**Certification application**

**Certified PR & Communication Expert SAQ**

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| 1. **Application form**
 |
| Form of certification | [ ]  First certification | [ ]  Recertification |
| Certificate language | [ ]  German | [ ]  French | [ ]  Italian | [ ]  English |

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| 1. **Personal details**
 |
| Title | [ ]  Ms | [ ]  Mr |
| First name |       |
| Last name |       |
| Street/no. |       |
| Postcode/town |       |
| Private phone number |       |
| Private e-mail |       |
| Date of birth |       |

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| 1. **Billing address (if different from home address)**
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| Full address |       |
|  |       |
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| 1. **Details of current employment**
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| Employer |       |
| Street/no. |       |
| Postcode/town |       |
| Job title/role |       |
| Percentage of workload spent in area of Public Relations/Communication |       |

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| 1. **Certification conditions**
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| * Reached the age of majority
* Be employed in Switzerland
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| **Initial certification** | **Recertification** |
| Option 1* + Training qualification less than 5 years old
	+ 5 years of professional experience PR/Comm.

Option 2* + Training qualification, independent of graduation date.
	+ 10 years of professional experience PR/Comm.

Option 3* + Member of the pr suisse professional register

Training qualification must:* cover at least 75% of the list of learning topics of the relevant certification programme.
* have examined technical and methodological skills in a final test / assignment.

Documents to be submitted:* Filled out and signed “**Certification Application**”
* Copy of **training qualification diploma** or **Confirmation of pr suisse professional register**
* Proof of current job and main position/role, as well as the necessary professional experience (**reference/confirmation of employment**)
 | * Valid certificate of the relevant certification programme
* Recertification measures amounting to 50 learning hours in accordance with the relevant certification programme have been completed. The two components “Work experience” and “Further training” must have been covered.
* The recertification measures were completed during the validity of the certificate.
* Application for recertification submitted to SAQ before expiration of the valid certificate.

Documents to be submitted:* Filled out and signed “**Certification Application**”
* Copy of proof of recertification measures “work experience” (**reference/confirmation of employment**)
* Copy of **evidence of recertification measures** “further training”

The application can be submitted at the earliest 3 months before the current certificate expires. |

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| 1. **Examination of the application**
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| If the application is successful, the digital certificate and the invoice of CHF 290 (first certification) or CHF 200 (recertification) will be sent by email. |

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| 1. **How did you found out about this certification?**
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| Social Media[ ]  SAQ [ ]  prsuisse | Website[ ]  SAQ [ ]  prsuisse | E-Mail [ ]  SAQ [ ]  prsuisse | Letter / Circular[ ]  SAQ [ ]  prsuisse |
| [ ]  Journal / Magazine | [ ]  Verbal recommendation | [ ]  Internet | [ ]  Training Institute |

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| 1. **Recertification (not to be completed for initial certification)**
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| Certificate no.: |       | Valid until: |       | [ ]  recertify | [ ]  waive |
| Reason for waiving |       |

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| 1. **Completed recertification measures (not to be completed for first certification)**
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| **Component “work experience” (at least 15 learning hours)**  |
| **Employer** | **Position** | **Startdate** | **Enddate** | **Number of months**  | **Reference** |
|       |       |       |       |       | [ ]  |
|       |       |       |       |       | [ ]  |
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| Total months:       | Total learning hours:       (per 6 months = 5 learning hours)  |
| **Component “further training” (at least 20 learning hours)**  |
| **SAQ code for measure** | **Measure provider** | **Measure title/name** | **Startdate** | **Enddate** | **Learning hours**  | **Evidence** |
|       |       |       |       |       |       | [ ]  |
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| 1. **Signature of candidate**
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| By signing, the candidate declares that he/she accepts the relevant certification programme and that the information provided is complete and true. In addition, the personnel certification body SAQ is granted permission to obtain further information from the aforementioned companies/institutions. SAQ is authorised to provide third parties with general information about certificates. The certificate remains the property of SAQ. In the event of misuse, SAQ may withdraw the certificate. |
|  | **Place** | **Date** | **Signature** |
| **Candidate** |       |       |  |
| The signed application can be submitted by e-mail to pc@saq.ch or by post to: SAQ Swiss Association for Quality, Ramuzstrasse 15, CH-3027 Bern |

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| **To be completed by the SAQ certification body** |
| Person responsible | Date | Initials |