



Examination Regulations

Certification of Experts for all Certification Fields (A-C) in accordance with ISO/IEC 17024 QP-01

§ 1 Admission to the Examination

The admission requirements for the examination to become a certified expert are:

1. Education:
 - a.) A relevant, completed university or university of applied sciences degree in the European Union or in a third country at a comparable level in the certification field, or
 - b.) A relevant, completed (vocational) training in the European Union or in a third country at a comparable level in the certification field, or
 - c.) An equivalent qualification in the European Union or in a third country at a comparable level in the certification field. This comprises an extensive other qualification in the certification field as well as above-average performance as an expert, which can be demonstrated, for example, by publications.
2. Professional experience:
 - a.) Proven professional experience of at least 5 years within the last 10 years prior to submission of the application in the European Union or in a third country at a comparable level in the certification field, or
 - b.) Proven activity of at least 2 years as an expert/assessor within the last 10 years prior to submission of the application in the European Union or in a third country at a comparable level in the certification field, or
3. Further training:
 - a.) Successful participation in full-time specialist training of at least 6 months, recognised by certcouncil.eu, within the last 2 years prior to submission of the application (modular structure possible) in the European Union or in a third country at a comparable level in the certification field, or
 - b.) In the case of an existing expert qualification and activity in accordance with para. 2.b.): participation in suitable continuing professional development measures recognised by certcouncil.eu amounting to at least 16 teaching units per year within the last 2 years prior to submission of the application.
 - c.) Proof of a first-aid certificate that is not older than 12 months at the time of submission of the application (first-aid course under §19 FeV [German Driving Licence Regulations] & §26 DGUV [German Social Accident Insurance regulations]).

4. Personal suitability:

- a.) A current police certificate of good conduct that is not older than 3 months at the time of submission of the application.
- b.) A tax clearance certificate from the tax office that is not older than 3 months at the time of submission of the application.

In the case of a requirement comparable to paras. 1–3, the examination committee decides on the basis of the documents submitted, taking into account the comparable level in the certification field.

In every case, the existing requirements are reviewed individually, in which certcouncil.eu must satisfy itself that a successful certification examination is likely with a view to a successful, proper and professionally competent practice of the profession.

Certcouncil.eu reserves the right to reject any application for certification, even without giving reasons, or to impose individual conditions.

§ 2

Examination Procedure

The examination to demonstrate knowledge, skills and abilities consists of 3 parts. These components of the examination are standard. The candidate must appear in person at the examination venue, unless it concerns the preparation of home reports. The examination venue and the examination time are determined by certcouncil.eu.

1. Written examinations, consisting of multiple-choice parts as well as questions with self-formulated answers. This part of the examination comprises at least 100 questions, which may, however, also be divided into several partial examinations and in any case represent a cross-section of all parts of the respective certification field.
2. Written expert-report examinations, consisting of:
 - a.) Home reports (expert reports, expert opinions, inspection reports and the like prepared by the candidate) and
 - b.) Preparation of an expert report on the examination day

The written works examined are those that typically form part of an expert's everyday professional work in the respective field of expertise.

3. Oral examinations serve to confirm or deepen paras. 1 and 2 and, where applicable, to test the candidate's ability to articulate clearly and freely the knowledge relevant to the everyday professional work of an expert in the field of expertise to be certified.

Under the conditions set out below, a delta examination may also be taken instead of the 3-part examination procedure.

4. A delta examination is a simplified examination which recognises examination results already successfully achieved and tests the professional qualification in reduced form.

The requirements for a delta examination are:

- a) Fulfilment of the admission requirements set out in §1 and
- b) A public appointment (öffentliche Bestellung), a valid certification from a certification body under ISO/IEC 17024 or _____ EN ISO/IEC 17024, or a comparable qualification in the European Union or in a third country at a comparable level in the certification field.

The examination committee decides on recognition and the scope of the examination on the basis of the documents submitted, with regard to the comparable level in the certification field.

The simplified examination generally consists of:

- a) Submission of at least three expert assessments actually performed, prepared in the year of submission of the application or in the immediately preceding calendar year. The date of submission of the application is decisive for the exact period.
- b) oral examination in accordance with para. 3.

