



ZIBU Health Institute

Certification & Experience Letter Policy

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CERTIFICATION & EXPERIENCE LETTER POLICY

Purpose

To ensure fair, transparent, and standardized issuance of certificates and experience letters.

Eligibility Criteria

Certificates and experience letters shall only be issued upon:

- Successful completion of assigned tasks
- Meeting attendance requirements
- Completion of assessments or deliverables
- Verification by relevant supervisors

Verification

All certificates shall:

- Carry unique identification numbers
- Be approved by authorized personnel
- Be maintained in institutional records

Fraud Prevention

Any falsification or misuse of certificates shall result in disciplinary and legal action.