



ANSI Accredited Program  
PERSONNEL CERTIFICATION

#0845  
Certified Vibration  
Analyst Certification

## **MEMORANDUM**

**TO: Vibration Institute Certification Examination Sponsors**  
**FROM: Robin Ginner**  
**SUBJECT: Sponsor Instructions and Application Forms for Certification Examinations**

The Vibration Institute's certification program conforms to the International Standard ISO 18436-2 – Condition Monitoring and Diagnostics of Machines – Requirements for Training and Certification of Personnel. Information on exam candidate experience, education, and training is required in this program.

Enclosed you will find the following:

- CF004 - Instructions and Agreement for Sponsors Scheduling Vibration Institute Certification Examinations
- CF005 - Application to Sponsor a Vibration Institute Certification Examination
- VI Course Materials Royalties Order Form
- VI Course Materials Order Form

Please return the completed and signed Sponsor Packet and applicable materials/royalties order forms to the Vibration Institute no less than 10 business days prior to your scheduled exam event.

If you have any questions or concerns please contact the Vibration Institute immediately at (630) 654-2254 or [VICertification@vi-institute.org](mailto:VICertification@vi-institute.org).

Thank you for your continued support of the Vibration Institute.

RG  
Enclosures

*VI Instruction CI003 Cover Letter*  
*Revision: 6 10.21.2014*  
*CP 007 Atch1*



**Instructions and Agreement for Sponsors  
Scheduling Vibration Institute  
Certification Examinations**



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**INSTRUCTIONS:**

1. The enclosed Application to Schedule Vibration Institute Certification Examinations (VI Form CF005) must be filled out completely and returned to the Vibration Institute **fifteen (15) business days (U.S) and twenty (20) days (international) before the examination date.**
2. The proctor must be Vibration Institute certified as Category II to administer the Categories I and II examinations and certified as Category III to administer the Category III examination. The proctor must return a signed copy of the proctor agreement VI Form CF006 prior to the examination unless there is a CF006 form on file for instructor for the current calendar year. VI Instruction CI003 (CP 007) is to be returned with the completed examinations.
3. Certification Candidate Examination Instructions (VI Instructions CI001 and CI002), available from the Vibration Institute, may be distributed to the candidates before the examination. The enclosed proctoring instructions (VI Instruction CI003) may be distributed to the proctor prior to the examination.
4. A list of names of candidates or an Application for Examination (VI Form CF007) must be received by the Institute no later than ten (10) business days for U.S. examinations, or fifteen (15) business days for international examinations, before the examination date. **If you have a candidate with a disability who will require special arrangements to take an examination you MUST notify the Institute at the time the exam candidate's name(s) are provided so that arrangements can be coordinated in advance of the examination date.**
5. The package of examinations sent to the proctor will contain examination envelopes, a list of candidates, proctor instructions (VI Instruction CI003), candidate instructions (VI Instructions CI001 and CI002), candidate instructions to be read by the proctor (VI Instruction CI004) prior to the start of the examination, and Application for Certification (VI Form CF009).
6. The proctor conducts the examination and returns the examination envelopes and VI Form CF009 for each examinee according to the proctor procedures and a signed copy of the proctor instructions (VI Instruction CI003).
7. Cost of the examination to the sponsor is as follows:
 

Category I: \$225	8. The sponsor is to charge the applicant:
Category II: \$250	Category I: \$275
Category III: \$300	Category II: \$300
First retest: \$150	Category III: \$350
Unused test: \$ 50	First retest: \$150
9. Unless approved by the Executive Director or the Certification Committee Chair, a minimum of five examinations is required to conduct a certification examination. All shipping charges, U.S. and international, are the responsibility of the exam sponsor. If the Institute supplies a proctor (minimum of 12 examinations required), there is no fee reduction.
10. Examination results will not be distributed until all examination fees are paid in full.

**AGREEMENT:**

I agree to ensure that Institute examinations will not be compromised, to avoid conflicts of interest, to hold Institute practices confidential, to remain free of conflicting commercial interest, and to abide by the Vibration Institute code of ethics.

*I have read and understand the Instructions and Agreement for Sponsors, Scheduling the Vibration Institute Certification Examinations and agree to execute them as stated.*

Group/Sponsor (Chapter, Organization, or Individual Name): \_\_\_\_\_

Exam Location: \_\_\_\_\_ Exam Date: \_\_\_\_\_

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

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



Application to Sponsor a Vibration Institute Certification Examination



Please check one below:

Course and Exam

Exam Only

# of Individuals for course

Using VI materials? Yes\* No

If using VI training materials, you must fill out the appropriate materials order/royalties forms

Chapter, Organization or Individual Sponsor:

Examination Date:

Examination Location:

Street Address:

City/State:

Province:

Country:

Postal Code:

Examination Information (Check all that apply):

Category:

# of Exams

Language/Units:

- Category I, II, III, IV with checkboxes for English/US, English/SI, Spanish/US, Spanish/SI

Exam Proctor:

Name, Company, Address, City/State, Province, Country, Postal Code, Phone, E-mail

Examinations Shipped To:

Name, Company, Address, City/State, Province, Country, Postal Code, Phone, E-mail

For VI Use Only: Exams Sent, Materials Order Form Received, Books, Royalties, Materials Sent, Corporate, Private, International



