



CHECKLIST APPLICATION REQUEST EMCI Registered (associate) Broker barges & House Boats®

Essential facts

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1. INSTRUCTIONS

- Your certification request must be completed in accordance with this checklist
- EMCI does not accept an incomplete certification request
- AND document: compulsory
- OR document: select the applicable document
- IF document: only applicable if separately requested by EMCI
- Questions? Please contact EMCI by email info@emci.nl or phone +31 (0)88 0038735

2. ANTECEDENT TEST – personal certification

COMPULSORY DOCUMENTS	ASSOCIATE CERTIFICATION	FULL CERTIFICATION	ATTACHED BY CANDIDATE?
AND: Original positive declaration antecedents & security Issued by the national authority	YES	YES	
AND: Two original letters of reference Issued by a none related party or organization, such as a principal	YES	YES	
AND: One original letter of reference Issued by an EMCI certificate holder	NO	YES	
IF: Other documents as specified separately to the applicant	IF APPLICABLE	IF APPLICABLE	

3. EDUCATION TEST – personal certification

COMPULSORY DOCUMENTS	ASSOCIATE CERTIFICATION	FULL CERTIFICATION	ATTACHED BY CANDIDATE?
AND: Copy certificate(s) general education (attainment level: entrance to an academy, higher college or university)	YES	YES	
IF: Other documents as specified separately to the applicant	IF APPLICABLE	IF APPLICABLE	





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4. EXPERIENCE TEST – personal certification

COMPULSORY DOCUMENTS	ASSOCIATE CERTIFICATION	FULL CERTIFICATION	ATTACHED BY CANDIDATE?
AND: Original current curriculum vitae	YES	YES	
AND: Positive test result four years relevant professional experience Based on your curriculum vitae	NO	YES	
AND: One copy contract of brokerage (anonymous allowed)	YES	YES	
AND: One copy contract of purchase and sale (anonymous allowed)	YES	YES	
AND: One copy appraisal report (anonymous allowed)	YES	YES	
IF: Other documents as specified separately to the applicant	IF APPLICABLE	IF APPLICABLE	

5. IDENTIFICATION TEST – personal certification

COMPULSORY DOCUMENTS	ASSOCIATE CERTIFICATION	FULL CERTIFICATION	ATTACHED BY CANDIDATE?
AND: Original and signed certification application form + the official certification declaration	YES	YES	
AND: Copy valid official identification document	YES	YES	
AND: Original proof of nationality including birth certificate Issued by the national authority	YES	YES	
OR: If entrepreneur: Copy registration chamber of commerce, not older than six months	YES	YES	
OR: If employee: Original declaration of employment	YES	YES	
IF: Other documents as specified separately to the applicant	IF APPLICABLE	IF APPLICABLE	





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6. KNOWLEDGE TEST – personal certification

COMPULSORY DOCUMENTS	ASSOCIATE CERTIFICATION	FULL CERTIFICATION	ATTACHED BY CANDIDATE?
OR: If certified by DNV or NVM <u>and</u> officially registered real estate broker: Copy positive test result national law	NO	NO	
OR: if <u>NOT</u> certified by DNV or NVM Copy positive test result national law	YES	YES	
OR: If certified by DNV or NVM <u>and</u> officially registered real estate broker: Copy positive test result entrepreneur and professional skills	NO	NO	
OR: if <u>NOT</u> certified by DNV or NVM Copy positive test result entrepreneur and professional skills	YES	YES	
AND: Copy positive test result ship knowledge	YES	YES	
IF: Other documents as specified separately to the applicant	IF APPLICABLE	IF APPLICABLE	

7. PROFICIENCY TEST – personal certification

COMPULSORY DOCUMENTS	ASSOCIATE CERTIFICATION	FULL CERTIFICATION	ATTACHED BY CANDIDATE?
OR: If certified by DNV or NVM <u>and</u> officially registered real estate broker: Copy positive proficiency test result	NO	NO	
OR: if <u>NOT</u> certified by DNV or NVM Copy positive proficiency test result	NO	YES	
IF: Other documents as specified separately to the applicant	IF APPLICABLE	IF APPLICABLE	





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8. More information?

With pleasure we answer all your questions. Please do not hesitate to contact us by phone or email or simply make an appointment (no costs) for a personal conversation at our office / a personal phone (VOIP) conference.

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9. ISO 9001:2008 statements

List of version numbers

Version	Active per	Expired per	Status	Reference
1	01.08.2010	n.a.	valid	WCEI Board 31.07.2010

List of changes

Version	Changes	Specification
1	New document	Introduction new document

