

## ILA Certification Program Application

Persons taking the CJIL level test must choose electives and supply proof of years in industry documents, for the CMIL level test choose additional electives only. The ILA Instructions are part of this document or available at the ILA web site (ilanational.org). There is a Study Guide available.

Name:			DOB:			ILA Member #:																										
Address:																																
Day Phone:			Evening Phone:			E-mail:																										
Institution:						Years in Industry:																										
Department:				Job Title:																												
Industry Certifications Held: (Circle selections) <table style="width: 100%; text-align: center;"> <tr> <td>CIL</td><td>CJIL</td><td>CMIL</td><td>CFL</td><td>RL</td><td>CRL</td><td>CPL</td><td>CML</td><td></td> </tr> <tr> <td>CPS</td><td>CMST</td><td>CPP</td><td>PSP</td><td>PCI</td><td>CDC</td><td>AHC</td><td>Other:</td><td></td> </tr> </table>									CIL	CJIL	CMIL	CFL	RL	CRL	CPL	CML		CPS	CMST	CPP	PSP	PCI	CDC	AHC	Other:							
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E13	E14	E15	E16	E17	E18																											
<b>Schedule &amp; Location: NCLA Regional Security Trade Show</b>																																
Date: Saturday February 25, 2012					Time: 12:30 pm to 5:00 pm (Galileo Room)																											
Location: Renaissance Charlotte Suites Hotel, 2800 Coliseum Centre Dr., Charlotte, NC 28217-2394, (704) 357-1414																																
Pricing: <b><u>Please make checks payable to:</u> Institutional Locksmiths' Association</b>																																
Member: \$50.00			Affiliate: \$50.00			Non-member: \$100.00																										
Indicate here if your ILA Membership Application is enclosed:																																
FOR COMMITTEE USE ONLY:				Testing Fee		\$																										
				Application Fee		\$																										
				Dues		\$																										
				TOTAL		\$																										
Space may be limited. Seating preference will be given in the following order: Members, Affiliates, persons employed in the industry, others. Please arrive early for your scheduled test; no one is admitted once the test begins. Please bring two sharpened No. 2 pencils. All cell phones and pagers must be turned off during the test.																																
If you require frequent breaks, require a large-print test, or have other special needs, please indicate that here. Write the specific needs information on the reverse of this form. <b>Questions to <a href="mailto:ilcpchair@ilanational.org">ilcpchair@ilanational.org</a>.</b>																																
Signature:						Date:																										

Mail to: ILAGLC, P.O. Box 317, Lisle, IL 60532-0317

**Must be received by 02/12/2012**

# Institutional Locksmiths' Association

## Institutional Locksmiths Certification Program

**CIL Certified Institutional Locksmith**

**CJIL Certified Journeyman Institutional Locksmith**

**CMIL Certified Master Institutional Locksmith**

**Institutional locksmiths vary widely in skills, training, and knowledge.** In many cases they are assigned the in-house position from being a carpenter or other tradesman, given no locksmith training to speak of, and expected to do the job of a skilled institutional locksmith. They require training, but often find it difficult to get away from the institution for any training. If they receive training, how can it be evaluated? Two courses with the same name can have a totally different content, a different teaching style, and prepare the student differently.

**That is why there is a need for standardized testing and certification.** The Institutional Locksmiths' Association has developed a set of exams and standards that have been proven all across the United States, and are accepted as proof of qualifications by several state Locksmith Licensing Standards Bureaus. The ILA has worked with organizations such as Carpenters Union and other locksmith associations to provide standardized training.

**The ILCP levels are: CIL (Certified Institutional Locksmith), CJIL (Certified Journeyman Institutional Locksmith), and CMIL (Certified Master Institutional Locksmith). No one is grandfathered for any level. CIL must be earned before the CJIL, the CJIL before the CMIL. For all levels from CIL to CMIL, a 75% minimum passing score on the mandatory exams and all electives are required.**

**The CIL draws heavily on the *Lock Industry Standards and Training (LIST) Council Locksmith Dictionary for common descriptions/techniques and recognized terms.*** The CIL also has two electives built in - code book usage and OSHA hazard warning signs. For the code book elective, the examinee is actually given a code book and asked to make intelligent decisions as to the creation of a working key. In the hazardous signs elective the examinee must recognize and identify various safety signs.

