Annex 3: Fees for ECQA® Certified Training Organisations (2021)

The training organisation pays an annual certification fee + an annual <u>remote audit fee*</u> commensurate to the size of the organisation:

    a) One Person Enterprise (OPE, 0 employees):   EUR 350,00 + 150,00 for remote audit
    b) Micro Enterprise (1-5 employees/trainers):   EUR 650,00 + 250,00 for remote audit
    c) Small & Medium & large Sized Enterprise (in the training industry:
       6+ employees/trainers):   EUR 1000,00 + 350,00 for remote audit

* If the Training Organisation does not meet the conditions for a remote audit, the audit will be conducted on-site. The fees for on-site audits comprise the remote audit fee plus additional real costs for travel and accommodation of the auditor. The final decision which format will be applied will be taken by ECQA®

Conditions for remote audits:

    1. fast and reliable Internet access;
    2. technical feasibility and permission to use software provided by the auditor, allowing to check all relevant records and documents (e.g. GoToMeeting by Citrix® www.citrix.com) in accordance with Annex 1 and 2.
    3. usage of headsets and webcam (to allow virtual access to facilities and premises of the Training Organisation (e.g. class rooms, ongoing trainings, etc.) via web cam.