



Certification Terms and Conditions

These Terms and Conditions govern participation in the Australian Institute of Health & Safety (AIHS) Certification Programs, including the OHS Certification Program and Emergency Response Certification Program. By submitting an application, the Applicant agrees to comply with these terms.

1. Program Overview

The AIHS Certification Programs recognises individuals who meet defined standards of professional competency in their relevant discipline. Certification supports the credibility and capability of health and safety professionals and emergency response personnel across Australia.

2. Eligibility Criteria

Applicants must:

- Be a current financial Member of the AIHS (OHS Certification only. Not a requirement for ER Certification)
- Meet the required qualifications and/or work experience for the certification pathway they are applying for
- Provide supporting evidence as outlined in the application requirements

Specific eligibility requirements for each certification type and level are outlined on the AIHS website and within the application guidelines.

3. Application Process

- All applications must be submitted via the approved online system and include the required documentation and payment of applicable fees.
- Once submitted, applicants will receive a confirmation email outlining the next steps in the assessment process.
- AIHS will review the application for eligibility. If eligible, the application will be allocated to an independent Assessor.



4. Assessment Process

- The assessment may include a document review, interviews, referee checks, and/or a review of submitted evidence (e.g. logbooks or practical demonstrations).
- Upon completion, the Assessor provides a recommendation to the Lead Assessor for final review and determination.
- The outcome of the assessment may differ from the certification level applied for. Where the required competencies for the nominated level are not demonstrated, the assessor may recommend certification at a lower level that aligns with the applicant's qualifications, experience, and evidence provided.
- Possible outcomes include:
 - Certification Approved
 - Further Information Required
 - Application Unsuccessful

5. Fees and Payment

- Application and assessment fees must be paid in full prior to assessment.
- Fees are listed on the AIHS website and may vary based on certification level or pathway (e.g. pre-assessment, upgrade).
- GST applies to all fees as per Australian taxation law.

6. Refunds and Cancellations

a. Application Withdrawal

- Application fees are non-refundable once the pre-assessment or assessment process has commenced.
- If withdrawal occurs **before** this stage, a written request must be submitted to certification@aihs.org.au. If approved, a refund will be processed with a \$75.00 (excl. GST) administration fee deducted.
- Refund requests submitted more than 30 days after the application date will be declined.

b. Exceptional Circumstances

- Refund requests due to medical or exceptional circumstances will be considered on a case-by-case basis. Supporting documentation may be required.



c. Substitutions and Transfers

- Certification applications and assessments are individual and non-transferable. Substitutions are not permitted.

7. Certification Outcome and Validity

- Successful applicants will be issued a digital certificate and may use approved post-nominals in accordance with AIHS guidelines.
- Certification is valid for a defined period and subject to maintenance and recertification requirements.

8. Code of Conduct

Certified professionals are expected to:

- Uphold ethical and professional standards
- Practice within their scope of competence
- Notify AIHS of any relevant legal, disciplinary, or ethical matters

Non-compliance may result in suspension or revocation of certification.

9. Ongoing Requirements

- Certified individuals must meet any Continuing Professional Development (CPD) obligations to maintain their certification.
 - OHS Certification: 60 CPD points every 3 years (20 per year)
 - ER Certification: 240 CPD points every 3 years (80 hours per year)
- AIHS reserves the right to audit certified members to confirm ongoing compliance.

10. Recertification

- Recertification is required at regular intervals to maintain certification status.
 - OHS Certification: Annual membership renewal required
 - ER Certification: Recertification application every three years
- Requirements for recertification, including CPD logs or updated assessments, are published on the AIHS website.



11. Termination or Revocation

Certification may be revoked due to:

- Falsified information during application or assessment
- Failure to comply with CPD or recertification requirements
- Failure to maintain financial status as a certified member
- Misconduct or breach of AIHS Code of Conduct

Applicants will be notified and may have the right to appeal the decision.

12. Privacy and Confidentiality

- Applicant information will be collected, used, and stored in accordance with Australian Privacy Principles.
- All applications and assessments are treated confidentially. Information may be shared with assessors or referees solely for certification purposes.

13. Limitation of Liability

- Certification does not guarantee employment, promotion, or legal compliance.
- AIHS is not liable for decisions made by employers or third parties based on certification status.

14. Amendments

AIHS reserves the right to update these Terms and Conditions. Applicants will be notified of material changes. The most current version is available on the AIHS website.

15. Right to Appeal

Applicants have the right to appeal if their application is not successful. Appeals may be submitted for reasons including dissatisfaction with the outcome of the certification application or concerns regarding the conduct of individuals involved in the certification process.

a. Grounds for Appeal

The appeal must clearly state the reason and may include, but is not limited to:

- The assessment process did not reflect a fair and reasonable evaluation



- The published guidelines for approval were not appropriately followed

b. Appeals Process

- Appeals must be submitted within 30 days of receiving notification of the certification outcome
- Appeals are managed by the Lead Assessor, who is responsible for reviewing the appeal and investigating the issues raised
- If required, an Appeal Panel may be appointed to review the matter
- The outcome of the appeal review will be provided to the AIHS Chief Executive Officer, who will review the findings and make the final decision
- The AIHS Administration Team will notify the applicant of the outcome in writing

16. Governing Law

These terms are governed by the laws of the State of Victoria, Australia.

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