AfN Course Certification Terms & Conditions

1. Providers must complete and sign an application form, then return it to AfN, with the relevant certification fee and supporting documentation. By signing the application form the provider agrees to comply with the terms and conditions of AfN Course Certification.

2. The application fee is a contribution towards the costs of administering the scheme and is non-refundable. Applications for certification will not be assessed until the fee is received and cleared with our bank.

3. The application form and supporting material will be retained by AfN and will not be disclosed or circulated other than for the purposes of administering this scheme.

4. AfN will acknowledge receipt of an application and will undertake an accuracy and completion check. At that point we may ask for any missing information. The application will then be assessed by an AfN Course Certification evaluator and a decision will be made to certify, provisionally certify or not certify the course. The decision of AfN is final.

5. If the decision is not to certify the course an application can be resubmitted at any time with the relevant certification fee, providing all adjustments recommended in the decision feedback have been made.

6. Certification is active for a year from the date of certification and can remain active for a further 2 Years on payment of an annual retention fee. AfN will contact the provider eight weeks before the end of this period to ask if they intend to renew their application and will invoice them for the relevant fee.

7. To maintain active certification course providers are required to submit an annual declaration to update information and to confirm the course has not changed significantly in any way that might affect its standards.

8. AfN will promote the approved course on its website and in its marketing materials to its members. The provider agrees that their name and course details will be published on any electronic or printed list of AfN Certified Course.

9. The provider must ensure that AfN has the correct information contact details and description of the course for its marketing information, and must inform AfN promptly of any changes to contact details.

10. Once the course is certified the provider may use the AfN name and AfN Course Certification logo solely for marketing the course which has been certified.
   - The AfN Course Certification logo shall not be used in such a way as to suggest that AfN has certified or approved any course other than that certified or any product or any service supplied by the course provider, or used in any other misleading manner.
   - If certification is discontinued for any reason, use of the logo must cease.
   - The logo may not be altered in any manner including its proportions, font, design, arrangement, colours or elements or animated, morphed or otherwise distorted in perspective or appearance

11. In the case where the AfN logo is used as a reciprocal link;
   - The logo will be displayed in a positive manner and will not be used in any way that adversely affects AfN.
   - The logo will be used solely for the purpose of linking to the AfN website.
   - The link will always be an active link.
   - AfN reserves the right to revoke the logo license for any reason, in which case you agree to remove the link and stop use of the logo within 2 business days of notice of revocation. In such a case, you will be prohibited from reinstating the link or using the logo without further written permission from AfN.