§ 3 **Examination**

1. The written examination under § 2 para. 1 is generated from the certcouncil.eu examination question pool. Of the at least 100 questions, a maximum of 90% are multiple-choice questions with several correct answers and at least 10% are questions to be answered in descriptive form.

For this part of the examination, the examination duration is a maximum of 120 minutes.

Note: This part of the examination may also be completed in advance in several partial examinations, with the time available being distributed proportionally according to the number of questions.

2. For the written expert-report examination under § 2 para. 2.a, a list must be submitted to the certcouncil.eu examination board no later than 30 days before the date of the oral examination or immediately upon submission of the application. This list must comprise at least 3 of the candidate's own expert reports or extensive expert assessments prepared by the candidate.

If there is no proof of previous activity as an expert, or if the expert reports submitted are insufficient in quantity or quality, certcouncil.eu reserves the right to set a corresponding task in accordance with para. 2.a.

This task is provided no later than 30 days before the date of the oral examination, but at the earliest immediately after submission of the application, as a case study from the certcouncil.eu examination pool for the preparation of an extensive expert assessment or an expert report in accordance with the examination requirements of certcouncil.eu.

For this part of the examination, the maximum processing time is 7 days.

Note: Passing this part of the examination is a prerequisite for participation in the final examination day.

3. The written expert-report examination under § 2 para. 2.b is generated from the certcouncil.eu examination pool. The examination task consists of one or more case studies. For this part of the examination, the examination duration is a maximum of 90 minutes per certification field.

Note: When registering for several certification fields, individual examination tasks may be brought forward where applicable.

4. The oral examination under § 2 para. 3 usually consists of a professional discussion with questions and deliberations. These may relate both to the general subject areas and to the specific field of expertise for which certification has been applied for. Contents and results from the other parts of the examination may also be discussed where applicable.

For this part of the examination, the examination duration is a maximum of 60 minutes per certification field. The exact time is at the examiners' discretion, depending on the other parts of the examination.

Note: The oral examination is conducted by at least 1 examiner and 1 assessor. When registering for several certification fields, individual examination tasks may be brought forward where applicable.

5. In the case of a delta examination, the written work to be submitted must be submitted to the certcouncil.eu examination board in the form of a list comprising at least 3 of the candidate's own expert reports or extensive expert assessments prepared by the candidate, no later than 30 days before the date of the oral examination or immediately upon submission of the application.

From the list submitted, the certification and examination committee selects 3 expert assessments, including at least one detailed expert report, which must be submitted to certcouncil.eu. These are reviewed and assessed by certcouncil.eu examiners according to specified examination criteria.

6. The final examination must be completed no later than 24 months (including all resit examinations) after submission of the application.

Note: Passing this part of the examination is a prerequisite for participation in the oral examination.

In principle, certcouncil.eu is free in the design of the examinations. In accordance with the requirements of ISO/IEC 17024, certcouncil.eu must satisfy itself in a suitable manner that certification in accordance with ISO/IEC 17024 appears appropriate.

§ 4

Assessment of Examination Performance

1. All parts of the examination are first assessed individually and must each achieve a result of at least 70%. A weighting is then applied when they are combined into the overall result.
 - a.) Multiple-choice examinations (where applicable, the sum of all partial examinations) under § 2 para. 1 (questions) count for 25% of the overall examination result.
 - b.) Expert-report examinations under § 2 para. 2.a (home reports) count for 25% of the overall examination result.
 - c.) Expert-report examinations under § 2 para. 2.b (examination reports) count for 25% of the overall examination result.
 - d.) The result of the oral examination under § 2 para. 4 (oral examination / professional discussion) counts for 25% of the overall examination result.
2. The overall certification examination is deemed passed if all parts of the examination have each achieved at least 70% and the combined result therefore also reaches at least 70%.

3. Should one of the above parts of the examination fall short only marginally, i.e. by a maximum of 5% below 70%, meaning it achieves only 65%, this deficit can be compensated by a higher result (at least 75%) in another part of the examination. In any case, at least 70% must be achieved in the overall result.
4. Compensation in more than one of the 4 parts of the examination is expressly NOT possible!
5. In the case of a delta examination, the written work and the oral examination each count for 50% of the overall examination result, provided these parts of the examination have been assessed at a minimum of 70%. Para. 3 does not apply here.
6. Missed deadlines in examinations
Home reports must be submitted completely and in the proper form by the specified deadline. If they are not submitted on time without a valid and proven reason, the home report is assessed as "failed". The same applies to unexcused non-attendance on examination days. In both cases, this counts as an examination attempt.

