



## **TRAINING PROVIDER ADVISORY NO. TPA-1**

**Issue Date: 1 January 2005**

**SUBJECT:** Suspension or Withdrawal of Certification or Application for Certification

**PREFACE:**

The achievement of certification and its continuance requires that the training provider adhere to the criteria upon which the certification is based, and conduct its training operation ethically. When there is evidence that this is not the case, RABQSA may initiate action to suspend or withdraw (cancel) the certification granted.

**ADVISORY:**

RABQSA considers any failure of the training provider to comply with the requirements of the RABQSA Criteria, Procedures, Advisories, and other terms of the program to be grounds for suspension or withdrawal, including:

1. Ineffective corrective action(s) or corrective action(s) not implemented within the specified time period.
2. Improper reference to its certified status, including improper use of the Certificate of Certification or the RABQSA mark.
3. Noncompliance with, or failure to execute, the RABQSA Certification Agreement.
4. Failure to meet financial obligations to RABQSA.
5. Existence of a serious complaint, or a number of complaints, which indicate a breakdown in the training provider's management system.
6. Falsification of any nature.
7. Nonconformity with RABQSA requirements that may result in failure to provide the training as required.
8. Failure to comply with changes in the RABQSA certification criteria and/or fee schedule as prescribed.
9. Failure to comply with any changes required by RABQSA in regard to changes in the standards, audit practice, instructor qualifications, etc., as prescribed.
10. Failure to report changes in the course program as required.
11. Failure to adequately address complaints, disputes, or appeals.
12. Other conditions deemed appropriate by RABQSA.



## RABQSA International Training Provider Advisory TPA-1

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### **SUSPENSION OF CERTIFICATION**

While suspended, a training provider may not issue new RABQSA-certified certificates. The period of suspension will not exceed four months unless stated otherwise. Failure to satisfy the conditions or remedy the causes of suspension is grounds for initiating withdrawal of certification.

### **WITHDRAWAL OF CERTIFICATION**

Withdrawal of certification requires return of the certification certificate to RABQSA, cessation of use of the RABQSA logo in any form, and cessation of any reference to certified status. Notification of withdrawal is published in the RABQSA training provider directory.

Certification may only be granted again after the training provider has successfully concluded both the application process and the certification process, including required fees.

Applicants for certification may also be withdrawn in accordance with this Advisory.

End of Advisory