

PROFESSIONAL CERTIFICATION REGULATIONS



EAHEA[®]
European Association for Higher Education Advancement

Regulations for The Certification of Professionals

These regulations are established to ensure the integrity of the European Association for Higher Education Advancement and all the services provided. These regulations are meant to be effective and their interpretation is based on the assumption of ethical values and an integrity spirit from each of the members of the European Association for Higher Education Advancement.

These premises may evolve to address new situations or services upon a proposal from the members of the European Association for Higher Education Advancement. Proposals will be accepted by the Commission from individuals or groups, including students, staff, faculty, members of the general public, governmental agencies, and other institutions or organizations. The Commission reviews any proposal and acknowledges its responsibility to provide a reasonable and impartial review. Proposals should be sent to the EAHEA Secretary.

1. Regulations for Conferring a Professionals' Certificate

1.1. Definition of the Certificate for Professionals: Every job requires a core set of expertise and business skill components that benchmark the individual's ability to perform. As many professionals pursue their careers in the workplace, there is a need to differentiate between ordinary employment seekers and certified professionals. To meet the demands of the corporate world, EAHEA Certification enables business professionals to become the top choice of employers and proves as recognition for the individuals as a leader in the business practice. EAHEA Certification is an advanced qualification beyond licensure recognized by clients, employers, peers, and the public.

1.2. Eligibility of Candidates for the Professionals' Certificate: Subject to these regulations, the Certification for Professionals is open to any person demonstrating any level of professional ability. The EAHEA Secretary is responsible for considering the initial eligibility of Certification for Professionals applicants and must sign and endorse any Certification for Professionals recognition before it is passed to the commission members for evaluation.

To apply for a Professional's Certificate, the candidates must submit in electronic format the following information:

- Full Name
- Complete Contact Data (address, telephone, email)
- Birth Date
- ID Picture
- Copy of Passport or Official Identification
- Details of Education
- Details of Professional Career to Date

This information must be authenticated by the following affidavit: "I declare that the information and documents presented are true and correct and that I understand the definition of the Professional's Certificate."

1.3. Qualification of Candidates for the Professionals' Certificate: The European Association for Higher Education Advancement Secretary will reject any candidates that do not provide sufficient information and documents to demonstrate any level of professional ability and professional career. The European Association

for Higher Education Advancement shall review the submitted documents and decide on granting the Professional's Certificate. Qualification for the Professional's Certificate must be endorsed by 2 votes: the EAHEA Secretary and the EAHEA President. The applicant shall be informed in writing about the decision.

1.4. Denial or Revocation of the Professionals' Certificate: The Certificate of Professionals' is a recognition granted by the European Association for Higher Education Advancement on a discretionary basis. In case of a negative decision, the EAHEA Secretary may instruct the candidate about future eligibility options and other recommendations. The Certificate of Professionals' will be revoked if the European Association for Higher Education Advancement learns of any deception by the candidate in connection with the documents or information provided to qualify for this certificate. Any refund and other rights will be lost previous, during, or after the qualification process. Before the EAHEA's decision concerning denial or revocation of the Professionals' Certificate, the person affected shall be allowed to comment on the charges against him or her.

1.5. Costs & Procedures for the Professionals' Certificate: The steps for the conferment of a Professionals' Certificate are:

- Submit the Application Form, Curriculum Vitae, and documents to the EAHEA Secretary in electronic format.
- The EAHEA Secretary will instruct about your initial eligibility for this award.
- If the EAHEA Secretary endorses your eligibility you will be required to pay the fee.
- Once the fee has been paid, your documents will be distributed among the Commission members. It takes one to two weeks to get the response from the Commission Members.
- The EAHEA Secretary will register the votes required for the conferment of the certificate.
- The Professionals' Certificate will not be awarded until the required fees have been paid.

1.6. Legalization of the Professionals' Certificate: The EAHEA Certification Services may be legalized the "Professionals' Certificate" with the Hague Convention Apostille or with a Consulate Legalization as appropriate. The EAHEA Secretary may take care of the corresponding legalization process. The EAHEA Secretary may use or hire the necessary agents or intermediaries required to complete the legalization process of any of EAHEA Certification Services. To order any legalization the applicant must send a request in writing to the EAHEA Secretary. The EAHEA Secretary will estimate a legalization budget (depending on the country's legalization requirements) and communicate this to the applicant. All the fees required for the legalization process will be paid in advance to the EAHEA Secretary and are not subject to any refund.



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