



**MOBIUS INSTITUTE
BOARD of CERTIFICATION**

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Certification Renewal

Version 12
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Introduction

Certification lasts for 5 years, after which the certificate may be renewed for a further 5 years provided the conditions outlined below are met.

Renewal can be applied for any time in the last 6 months of the certification period, and the 5 year renewal period starts from the date of the certification expiration.

Appeals may be made against failure to renew a MIBoC Certificate. The procedure for Complaints and Appeals is contained in *ED007 – Complaints/Appeals Procedure*.

Terms and Definitions

Significant Interruption – an absence from (or change of) work activity which prevents the holder of MIBoC certification from practising the duties corresponding to the scope of the certification for a continuous period in excess of 365 days, or a number of periods exceeding two years.

NOTE: Legal holidays, or periods of sickness or courses of less than thirty days are not taken into account when calculating the interruption

Certificate Numbering System

The certification numbering format is M-999999-XX, where 999999 is a unique sequential number and XX is the certificate issue number. The issue number is 01 for the initial issue of the certificate/wallet card. When certification is renewed the issue number is incremented by one.

Certification Renewal

Within six months of its expiration a current and valid certificate may be renewed for a further period of five years.

In order to renew a certificate, the candidate must:

- complete the *Application for Renewal of Certificate* form (refer [Annex A](#)), and
- submit the above together with the appropriate payment, at least 4 weeks prior to the expiration of the certification to the MIBoC Certification Manager:
renewals@mobiustitute.com

If the criteria for renewal are not met, the candidate shall apply for certification following the procedure for new candidates

Experience Verification Process

The candidate must provide verifiable details of vibration analysis work experience which is relevant to the category of certification being applied for. Contact details and qualifications of persons who can verify the work experience must also be supplied. The nominated person may be asked to verify the work experience details provided by the applicant to ensure that there is impartial evaluation to confirm the continuing competence of the applicant.

WARNING: MIBoC will undertake additional verification procedures to ensure the accuracy of details provided. In the event that a deliberate attempt to deceive is detected, severe penalties will apply (including but not limited to withdrawal from certification, subsequent application for certification may be refused by MIBoC for up to 12 months, and other certification bodies may be informed). If in doubt about the validity of the information being provided, please seek advice from the MIBoC Certification Manager.

Annex A: Application for Certification Renewal

APPLICANT'S DETAILS

First Name:	
Last Name:	
Address: <small>The Certificate will be sent to this address. DHL/FedEx cannot deliver to PO Boxes.</small>	
City:	
State:	
Post/Zip Code:	
Country:	
Phone:	
Fax:	
E-mail:	

CERTIFICATE DETAILS

Certificate ID:	
Category:	
Expiry Date:	

APPLICANT'S DECLARATION

I declare that

- I am physically and mentally capable of performing vibration analysis work duties corresponding to the level of my certification;
- I have been working in the Vibration Analysis field for the previous five years without significant interruption*;
- I have read, understood and agree to comply with *ED034 – Certified Analyst Code of Ethics*; and
- the information given in this application and in any supporting information provided as part of this application is accurate and complete.

Applicant's Signature:	
Applicant's Name:	
Date:	

* **Significant Interruption:** absence from (or a change of) work activity which prevents the certificate holder from practising the duties corresponding to the level of certification held for

- a continuous period greater than 365 days; or
- two or more periods which together are more than two years.

Applicant's Work Experience Details

Please supply details of the last FIVE years of work experience
(add extra pages if required)

Start Date:	
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End Date:	
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Number of months:	
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Company Name:	
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Type of Work Experience:		<i>% of time spent</i>
	<i>Data collection without analysis</i>	
	<i>Data collection <u>and</u> vibration analysis together</i>	
	<i>Analysis without data collection</i>	
	<i>Percentage of time in unrelated work</i>	
	TOTAL	100%

Name of Manager/Supervisor:	
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E-mail address of Manager/Supervisor:	
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Phone number of Manager/Supervisor (incl country & area code):	
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Qualification of Manager/Supervisor:	<input type="radio"/> ISO/ASNT certified vibration analyst <input type="radio"/> Non-certified person with vibration <input type="radio"/> No vibration experience
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PAYMENT DETAILS

Amount to be paid
(please choose one):

Please note that we cannot be responsible for lost shipments sent by regular mail. If your certificate is lost in regular mail, a reprint fee plus courier fee will be payable prior to resending it.

- USD \$290 - shipped by DHL/FedEx (includes tracking)
- USD \$250 - shipped by regular mail (no tracking provided)

(for Australian customers 10% GST will be added)

Credit Card Payment

Credit Card Type:

- VISA MasterCard

Card Number:**Cardholder's Name:****CVN:**

(last 3 digits on signature panel)

Card Expiry Date:**Cardholder's authorized signature:****Date** (dd/mmm/yyyy):

OR

Bank Wire Transfer

Bank:

Commonwealth Bank of Australia
63 High Street
Hastings, Victoria, 3915
AUSTRALIA

Account Name:

Mobius Institute Pty Ltd

Account Number:

10409456

BSB Branch Code:

063 552

Swift Code/Routing number:

CTBAAU2S

- Please note that outgoing bank fees are the responsibility of the payer.
- Please reference your name on your payment.
- Please do not send payment in a bank draft. If you are unable to remit payment directly into our account, please contact Mobius Institute to make alternative arrangements.

OR

PayPal to invoicing@mobiusinstitute.com

Your PayPal user id:**PayPal transaction date:****PayPal transaction id:**