long as they can be easily made of cake (i.e. half round cakes positioned against a large square cake). Anything else would be considered a sculpted cake.

Tiered Cake- A cake consisting of two or more tiers of different sizes, at least 2 inches thick, either stacked or separated. It can be any style or occasion and does not belong in the International/foreign techniques or theme cake categories. There may be a separate division for wedding cakes.

Theme Cake – A single or tiered, regular, shaped, or sculptured cake entry that is decorated following the theme and fit the parameters set by the show. It must be obvious in reflecting the theme.

International (Foreign) Technique Cake- Any cake decorated with at least 50% of an identifiable international technique, i.e. Lambeth, Nirvana, Australian, South African, etc. Excluded from this category is over piping, basic string work, and brush embroidery.

Sculpted Cake- A cake using at least 70% edible materials with 50% being cake. May be created using non-edible mediums, at least three (3) in progress, step-by-step photos showing the actual carving of the cake must accompany the entry. Any icing mediums are allowed (fondant, buttercream, etc.).

Special Techniques- The cake should highlight one technique. Examples would be needlework, cocoa or food color painting, bas relief, applique, etc. Typical mediums include rolled fondant, royal icing, gum paste, pastillage, pulled/blown sugar, and marzipan. Note: A small percentage of special techniques may be incorporated in other categories.

Test Application Process:

1. All applicants must pay the \$50.00 (US funds) non-refundable test fee with the Application form. This fee is non-refundable for any reason except the following: (1) The Certification Committee cancels the test for any reason. (2) An application is rejected due to overbooking of candidates for that application year. NO other refunds will be permitted.
 2. If overbooking occurs, an applicant may choose to withdraw, be placed on a waiting list or be offered a priority space in the upcoming test year. If an applicant withdraws due to overbooking or there are no spaces available by July 1, of the current year, the application fee may be refunded.
 3. Applications are accepted up to two (2) years in advance, following the current year's test.
 4. Applications are currently being accepted for the 2018 and 2019 tests. Please watch the ICES website (www.ices.org) for more information or contact the ICES Certification Chairman.
 5. Incomplete applications will not be considered.

The Test:

1. The ICES Certified Judges test is available only to ICES members in good standing.
2. Applicants MUST have a valid e-mail address, or access to a valid e-mail account, and agree to receive correspondence through this account.
3. Applicants are required to read the information sent to them by the Test Proctors and Certification Chairman.
4. This test is only available to those who have completed all eight (8) hours of the ICJ class.
5. Test spaces are filled on a first-come, first-served basis, and all spaces may be filled before the July 1 deadline. A maximum number of 20 applicants will be accepted.
6. All correspondence with the Test Proctors and Certification Chairman MUST be conducted by e-mail. No questions or issues will be addressed by phone or in person.
7. Two Test Proctors will supervise the test.
8. Any problems or issues should be brought to one of the proctors immediately.
9. The test is conducted in English. Any translation services are the responsibility of the candidate and must be approved by the Test Proctors prior to the test. ICES does not assume any responsibility for incorrectly translated information that may affect the outcome of your test.
10. The ICJ test consists of one hundred (100) questions and must be completed in a two (2) hour time frame.
11. All questions will be answered with true or false, yes or no, or multiple choice (including "all of the above").
12. The same questions will not be on the test every year.
13. A score of 80 or higher is required to pass the ICJ test.
14. If a passing score is not achieved, the test may be taken a second time for an additional test fee, before the end of the next convention without repeating the class.
15. Participants must not divulge test information or cake room display

discussions.

16. No current ICES Board of Directors may take the ICES Certified Judge class or test while serving their term on the Board.

In Conclusion:

A competition should be a GOOD learning experience to improve skills for competitors as well as judges. Shows are held to promote the confectionary arts and to continue educating sugar artists.

