Certification Conditions

of tekom’s Personal Certification Center

**Applicant’s Declaration**

**Certification**

1. The applicant has been informed about the certification procedure with the information sheet of tekom’s personal certification center as well as with the guidelines for the certification of technical communicators, which describes the certification requirements in detail. The applicant declares that he/she is aware of the applicable prerequisites and requirements for certification for a specific competence profile and for recertification.
2. The applicant declares that he/she shall fulfill the necessary practical and theoretical requirements for the desired certification that is indicated in the application, and that he/she shall provide all necessary information for evaluation and refrain from attempted fraud and from leaking confidential examination documents.
3. Objections and complaints shall be dealt with in a fair and equitable manner by the personal certification center; they shall also be dealt with impartially, constructively and in a timely manner within the framework of an arbitration procedure by an independent arbitration body especially instituted by the personal certification center. The applicant shall be subject to this procedure.

The applicant is aware that the submission of all necessary proofs, payment of admission and examination fees in addition to completely filling out the registration are necessary to obtain the final admission to the certification examination. Cancellation fees (see Schedule of Fees) shall apply for deregistration from the examination, especially a short-term one; moving of the examination date to a different date is not possible free of cost. The certification candidate accepts the applicable fees for personal certifications conducted by tekom’s personal certification center.

**Consent to the Collection, Processing and Use of Personal Data**

1. The applicant agrees that tekom’s personal certification center shall collect, process and use anonymized personal data for statistical evaluations for the purpose of certification as a Technical Communicator.
2. Certification documents shall be saved and archived for at least six years. At the end of this period, tekom’s personal certification center shall be entitled to delete these documents, provided another certification or recertification does not take place within this period.
3. The applicant agrees that tekom’s personal certification center shall maintain a list of all certified persons and provide information about them upon request.

**Use of the Certificate**

1. The certified person has demonstrated his/her special qualification and is entitled to refer to the certification.
2. tekom’s personal certification center shall hand over the competence certificate to the certified person. The certified person acknowledges that tekom’s personal certification center shall remain the owner of the issued certificate.
3. A first-time “Technical Communicator” certificate shall be valid for five years from the date of examination. The certificate may only be used in accordance with the scope and the conditions stated below.
4. In the period of validity, the certified person is entitled to use the certificate - within its scope - as proof of his/her qualification in commercial and professional activities.
5. Use of the certification on the Internet, on letterheads and in any other way (use of the content, trademark and reference design) shall always require prior approval by tekom's personal certification center.
6. The certified person is obliged to refrain from using the certification on the Internet, on letterheads or in any other way after expiration, revocation or cancellation of the certificate.
7. The certified person acknowledges that improper, illegal and misleading use of certificates, which discredits tekom’s personal certification center, shall be persecuted by this center.

**Cancellation and Revocation of the Certificate**

1. The certified person accepts that in the case of breaches of duty or reasonable doubt about his/her abilities, tekom’s personal certification center can initiate actions that lead to the cancellation and revocation of the certificate and, if necessary, to the initiation of legal action.

**Obligation to Notify**

1. The certified person is obliged to immediately inform tekom’s personal certification center of any circumstances that may affect his/her ability to continue to meet the certification requirements.
2. The certified person is obliged to record objections or complaints of third parties as part of his work within the scope of the certificate, and to immediately inform the arbitration body of tekom’s personal certification center in writing. This information shall be handled confidentially and used for quality assurance purposes only.

**Proof of Competence Maintenance**

1. Relevant work experience as technical communicator within the scope of the competence profile must be demonstrated in line with the period of validity of the certificate. The certified person must take care of the necessary confirmations and required documentation of his/her activities.
2. The certified person must attend a relevant advanced training event during the term of the certificate. This helps refresh and consolidate the competence profile described in the scope of the certificate.

By signing the application, the applicant acknowledges his/her obligation to comply with these conditions.

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| Place | Date | Signature of the Certification Candidate |