**At the CJIL level, there will typically only be a few manufacturers on whose hardware each institution relies.** Institutional locksmiths need to know product in far more depth than the average commercial locksmith. This would include basic hardware finishes and functions and how they affect the hardware used. Pinning of specialty cores and cylinders must be known intimately, as there is no time to work it out step by step each time.

**The CJIL requires an examinee to have 1) at least 5 years of locksmithing industry experience, 2) select six electives from the current list, and 3) at least one a pinning/cylinder/core elective and one a product/line elective.** Four remaining electives are selected from the current list (more are constantly being developed). A second mandatory section of the CJIL includes many of the less common terms from the LIST Council Locksmith Dictionary that an experienced journeyman should be familiar with, plus some of the less common ANSI/BHMA finishes.

**An additional 12 electives must be passed for the CMIL level.** Obviously, this will typically require study and research, as well as hands-on preparation.

**Tests are typically administered at locksmith related functions.** ILA membership reduces the costs of each test level by the annual ILA Regular Member's dues. There is an ILCP Study Guide available.

**Show the industry and your facility you are a professional, become a CIL, then a CJIL, then a CMIL.**

**If you would like more information about the ILA ILCP, please email to [ilcpc@ilanational.org](mailto:ilcpc@ilanational.org).**

# Institutional Locksmiths' Association

## ILCP Instructions

**To achieve an ILCP certification you must meet the requirements below.**

CIL - 75 or above on the CIL mandatory exam

CJIL - attain CIL, 75 or above on CJIL mandatory exam & 6 electives, 5-years locksmithing experience

CMIL - attain CJIL, 75 or above on 12 electives, 10-years locksmithing experience

If you are sitting for the Certified Institutional Locksmith (CIL) level use the form included. You do not have to fill in **Documentation of Years in Industry or pick any electives.**

If you are sitting for the Certified Journeyman Institutional Locksmith (CJIL) level you will need to pick 6 electives (pick only 6) from the list below. In addition to the 6 electives, there is a CJIL mandatory exam. For CJIL level you must also include proof of 5-years in the locksmithing industry experience with your application (send copies).

For the Certified Master Institutional Locksmith (CMIL) level you must pick 12 electives not already passed and include proof of 10-years in the locksmithing industry with your application (send copies).

CJIL or CMIL levels will not be issued until we have your experience documentation on file.

**Pick CJIL electives as described below:**

For CJIL, pick 6 electives; 1 must be from column A and 1 must be from column B. The remaining 4 can be from any column. **(PICK ONLY 6)**

A are Pinning system electives

B are lock brand electives

C are other hardware & related fields

### Column A

A2 - E1

A3 - E2

A4 - E3

Corbin / Russwin Cylinders - E6

Medeco - E7

Schlage Everest - E10

KABA Peaks - E11

Schlage Primus Cylinders - E16

Schlage Large Format & Full Size - E17

ASSA Twin 6000 Twin Exclusive Twin V-10 & Twin Pro - E18

### Column B

Best - E8

Corbin / Russwin - E9

Kwikset - E15

### Column C

History - E4

Life Safety - E5

Master Key Basic - E12

Von Duprin - E13

Rixson - E14

### **CJIL retake:**

- **If failed the CJIL mandatory and all 6 electives**

Must retake CJIL mandatory and 6 electives

- **If failed the CJIL mandatory, but failed 1 to 5 electives (less than 6)**

Must retake the CJIL mandatory and up to 6 electives not already passed

Electives passed in addition to the 6 needed for the CJIL will be applied to the CMIL level

- **If passed the CJIL mandatory, but failed 1 to 5 electives (less than 6)**

Can pick up to 12 electives not already passed

Electives passed in addition to the 6 needed for the CJIL will be applied to the CMIL level

Check back as new electives can be added at any time. **Questions to [ilcpchair@ilanational.org](mailto:ilcpchair@ilanational.org).**



# The Institutional Locksmiths Association

Together and individually, we are dedicated to the improvement of our profession. We strive to educate ourselves and increase our knowledge and ability, for our benefit and for the benefit of the institutions that we serve.

