

The documentation required for Certification is as follows:

1) Completing and signing the **Manager Certification Request form**, along with the Code of Conduct, sending the scanned document to global@globalpersoncert.com

The Candidate must clearly indicate which Qualification he is looking for, as indicated on the form.

The identity document and a recent photo must be attached to the sending email.

2) Evidence of education, experience and training

2.1) Evidence of Education - Complete high school at a recognized higher education institution.

2.2) Evidence of Professional Experience:

2.2.1) General Professional Experience - 4 years of experience.

2.2.2) Specific Professional Experience - at least 2 years, of the 4 years of general professional experience must be in Management or Consulting activities in the area where you are looking for Qualification.

If the Candidate wants the Qualification of Consultant, the implementation of at least 3 Management Systems must be evidenced.

2.3) Evidence of Training - 8 hours of training in each of the subjects covered by the Exams that make up the intended Qualification, as evidenced by the course certificates.

Trainings must be carried out at institutions recognized or accepted by GLOBAL as apt. The analysis of each training will be done by GLOBAL when presenting the Certification Request.

3) Evidence of passing the Exams - the Candidate must have previously obtained approval in all Exams that make up the intended Qualification grade. Exam approval must have been obtained in the last 3 years.

The Candidate may request to take each Exam at any time when he / she feels prepared. GLOBAL will, whenever possible, conduct the Examination at the Candidate's location.