

**SUBMIT**  
via E-Mail

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# CERTIFICATION OF CONTINUING EDUCATION COURSES/ MICRO-CREDENTIALS

Universities / Universities of Applied Sciences / Continuing Education Institution / University of Cooperative Education

## CUSTOMER DATA

### GENERAL INFORMATION

Name of the Institution:

.....  
.....

Status

- state  private  
 in the course of formation  private (state-recognised)

### CONTACT – CERTIFICATION PROCEDURE

Name: .....  
Position: .....  
Address: .....  
.....  
Telephone: .....  
E-Mail: .....

### CONTACT – CONTRACT MANAGEMENT

Name: .....  
Position: .....  
Address: .....  
.....  
Telephone: .....  
Fax: .....  
E-Mail: .....

## PLEASE READ CAREFULLY

### GENERAL NOTES

- This form is used by FIBAA to prepare an offer for a certification procedure.
- Please provide us with all necessary information thus we can prepare a tailor-made offer for your continuing education course(s).
- If more than three continuing education courses are to be included in this cluster or in another cluster, please submit an additional form – excluding cover sheet.
- Please attach an overview of the curriculum/curricula including a short description of the continuing education courses.

## CONTINUING EDUCATION COURSE/ MICRO-CREDENTIAL (MC)

### GENERAL INFORMATION

Title of the course/MC:  
.....

If deviating from English, please also indicate the national title  
of the course/MC:  
.....

No. of ECTS points assigned to the course/MC:  
.....

Intended level according to European Qualification Framework (EQF):

5  6  7  8

Location / campus where the course/MC is offered:  
.....

Initial start of the course/MC (dd/mm/yyyy):

Study format:

face-to-face  full-time  
 full online  part-time  
 blended learning

Type of certification<sup>1</sup>:

initial certification  re-certification  
 extension of an existing certification  
(please mention the certification in question)  
.....

Currently certified by (Agency Name):  
.....

End of the current (FIBAA) certification (dd/mm/yyyy):

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(please mention the certification in question)  
.....

Currently certified by (Agency Name):  
.....

End of the current (FIBAA) certification (dd/mm/yyyy):

<sup>1</sup>Initial certification applies for continuing education courses/micro-credentials which are to be certified for the first time. Re-certifications apply for courses/MCs which have already been certified at an earlier stage.