## MENU

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### Institutional Locksmiths' Association

PO Box 9560  
Naperville, IL 60567-9560

## Institutional Locksmith Certification Program

### Study Guide Information

**ILA Study Guide for the ILCP is now available for purchase!**

The official ILA Study Guide for the Institutional Locksmiths Certification Program (version 2) is now available. It contains 22 pages of information needed for the Certified Institutional Locksmith (CIL) level and extra information needed for the mandatory portion of the Certified Journeyman Institutional Locksmith (CJIL) level. Also included is the latest copy of the Professional Locksmith Dictionary from the Lock Industry Standards and Training Council, for a total of over 100 pages of study material spiral-bound into one book.

Version 2 has information (18 pages) on electives E1 to E18 and a couple future electives.

If you have any questions about the study guide e-mail us at [ILCPchair@ilanational.org](mailto:ILCPchair@ilanational.org).

To purchase a copy, send check or money order for \$20 plus \$5 shipping and handling to:

#### Institutional Locksmiths' Association

PO Box 9560  
Naperville, IL. 60567-9560.

You can now pay by credit card  
[Click here for credit card form](#)

Copies will be shipped via the most economical carrier. If you require faster delivery, contact us at the e-mail address above.

**Any questions should be e-mailed to [ILCPchair@ilanational.org](mailto:ILCPchair@ilanational.org)**

**You will need [Adobe Acrobat Reader](#) to read and print out ILA Certification forms and test results - [Click here to get Adobe Acrobat Reader](#)**

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Any questions or comments contact: [teela95@hotmail.com](mailto:teela95@hotmail.com) ILA National Webmaster - updated 2/21/2011



# Institutional Locksmiths' Association

The "In-House Locksmith" Association

<http://www.ilanational.org>

## Membership Application



Personal Information		
Last Name:	First Name:	Middle Name/Initial:
Nickname:	DOB:	SSN: <i>must supply if requested see Note*</i>
Home Address:		
City:	State:	Zip:
Home Phone:	E-mail:	
Business Information		
Work Organization:		
Job Title:	Certification(s):	
Work Address:		
City:	State:	Zip:
Work Phone:	Work E-mail:	
Immediate Supervisor:	Contact Phone:	
<b>Mail Preference: Please send all correspondence to my:</b> <input type="checkbox"/> Home <input type="checkbox"/> Business		
Reference Information (Non-relative)		
Last Name:	First Name:	Contact Phone:
Work Organization:	Job Title:	
Signature:		
Sponsor Information		
Last Name:	First Name:	ILA Member No.:
Work Organization:		
Job Title:	Contact Phone:	
How long have you known your sponsor?		
Other Locksmith / Security Organization Membership Information		
Organization:	Member No.:	
Organization:	Member No.:	
<b>Have you ever been convicted of a felony?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, provide details on the reverse.)		
Membership Classification (Please check one)		
<input type="checkbox"/> Regular	(Two or more years as a locksmith)	\$ 50.00 per year
<input type="checkbox"/> Junior/Student	(Less than two years as a locksmith)	\$ 50.00 per year
<b>Membership Fee: (Please fill in amount from above)</b>		<b>\$</b>
<b>Non-Refundable Application Fee:</b>		<b>\$ 25.00</b>
<b>Make check payable to: Institutional Locksmiths' Association</b>	<b>Total Amount Enclosed (Do Not Send Cash)</b>	<b>\$</b>
<p>I voluntarily give the <b>Institutional Locksmiths' Association</b> permission to conduct a thorough background investigation for the exclusive purpose of determining my eligibility for membership. Accordingly, I authorize and instruct any person contacted, including police, regulatory or other agency, to furnish any and all information concerning the above, and within the constraints of law and public policy, to authorized representatives of the <b>Institutional Locksmiths' Association</b> for said purpose. Furthermore, I understand that providing false information may result in termination of membership.</p> <p>*The <b>Institutional Locksmiths' Association</b> may request an applicant or member to provide their Social Security number at any time with regard to the above statement. Failure to provide a Social Security number may result in termination of membership.</p>		<p><b>Send form and payment to:</b>  <b>Institutional Locksmiths' Association</b>            PO Box 9560            Naperville, IL. 60567-9560</p>
<b>Applicant's Signature:</b>		<b>Date:</b>
<b>For ILA Use Only:</b>		<i>January 2011 version 1.0</i>



