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### **Certification procedure for STIPEL**

Stichting Aestimavi performs the Certification of Competence for the STIPEL certification schemes Electrical Engineering High and Low Voltage. These schemes are managed by the STIPEL Personnel Certification Foundation for Energy Technology

#### **Certification schemes:**

- Instructed person Low Voltage;
- Instructed person High Voltage;
- Skilled Person Low Voltage;
- Skilled Person High Voltage;
- Installation and Work responsible Low Voltage;
- Installation and Work responsible High-Voltage;
- Skilled Person Low & High Voltage;
- Installation and Work responsible Low and High Voltage;
- Skilled Person Low Voltage + end groups High Voltage;
- Installation and Work responsible Low Voltage + end groups High Voltage;
- High-Voltage operator BD-HS;
- Low-Voltage inspector.

Certification of professional competence is based on the Professional/Competence Profiles, as approved by the Board of Interested Parties and managed by STIPEL. The Professional Competence Profiles are available for anyone to request from the Stichting Aestimavi and through [STIPEL](#).



Within these Professional/Competence Profiles, final and test terms have been derived which form the basis for the assessment of the candidate's competence by the Stichting Aestimavi. These final and test terms have also been approved by the Board of Interested Parties and are also managed by STIPEL. The current attainment and test criteria can be obtained by anyone from Stichting Aestimavi and STIPEL.

### **Registration, examination and announcement of results**

Admission to STIPEL's certification procedure is subject to conditions. Anyone wishing to be considered for certification of professional competence according to one or more of the aforementioned certification schemes must complete and sign the STIPEL application form and also accept the examination agreement of Stichting Aestimavi in order to be considered for examination of the specified certification scheme(s).

Registration (re)exam can be done through the sites (of the exam agencies) as listed on the Stichting Aestimavi site or through the trainer.

Stichting Aestimavi offers the possibility for other examination agencies to administer examinations under the supervision of Stichting Aestimavi. For this, a Licence Agreement is signed and they agree to the Stichting Aestimavi Examination Regulations, Terms of Delivery, Certification Rates, Licences and Fees and all conditions related to certification.

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### **Certification procedures STIPEL Certification Schemes Electrical Engineering**

Uniform certification procedures apply to all STIPEL certification schemes. The contents of the competency test include a theory exam, with one or two different practical exams. The exam results are assessed by Stichting Aestimavi after which Stichting Aestimavi provides these results digitally encrypted via the STIPEL portal to STIPEL. STIPEL then takes the certification decision, the Certificate is issued digitally by STIPEL to the certificate holder via the "Personal" e-mail address as provided by the candidate on the STIPEL Application Form.

The STIPEL certification schemes have no interim supervision of the actual performance of the work. All certification schemes can be found on the website <https://stipel.nl/>

The exam questions and results are evaluated periodically by STIPEL.

The Examination Regulations Aestimavi (AID-024) apply to the examinations, which are available via Stichting Aestimavi and the examining agencies designated by Stichting Aestimavi. These Examination Regulations are also available from the Examiner and/or Supervisor during the examination and can also be downloaded from the website (<https://aestimavi.com/informatie-en-documenten>).

The candidate is certified if he/she meets both the pass standard of the theory test(s) and the pass standard of the practical test(s). These standards are described in STIPEL's certification schemes. The certification decision is made by STIPEL. Certificates are issued and renewed by STIPEL. Certificates issued are entered in STIPEL's register. Verification of the validity of a certificate by third parties is possible through [STIPEL](#).

- The certificate holder is obliged to; from the moment the certificate is obtained and during the validity period of the certificate, to comply with the requirements of the certification scheme and the associated profile documents.
- The certificate holder may not suggest to third parties that STIPEL is responsible for the certificate holder's activities.
- The certificate holder is obliged to notify STIPEL in writing as soon as he no longer complies with the certification conditions, the general conditions, the certification scheme and the associated profile documents.

### **Validity period**

The validity period of the Certificate is three years.



a certificate holder must be admitted to **re-certification** in accordance with the certification scheme and associated profile documents

### **Suspension and revocation of certificate**

STIPEL has the right to suspend an issued certificate if:

- The Certificate Holder no longer complies with one or more of its obligations arising from the general terms and conditions.
- The certificate holder no longer meets one or more of his obligations arising from the certification agreement.
- The certificate holder does not fulfil his financial or other obligations arising from the examination agreement with the examination body.
- The certificate holder no longer meets the certification criteria arising from the certification scheme and the associated profile documents.

When STIPEL decides to suspend an issued certificate, STIPEL will notify the certificate holder in writing, stating the grounds for the suspension. The obligation to inform the certificate holder lapses when the candidate has waived the provision of a personal e-mail address when applying.

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STIPEL has the right to revoke an issued certificate if the grounds for suspension are not removed within three weeks.

A certificate is revoked in all cases if:

- The certification agreement has been terminated.
- The certificate holder died.

When a certificate is suspended, the certificate holder loses his right to use the certificate to prove that he has the competences specified in the certificate.

STIPEL must lift the suspension if the grounds for the suspension are removed within three weeks.

When a certificate is revoked, the certificate holder is obliged to destroy the certificate and confirm such destruction in writing within 14 days of STIPEL's request.