PROFESSIONAL CERTIFICATION REGULATIONS



EAHEA®

European Association for Higher Education Advancement

Document Control

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Revision History

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1.0	April 2005	First edition.
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4.0	November 2026	Full revision: aligned with the General Provisions, the Commissions Charter and the current services and fees structure of EAHEA.

Regulations for Professional Certification

These Regulations set out how EAHEA confers the Professional Certificate. They are read together with the General Provisions, the Commissions Charter, the Code of Ethics, the Logo & Emblem Usage Guidelines and the certification agreement that the applicant accepts.

1. Professional Certification

1.1. Definition: Every job requires a core set of expertise and business skills that show the ability of a person to perform. EAHEA Professional Certification documents the experience and skills of a professional in a certificate. The certificate is not given at the end of a course or a training, and it is not given to everyone: it is granted only after a detailed review and evaluation of the supporting documents that prove the competencies of each applicant.

1.2. Nature: The Professional Certificate is a voluntary, independent and non-governmental certificate of EAHEA. It is not an academic degree, a diploma of a school or university, a license to practice a profession or to teach, an authorization to work, or an official or government recognition or equivalence of a qualification.

2. Eligibility

2.1. Candidates: Professional Certification is open to any person who demonstrates professional ability and a professional career. The service is open to professionals in business, information technology, law, engineering, industry, medicine, education and other professional fields.

2.2. Initial eligibility: The Secretary General considers the initial eligibility of every applicant and must sign and endorse the application before it is passed to the members of the Commission for evaluation. The Secretary General rejects an applicant who does not provide sufficient information and documents to demonstrate professional ability and a professional career.

3. Application

3.1. Online application: The applicant applies online at apply.eahea.org, answers the questions of the application form (including the field of specialization) and pays the whole price at once, by card or by bank transfer, when applying.

3.2. Information and documents: The applicant submits in electronic format: the full name; the complete contact data (address, telephone and email); the birth date; an ID picture; a copy of the passport or of an official identification; the details of education; the details of the professional career to date; the curriculum vitae; and the documents that prove the competencies.

3.3. Affidavit: The information is authenticated by the following affidavit: “I declare that the information and documents presented are true and correct and that I understand the definition of the Professional Certificate.”

3.4. Use of the data: EAHEA uses the birth date, the ID picture and the copy of the passport or identification only to identify the applicant and to prepare the certificate. The General Provisions on data protection and confidentiality apply.

4. Review and Decision

4.1. Evaluation: After the initial check, the members of the Commission evaluate the documents. EAHEA reviews the documents in detail and decides on the basis of the evidence that the applicant submitted.

4.2. Decision: The decision is taken by the majority of three votes: those of the President of EAHEA, the Secretary General and one member of the Accreditation Commission whom the Commission designates under the Commissions Charter. Where the votes are equal because a vote is not cast, the decision for which the President voted prevails. The Secretary General registers the votes.

4.3. Notice: The applicant is informed in writing about the decision, with the reasons for a refusal. The certificate is not awarded until the required fees have been paid.

5. The Certificate

5.1. What the applicant receives: The Professional Certificate; the Certificate Verification Document; the Professional Badge; a listing in the Certified Members Directory, which can only be searched and is not published as a list; the news alerts and the newsletter of EAHEA; and discounts for EAHEA sponsored events. EAHEA may also redraft the resume of the applicant and forward the profile of the applicant to recruiters and to EAHEA accredited institutions, without any guarantee of employment.

5.2. Validity and renewal: The certificate is valid for the period stated on it. EAHEA sends a renewal notice and an invoice before the end of the validity period, and paying the renewal fee extends the certificate by another validity period. A certificate that is not renewed ends. The certificate confirms the competence that EAHEA found on the date of issue.

6. Denial and Revocation

6.1. Discretion: The Professional Certificate is a certificate that EAHEA grants on a discretionary basis. In case of a negative decision, the Secretary General may advise the candidate on future eligibility options and give other recommendations.

6.2. Revocation: EAHEA revokes the certificate if it learns of any deception by the candidate in connection with the documents or information that were provided to qualify for it, of a false, forged or altered document, of misuse of the certificate or its badge, or of a serious breach of the Code of Ethics. Any refund and other rights are lost before, during or after the qualification process.

6.3. Right to comment: Before the decision on a denial or a revocation, the person affected may comment on the charges against them.

6.4. Reconsideration: The person affected may ask the Secretariat in writing, giving reasons, to reconsider the decision within thirty (30) days of the notice, as the General Provisions provide.

7. Use of the Certificate

7.1. Accurate use: The holder states the certificate accurately, as “Professional Certificate”, and does not present it as a degree, a license or an authorization. The holder may use only the badge designed for the certificate, on websites, social media accounts, business cards and printed or digital documents, as the Logo & Emblem Usage Guidelines allow.

7.2. Limits: Decisions on visas, permits and employment are made only by the authorities of the country concerned or by employers. EAHEA does not guarantee any visa, permit, job, admission or other result of the certificate, and employers and educational institutions are free to accept it or not.

8. Fees

8.1. Fees: The price of the service is that of the Service Fees page. It is paid in full when the applicant applies, and it is not refundable, except an amount that was paid twice or by mistake. The certificate is not awarded until the fee is paid.

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