

# Transfer from Another Certification Body

We hold your hand to help you see your way through.

Send us by email your information  
Send to [INFO@CE-Q.com](mailto:INFO@CE-Q.com)

1. Send an image of your current certificate
2. Send a copy of the past three audit reports including the nonconformances that were addressed.

Check your mail. With in a few hours, at least by tomorrow,, you will receive an adobe file for you to sign showing we have completed the application on your behalf to your approval.

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www.CE-Q.com (01) 229-798-0277

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# Next Steps

1. After your application is submitted and approved, we will send you a quotation for the number of days for your audit.
2. When the quotation is approved by you, an audit date for your audit will be set.
3. An invoice will be sent 30 days in advance of the audit which is for the audit days plus any expenses.

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# Certification Audit Schedule

1. The certification expiration date on the certificate that you will receive will drive future activity.
2. Future Audits
  1. Your first year of certification, an audit will occur to survey if you are still following the expectations of the standard.
  2. Your second year after certification an audit will also occur to survey if requirements are still met.
  3. The third year post the initial audit, a Recertification Audit Occurs.
3. Your contract will explain the number of days for each year and the costs.

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# This does not restart your Certification Cycle.

- We pick up where you were.
- If you are coming up on a second surveillance, that is what we will perform.
- Call us if you have questions. 229-798-0277

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