Current ICES Certified Judges

Name	City, State	Date Certified
1. Regina Bankston	Huntsville, AL	3/6/17
2. Mary Jo Dowling	Gibsonia, PA	3/6/17
3. Nicholas Lodge	Atlanta, GA	3/6/17
4. Sheila Miller	York, PA	3/6/17
5. Kathy Scott	Abbeville, SC	3/6/17
6. Mari Senaga	Kent, WA	3/6/17

Sample: Divisional Point Score Sheet

«Division» - «Category»
Entry # «Entry»

Judging Criteria

Neatness/Precision	1	2	3	4	5	6	7	8	9	10
Choice/Use of Color	1	2	3	4	5	6	7	8	9	10
Attention to Detail	1	2	3	4	5	6	7	8	9	10
Difficulty	1	2	3	4	5	6	7	8	9	10
Creativity/Originality	1	2	3	4	5	6	7	8	9	10
Overall Appearance	1	2	3	4	5	6	7	8	9	10

Comments:

Judge's Initials _____

Sample: Wedding Cake Score Sheet

Entry # «Entry»

Entry Name «Entry»

Judging Criteria

Incorporation of Required Elements:

1 2 3 4 5 6 7 8 9 10 11 12
13 14 15

Originality & Creativity:

1 2 3 4 5 6 7 8 9 10

Neatness of cake covering:

1 2 3 4 5

Neatness of Decorations on Cake:

1 2 3 4 5 6 7 8 9 10

Difficulty of techniques used:

1 2 3 4 5 6 7 8 9 10 11
12 13 14 15

Skill:

1 2 3 4 5 6 7 8 9 10 11
12 13 14 15

Use of Color:

1 2 3 4 5 6 7 8 9 10

Overall Appearance:

1 2 3 4 5 6 7 8 9 10 11
12 13 14 15 16 17 18 19 20

Comments (continue on reverse if necessary):

Judge's Initials _____

Sample:

Tasting Score Sheet

«Entry Level»

Entry # «ENTRY»

«Flavor»

Judging Criteria

Ability to cleanly slice cake	1	2	3	4	5	6	7	8	9	10
Visual appeal of sliced cake	1	2	3	4	5	6	7	8	9	10
Texture/taste of cake	1	2	3	4	5	6	7	8	9	10
Overall taste appeal	1	2	3	4	5	6	7	8	9	10
Texture/taste of filling/icing	1	2	3	4	5	6	7	8	9	10
Appearance	1	2	3	4	5	6	7	8	9	10
Overall complexity	1	2	3	4	5	6	7	8	9	10
Creativity	1	2	3	4	5	6	7	8	9	10
Interpretation of theme	1	2	3	4	5	6	7	8	9	10

Comments:

Judge's Initials _____

Sample:

Consensus Score Sheet

2017 Judges' Awards Sheets

Division	Category	Place	Number	Name	
YOUTH:	Children	3 rd	_____	_____	
		2 nd	_____	_____	
		1 st	_____	_____	
	Pre Teen	3 rd	_____	_____	
		2 nd	_____	_____	
		1 st	_____	_____	
	Best of Youth Division				_____
	TEEN 13-18:	An Occasion	3 rd	_____	_____
			2 nd	_____	_____
1 st			_____	_____	
Novelty		3 rd	_____	_____	
		2 nd	_____	_____	
		1 st	_____	_____	
Tiered		3 rd	_____	_____	
		2 nd	_____	_____	
		1 st	_____	_____	
Best of Teen Division				_____	
BEGINNER:	An Occasion	3 rd	_____	_____	
		2 nd	_____	_____	
		1 st	_____	_____	
	Novelty	3 rd	_____	_____	
		2 nd	_____	_____	
		1 st	_____	_____	
	Tiered	3 rd	_____	_____ etc.	

Forms: Fillable forms are available online at www.ices.org under the programs tab.