It is at the examiners' discretion to propose to the chair of the certification and examination committee a validity period for the certificate of between 1 and a maximum of 5 years until recertification, provided that the candidate can prove at least two years of active work as an expert. The specific validity period is to be determined on the basis of the examination result and the relevant professional experience as an expert.

As a general rule, persons who do not yet have any experience as experts receive an initial certification period of 1 year. During this time, the certified person is expected to prove themselves and subsequently demonstrate their qualification on a lasting basis in the course of a recertification. The recertification period then granted is, at the examiners' discretion, generally 3 years. Only at the second recertification may this period amount to up to 5 years at the examiners' discretion.

§ 5

Passing/Failing the Examination

The examination is deemed passed if the candidate achieves at least 70% of the maximum possible score as the result of the performance set out in § 4.

If successful, participants receive:

- An examination transcript with the overall grade "PASSED"; the percentages for the 4 parts of the examination are also shown.
- A certification document stating the certification field and the term of the certification.
- A digital round stamp* bearing the participant's name, the certification field, the expiry date and the certification body.

*) The stamp is generally issued in digital form. On request, it can be produced physically. However, it is and remains the property of the certification body and must be returned unsolicited at the holder's own expense after the respective certification has expired. The burden of proof lies with the sender.

If unsuccessful, participants receive, among other things, as proof of participation:

- An examination transcript with the overall grade FAILED.
- Information on the missing professional performance.
- Incomplete or partial certification results are not certified.
- Copies of the examinations are not sent to participants; participants have the opportunity, by appointment, to inspect their examinations exclusively in person for the fee shown in the schedule of fees. Here, too, the making of copies or photos of any kind is not permitted.

If unsuccessful, certcouncil.eu reserves the right, after consultation with the examiners, to impose further measures in addition to the resit examination, such as further training measures or, in the case of a delta examination, participation in a full examination. The validity of the individual certificates as well as their respective actual term and currency can be verified on the certcouncil.eu homepage under "Issued Certificates" ("Ausgegebene Zertifikate").

Note: The certification document provided cannot confirm the term beyond doubt, since in principle the certification may be withdrawn at any time for due cause. The term and validity stated on the homepage are always decisive.

§ 6

Resit Examination

If a part of the examination is failed, it may be repeated once in a second examination attempt. Registration for the second examination attempt is possible once the result of the first examination attempt has been announced. The resit takes place on a new examination date.

A new registration using the document "Registration for the Certification Examination" is required for the resit. In addition, reference is made to § 3 para. 6.

If the second examination attempt is also failed, the certification for the field of expertise concerned is generally deemed to have definitively failed. After the examination result has been announced, a new application for certification for this field of expertise may be submitted at the earliest after 12 months have elapsed. All examinations required for the field of expertise must then be taken again in full.

The resit of a part of the examination and a new certification are subject to fees. The fees published in the fee overview on the homepage apply in each case.

§ 7

Examination Rules

Failure to observe the usual and appropriate rules of examination procedures results in the examination being failed.

These are:

- All examination work must be performed by the candidate personally.
- Deception of any kind is not permitted.
- Only the examination documents provided by certcouncil.eu and the aids expressly permitted by certcouncil.eu may be used.
- The use of mobile phones and access to the internet during the examination are prohibited in principle. An exception exists only if this is absolutely necessary for the respective field of expertise and the examiner expressly authorises its use.
- The use of artificial intelligence (AI) systems, including text-generating or problem-solving applications, is not permitted during the examination and will be treated as an attempt to cheat. Professional aids not provided by certcouncil.eu are only permitted in the written examinations under § 2 para. 2.

Serious attempts at deception or fraud in connection with examination work, in particular subsequent changes to examination documents already submitted after the deadline has expired or after the result has been announced, lead to exclusion from the examination. These constitute a breach of § 9 (credibility and trust) and permanently preclude certification.

§ 8 **Appeals/ Inspection**

Appeals and complaints must be addressed to the Director of certcouncil.eu no later than 14 days after the examination results have been announced. The complaint or appeal is handled in accordance with the procedural instruction for the handling of complaints and appeals of EUROPEAN CERTIFICATION COUNCIL B.V.