## Order Form—Training Course Materials

### Introduction to Machinery Vibrations (IMV)

Quantity	Materials/Price	Total \$
	IMV Class Notes \$75 each	
	IMV Workshops \$50 each	
	IMV Instructor PowerPoint \$375 each	
	IMV Student PowerPoint \$75 each	
	IMV Instructor PowerPoint Royalty \$100 each	
	IMV Training Exam ___SI ___US \$50 each	

### Balancing of Rotating Machinery (BRM)

Quantity	Materials/Price	Total \$
	BRM Class Notes \$100 each	
	BRM Workshops \$75 each	
	BRM Instructor PowerPoint \$450 each	
	BRM Student PowerPoint \$100 each	
	BRM Instructor PowerPoint Royalty \$175 each	
	BRM Training Exam ___SI ___US \$50 each	

### Basic Machinery Vibrations (BMV)

Quantity	Materials/Price	Total \$
	BMV Class Notes ___SI ___US \$75 each (SI); \$95 each (US)	
	BMV Workshops ___SI ___US \$50 each	
	BMV Instructor PowerPoint \$650 each	
	BMV Student PowerPoint \$95 each	
	BMV Instructor PowerPoint Royalty \$175 each	
	BMV Training Exam ___SI ___US \$50 each	

Quantity	Materials/Price	Total \$
	Course Tools (includes: polar paper, parallel rule, scale, and calculator—depending	

<b>Subtotal:</b>	
<b>Shipping (contact VI headquarters for an estimate)</b>	
<b>Total Amount Due:</b>	

**Payments Accepted:** Credit Card, Check, Money Order or Wire Transfer.

**For Wire Transfer:** Please contact the Institute for bank details

**Checks payable to:** Vibration Institute.

### Machinery Vibration Analysis (MVA)\*

Quantity	Materials/Price	Total \$
	MVA Class Notes ___SI ___US \$175 each	
	MVA Workshops ___SI ___US \$100 each	
	MVA Instructor PowerPoint \$895 each	
	MVA Student PowerPoint \$175 each	
	MVA Instructor PowerPoint Royalty \$250 each	
	MVA Training Exam ___SI ___US \$50 each	

\* Instructors who use MVA course materials must be certified by the Vibration Institute to Category III or IV, unless otherwise waived by the Institute.

**Vibration Institute**  
 2625 Butterfield Road, Suite 128N  
 Oak Brook, IL 60523  
 630-654-2254  
[www.vi-institute.org](http://www.vi-institute.org)  
[information@vi-institute.org](mailto:information@vi-institute.org)

**Method of Payment** (All fees payable in US Currency only)

Check Enclosed     Purchase Order # \_\_\_\_\_  
 Credit Card:  
 AMEX     Discover     MasterCard     Visa

Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Name on Card: \_\_\_\_\_

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

**Provide billing information, regardless of method of payment:**

Company (if applicable): \_\_\_\_\_

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

Billing Address: \_\_\_\_\_

Billing City/State/Zip: \_\_\_\_\_

Billing Country: \_\_\_\_\_

Email address for Payment Receipt/Invoice: \_\_\_\_\_



**VI Course Material Royalties**

Royalty Fees will be applied to the quantities listed below & you will be billed accordingly

**Please check one below:**

**Course and Exam**

**Course Materials Only**

# of Individuals for course \_\_\_\_\_  
Using VI materials?  Yes\*  No  
You will be billed for royalties along with  
your exams on one invoice

\_\_\_\_\_  
Chapter, Organization or Individual Sponsor

\_\_\_\_\_  
Course Date

\_\_\_\_\_  
Course Location

\_\_\_\_\_  
Company

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City/State/Zip or Province

\_\_\_\_\_  
Country/Postal Code

\_\_\_\_\_  
Email

**Introduction to Machinery Vibrations (IMV)**

\_\_\_\_\_ IMV Class Notes (EU/SI) Royalty  
Qty

\_\_\_\_\_ IMV Workshop (EU/SI) Royalty  
Qty

\_\_\_\_\_ IMV Student PowerPoint Royalty  
Qty

\_\_\_\_\_ IMV Instructor PowerPoint Royalty  
Qty

**Basic Machinery Vibrations (BMV)**

\_\_\_\_\_ BMV Class Notes (EU) – *Royalty not applicable*  
Qty *Bound books must be ordered from VI headquarters*

\_\_\_\_\_ BMV - Class Notes (SI) *Royalty not applicable*  
Qty *Bound books must be ordered from VI headquarters*

\_\_\_\_\_ BMV Workshops (EU/SI) Royalty  
Qty

\_\_\_\_\_ BMV Student PowerPoint Royalty  
Qty

\_\_\_\_\_ BMV Instructor PowerPoint Royalty  
Qty

**Machinery Vibration Analysis (MVA) \***

\_\_\_\_\_ MVA Class Notes (EU/SI) Royalty  
Qty

\_\_\_\_\_ MVA Workshops (EU/SI) Royalty  
Qty

\_\_\_\_\_ MVA Student PowerPoint Royalty  
Qty

\_\_\_\_\_ MVA Instructor PowerPoint Royalty  
Qty



Vibration Institute  
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F: 630.654.2271  
[information@vi-institute.org](mailto:information@vi-institute.org)

\* The instructors who use MVA materials must be Vibration Analyst Category III or IV unless this requirement is waived by the Institute.