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| WAY OF WORK of PEEAC |

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| Accreditation will only be awarded to:   1. Public or private educational institutions (i.e. usually universities), recognized by the competent national authority 2. Private sector institutions (i.e. usually training institutes)   that can deliver convincing proof of recognition status as requested (see 1. Recognition status) |

Follow these steps if the above applies to your institution:

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| **Step 1** |  | Choose the right list of Course Core Competences <https://www.fedma.org/peeac-courses/>   * It is not necessary to refer to all core competences of a core competence list |
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| **Step 2** |  | Define which Core Competences your course refer to   * It is necessary to have a balanced set of competences that clearly covers the relation between the overall course content and the title of the diploma or certificate and is in balance with the related lecture/content and study hours |
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| **Step 3** |  | Define the lecture hours/contact and study hours of your in order to apply for a certificate or a diploma   * A Certificate accredited course has the equivalent of a minimum of 80 lecture/contact hours (120 study hours). * A Diploma accredited course has the equivalent of a minimum of 240 lecture/contact hours (360 study hours). |
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| **Step 4** |  | * In case the criteria of step 2 and/or 3 are not covered, please review your course in order to meet the criteria. If this is not possible, do not apply. * In case the criteria of step 2 and 3 are covered, application for accreditation can be started, |

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| **Step 5** |  | * Send in full application and pay the application fee for Accreditation at least 6 weeks before the next meeting of PEEAC. |

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| **Step 6** |  | * You will be invited to present your application and course on the next meeting of PEEAC * Our assessment meetings are twice per year, in autumn and in spring * Please consider applying in time before your next course starts, so hopefully you can enjoy all the benefits of PEEAC Accreditation. |
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| **Step 7** |  | * The PEEAC Steering Committee will confirm the outcome of your application after your presentation and deliberation upon the assessed results of your course. |