



## TERMS & CONDITIONS OF CERTIFICATION APPLICATION

**ACKNOWLEDGEMENT:** Having read the eligibility criteria for certification and believing myself to be fully qualified, I hereby apply for certification by examination. In making this application, I fully understand it is for enrollment purposes only. To complete the certification application process, my verification documentation will be reviewed for clearance, and may require me to execute other necessary documents, submit to written explanations as required, be present for oral interviews if necessary, and supply further information as determined by the AACCE International Certification Board or its representatives.

By submitting this application, I fully understand and agree that:

- I subscribe to the AACCE International Canons of Ethics.
- I acknowledge any false statement or misinterpretation that I may make in the course of this application may result in the revocation of this application and the issuance of an ethics complaint or other administrative action.
- All information and data submitted with this application will be used by AACCE International only to verify my expertise and eligibility, and such information will not be divulged to any other person.
- I authorize AACCE International to investigate and verify all information, references, and other data and documents to complete my application.
- I agree to hold all information, interview contents, tests, and other certification matters in the strictest of confidence. Such information shall not be copied or divulged in any way.
- **AACCE has a strict no-refund policy.** Fees include a professional review of my application and eligibility verification documentation for which payment must be given. It is expected that AACCE will provide an opportunity for me to correct or update my application if the original information is not sufficient or acceptable, and I will comply within the instructed manner and deadline.

The AACCE International, Inc. certification program is administered by AACCE International, Inc. for the benefit of applicants. As an applicant, I agree to hold AACCE International harmless from any consequences of acceptance or rejection of this application and to hold AACCE International, Inc. harmless from statutory violations or conflicts of the program.