

# 1 Certificate order form for training providers

## Details

Name of training provider:

Contact person:

Department:

Postal address for certificate(s) and invoice to be sent to:

Postal address for invoice to be sent to if different from above:

Contact phone number:

Email address:

Date:

/ /

## Payment

There is a cost of **\$17.25 (incl GST)** per certificate.

There is **no charge** if original Certificate of Achievement (CoA) forms are being used.

Unless stated, all unit standards for a learner will be included on the same certificate.

The training provider will receive an Invoice from ServiceIQ – payment options are:

- ▶ Credit/Debit card
- ▶ Online Banking
- ▶ Cheque payable to: ServiceIQ

**Order number (for reference):**

## Terms and conditions

- ▶ Include ServiceIQ Reporting forms for the student/s – these are located at the back of your student's Workbook/Assessment.
- ▶ Include a copy of the students NZQA Record of Achievement.
- ▶ ServiceIQ issue certificates against what is listed on the students NZQA Record of Achievement, and issue the certificate(s) in the name as shown at NZQA. If their name has changed or varies from the students NZQA Record of Achievement, please attach supporting documentation (i.e. Marriage Certificate or Name Change document).
- ▶ If the unit standards listed on form 2 and or 3 are not on the students NZQA Record of Achievement, we will be unable to complete the request.
- ▶ We can fit a maximum of six unit standards on each certificate.
- ▶ For security reasons, we cannot accept payment in cash.
- ▶ ServiceIQ do not send certificates to international destinations.
- ▶ Certificate orders are processed within four weeks.
- ▶ If you would like the certificate(s) to be sent to the individual student, you will need to ensure that you include a Residential/PO Box/Private bag address that can receive standard post on their reporting form(s). We charge a \$9.20 (incl GST) courier and handling fee for non-postal deliveries to individuals. We will invoice this cost back to the Training Provider.

**Please note:** Our Courier cannot deliver to PO Box/Private Bag numbers and standard post cannot deliver to all business addresses.



