

POLICIES & PROCEDURES

CERTIFIED IPC TRAINER (CIT)
& MASTER IPC TRAINER (MIT)



- a. Certificants may only use IPC logos and marks legally obtained directly from IPC.
- b. Certificants shall not use IPC logos and marks on test reports, certificates, or other compliance documents.
- c. Certificants cannot authorize a third party to use IPC logos or marks.
- d. Certificants shall not use IPC logos or marks in any way that disparages IPC or its services, infringes on IPC's intellectual property or other rights, contains any objectionable content, or violates any local, state, federal, or international laws or regulations.
- e. Certificants are responsible for any misuse, unauthorized use, or damage caused to any party as a result of their use of IPC logos or marks.
- f. IPC has the right to revoke its permission to use IPC logos and marks at any time, by providing notice to the Certificant.
- g. Certificants shall not translate the text of any IPC logos or marks.
- h. IPC logos and marks shall be represented in their entirety.
- i. IPC logos and marks can be enlarged or reduced as long as the scale is not distorted, and any text remains legible.
- j. Nothing shall be added, removed, or placed in close proximity to any IPC logos or marks.
- k. IPC logos may only be represented in their intended colors or in black and white.
- l. IPC will take action to deal with incorrect, unlawful, or misleading use of IPC logos or marks. IPC reserves the right to take any action deemed appropriate, including revocation of certification and legal action.

Data Management and Privacy Policy

Confidentiality

- a. IPC observes strict legal and ethical guidelines to preserve the confidentiality of candidates, certificates, score results, and all certification related materials.
- b. IPC is the sole owner of the information collected as part of IPC training and certification processes, including the data on the IPC EDGE Learning Management System.
- c. The information collected as part of IPC training and certification processes is used by IPC for identification and verification purposes only and is considered confidential.
- d. IPC does not share or sell contact information collected as part of IPC training and certification processes to third parties.
- e. IPC will not share or sell email addresses collected as part of IPC training and certification processes without the express permission of its owner.
- f. IPC allows third parties to use the IPC EDGE Learning Management System to verify an

individual's certification status.

Security

- a. All personally identifiable information collected as part of IPC training and certification processes is stored in restricted and secured databases.
- b. IPC employees that require access to information collected as part of IPC training and certification processes to perform a specific function are granted access on a case-by-case basis.
- c. Servers that store personally identifiable information are secured in a locked facility.

Notifications

- a. IPC may use personal information collected as part of IPC training and certification processes for identification and communication purposes.
- b. IPC may use personal information collected as part of IPC training and certification processes to notify users about their certification, grievances, disciplinary actions, or any other matter related to IPC training and certification processes.
- c. All written communication from IPC will be delivered via email or postal delivery.

Information Disclosure

Though every effort is made to preserve user privacy, it may be necessary to disclose personal information when required by law, including, but not limited to, circumstances where there is a good-faith belief that such disclosure is necessary to comply with a judicial proceeding, a court order, or legal process.

Additional Information

Additional information concerning the IPC privacy policy can be found at:

<https://www.ipc.org/privacy-policy>

Limitation of Liability

In no event shall IPC be liable for any indirect, special, incidental, or consequential damages, including lost profits of any kind regardless of the form of action, whether in contract, tort (including negligence), strict liability, or otherwise, even if IPC has been advised of the possibility of such damages. This limitation will apply notwithstanding any failure of essential purpose of any limited remedy provided herein. IPC's maximum liability under its certification programs shall not exceed the exam fee paid to IPC for the most recent exam.

Copyright of Materials

Unless otherwise noted on the material or permitted by IPC in writing, any reproduction of IPC materials is strictly forbidden.

Training materials provided by IPC shall only be utilized by Certified IPC Trainers (CIT), or Master IPC Trainers (MIT) to conduct training that leads to issuance of an Official IPC Serialized Certificate.

IPC training and exam materials may not be copied, studied, or otherwise used by anyone other than authorized Certified IPC Trainers (CIT), or Master IPC Trainers (MIT).

The training and examination materials in IPC's Certification programs are the confidential, copyrighted property of IPC. If you copy, reproduce, and/or distribute any training or examination materials, by any means, including by memorizing and reconstructing them, you are violating the legal rights of IPC's Certification program. IPC will use every legal means available to protect the copyrighted materials and secure redress against those who violate copyright law.

In addition to being a copyright violation any reproduction of the training and/or examination materials by candidate or certificant will result in disqualification from IPC's Certification Programs and revocation of your IPC credential.