



Forum Credentials Program Enrollment Agreement

I understand that my participation in The Forum Credentials Program is subject to my agreement to accept and abide by the following conditions of enrollment. The Forum reserves the right to change these conditions at any time.

Withdrawal or Cancellation

1. I understand and agree that if I embark on The Forum Credentials Program and then choose not to attend the workshops or complete the associated Standards Assignments that comprise the Credential within the required one year, I will not be entitled to a refund of any fees paid.
2. The Forum makes every effort to deliver every scheduled workshop. However, circumstances beyond our control could affect The Forum's ability to deliver a workshop. The Forum, therefore, reserves the right to cancel a workshop in the event of unforeseen circumstances. Participants are entitled to a refund as outlined in The Forum's Cancellation and Refund Policy.

Participant Responsibilities

1. I understand that if I successfully complete the Standards Assignments associated with the workshops, I will earn the corresponding Forum Credential.
2. I understand that my responses to the Standards Assignments at the end of each Module must be completed and submitted in their entirety before the Assignment will be assessed.
3. I understand that if I enroll and successfully complete all Forum Credentials, and successfully complete the Culminating Project, I will additionally be granted the *Professional Certification in Education Abroad* Mark.
4. I understand that it is my responsibility to regularly check for the latest credential policies posted on The Forum website.

Maintenance Responsibilities

1. I understand that I must maintain my Forum Credential by demonstrating continuing professional development related to my credential and the *Standards of Good Practice for Education Abroad*. This includes participating in a wide range of possible activities, including but not limited to continuing education, professional development, scholarship, program development and assessment.
2. I understand that I will be required to submit appropriate documentation to demonstrate my continuing professional development.
3. I understand that The Forum will charge an administrative fee to process this documentation if I am not employed by a Forum member institution or organization.

Code of Ethics

1. I agree to abide by The Forum's Code of Ethics for Education Abroad.
2. I agree to exemplify high standards of honesty and integrity by maintaining the confidentiality of the contents of any Standards Assignment and my responses to those Assignments.
3. I understand that discovery of a confidentiality violation will result in automatic failure and expulsion from The Forum Credentials Program.

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Academic Honesty

Academic honesty is a fundamental principle of learning and a necessary foundation for all academic endeavors. Violations of the principle deny the violators the opportunity to obtain confident command of the material they are credited with knowing and demean the integrity of the credential process. It is, therefore, a matter of great and mutual concern to all members of the education abroad community that a concerted effort be made to maintain high standards, both to maintain the professionalism of the field in which we are engaged and to maintain the credibility of the credential program.

Individual integrity is vital to professional certification because the process involves the search for and acquisition of specific knowledge and understanding. Evaluation of each participant's level of knowledge and understanding is a critical part of the credential process.

Any act that interferes with the process of evaluation by misrepresentation of the relation between the submitted work and the participant's actual knowledge is an act of academic dishonesty. Plagiarism is one example of academic dishonesty and includes misrepresenting the work of another as one's own or inaccurately or inadequately citing sources used, including those from the Internet.

Plagiarism, as explained above, will result in immediate expulsion from the program. Participants may appeal an expulsion by initiating the Certification Appeals Process.

Appeals Process for Standards Assignments

1. I understand that there is an established appeals process for any participant who may receive an adverse Standards Assignment decision and I agree to follow that process. See Appendix A.

Indemnification

1. I agree to waive and release any claim I may have against The Forum arising from The Forum Credentials Program.
2. I agree to defend and indemnify The Forum from any claim by a person who claims he or she was injured in connection with the credentialing of a participant.

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Appendix A Standards Assignment Appeals Process

A participant in The Forum Credentials Program who receives an adverse decision may appeal this decision only on the following grounds:

- The Forum Assessors did not properly apply specified Standards Assignment criteria; or
- The decision was based on a factual error that affected the outcome.

All communication regarding appeals should be addressed to certification@forumea.org. Prior to initiating an appeal, a participant should request clarification of the reasons for the adverse decision. Appeals must be initiated by email to certification@forumea.org within 30 days of the notification of an adverse decision and must include:

- The grounds for appeal, including documentation that demonstrates how the participant successfully meets the criteria for the Standard Assignment; and
- Any new or additional information to be considered.

A member of The Forum staff will respond to the participant acknowledging receipt of the appeal, which will then be evaluated by a Review Panel consisting of, but not limited to:

- A Forum Certification Assessor (not involved in the initial certification decision);
- Forum Council Chair; and
- A Forum staff member

The participant will be notified of the outcome of his or her appeal within 60 days of its initiation. All decisions made by the Review Panel are final.



