

Terms and Conditions

Last modified: 4/24/2020

CSi Certifications understands the ethical responsibility that comes with protecting and serving humanity. Therefore, it is of high importance to have an accord between CSi Certifications and our customers. **The Terms and Conditions below guides the use of the website and any of its social media. Please read the following Terms and Conditions diligently before creating a user account and purchasing services through our website. If you disagree with any of the terms written below you may not continue to access our services.**

Let us create human chemistry of happiness, unity, and wellbeing with moral guidelines performing each of the organization's activities with respect, honesty, and integrity.

Registration

To register for CSi Certifications we rely on that you will provide accurate and current information while registering and delivering required documentation. Each registration should be performed and used for one individual or company. **Please note registration name and last name on your user profile should be the exact same as your official identification card.**

Certified Students will need to send a copy of an identification card with a picture and a copy of the payment. Certified Users will need to send a copy of an identification card with a picture, a copy of the payment, and a copy of the bachelor's degree title in civil engineer or architecture. **Certified Users also need to have the commercial version of the program they will be examining before partaking in the exam.**

License

CSi Certifications own the intellectual property rights written, featured and functioned on the website such as content, certifications, graphs, badges, and logos unless stated otherwise and are protected by international intellectual property rights laws.

Participants may view, download or print materials for personal use only. Users are allowed to republish design made available for display within your organization website when specified. It is unacceptable to perform the following:

- Duplicate, copy, exploit, sell, redistribute, modify, edit any materials from this website or delivered to you for any commercial usage.
- Disclose any material to the public in any media and keep information such as username and password confidential.
- Using the website in any way that may be damaging to the website or other users.
- Engaging in any data mining, data harvesting, or any other related activities using the website.

Privacy Policy

CSi Certifications will ask for transaction information such as credit or debit card information during the time of purchase. Alternatively, there will be other methods of payment such as Paypal or bank accounts for those who choose different options of payments.

There is also a user profile that will ask users for their information such as name, profession, country, professional website, work information, objective, level of education, e-mail, and languages. It is to user's discretion if they wish to disclose that information. Information such as name, profession, country, and professional website will be accessible for the public whereas other information will only be available for other users. You will need to deactivate the information you wish to keep private.

We will keep records of schedule appointments and questions or comments submitted through e-mail or surveys.

Limitation of liability

It is important to use your account and password with care; we will not be responsible for user theft of identity.

We will not be responsible for other user's inaccurate information written on their user profile.

Payment

To purchase a certificate, you will need to make a payment. There will be three options to purchase; credit or debit transactions, Paypal or bank account. After payment, we will then request a copy of your payment to be uploaded through your user profile.

It is highly recommended to carefully purchase a certificate and schedule an appointment. As soon as you receive an exam confirmation email, we acknowledge the exam information you have placed on the "My Certification" section on your user profile as the accurate details of your exam. To change any information given you would need to email us at csi@csicertifications. You will be able to make changes to the date of the exam. **The first change will be out of additional cost but the following changes on the date/time will have a cost of 25% certification value.** Cancellations on exams will be feasible. **Certified Users will receive a 50% of the certification value cost and Certified Students will receive a credit note if cancellations are requested.**

If you need to change or cancelation on your exam schedule you will need to notify 24 hours before the exam day. Failure to do so would count as being present and you will lose full payment.

Delivery

Please be aware that the certificate will not be delivered until completing the registration process of uploading required documentation and exceeding the exams with grade point average. Delivery of certificates will be done virtually through e-mail.

The passing percentage is 70% for students and 80% for users.

Waiting List

There are several programs and certificates that will be on the CSi Certifications website for users to be subscribed on the waiting list. Please be mindful that at the moment of subscription these programs and certificates will not be available. As soon as they are available we will be contacting users who signed up for the waiting list.

Code of Ethics

SAFETY and precautionary standards should be attained on behalf of all individuals and company assets such as physical, intellectual, electronic or digital properties in which services perform. All personnel should take the appropriate and obligated measures to keep a healthy and protected environment.

JUSTICE in diligently and accurately complying with all laws, rules, regulations, and obligations of the countries and digital space CSi Certifications takes practice.

HONESTY and transparency when completing all organizational functions. Regulate trustworthy transactions of the entity's public statements, public reports, booking, and records. Avoid misrepresentation or deception in candidate's applications, requirements and/or exams. Refrain from manipulation, bribery, corruption or any other abuse.

RESPONSIBILITY and punctuality when achieving all assignments when taken upon yourselves. Take liability for accepted assignments and notify respective parties when completing cancellation. We require certificants to keep credentials up to date to remain active. Withhold any sort of action that will impair professional and competent behavior during labor hours.

RESPECT for boundaries, human rights, and dignity incorporating free of bias towards religion, ethnicity, gender, age, national origin, sexual orientation, disability, or any other legally protected characteristics when operating respective roles. Refrain from any aggravation or harassment towards another party.

MUTUAL COOPERATION and fairness in promoting long-term thinking and sustainability enhancing teamwork by addressing legitimate information, relationship, transaction, and/or opportunities while constraining from reserving information for self-interests that presents a conflict of interest.

CONFIDENTIALITY in non-disclosure information entrusted from certificants, employees, directors and/or organization. Distribution of unauthorized information is strictly forbidden. Moreover, it is strongly advised for representatives of CSi Certifications to execute all activities with maximum discretion.

LIBERTY of requesting information, inquiring guidance, communicating suspected violations and addressing concerns regarding compliance when acknowledging this Code. Fear of retaliation, discipline, and/or discrimination should be at ease unless knowingly reporting a failure of compliance with ill intentions or tampering with the investigation.

Account Cancellations

The following will pertain if you cancel your account:

- Your certification will no longer be valid.
- Your account will be canceled immediately.
- All of your account information will be eliminated in a month.
- You will be able to recover your account before the elimination period by sending an email at csi@csicertifications.us.
- To restart an account after the elimination period you will need to add all your information again.

Variations of Terms

CSi Certifications reserves the right to change these conditions at any given time as it sees fit. We will inform any changes that are done in the Privacy Policy on our home page giving notice of anticipation before it changes. By accepting these terms, it expects users to revise the Terms and Conditions on a regular basis.

Termination

It is our responsibility to acknowledge any violation that may occur and adequately report observations to staff. Failure to comply with the CSi Certifications Terms and Conditions and/or Code of Ethics can result in an investigation and permanent loss of the individual's CSi Certificate. If notification of any violation of the above agreement occurs, we will put your account on hold until investigations have been completed.