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ICES Certified Judges Class Application

Class Information:

- This form must be submitted no later than the deadlines listed below prior to the date the ICJ class is to be taken.
- The ICES Certified Judges program is available only to ICES members in good standing.
- Judging class spaces are filled on a first-come, first-served basis, and all spaces may be filled before the July 1 deadline. A maximum number of 20 applicants will be accepted.
- All students **MUST** have a valid e-mail address, or access to a valid e-mail account, and agree to receive correspondence through this account. All correspondence **MUST** be conducted by email.
- This class is conducted in English. Any translation services are the responsibility of the student and must be approved by the ICJ Administrator prior to the class. ICES assumes no responsibility for any incorrectly translated information that may affect the outcome of the class.
- The ICJ class consists of six (6) hours of classroom and two (2) hours of practical cake room instruction over a two (2) day period.

Payment Information: Fee: A non-refundable, non-transferable, application fee **MUST** accompany this application. This fee covers the cost of the class application. Returned checks will incur a \$30.00 service charge. **Payment method:** VISA, Master Card, Discover, Check, Money Order, or Cash (in person) Checks or money orders must be made payable to ICES, and must be in US funds drawn on US banks. Please do not send cash through the mail. **Refund Policy:** The application fee is non-refundable, non-transferable with the following exceptions: 1. - The Certification Committee cancels the class for any reason. 2. - An application is rejected due to overbooking of students for that class.

This application is for: _____ 2018 Non-ICES Convention Class- March 16 and 17 in Fairfax, VA, fee \$180.00 (US funds) Deadline March 1, 2018.

_____ 2018 ICES Convention Class- July 26 and 27, fee \$150.00 (US funds) Deadline July 1, 2018.

_____ 2019 ICES Convention Class- July 18 and 19, fee \$150.00 (US funds) Deadline July 1, 2019.

ICES Member Number: _____

Your Name: _____

Email: _____ Phone Number: _____

Address: _____

City: _____ State: _____

Country: _____ Zip Code: _____



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ICES Certified Judges Test Application

Test Information:

- This form must be submitted no later than the deadlines listed below prior to the date the ICJ test is to be taken.
- The ICES Certified Judges program is available only to ICES members in good standing.
- This test is only available to those who have completed all eight (8) hours of the ICJ class.
- Judging test spaces are filled on a first-come, first-served basis, and all spaces may be filled before the July 1 deadline. A maximum number of 20 applicants will be accepted.
- All students MUST have a valid e-mail address, or access to a valid e-mail account, and agree to receive correspondence through this account. All correspondence MUST be conducted by e-mail.
- This test is conducted in English. Any translation services are the responsibility of the student and must be approved by the ICJ Administrator prior to the test. ICES assumes no responsibility for any incorrectly translated information that may affect the outcome of the test.
- The ICJ test consists of one hundred (100) questions to be completed in a two (2) hour time frame.
- A score of 80 or higher is required to pass the ICJ test.

Payment Information: **Fee:** A non-refundable, non-transferable, application fee of \$50.00 (US funds) MUST accompany this application. This fee covers the cost of the test application. Returned checks will incur a \$30.00 service charge. **Payment method:** VISA, Master Card, Discover, Check, Money Order, or Cash (in person) Checks or money orders must be made payable to ICES, and must be in US funds drawn on US banks. Please do not send cash through the mail. **Refund Policy:** The test application fee is non-refundable, non-transferable with the following exceptions: 1. - The Certification Committee cancels the test for any reason. 2. - An application is rejected due to overbooking of students for that test.

This application is for: _____ 2018 Non-ICES Convention Test- March 18 in Fairfax, VA, fee \$50.00 (US funds) Deadline March 1, 2018.

_____ 2018 ICES Convention Test- July 28, fee \$50.00 (US funds) Deadline July 1, 2018.

_____ 2019 ICES Convention Test- July 20, fee \$50.00 (US funds) Deadline July 1, 2019.

ICES Member Number: _____

Your Name: _____

Email: _____ Phone Number: _____

Address: _____

City: _____ State: _____

Country: _____ Zip Code: _____