



## Application form (re)certification

The applicant must take notice in advance of the stipulated (re)certification requirements. Application is final from the moment the signed application form has been received by Hobéon SKO. A request for certification will only be processed after receipt of the amount due and receipt of all required documentation. Hobéon SKO has a legal response time of 6 weeks. In case of collection of the amounts due, all non-judicial costs, including legal expenses, will be forfeited. These costs are set at 15% of the principal plus VAT with a minimum of € 70, -. Except in consequence of intent or gross negligence, Hobéon SKO will not accept liability for any damage to persons and/or goods suffered during or in connection with following a practical exam.

Applicant:

All documents and forms submitted by me for review by Hobéon SKO do not contain:

- Incorrect information
- False signature
- Unauthorized signatures

I am aware that if any of the above points are found and proven, this has consequences for the (re)certification process for me as a person.

I have taken notice of the content of the examination regulations

Date :  
Name applicant :  
Date of birth :  
E-mail :  
Signature :



## Certification agreement

Hobéon SKO carries out personal certification under the ISO / IEC 17024 standard and has been designated by the Ministry of SZW. The following rights and obligations of the certificate holder are based on the ISO/IEC 17024 standard and its interpretation by SZW.

1. By accepting the application for (re)certification, Hobéon SKO accepts no other obligation to applicant / candidate than to carry out the certification examination according to the applicable certification regulations. Provision of a personal certificate with pass and admission to the register of depository holders takes place only if, and after this examination has shown that the candidate fulfils all the requirements for the certificate and fulfils his financial obligations towards Hobéon SKO in respect of this application.
2. For Hobéon SKO and for applicant/candidate/certificate holder, the definitions in the current field-specific certificate scheme for the personal certificate, version 1, 2012 and the current Hobéon SKO quality system are binding.
3. Applicant/candidate/certificate holder agrees with the fact that Hobéon SKO maintains a personal file for the purpose of his certification as described in the Hobéon SKO Quality System.
4. In order to verify declarations made by the applicant/certificate holder and/or his employer for the intended (re)certification as well as for the portfolio-check, the candidate/certificate holder agrees with (sample) research by Hobéon SKO at his / her workplace. Hobéon SKO will limit itself to investigations at the workplace for aspects relevant to the (re)certification and will bind to both candidate / certificate holder and employer, in strict cases, strict confidentiality regarding the observations made.
5. Candidate/certificate holder does not disclose confidential examination data and does not participate in fraudulent practices related to the exam.
6. Candidate/certificate holder agrees with its entry in the public register of depository holders after the certificate has been granted to him.
7. Applicant/candidate/certificate holder will promptly inform Hobéon SKO of changes regarding his home and work address (including telephone number and e-mail address), function, employer and other matters to permanently comply with the certification requirements.

If and after the requested certificate will be granted to him:

8. The certificate holder may only use the certificate (and the card) as long as it is valid.
9. The certificate holder is authorized to use the scope indicated on the certificate, in conjunction with the level indicated on the certificate or another indication on the certificate, on documents of his hand during the validity of his certificate.
10. The certificate holder will not use in any way other than under item 9, use the name of Hobéon SKO or the Hobéon SKO logo as a distinguishing feature, unless expressly authorized by the interested parties.
11. Hobéon SKO reserves the right to verify all data provided by the certificate holder, substantively or with respect to the operations of the certificate holder.
12. The certificate holder keeps a record of any complaints brought against his professional competence and cooperates in investigating such complaints.
13. Complaints about the certificate holder may lead to an (additional) investigation of the functioning of the certificate holder. The costs for this research can be collected by Hobéon SKO on the certificate holder.



14. The certificate and pass remain the proprietary ownership of Hobéon SKO. The certificate holder will immediately return these documents to Hobéon SKO at the first request of Hobéon SKO.
15. The certificate holder will cooperate in carrying out the supervision of certificate holders as described in Chapter 6 of the applicable certification regulations (Version 1, 2012).

Date :

Place :

Name :

Signature :



## Declaration of payment by the employer

If an employer wishes to pay for the cost of the certification process, this statement must be signed by an authorized person.

The authorized person declares that:

The cost of the certification process of the (prospective) certificate holder is paid by the company.

Date :  
Place :  
Name authorized person :  
Function :  
Email Address :  
Name :  
Facto :  
ZIP code and Place :  
Department :  
Signature :