

Terms & Conditions (T&C)

These Terms & Conditions ("T&C") outline the rules and guidelines that govern participation in the course and examination process. Please note that these Terms & Conditions are subject to change without prior notice. The T&C are relevant as of 1 March 2025.

A. General Overview

1. Definitions:

- **Participant:** An individual applying for or enrolled in the ASPIRE certification or examination.
- **Controller:** The entity responsible for determining the purposes and means of processing personal data.
- **Asia Pacific Initiative on Reproduction (ASPIRE):** The organization overseeing reproductive and embryology certifications.

2. Applicability

These Terms & Conditions apply to all interactions between ASPIRE and the Participant and include, but are not limited to, the following:

- These General T&C.
- ASPIRE's Privacy Declaration Policy (Annex 1.0).
- Laws of Singapore

3. Disclaimer

While ASPIRE certification is based on compliance with specific objective criteria at the time of evaluation, it does not guarantee the success of future treatments or outcomes. ASPIRE, its agents, or any of its personnel shall not be held liable for any direct, indirect, or consequential damages arising from the certification, including, but not limited to, damages to third parties.

Additionally, certification by ASPIRE may not be recognized by all regulatory or professional bodies and does not guarantee eligibility for employment opportunities, promotions, or professional recognition. ASPIRE certification does not assure the Participant of better job prospects, increased professional development, or eligibility for Continuing Medical Education (CME) points unless specifically stated by the relevant authorities or organizations.

B. Application and Enrolment Process

1. Application

- **Application Period:** The online application period for each examination intake will be announced on the official ASPIRE website.
- **Submission:** Applications must be completed online, and all required documents, such as degrees and certifications, must be submitted to ASPIRE's Controller within the specified timeframe. If necessary, documents should be translated into English.

For Intermediate and Advanced levels, submission of the required logbooks is mandatory before the Participant is eligible to sit for the respective certification level exam.

Any submission containing false or misleading information will result in immediate disqualification, nullification of any certifications, and potential sanctions.

- **Criteria:** Participants must meet all stated objective criteria to qualify for the enrolment.
- **Fees:** Application fees are non-refundable. Late or incomplete submissions may lead to disqualification from the certification process.
- **Examination Capacity:** A maximum of 100 Participants will be accepted for each exam session. If this limit is reached before the application deadline, fully completed applications will be placed on a waiting list.
- **Replacement of Cancelled Applications:** Declined or cancelled applications will be replaced by Participants from the waiting list.
- **Notification:** By the end of March, all Participants will be notified whether their application to sit for the exam has been accepted or declined.

2. Enrolment Fees

- The following fees apply for course enrolment based on the level of certification:

Category	ASPIRE Member	Non-Member
Basic Level	US\$ 200	US\$ 300
Intermediate Level	US\$ 250	US\$ 350
Advanced Level	US\$ 350	US\$ 450

- The following fees apply for the certification examination:

Category	ASPIRE Member	Non-Member
Basic Level	US\$ 50	US\$ 100
Intermediate Level	Prices not available yet.	
Advanced Level		

3. Course Eligibility

- **Basic Certification**
 - Participants must be employed as Embryologists or Medical Technicians.
 - Participants must possess a Bachelor's Degree holder
 - No minimum experience is required to apply and be enrolled for this certification course.
- **Intermediate Certification**
 - For Participants with no prior experience:
 - The Participant must complete and pass ASPIRE Basic Certification Examination.
 - The Participant must have performed at least 50 cases for each of the following procedures:
 - Freezing (independently performed)

- Thawing (independently performed)
 - Embryo transfers
 - Oocyte Pickup (OPU)
 - Semen analysis
 - Intracytoplasmic Sperm Injection (ICSI)
 - All procedures and cases must be recorded in a logbook and verified by the lab director.
- For Participants with at least 3 years of experience:
- The Participant must have performed at least 50 cases for each of the procedures listed above.
 - Procedures and cases must be recorded in a logbook and verified by the lab director.
- **Advanced Certification**
 - The Participant must obtain a certain level of points (based on requirements in table below which will be advised) and have performed at least 50 cases for each of the following procedures:
 - Freezing (independently performed)
 - Thawing (independently performed)
 - Embryo transfers
 - Oocyte Pickup (OPU)
 - Semen analysis
 - Intracytoplasmic Sperm Injection (ICSI)
 - Procedures and cases must be recorded in a logbook and verified by the lab director to qualify for the Advanced Certification Programme.

