

Application procedure initial certification

General Requirements:

- Completion 27 years of age

Required documents:

- Completed, signed and scanned application in electronic form.
- Successful completion of the expert talk (at first registration).
- Proof of legal qualification as far as the country-specific trade law is concerned (example: "Trade license" in Austria, "Trade registration notice" or "IHK proof" in Germany).
- Proof of a recognized diploma course amounting to at least 180 teaching units or an equivalent qualification
- Proof of practical and professional experience in the business context to the extent of at least five years (examples: Proof of managing directors / employees, management of a company, department or own company, works council / works council activity, business studies or MBA studies, etc.) (Attention: There are all "or" options in this listing).
- Proof of practical experience in the field of the requested certificate (eg. coaching, training, supervision, mediation, ...) to the extent of at least 3 years after completion of the diploma course.
- Proof of regular participation in professional development events in the field of the applied for certificate in the last 3 years for at least 16 hours per year.
- Signed declaration of honor.
- Recognition and compliance with the guidelines of a recognized and competent umbrella organization.