Personal inspection of the examination result or of individual parts of the examination may be granted on site at certcouncil.eu by appointment. The costs for this, in accordance with the schedule of fees, are borne by the applicant. Should the inspection reveal that the appeal is justified, the costs of the inspection are borne by certcouncil.eu.

§ 9 **Certification**

The certification body certcouncil.eu checks the conformity of the defined requirements (access requirements and examination results) with the results achieved by the participants. If successful, a certificate is issued certifying that the candidate has successfully qualified as

Certified Expert for "field of expertise" in accordance with ISO/IEC 17024 – certcouncil.eu

The certificates are valid for a minimum of 1 to a maximum of 5 years.

A recertification procedure must be completed for their renewal. As a rule, the initial certification for experts without relevant professional experience is granted for 1 year. The first recertification after the initial certification is granted for a maximum of 3 years, depending on the practice of expert activity and the result of the recertification examination. Certification periods of 4 or 5 years require uninterrupted professional experience as a practising expert of at least 4 years. The certificates are delivered to the participants by certcouncil.eu, provided there are no impediments to this. Impediments are in any case unsettled invoices of the certified person to certcouncil.eu. The same also applies to the recertification described under § 10 and to the annual audit under § 11. Any certification may also be suspended or withdrawn by certcouncil.eu at any time for the aforementioned reasons (outstanding payment obligations, missing recertification and missing annual audits). This is, of course, subject to the fee-related cost disadvantages as described in more detail in the current fee regulations.

Certification may expressly also be withdrawn on account of personal misconduct by certified persons. Certified experts work in a professional field in which, in addition to unrestricted professional suitability, the following aspects are absolutely indispensable:

- Credibility and trust
- Acting in accordance with the rule of law and reputable business conduct
- Incorruptibility, rectitude and fulfilment of duties
- Personal integrity and compliance with all rules of honourable merchants

§ 10 Recertification

The recertification procedure provides proof that the certified professional competence has been maintained at the current level.

The certificate holder must apply for recertification to the certification body certcouncil.eu **no later than 30 days** before the certificate expires. The application must be submitted in writing, enclosing the required supporting documents. Transmission takes place exclusively via the **download/upload area (Upload documents)** on the homepage of certcouncil.eu.

The **recertification fee** is invoiced in full upon receipt of the application for recertification and must be paid within the stated payment term. The fee is owed irrespective of the outcome of the recertification procedure. If recertification is not granted because the specified certification requirements have not been met, there is no entitlement to a refund of the recertification fee already paid.

If the deadline for applying for recertification is not met, it is up to certcouncil.eu to decide on admission to recertification. Additional measures may be ordered where appropriate (e.g. further training measures, written or oral examinations).

The following recertification requirements must be met for the extension of the certificate:

1. Submission of proof of suitable* continuing professional development measures:
The certificate holder must submit proof of participation in suitable continuing professional development measures amounting to at least 16 teaching units per year of validity of the certificate. A **summary of contents** of the training courses with teaching units.

*) Training courses from professionally suitable and recognised training institutions are recognised, in particular from technical testing and inspection organisations, specialist academies, manufacturer-affiliated training providers and specialised expert seminars. To have the continuing professional development measures reviewed, you can send the contents, the link and the teaching units including the [table of contents](#) to the following e-mail address: certcouncil@certcouncil.eu.

If the required training hours are missing or further training measures are not recognised, certcouncil.eu decides, on the basis of the professional activity and the previous examination results, whether these may be submitted subsequently. For this purpose, an informal application subject to a fee must be made to certcouncil.eu. The deadline for this is a maximum of 3 months.

2. Submission of at least 3 expert assessments per year of validity of the certificate. These are reviewed and assessed by certcouncil.eu examiners according to defined criteria.

If the expert reports meet the requirements, the examiner proposes to the chair a period of three years for the first extension of the validity of the certificate and a period of five years for the second and all further extensions.