Requirements	100 points
Leadership role (employed as a lab supervisor, directors)	
Publication	
Continuing Professional Development (CPD) points	
Organisation roles in their societies	
Lecturer for seminars/workshops/conferences	
Performed >50 cases of Biopsies (optional)	
Performed >50 cases of Biopsies using lasers (optional)	

4. Examination Eligibility

- **Basic Certification Examination**
 - Participants must be registered for the Basic Certificate Course no more than one year prior to the examination date to avoid knowledge gaps.
- **Intermediate Certification Examination**
 - More information will be provided

- **Advanced Certification Examination**
 - More information will be provided

C. Examination Details

1. Examination Process

- Participants are responsible for all travel, food, lodging, visa fees, and other related expenses incurred in connection with the examination. ASPIRE will not reimburse any costs under any circumstances.
- **Handling Technical Issues During the Exam**
 - If a technical issue causes disruptions, ASPIRE will grant impacted Participants additional time to resume the examination, based on its discretion and the nature of the disruption.
 - If a technical issue prevents Participants from accessing the exam, ASPIRE will offer the opportunity to re-sit the exam free of charge if the issue is attributable to ASPIRE or the examination venue.
 - Participants must report technical issues immediately to the exam proctor or the designated ASPIRE support team.

2. Evaluation and Retaking examination

- ASPIRE will evaluate exams using a consistent, objective methodology.
- Post-exam evaluation and testing may also be used to help determine the passing rate for the examination, ensuring fairness and consistency in evaluation.
- Results will be communicated to the Participant via email within 2 weeks from the examination date.

3. Retake Policy:

- Each Participant is allowed two attempts at the certification examination across separate examination sessions.
- Non-attendance, after confirmation of eligibility, counts as one attempt.
- After two failed attempts within three consecutive years, the Participant must reapply and retake the preparatory curriculum before the next attempt.
- After four failed attempts, continuation in the course or re-application will be reviewed by the Certification Steering Committee.
- Example scenario:

An Participant who fails the first examination in 2025 can register to re-sit the examination in either 2026 or 2027 without the need to re-register or retake the course curriculum. However, the Participant will not be eligible to re-sit the examination in 2028 without reapplying and completing the preparatory curriculum again.

4. Appeal and Complaints

- **Submission period:**

- Appeals and Complaints regarding exam results must be submitted in writing to the controller (certification@aspire-reproduction.org) within one month of receiving the results.
- After this period, the results are considered final, and no further appeals will be accepted.

- **Review Process:**

- In exceptional cases, complaints will be reviewed by the Certification Steering Committee and, if necessary, the ASPIRE Executive board. Decisions made by the ASPIRE Executive Board are final.

5. Fraud/Inappropriate Behaviour During the Exam

- If fraud or inappropriate behaviour is detected during the examination, the Participant will be required to stop the examination and leave the examination room. The examination will be invalidated, and no refunds will be issued.
- If fraud or inappropriate behaviour is discovered after the certificate has been awarded, ASPIRE reserves the right to revoke the certificate without prior notice and notify relevant regulatory authorities or employers.
- Any detected cases of fraud or inappropriate behaviour, whether during or after the examination, will result in the Participant's exclusion from participating in future ASPIRE certification programmes.
- **Examples of Fraud and Inappropriate Behaviour:**
 - Stealing materials or content, including the use of recording devices, from the examination.
 - Releasing examination content to third parties or commercial organizations.
 - Communicating with another Participant during the examination.
 - Accessing or reading the work of another Participant.
 - Sharing or attempting to gain information about examination content before the examination date, including hacking ASPIRE servers or networks.
 - Impersonation or attempted impersonation of a Participant.
 - Bribery, whether involving another Participant, an examination official, or a patient (real or simulated).
 - Using unauthorized materials or tools, such as mobile phones, internet searches, or smart devices.
 - Disruptive or unacceptable behaviour during the examination (e.g., refusal to follow instructions from proctors).
 - Falsifying or altering documents or qualifications.
 - Any other unfair actions that provide an advantage to the Participant or others.

D. Certification and Accreditation

1. Certification

- Certifications is intended for professional development and may offer CME points; however, it may not be recognized by all ASPIRE-affiliated countries or regulatory bodies.
- Certifications confirm the required knowledge base at the time of evaluation. Ongoing professional development is required to maintain practice standards.
- Certifications does not guarantee official recognition as an embryologist, nor do they assure better job opportunities or career advancement in the field. The focus of the certification is on continuing education rather than formal professional accreditation.
- Certifications do not guarantee future results, professional competency, or the quality of care
- Certifications are subject to periodic review and may be revoked or amended if compliance is not maintained.
- Participants must use ASPIRE's disclaimers (refer to Item A.3) when referencing certifications to avoid misleading patients or the public.

2. Quality Assurance by ASPIRE

- All examination questions will be reviewed by a panel of experts to ensure accuracy, relevance, and alignment with the course curriculum.
- Pilot testing of questions should be conducted, where feasible, to identify any ambiguity, bias, or areas for improvement.
- Post-exam evaluation and testing may also be used to help determine the passing rate for the examination, ensuring fairness and consistency in evaluation.

