

3. Confirmation of course attendance (if necessary)

(Please observe the requirements on the information sheet strictly and enclose a copy of the certificate of attendance!)

Name of further education organisation

.....

4. General declarations / obligations relevant to the certification order

I herewith confirm that all information which I have provided for the certification process is correct.

I am aware that

- the certification body remains owner of the certificate;
- false statements and misuse or misleading use of the certificate may lead to withdrawal of the certificate – the separate use of logos/symbols of DAkkS², the VAZ e.V.³ or TÜV⁴ is classified as misuse;
- rights of complaint and appeal exist against decisions of the certification body. Complaints and appeals must be made to the certification body in writing;
- my personal data is treated confidentially by the certification body and governed by data protection.
- Should your admission requirements fail to be sufficiently documented, you may complete them within **1 months**. If the documents cannot be provided completely within this period, the examination will be invalidated and the certification process closed.
- my admission requirements for online examinations must be submitted in full to PersCert TÜV **before** the examination begins.

I accept that the certification issued is recorded in a list of certificate holders which is open to the public and that the certification body is authorised by the certificate holder to provide information about the certificate issued to the holder upon request and to inspect my examination and certification documents only during the presence of representatives of the accreditation body during audits.

I hereby agree

- not to misuse certificates,
- not to use certificates misleadingly,
- to return certificates to the certification body after withdrawal,
- to notify the certification body of any changes to my address after the certificate has been issued.

The General Examination Regulations for Personnel (QMP_SGU-F08) apply, the contents of which I have taken note of and acknowledge with my signature. With my signature, I bindingly register for the above-mentioned examination.

.....
(Place, date)

.....
(Applicant's signature)

² DAkkS = the German accreditation body

³ VAZ e.V. = Association of accredited certification societies

⁴ TÜV = German Technical Inspection Association