



**MOBIUS INSTITUTE
BOARD of CERTIFICATION**

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Use and Misuse of MIBoC Certificates and Wallet Cards

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Introduction

The issue of a MIBoC Certificate indicates that the holder has demonstrated an acceptable level of competence by meeting the relevant MIBoC certification requirements. Holders or employers are not permitted to imply any further degree of competence on the basis of the certificate.

Furthermore, holders or employers must not use certificates or the MIBoC logo, nor must they knowingly allow them to be used by a third party, in a manner that may be considered fraudulent.

All MIBoC certified personnel have undertaken to:

- comply with a Code of Ethics (published as *ED034 – Certified Analyst Code of Ethics Agreement*);
- Comply with all relevant provisions of the MIBoC scheme, as detailed and signed in the application form;
- Make claims regarding certification only with respect to the scope for which certification has been granted;
- Not use the certification in such a manner as to bring MIBoC into disrepute, and not to make any statement regarding the certification which MIBoC may consider misleading or unauthorised;
- Not use the certificate in a misleading manner;
- Discontinue the use of all claims to certification that contains any reference to MIBoC or certification upon suspension or withdrawal of certification, and to return any certificates issued by MIBoC;
- inform MIBoC of any complaints made against them within the scope of the certificate of competence. Failure to inform MIBoC of a valid complaint will be construed as a misuse of the certificate and appropriate penalties will be applied (see below) and
- not undertake inappropriate references to, or misleading use of certificates in publications, catalogues etc; failure shall result in corrective measures, such as the suspension or withdrawal of certification, publication of the infraction and, if appropriate, additional legal action.

Certificate Validity

MIBoC certificates issued are only valid if:

- a) it is within the certification date and expiry date,
- b) it is either on standard MIBoC paper bearing the MIBoC seal or it bears a QR code which when scanned confirms the validity of the certificate through MIBoC's digital certificate platform,
- c) it has been signed by a duly authorized representative of MIBoC.

Guidelines on the Use and Misuse of MIBoC Certificates

- a) Photocopies of certificates are not officially recognised by MIBoC, but it is understood that employers of MIBoC certified personnel may wish to copy the certificate for records purposes. MIBoC will supply duplicate certificates for a modest fee.
- b) MIBoC offers a free service for verification of certification by letter, telephone, e-mail or via the MIBoC website (www.mobiuscertification.org). Certificates with a QR code can also be verified by scanning the QR code.
- c) Certificates are valuable documents which should be kept in a safe place. Any suspicion of forgery or misrepresentation must be reported to MIBoC.
- d) Employers presented with MIBoC certificates should satisfy themselves that the certificate holder has been employed without significant interruption of work for which the certificate was granted.

* A significant interruption means an absence from (or change of) work activity which prevents the holder of MIBoC certification from practising the duties corresponding to his or her level for which certification as issued, for one or several periods totalling one year or more. For the purpose of calculating this period, authorised holidays, illness or periods of

related training and education, any of which are one month or less in duration, shall not be considered.

Penalties for the misuse of MIBoC Certificates

Reported or uncovered cases of the misuse (including false claims) of MIBoC certification shall be addressed by the MIBoC Certification Manager and/or the Scheme Committee. Consequences for misuse may include but not be limited to:

- withdrawal of certification and the certificate, card and/or certification logo,
- removing the candidate's name from MIBoC's website list of certified individuals and removing their digital certificate, card & logo from MIBoC's digital certificate platform
- publication of the transgression, if the misuse was in the public domain,
- additional legal action, if appropriate.

References

ED034 – Certified Analyst Code of Ethics Agreement