

Guidance Notes For Applicants

April 2010
Version 01.1

www.peoplecert.org

PEOPLECERT

PEOPLECERT - Personnel Certification Body

3 Korai st., 105 64 Athens, Greece, Tel.: +30 210 372 9100, Fax: +30 210 372 9101, e-mail: info@peoplecert.org, www.peoplecert.org

Copyright © 2010 PEOPLECERT S.A.

All rights reserved. No part of this publication may be reproduced in any form except as permitted by PEOPLECERT S.A. Enquiries for permission to reproduce material should be directed to the publisher.

DISCLAIMER

Although every care has been taken by PEOPLECERT S.A. in the preparation of this publication, no warranty is given by PEOPLECERT S.A. as publisher as to the completeness of the information contained within it and neither shall PEOPLECERT S.A. be responsible or liable for any loss or damage whatsoever arising by virtue of such information or any instructions or advice contained within this publication.

Part 1. INFORMATION ABOUT YOU

1. Personal details

Details of applicant (Name and Address) will be published in the registry of certified professionals and will be included in the PEOPLECERT database. In case you do not wish your home address to be entered in the registry, please sign the appropriate box in the first page.

2. Grade of certification for which you are applying.

Please tick the appropriate box indicating the type and group of certification for which you are applying.

3. Education

Enter details of your education (school, college, university etc.). You must enclose documentary evidence (photocopies are usually sufficient), accompanied by a translation into English language.

4. Membership of professional bodies

Enter details of the professional bodies of which you are a member, quoting your membership number in each case.

5. Formal valuer training

It is mandatory for applicants, who are not able to demonstrate University, technical or economic or post-graduate studies in a gnostic object about valuation, to successfully complete: **either** a PEOPLECERT certified valuer training course presented by a PEOPLECERT approved training organization **or** a valuer training course certified by another training approval body, recognised, and is accepted by PEOPLECERT. The achieved results must be supported by documentary evidence.

6. Work experience

Enter your career details, providing 'Job title', a brief description of your duties and responsibilities, emphasizing on the experience related to the applicable sector or scheme. List this information in chronological order, beginning from your current or most recent experience.

PEOPLECERT focuses on professional experience on valuations.

7. Declaration

The applicant must sign and date this section.

SUBMISSION OF APPLICATION

An application pack, with all necessary information can be obtained free of charge, from the Secretariat of PEOPLECERT, following the applicants expression of interest.

Alternatively, all documentation required to submit an application is available to be downloaded from the PEOPLECERT website (www.peoplecert.org).

This pack includes:

- a) an Application Form (ECS_D_18-1),
- b) Valuation Log (ECS_D_18-2),
- c) an information pack of PEOPLECERT requirements for certification of Valuers, and
- d) Annual cost list for the certification of Valuers (NCD_L_06-3)

In order to apply for certification, all required forms, related material and payment of the application fee should be forwarded to PEOPLECERT secretariat.

Address of PEOPLECERT is:

3 Korai Street, 7th floor, Athens

Athens, Area Code 105 64

Tel: +30 (210) 3729100, Fax: +30 (210) 3729101

Email: support@peoplecert.org Internet: www.peoplecert.org

Please note at the application stage, only the application fee is required. Applicants are advised not to submit any additional fee in respect to their initial certification with their application. Should the application for certification be successful, a fee notice for the initial certification fee will be enclosed with the offer letter.

Applicants are strongly advised to submit all the required information, and to take care that all details are clear and correct.

All communication and correspondence in support of the application must be in the Hellenic or in the English language. Else should be accompanied by certified translations of the originals.

Any claim for qualification shall be supported by documentary evidence. An example of acceptable evidence would be a good quality photocopy of the original certificate, indicating the awarding body, the title and date of the award and the name of the awarded person. If any of this information is not available or is not clear, the applicant will be required to supply additional supporting evidence. The same applies if a copy of the certificate is not available, for example if it has been lost or destroyed. Acceptable evidence would include an official letter from the awarding body confirming the award. A transcript (i.e. an official, detailed account of the

course content) of an award would also be acceptable evidence if it clearly states the date and title of the award. If no documentary evidence can be supplied by the awarding body, the qualification will not be accepted for certification purposes.

Note: For the certification fees see clause 11 of this document and the annual fee catalogue of PEOPLECERT (NCD_L_06-3).

EVALUATION OF APPLICATIONS

GENERAL

The evaluation process includes review of the documentation which is submitted by the applicant in support of his application. The documentation review is intended to determine the applicant's conformance with PEOPLECERT requirements on education, formal training, work and valuation experience.

Information contained in applications is treated as confidential, except where the applicant has agreed for specific information release, for example, the information contained in the PEOPLECERT Registry of Certified Professionals.

Processing of the application usually takes about four weeks. However, the processing time depends significantly on the time required to verify the information submitted within the application.

DOCUMENTATION REVIEW

This section describes the process used by PEOPLECERT conducting documentation review of applications, and the roles/responsibilities of the personnel involved in this process.

Documentation Review Process

All applications are initially checked by the Certification Secretariat of PEOPLECERT in order to verify the accuracy of the information provided with the application. Next, the folder is forwarded to the examiner of PEOPLECERT.

The examiner confirms that each applicant satisfies PEOPLECERT requirements as detailed in PEOPLECERT Certification Regulation Criteria for the Certification of Professional Valuers.

. If the documentation of the application is incomplete the applicant is informed by official correspondence. All examiner reports are included in the folder of each applicant.

If the documentation of the application is complete, the certification secretary of PEOPLECERT informs in writing the date of the examinations and the due fee for the certification. In different case the certification process is interrupted and the folder is closed.

Examiner

Evaluation of applications for certification is conducted by persons (examiners) who are free from bias and vested interest and have the capability to perform an impartial and objective evaluation. Examiners may be either employees or contractors of PEOPLECERT.

PEOPLECERT ensures that all examiners are suitably qualified persons who have received the necessary training to enable them to make reasoned judgments regarding the applicant's conformance with PEOPLECERT requirements for qualifications and experience.

PEOPLECERT has documented procedures for the selection and training of examiners and for ensuring that their evaluation of applicants is competently performed.

The examiners evaluate the information submitted against the certification criteria and perform verification of some or all of this information. At the conclusion of the evaluation, the examiners prepare a written recommendation for certification or not, to the Certification Manager.

PEOPLECERT considers verification as an essential element supporting the overall credibility of the certification process. Consequently, great care is taken by the PEOPLECERT verification auditors in reviewing and verifying applications against all

aspects of the certification criteria. However, unusual educational qualifications, employers who are delaying to provide verification information and applicants that are not helpful will inevitably delay the process.

Verification of the education and training awards required:

- a) photocopies of the above, certified as a true copy of the original by the applicants employer or the verification auditor, or
- b) a letter from the qualifying authority confirming that the award was granted.

PEOPLECERT may obtain information from all of the following reference sources:

- a) Applicants,
- b) Customers of Applicants
- c) the Applicant's employer

PEOPLECERT verifies that reference sources are appropriate to ensure the accuracy of the evidence submitted by the applicant.

PEOPLECERT
GROUP

PEOPLECERT - Personnel Certification Body

3 Korai st., 105 64 Athens, Greece, Tel.: +30 210 372 9100, Fax: +30 210 372 9101

e-mail: info@peoplecert.org, www.peoplecert.org