# Institutional Locksmiths' Association

The "In-House Locksmith" Association

<http://www.ilanational.org>

## Associate and Corporate Individual Membership Application



Personal Information		
Last Name:	First Name:	Middle Name/Initial:
Nickname:	DOB:	SSN: <i>must supply if requested see Note*</i>
Home Address:		
City:	State:	Zip:
Home Phone:	E-mail:	
Business Information		
Work Organization:		
Job Title:	Certification(s):	
Work Address:		
City:	State:	Zip:
Work Phone:	Work E-mail:	
Immediate Supervisor:	Contact Phone:	
<b>Mail Preference: Please send all correspondence to my:</b> <input type="checkbox"/> Home <input type="checkbox"/> Business		
Reference Information (Non-relative)		
Last Name:	First Name:	Contact Phone:
Work Organization:	Job Title:	
Signature:		
Sponsor Information		
Last Name:	First Name:	ILA Member No.:
Work Organization:		
Job Title:	Contact Phone:	
How long have you known your sponsor?		
Other Locksmith / Security Organization Membership Information		
Organization:	Member No.:	
Organization:	Member No.:	
<b>Have you ever been convicted of a felony?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, provide details on the reverse.)		
Membership Classification (Please check one)		
<input type="checkbox"/> Corporate Individual	(Corporation membership must be in good standing)	\$ 50.00 per year
<input type="checkbox"/> Associate	(Distributor, etc.)	\$ 100.00 per year
<b>Membership Fee: (Please fill in amount from above)</b>		<b>\$</b>
<b>Non-Refundable Application Fee:</b>		<b>\$ 25.00</b>
<b>Make check payable to: Institutional Locksmiths' Association</b>		<b>Total Amount Enclosed (Do Not Send Cash)</b> <b>\$</b>
<p>I voluntarily give the Institutional Locksmiths' Association permission to conduct a thorough background investigation for the exclusive purpose of determining my eligibility for membership. Accordingly, I authorize and instruct any person contacted, including police, regulatory or other agency, to furnish any and all information concerning the above, and within the constraints of law and public policy, to authorized representatives of the Institutional Locksmiths' Association for said purpose. Furthermore, I understand that providing false information may result in termination of membership.</p> <p>*The Institutional Locksmiths' Association may request an applicant or member to provide their Social Security number at any time with regard to the above statement. Failure to provide a Social Security number may result in termination of membership.</p>		<p><b>Send form and payment to:</b>  Institutional Locksmiths' Association  PO Box 9560  Naperville, IL 60567-9560</p>
<b>Applicant's Signature:</b>		<b>Date:</b>
<b>For ILA Use Only:</b>		January 2011 version 1.0

# ILA Credit Card Information Form

*(All information is required)*

Name on Card: First: \_\_\_\_\_ Last: \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt/Suite: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Card Used: \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_ 

Account Number: \_\_\_\_\_ 3 Digit Security Code: \_\_\_\_\_

Amount: \_\_\_\_\_ Expiration Date (MM/YY): \_\_\_\_\_

(For Institutions) Tax ID Number: \_\_\_\_\_

For questions contact ILA National Treasurer Kurt Kloeckner: [brotherkeyman@clear.net](mailto:brotherkeyman@clear.net) or (630) 726-8729  
Institutional Locksmiths' Association P.O. Box 9560 Naperville, IL 60567-0560