



## 4. TERMS & CONDITIONS

### Receipt of your application

On receipt of your application form, we will confirm via email that you have a place on the assessment day. We will also include further information that will help you. Incomplete forms may result in a delay in processing of the application.

### Submissions

Applicants can make more than one submission to selected category (categories) at any time.

### Images

Submitted images cannot have been previously presented for a successful application.

### Retention of work

The PPI reserves the right to retain your portfolio after the of assessment date.

### Panel decisions

All portfolios that the PPI's Panel of Judges or International Accreditation Review Board (IARB) consider to meet the required standard need to be ratified by the Accreditation Committee and the PPI, and it is PPI who finally award the Accreditation. This is usually within 14 days of the assessment. Once ratified, you will receive a letter of confirmation and a Certificate under the Seal of the PPI; signed by the President. You will also receive a digital file containing the PPI's Accreditation emblem which can be used on your personal stationery. You are entitled – and encouraged – to use the letters CPP/CEP/CMP after your name. Unfortunately, not everyone may be recommended. Applicants will normally be notified of the decision within 7 working days. Whenever possible, you will be given the opportunity to receive help and advice from a member of the Panel.

### Copyright and Reproduction

The applicant must own the copyright to, and be the creator of, all the photographic elements in a submission. No third party images may be used in the majority of categories. The PPI may copy, publish and use successful applications for helping other potential applicants and promoting the Accreditation. Copyright of the images remains with the applicant and all work will be attributed. The PPI will not use an image outside these uses without your permission.

### Original files

The PPI reserves the right to request the original image file, negative or transparency of any image used in an Accreditation application.

### Cancellation Policy

After submitting your application form, if for any reason you are unable to send your submission or need to make other changes, please e-mail us [info@ppintl.org](mailto:info@ppintl.org). Any cancellations or change requests must be made via e-mail. If you cancel/defer within 14 days of your assessment date you will be fully charged for the assessment. We are unable to offer a refund or deferral. You can request once only to cancel/defer 15 days or more prior to your assessment, without any charge, but all future requests will incur a USD30 administration charge.

### Review procedures and disputes

The decision of the assessment panel is final. However, if an applicant feels that there is any question as to whether the assessment process has been correctly adhered to, they can ask the PPI to review their application. All such requests must be made in writing within four weeks of the result letter, outlining fully the substance of the applicant's case. In such cases, the Chair of the Accreditation Committee will initially assess the case, and decide if the complaint merits further review. If that is the case, the Accreditation Committee will appoint a moderator to investigate and report to the IARB for a decision. In such cases, the decision of the IARB will be final.

### Certificate

A Certificate, under the seal of the PPI, shall be issued to all who are admitted to its three levels of professionalism - Certified Professional Photographers, Certified Excellent Photographers and Certified Master Photographers; but in all cases, such Accreditation shall be personal to an individual photographer, and shall not be used as part of the registered name of any company or corporate body or any business whatsoever. The Certificates granted by the PPI evidencing the admission of any person, as the case may be, shall be the sole property of the PPI.

### Rules of the PPI

I confirm that the above information is correct and the PPI reserves the right, if it is considered desirable, to seek further information before assessing the application. The giving of false or incomplete information will nullify any Accreditation that may otherwise have been awarded.

I agree to uphold the PPI Code of Professional Practice

I agree to abide by the Distinctions Terms & Conditions and accept that the decision of the Panel/Board is final

Applicant Signature

Date (MM/DD/YY)



### PLEASE RETURN THIS FORM TO:

Professional Photographers International, Unit 10, 3/F, Shing Yip Industrial Building, 19-21 Shing Yip Street, Kwun Tong, Hong Kong OR E-mail: [info@ppintl.org](mailto:info@ppintl.org)

Thank you for your application. Your status will be activated upon verification of information provided, and the processing of payment.