SYSTEMCERT
Zertifizierungsges.m.b.H.

To accelerate the approval process and to avoid mistakes this form needs to be completed fully. Please, return it by email to n.hackl@systemcert.at or by fax to +43/3842/48476-4.

Full company name Please, pay attention to uppercase/lowercase letters, one line or two lines, divisions, branch offices

_____

_____

Street name: -

_____

Postcode, post town:

_____

Homepage: _____

Contact person

Title, first and surname: _____

Telephone number:

_____

E-mail: _____

Corporate logo The training centre's logo may be printed on the Certificate of Approval.

- yes Please send your corporate logo by e-mail to n.hackl@systemcert.at
  The graphics files have to be in a format that can be imported into a WORD document (most recent version) and have a minimum resolution for printing of 300 dpi.
- no

1. **Submitting the application for approval as training centre and description of training course/organization**
   (Curriculum) to n.hackl@systemcert.at .
   Irrespective of the outcome of the approval process, we will charge you EUR 150.00 plus 20% VAT per competence. You will be billed upon receipt of your application.

   For **description of your training course/your organization (curriculum)** you need to include the following aspects:
   - Describe your organization (size, number of staff, foundation year)
   - Type of courses offered and target groups (service portfolio)
     Has your organization taught this competence before?
     If so, since when, how many training courses and for how many participants?
   - Describe the training course for which you apply
     (in compliance with the certification programme underlying the respective competence)
   - Describe the qualifications of trainers and examiners you consider and/or employ for this course
   - Mention any existing quality management systems such as ISO 9001, ISO 29990, etc.

2. **Checking the conformity of the application;** this is done by a board of experts (Programme Committee)

3. **Result of your application for approval**

In case of a negative response by the Programme Committee:	Information about lack of conformity and/or plausibility will be passed on; curriculum will have to be adjusted.
In case of a positive response by the Programme Committee	Approval certificate for the respective competence will be issued. Approval is valid for 3 years. Registration on www.systemcert.at

4. **Submitting the documents needed for certification**
   Each training centre will be sent the login information needed to download the mandatory documents from:

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http://login.systemcert.at/index.php

5. Submitting the names of trainers and examiners to j.derler@systemcert.at

Before conducting his/her first exam, each trainer and/or examiner must be appointed by the certification body; in addition, before acting as trainer and/or examiner he/she must be commissioned by the certification body. The certification body has an obligation to monitor the effectiveness and objectivity of all connected institutions continuously to ensure that the validity and reputation of the certification process are maintained.

All approved training centres are subject to a monitoring process. Monitoring extends over a period of three years and is a precondition for prolongation of the institution's status as approved training centre.

Monitoring comprises

a) On-site inspections
b) Assessment of submitted documents
c) Evaluation by examination candidates

Training centres will be charged the cost price of this monitoring process. In the first year of authorization a fixed amount of EUR 450.00 plus 20% VAT will be charged per organization, covering a period of 3 years.

Competencies | **please tick as appropriate**

Auditor	Project manager	Personal protection
Specialized instructor	Marketing/product manager	Energy manager renewable energies
Continuous improvement coach	Graphic designer	Qualified operative in the food trade
Operations executive	Logistics personnel[4)]	Environmental manager
Quality assurance manager	Hygiene officer	Controller in SMEs
Quality assurance coach	Expert according to ÖNORM F1053	Certified workplace coach[3)]
HSE manager	Cultural manager	Risk consultant
HSE operative	PR manager	Coach
Six Sigma Black Belt	Web designer	Qualified operative in surveillance and security
Six Sigma Green Belt	Desktop publisher	Qualified operative in the metal-working industry
TPM coach	Social media manager	Executive surveillance and security
TPM expert	Event manager	Instructor for children & adolescents[2)]
TQM manager	Personnel manager	Specialist for temperature-sensitive food-stuffs
Language teacher	Qualified operative in nurseries, kindergar-tens and day-care centres	Assistant to private investigator
Educator/carer at schools offering full day care	Solar installer	Passive-house craftsman
DAF/DAZ (German as a foreign lan-guage) trainer	Arts educator	Leisure assistant for children/adolescents
Money instructor1[1)]	Consultant for barrier-free design	

[1)] The Multiple Choice Test for the exam „money instructor" will without exception be compiled by the certification body in cooperation with the Programme Committee, for which an additional EUR 7.50 plus 20% VAT per candidate will be charged to the training centres.

[2)] All exam candidates are obliged to use the manual "Instructor for children & adolescents" provided by SystemCERT. For the right to use this manual, continuous updates and the mandatory exam catalogue including a catalogue of multiple-choice-test questions EUR 100.00 are charged per certified candidate. SystemCert acts as intermediary between the author and the approved training centres, billing the respective training institution after an exam has taken place and transferring the full amount to the author.

[3)] All exam candiates are obliged to use the lecture notes „Certified workplace coach "provided by bfi (contact: Stefan Kammerer s.kammerer@bfi-wien.or.at).
For the right to use these notes, continuous updates and the mandatory exam catalogue including a catalogue of multiple-choice-test questions EUR 9.90 plus 20% VAT are charged per certified candidate.

[4)] All training centres undertake to use the harmonised exam papers "logistics personnel". They are administered by the certification body and provided for a fee of EUR 30.00 plus 20% VAT per person.

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The undersigned hereby confirms to have taken note of the regulations contained in the following guidelines/checklist and undertakes to adhere to said regulations:

a) GL Guideline for Training Centres
b) GL Guideline for Using Certificates, Logos and Marks
c) CL Checklist for Assessment of Impartiality and Objectivity in the Certification of Persons

Name in capital letters	Place, date of application	Full company name/company stamp/signature

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