



## **UNITED STATES ACCREDITATION BOARD**

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### **TERMS AND CONDITIONS FOR ACCREDITED INSTITUTES & TRAINING PROVIDERS**

#### **SYSTEM MANAGEMENT**

United States Accreditation Board (USAB) require their accredited institutes and training organizations to demonstrate consistent delivery of their services by the supply of such reasonable evidence as deemed necessary by USAB from time to time. Failure to submit satisfactory evidence may lead to accreditation visits which will be charged at the current rate plus full travel and accommodation costs. Unless defined elsewhere in correspondence between USAB and the training organization the current rate is three pounds and fifty pence sterling a minute and a standard day is two hundred and twenty-five minutes.

#### **CERTIFICATES AND LOGOS**

An accredited institute may apply the USAB logo only in respect of the material for which accreditation has been awarded and is to bring to the attention of clients and students, when reasonable and appropriate, any areas of training or business for which it has not been accredited. It is required that the training organization ensure client and student compliance to this effect.

Use of the USAB accreditation logo is allowed only following payment to USAB by the accredited training organization and for the duration of the period covered by the registration fees. Accredited institutes are liable for the accreditation fee in respect of every certificate they issue under the auspices of USAB accreditation or bearing the USAB logo. This liability may be offset in the event of certificated students or clients paying the accreditation fee directly to USAB. Use of any other accreditation logo is not authorized by USAB. Copyright and all other intellectual property rights deriving from our work and work performed and delivered and claimed by the accredited training organization as falling within the jurisdiction of USAB accreditation remains with USAB unless otherwise agreed in writing.

#### **NOTIFICATION**

Any notice under these Terms and Conditions or requirement of the quality management system of USAB or the contracts between USAB and its institutes shall be in writing and signed by or on behalf of the party giving it and may be served by leaving it or sending it by prepaid recorded delivery or registered post. Any notice served by post shall be deemed to have been served seventy two hours from the time of posting or 10 days for non-UK organizations. In proving such service it shall be sufficient to prove that the notice was properly addressed and was posted.

#### **TERMINATION OF THE CERTIFICATE AND REGISTRATION**

USAB will withdraw the accreditation certificate which is at all times the property of USAB, and the use of its logo from any training organization who does not comply with these Terms and Conditions.

The training organization upon notification of the termination of registration shall immediately discontinue use of the USAB accreditation logo and all advertising matter which contains it or any reference thereto. In addition, any other documents in the possession of the institute which bear reference to USAB shall if USAB so desire it be so treated as to erase it.



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### **ACCREDITATION**

Accreditation is applicable only to certificates issued by the institute with regard to material that has been submitted to USAB and is retained within their registry Unless stated to the contrary USAB certificates signify that in the opinion of USAB and its servants the institute named in the certificate has verified client /student meeting the requirements for issue regarding the subjects and disciplines defined on the certificate.

In issuing the certificate USAB is confirming registration in the USAB list of certificated organizations and personnel and any other list they deem appropriate and that summary details of the certificate shall be published in a publicly accessible format.

Institutes are advised that the opinion of any other organization or individual with regard to the value of accredited certificates or the inference of the term "accreditation" may be different to that of USAB and its servants but nonetheless compliance is not the subject of the certificate.

**Institutes and training organizations are to obtain the consent of their clients / students to the publication of their personal details on our website.**

### **FURTHER ADVICE, AUTHORITY and ACCREDITATION**

Institutes and their clients are advised to take expert advice when engaging train Examination and registering services. The authority vested in USAB is that assigned to them by the institute in respect of the services contracted and no claim as to statutory, legislative, authority, prominence or right given by any other party unless specified by USAB is claimed.

Institutes are instructed to avoid saying, implying or causing to be inferred that, under the auspices of USAB accreditation they act with the support, approval or license of the Government of the United Kingdom or of the European Commission or any other statutory or Government office of any nation or state.

### **LAW**

These conditions and the accreditation activities of USAB are subject to the laws of England. USAB shall not be liable retrospectively for consequences, costs or damages arising from changes or introduction of such laws or Government Instruments which may subsequently invalidate USAB accreditation activities.

### **PAYMENTS**

USAB require their registered training organizations to pay fees in advance or by an approved alternative method defined in writing, to maintain their registration and that of their certificated students.

**END**