



TERMS AND CONDITIONS FOR ACCREDITED INSTITUTES & TRAINING PROVIDERS

SYSTEM MANAGEMENT

ACCREDITATION SERVICE FOR CERTIFYING BODIES LLC (hereinafter called ASCB), require their accredited institutes and training organisations to demonstrate consistent delivery of their services by the supply of such reasonable evidence as deemed necessary by ASCB from time to time. Failure to submit satisfactory evidence may lead to accreditation visits which will be charged at the current rate plus full travel and accommodation costs. Unless defined elsewhere in correspondence between ASCB and the training organisation the current rate is two US dollar and seventy-five cents a minute and a standard day is two hundred and twenty-five minutes.

CERTIFICATES AND LOGOS

An accredited institute may apply the ASCB logo only in respect of the material for which accreditation has been awarded and is to bring to the attention of clients and students, when reasonable and appropriate, any areas of training or business for which it has not been accredited. It is required that the training organisation ensure client and student compliance to this effect.

Use of the ASCB accreditation logo is allowed only following payment to ASCB by the accredited training organisation and for the duration of the period covered by the registration fees. Accredited institutes are liable for the accreditation fee due in respect of every certificate they issue under the auspices of ASCB accreditation or bearing the ASCB logo. This liability may be offset in the event of certificated students or clients paying the accreditation fee directly to ASCB. Use of any other accreditation logo is not authorised by ASCB

Copyright and all other intellectual property rights deriving from our work and work performed and delivered and claimed by the accredited training organisation as falling within the jurisdiction of ASCB accreditation remains with ASCB unless otherwise agreed in writing.

NOTIFICATION

Any notice under these Terms and Conditions or requirement of the quality management system of ASCB or the contracts between ASCB and its institutes shall be in writing and signed by or on behalf of the party giving it and may be served by leaving it or sending it by prepaid recorded delivery or registered post. Any notice served by post shall be deemed to have been served seventy-two hours from the time of posting or 10 days for non-US organisations. In proving such service, it shall be sufficient to prove that the notice was properly addressed and was posted.

TERMINATION OF THE CERTIFICATE AND REGISTRATION

ASCB will withdraw the accreditation certificate, which is at all times the property of ASCB, and the use of its logo from any training organisation who does not comply with these Terms and Conditions.

The training organisation upon notification of the termination of registration shall immediately discontinue use of the ASCB accreditation logo and all advertising matter which contains it or any reference thereto. In addition, any other documents in the possession of the institute which bear reference to ASCB shall if ASCB so desire it, be so treated as to erase it.

ACCREDITATION

Accreditation is applicable only to certificates issued by the institute with regard to material that has been submitted to ASCB and is retained within their registry

Unless stated to the contrary ASCB certificates signify that in the opinion of ASCB and its servants the institute named in the certificate has verified client / student meeting the requirements for issue regarding the subjects and disciplines defined on the certificate.

In issuing the certificate ASCB is confirming registration in the ASCB list of certificated organisations and personnel and any other list they deem appropriate and that summary details of the certificate shall be published in a publicly accessible format.

Institutes are advised that the opinion of any other organisation or individual with regard to the value of accredited certificates or the inference of the term "accreditation" may be different to that of ASCB and its servants but nonetheless compliance is not the subject of the certificate.

Institutes and training organisations are to obtain the consent of their clients / students to the publication of their personal details on our website.

FURTHER ADVICE, AUTHORITY & ACCREDITATION

Institutes and clients are advised to take expert advice when engaging accreditation services. The authority vested in ASCB is that assigned to them by the organisation in respect of the accreditation services contracted and no claim as to statutory, legislative, authority, prominence or right given by any other party unless specified by ASCB is claimed. Institutes are instructed to avoid saying, implying or causing to be inferred that, under the auspices of ASCB registration they act with the



support, approval or licence of the United States government or any other statutory or government office of any nation, commission or state.

LAW

These conditions and the activities of ASCB are subject to the laws of Delaware, United States. ASCB shall not be liable retrospectively for consequences, costs or damages arising from changes or introduction of such laws or statutory government instruments which may subsequently invalidate ASCB activities.

PAYMENTS

ASCB require their registered training organisations to pay fees in advance or by an approved alternative method defined in writing, to maintain their registration and that of their certificated students.

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