Appendix B Guidelines for Use of Forum Credentials

The Forum's Credential Digital Badges and Marks are for use exclusively by individuals who have successfully completed The Forum Credentials Program. The corresponding Digital Badge and Mark may be used to publicize the individual's status as a professional who has successfully demonstrated the abilities to articulate and to apply the *Standards of Good Practice for Education Abroad*.

Please read the terms and conditions below before using the corresponding Digital Badge and Mark. Forum Credential Earners agree to the following terms and conditions for use of The Forum's Credential Digital Badges and Marks:

- The Forum's Credential Digital Badges and Marks may not be used by individuals who have not successfully completed the corresponding Credential Program.
- The license to use The Forum's Credential Digital Badges and Marks shall terminate three years from the date of issue, or in the event of misuse as determined by The Forum, or any other breach of these guidelines. Upon such termination and/or revocation, the individual will remove the Digital Badge(s) and Mark(s) from all materials, printed and electronic, regardless of whether such materials are preprinted or pre-existing at that time.
- The Forum's Credential Digital Badges and Marks may be used to indicate an individual's status as a Credential Earner. They may be used on résumés and curricula vitae, email signatures, business cards, letterhead and on digital platforms.
- When used on a digital platform, The Forum's Credential Digital Badges should be used.
- The Forum's Credential Digital Badges and Marks must be used in its entirety and may not be altered in any way, including proportion, color, element, type, etc. except by written permission from The Forum. For web display, you may decrease the web size by a maximum of 10% or increase it by a maximum of 50% as long as proportion is maintained. You may not animate, morph or in any way distort the appearance of The Forum's Credential Digital Badges or Marks.
- The Forum's Credential Digital Badges and Marks may be printed in black ink or in its original colors. Altering the color scheme is not permitted.
- The Forum's Credential Digital Badges and Marks may not be used to indicate any kind of endorsement of any product or service by The Forum; to indicate that any official status for any product or service has been conferred by or is otherwise associated with The Forum; or to show any kind of relationship with The Forum aside from those permitted above.
- The Forum's Credential Digital Badges and Marks may not be used on official documents such as sales contracts, or official disclosure documents provided to potential or actual clients or purchasers of an individual's or member organization's services or products.
- The Forum's Credential Digital Badges and Marks may not be used in connection with any disparaging statements about The Forum or its products and services, or statements that otherwise reflect poorly on The Forum.
- The Forum's Credential Digital Badges and Marks may not be used on any website that is in violation of any applicable laws or governmental regulations.
- The right to use The Forum's Credential Digital Badges and Marks are limited to those rights set forth herein and do not extend to any other marks of The Forum. The right to use The Forum's Credential Digital Badges and Marks does not grant right, title, or interest in any trademark, service mark, logo, or trade name of The Forum. Any goodwill attaching to The Forum's Credential Digital Badges or Marks, or other marks of The Forum as a result of use of The Forum's Credential Digital Badges or Marks will inure to the benefit of The Forum.
- The Forum has the sole right to file applications to register, and to obtain registrations for, The Forum's Credential Digital Badges and Marks. I agree to cooperate fully with The Forum in filing such applications and

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obtaining such registrations, including providing The Forum with specimens of use of The Forum's Credential Digital Badges and Marks and executing any documents requested by The Forum, or in protecting, enforcing, or defending The Forum's Credential Digital Badges and Marks. I will notify The Forum in writing of any infringements, imitations, claims or other problems with respect to The Forum's Credential Digital Badges and Marks which may arise or come to my attention. The Forum shall have the sole right, but not the obligation, to take any action on account of any such infringement, imitation, claim, or problem. I will not institute any suit or take any action on account of such infringement, imitation, claim, or problem, without the prior express written consent of The Forum.

- I agree not to (i) challenge The Forum as the sole, exclusive owner of all right, title, and interest in and to The Forum's Credential Digital Badges or Marks and the goodwill associated therewith; (ii) challenge the validity, control, or use of any mark owned by The Forum; (iii) register, use, adopt, or promote any mark that is confusingly similar to any mark owned by The Forum; (iv) take or encourage any action which would impair the rights of The Forum in and to The Forum's Credential Digital Badges or Marks or any goodwill associated therewith; and (v) infringe The Forum's Credential Digital Badges and Marks or other marks owned by The Forum.
- The Forum reserves the right to disallow any use of The Forum's Credential Digital Badges and Marks.

Any unauthorized use of The Forum's Credential Digital Badges and Marks may result in legal action.