

TÜV NORD CERT GmbH  
Personenzertifizierung

via E-Mail to [perszert@tuev-nord.de](mailto:perszert@tuev-nord.de)

## Certification application

### Adult education trainer (TÜV®)

Application for initial certification

#### 1. PERSONAL DETAILS AND APPLICATION DETAILS

Salutation / Title

First name

Last name

Date of birth

Place of birth

Home address

Phone number

E-mail

#### Confirmation of the information by the applicant

I hereby confirm that all the information I have provided regarding the certification process is true and correct.

Place / date

Signature of applicant

#### Confirmation of the company by the supervisor or managing director

Name / Address of the company or company stamp

As a representative of the company, I confirm that all information provided by the applicant regarding the certification process on the following pages is true and correct.

Place / date

Signature of supervisor or managing director

Dieses Dokument wurde gemäß CERT-401-VA-007 freigegeben. Details zur Freigabe sind von der QM-Stelle verfügbar.

**2. DETAILS OF QUALIFICATION AND PROFESSIONAL EXPERIENCE**

(please attach supporting documentation)

**2.1. Qualification**

Required is

- a completed vocational training/equivalent
- alternatively 5 years of professional experience as a trainer

(please attach supporting documentation)

---

**2.2. Specialized activity / successful completion of examination**

Required is

- a subject-related course with at least 24 teaching units (1 teaching unit corresponds to a 45-minute teaching unit) and successful completion of an examination

(Please provide exact details of the course title and course provider)

Training took place at the TÜV NORD AKADEMIE:  Yes  
 No (please attach supporting documentation)

---

Training date:

---

Training title:

---

Scheduled **examination date:**

---

### **3. GENERAL DECLARATIONS / OBLIGATIONS REGARDING THE CERTIFICATION APPLICATION**

**I confirm that all the information I have provided regarding the recertification process is true.**

**I hereby agree that**

- the granted personal certification issued may be included in a list of certificate holders accessible to the public.
- the personal certification body is authorized by the certificate holder to provide information about the personal certificate issued to the certificate holder upon request.
- representatives of the accreditation body are present at examination dates and inspect my examination and certification documents.

**I am aware that**

- participation in the examination is also possible if I have not yet met the prerequisites according to the guideline for my requested personal certificate. If I pass the examination, I will receive confirmation of passing the exam, which I can exchange for the corresponding personal certificate within 18 months of passing the examination by proving that the required prerequisites have been met.
- false statements or misuse or the misleading use of the personal certificate can lead to the withdrawal of the certificate. The separate use of logos / symbols of the TÜV is also considered misuse.
- the personal certificate remains valid only in case of continued activity as defined in the guideline.
- there is a right of objection and appeal against decisions of the personal certification body. Objections and appeals must be received by the certification body in written form.
- my personal data will be treated confidentially by the certification body and is subject to data protection.
- in special cases of impairment (physical, cognitive, etc.) I can obtain a corresponding adjustment of the framework conditions of the examination upon prior application with medical proof to the certification body.

**I commit myself**

- to report any changes of my address to the personal certification body after the personal certificate has been issued.
- to notify the personal certification body of any interruption of my activity of more than two years.
- to inform myself regularly about the latest status of the regulations and topics relevant to the certification area.

**The current General Terms and Conditions published on the TÜV NORD CERT homepage apply.**