3. Liability

- ASPIRE is not responsible for the outcomes of medical treatments or the quality of healthcare provided by certified individuals.
- Participants assume full responsibility for their professional actions, any damages resulting from negligence, and any legal consequences arising from their practice.
- ASPIRE does not accept liability for any claims, losses, or damages arising from the use of certification in any setting, whether professional or otherwise.

4. Data Privacy

- **ASPIRE**
 - All data processing complies with ASPIRE's Privacy Declaration (Annex 1.0) and applicable data protection laws, including but not limited to GDPR (where applicable).
 - ASPIRE will process personal data in accordance with the consent provided by the Participant at the point of application, as well as the terms outlined in ASPIRE's Privacy Declaration.

- ASPIRE will only collect and retain necessary data for the purpose of certification and evaluation.

- **Participant**

- Ensure compliance when handling personal or patient data, including obtaining necessary consents, and securely storing or transferring data in accordance with applicable privacy laws.
- The Participant acknowledges that any failure to comply with data protection regulations may lead to the revocation of certification and may also result in legal action or penalties under applicable laws.

5. Intellectual Property

- All materials provided by ASPIRE, including but not limited to training content, examination materials, and official branding, remain the exclusive intellectual property of ASPIRE.
- Reproduction, distribution, or modification of any ASPIRE materials without prior written consent is prohibited.
- Use of ASPIRE's trademarks and names is prohibited unless explicitly authorized in writing by ASPIRE for the purposes of promoting the certification course and certification examination only.
- ASPIRE reserves the right to revoke permission to use its intellectual property if misuse is detected.

E. Jurisdiction and Applicable Law:

- Disputes will be resolved by the Certification Steering Committee and, if necessary, escalated to the ASPIRE Executive Board.
- All legal matters related to the examination will be governed by the laws of Singapore, and Participants agree to submit to the exclusive jurisdiction of Singaporean courts. For more information on Singapore's legal framework, please refer to the official Singapore Statutes Online: <https://sso.agc.gov.sg>.

F. Language:

English is the official language for all terms, correspondence, and proceedings, unless otherwise agreed.

Contact Information

ASPIRE Certification Office

Email: certification@aspire-reproduction.org

Annex 1.0 – ASPIRE Privacy Declaration Policy

A. Introduction

Asia Pacific Initiative on Reproduction (ASPIRE) ("we," "our," or "us") is committed to protecting the privacy and confidentiality of personal data collected from individuals participating in our certification courses. This Privacy Declaration Policy outlines how we collect, use, store, and protect your personal data.

During the application for the certification course, you have provided consent for the collection and processing of your personal data to facilitate your participation at this course. You have the right to withdraw your consent at any time; however, please note that withdrawing certain consents may affect the administration of your certification process, including course registration, examination, or certification issuance.

B. Collection of Personal Data

We collect personal data that is necessary for the administration and management of the certification course. This may include, but is not limited to:

- Full name
- Contact details (email address, phone number, mailing address)
- Identification details (such as passport or identification number, where required by law)
- Employment and education details (organization, designation, education certifications)
- Payment details (if applicable)
- Certification and examination results

C. Purpose of Data Collection

Your personal data is collected for the following purposes:

- Course registration and administration
- Verification of identity and eligibility
- Communication related to the certification course
- Processing of payments (if applicable)
- Issuance and verification of certificates
- Compliance with legal and regulatory requirements

All data processing is conducted based on the consent provided during the course application.

D. Data Protection and Security

We implement appropriate measures to safeguard your personal data against unauthorized access, alteration, disclosure, or destruction. Access to personal data is restricted to authorized personnel only.

E. Data Sharing and Disclosure

We do not sell or rent your personal data. However, we may share your information with:

- Examination and certification bodies for verification and accreditation purposes
- Regulatory authorities if required by law
- Third-party service providers who assist in course administration, subject to confidentiality agreements

F. Data Retention

We retain personal data only for as long as necessary to fulfil the purposes outlined in this policy, or as required by applicable laws and regulations.

G. Your Rights

You have the right to:

- Access, update, or correct your personal data
- Withdraw consent to data processing (subject to legal and contractual obligations)
- Request deletion of personal data where applicable
- Lodge a complaint with the relevant data protection authority

If you choose to withdraw your consent for certain types of data processing, please be aware that this may impact the administration of your certification process, including but not limited to registration, examination participation, and certificate issuance.

H. Updates to this Policy

We reserve the right to update this policy as needed. Any changes will be communicated through our official channels.

I. Contact Information

For any questions or requests regarding this Privacy Declaration Policy, please contact us at:

ASPIRE Certification Office

Email: certification@aspire-reproduction.org