

PROFESSIONAL CERTIFICATION REGULATION

SmartSng.Dev International Software Developers Association

1. General Provisions

1.1. This Regulation defines the purpose, procedure, and principles of professional certification for information technology specialists, as well as the rules governing the formation and operation of the Association's panel of judges (expert board).

1.2. Professional certification is conducted by the **SmartSng.Dev International Software Developers Association** (hereinafter referred to as the *Association*) in accordance with its Charter and internal regulations.

1.3. The purpose of certification is to provide an independent expert assessment of a specialist's professional skills and to confirm their competencies according to the Association's established standards.

1.4. The certification process is not a state accreditation procedure and is conducted solely within the framework of the professional community. The results of certification may be used for professional recognition, career development, and confirmation of professional qualifications within the relevant field.

2. Terms and Definitions

- **Candidate** — an individual who has submitted an application for certification.
 - **Certification** — a process of independent expert evaluation of the candidate's professional skills.
 - **Application** — a set of documents and materials submitted by the candidate.
 - **Judge (Expert)** — a member of the Association appointed by the Certification Committee to conduct expert evaluations of candidates.
 - **Certification Committee** — a collegial body of the Association responsible for forming the panel of judges, supervising the certification process, and approving results.
 - **Certification Result** — the total of all scores and expert reports recorded in the Association's system.
 - **Certification Certificate** — an official document of the Association confirming the fact and result of the professional skills assessment.
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3. Organization of Certification

3.1. Certification is conducted remotely through the Association's internal system.

3.2. The certification process includes the following stages:

1. Submission and registration of the candidate's application;
2. Assignment of the application to three independent judges;
3. Expert evaluation according to approved criteria;
4. Consolidation of results and preparation of the final report;
5. Approval of the decision by the Certification Committee;
6. Preparation and issuance of the candidate's certificate.

3.3. All communications and documentation are processed through the candidate's and judge's personal accounts within the SmartSng.Dev system.

3.4. The Association guarantees the confidentiality of all materials submitted by candidates and of all expert conclusions.

4. Certification Committee

4.1. The Certification Committee is formed by the Association annually and approves the list of judges for the current calendar year.

4.2. The Committee determines certification areas, evaluation criteria, and the rules of procedure for judges.

4.3. The Committee resolves disputes, monitors adherence to deadlines and objectivity standards, and has the authority to suspend or revoke the judge's status in case of non-compliance.

5. Judges and Their Appointment

5.1. Judges are appointed by the decision of the Certification Committee from among the members of the Association recognized as experts in their professional domain.

5.2. **Eligibility Criteria for Judges:**

- recognized as an **expert** in their professional field, confirmed by public or professional achievements;
- demonstrates a **proven contribution to the industry** — participation in professional communities, expert councils, conferences, publications, open-source projects, or mentorship;
- possesses a **reputation for independence and competence**, with professional opinions acknowledged by peers;
- can demonstrate **membership in professional associations**, participation in expert juries, councils, or other institutions of professional recognition;
- has no conflict of interest with candidates and agrees to adhere to ethical and confidentiality principles.

- 5.3. Judges receive anonymized applications that contain no personal data of the candidates.
- 5.4. Judges must evaluate each application using a 100-point scale for each criterion and provide a written expert summary of up to 1,000 words.
- 5.5. Evaluations must be uploaded to the judge's personal account within **seven (7) calendar days** from the moment of assignment.
- 5.6. Judges have the right to decline an evaluation without providing a reason.
- 5.7. The position of judge is **voluntary and unpaid** and does not constitute an employment relationship with the Association.
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6. Principles of Evaluation

6.1. Judges adhere to the following principles:

- **Objectivity** – evaluation is based solely on professional evidence;
- **Independence** – absence of personal or financial interest;
- **Confidentiality** – prohibition on disclosing any candidate information;
- **Consistency** – application of unified standards and scoring methods;
- **Compliance with internal regulations** – judges must follow the *Judge's Code of Ethics* and the *Certification Committee Regulation*, and are responsible for staying informed about their updates.

6.2. The results of all three evaluations are consolidated by the system to form the final average score and a qualification summary.

6.3. Individual expert evaluations are **internal documents** and are not subject to public disclosure.

7. Rights and Obligations of Judges

Judges have the right to:

- access anonymized candidate applications;
- participate in internal discussions within the Committee;
- decline an evaluation in case of conflict of interest.

Judges are obliged to:

- adhere to evaluation deadlines;
 - maintain confidentiality;
 - comply with the *Judge's Code of Ethics* and the *Certification Committee Regulation*;
 - monitor the relevance and updates of these documents;
 - not disclose the content of applications or final evaluations.
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8. Responsibility

8.1. A judge who violates confidentiality, ethical standards, or deadlines may be excluded from the list of judges by decision of the Certification Committee.

8.2. Reappointment is possible no earlier than one calendar year after exclusion.

8.3. The Association bears no material liability to judges or candidates due to the voluntary nature of participation.

9. Results and Certificates

9.1. Upon completion of certification, the candidate receives a **Professional Evaluation Certificate** confirming that their skills have been assessed by independent experts of the Association.

9.2. The certificate includes:

- the candidate's full name;
- the date of evaluation;
- the final consolidated score;
- the level of qualification (according to the Association's internal scale);
- the Association's signature and seal.

9.3. The certificate is **issued without an expiration date** and confirms the fact of professional evaluation as of the date specified. It may be used by the candidate as confirmation of professional competence.

9.4. A duplicate or reissued certificate may be provided upon the candidate's request.

10. Documentation and Data Storage

10.1. All documentation related to the certification process, including expert reports, internal comments, and judges' records, is classified as **internal restricted-access material**.

- 10.2. Access to internal materials is granted only to judges, members of the Certification Committee, and authorized representatives of the Association.
- 10.3. **Only the final certification decisions** — the candidate's total score, qualification level, and awarded status — may be published publicly.
- 10.4. All internal documents related to the judging process must not be disclosed, copied, or transferred to third parties.
- 10.5. Certification materials are stored in encrypted form within the Association's information system for at least three (3) years.
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11. Final Provisions

- 11.1. This Regulation is approved by decision of the SmartSng.Dev Association Council and enters into force upon publication.
- 11.2. Amendments to this Regulation may be introduced by decision of the Council or upon proposal of the Certification Committee.
- 11.3. All participants in the certification system must comply with this Regulation and other internal documents approved by the Association.