3. Police certificate of good conduct (not older than 3 months at the time of submission of the application).

Deviation from the standard procedure:

Experts who are temporarily inactive and therefore cannot regularly prepare expert reports are given a **one-time** opportunity to submit 3 fictitious expert reports instead of the regularly required evidence. The fictitious expert reports must be typical expert reports from the respective field of expertise. Permissible are, for example, a valuation report or a damage report on one's own house, one's own vehicle, or a property or vehicle belonging to an acquaintance. If the 3 expert reports submitted are assessed positively, the expert certification may be recertified in this exceptional procedure exclusively for a period of 1 year. Recertification beyond this on the basis of the fictitious expert reports is not possible.

If the expert reports do not meet the requirements, they must be revised and resubmitted within 30 days. certcouncil.eu reserves the right (in consultation with the examiners) to impose other measures in addition to the revision (e.g. further training measures, written examinations, an oral examination or additional work samples).

After re-examination and a positive assessment, it is at the examiners' discretion to propose to the chair of the certification and examination committee a period for the extension of the validity of the certificate of between 1 and a maximum of 5 years until the next recertification. The validity period depends on the result of the review within the recertification procedure and on the duration of the previous certification. In all other respects, the general requirements for the examinations under §§ 5-9 apply analogously to recertification.

§ 11

Mandatory Annual Audits

In the years in which neither a certification examination nor a recertification takes place, all certified persons must undergo an annual audit. For this purpose, the certified person submits, independently and without separate request, in the period from **1 October** up to and including **30 November** of each year, at least two written expert assessments per field of expertise to the certification committee for inspection. Documents submitted outside this period are not recognised for the annual audit. The documents are transmitted exclusively via the personalised link provided by certcouncil.eu in the respective reminder e-mail.

The fee for the annual audit is invoiced in full upon receipt of the complete documents and must be paid within the stated payment term. The fee is payable irrespective of the outcome of the annual audit. If certification is not granted because the specified certification requirements have not been met, there is no entitlement to a refund of the audit fee already paid.

Deviation from the standard procedure: Experts who are temporarily inactive and do not or cannot regularly pursue their expert activity have a one-time opportunity to prepare a fictitious expert report instead of the list of expert reports and to submit it as a substitute. This may be, for example, a valuation or damage report from their field of expertise on their own house or vehicle or that of an acquaintance. In the event of a positive assessment, however, only a recertification for 1 year is possible in such cases.

Should serious errors become apparent during the inspection, the certification committee may initiate further measures, up to and including an extraordinary recertification or the withdrawal of the certification.

If no expert assessments are submitted for inspection within the specified period, the certificate is suspended as of **30 November** of the year concerned. The certification body is entitled to withdraw the certification without further discussion.

§ 12

Trademark Usage Rights

1. certcouncil.eu grants certified graduates the non-exclusive and non-transferable right to refer to the qualification awarded to them in the form

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***)** Only the designation of the field of expertise taken verbatim from the certification document is permitted.

Naming the certification body in connection with the designation "Certified Expert in accordance with ISO/IEC 17024" is mandatory in order to comply with the requirements of the German Act against Unfair Competition (Gesetz gegen den unlauteren Wettbewerb). Any other representation or individual modification of this designation, in particular through misleading, incomplete or false additions in the company name, is not permitted.

2. The right of use does not include the use of other logos, trademarks or intellectual property rights of certcouncil.eu. Further rights to use such logos or similar marks must in any case be agreed separately.

§ 13

Surveillance

The correct use of the certificate issued is monitored by certcouncil.eu within the scope of its possibilities. Indications of misuse, for example from third parties, are followed up. The certificate holder is obliged to inform certcouncil.eu if they become aware that third parties are misusing their certificate.

The certification document may not be used in any abusive or misleading manner. In particular, the impression must not be created that the certificate holder is an employee of certcouncil.eu. Certcouncil.eu reserves the right to take legal action in the event of a breach of these terms of use. In any case, such a breach may lead to the immediate withdrawal of the certification.

§ 14

Changes to the Certification System

Certcouncil.eu is entitled to adapt and/or change the certification system, including the Examination Regulations. Changes are announced publicly, for example on the website.

The changes take effect upon their announcement and are valid and binding for all certified persons in their respective current form.

Certified persons are obliged to inform themselves regularly and independently about any changes.

§ 15

Acknowledgement by the Certified Persons

In their certification application and certification agreement, in accordance with VI. j., the certified persons have undertaken to acknowledge the respective current, published documents.

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Dipl.-Ing Carsten Thurm
Chair of the
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