

WORDING OF CERTIFICATES

Accreditation of Training Courses

INTRODUCTION

To ensure the appropriateness of certificate registration, the following wording on certificates must be used, typically as a footnote.

“This is an accredited certificate authorised for issue by Accreditation Service for Certifying Bodies LLC, who have assessed **XXXX** against defined criteria and in cognisance of ASCB TC:2022 ‘Accreditation of Training Courses’. This certificate is only valid when confirmed by the register listed in the International Register of Quality Assessed Organisations: www.irqao.com.

CERTIFICATE INFORMATION

Certificates or inspection reports should, as a minimum, include the following information:

- Student name
- Training courses name in full
- Date of certificate
- Initial assessment date
- Re-certification date (if applicable)
- The expiry date of the certificate (if applicable)
- Name & address of certificate awarding body (training institute)
- Caveats regarding limitations on validity (e.g. subject to a satisfactory periodic refresher course and re-evaluation, etc.)
- Logo of awarding body (training institute)
- The accreditation mark of ASCB (see below)

ACCREDITATION MARK

The ASCB accreditation mark may be shown on the certificate in a manner that is the least dominant mark on the certificate and in a style such that it will not cause any reasonable observer to infer or otherwise believe that the certificate is issued directly by ASCB. Please see ASL(I)01 (latest version) for more requirements.

END