

IMI ACCREDITATION REGISTRATION AND PHOTO CARD REQUIREMENTS

CANDIDATE REGISTRATION

Centres must ensure that all candidate details are entered correctly when registering them for accreditations. These details are used to print information on both IMI Accreditation cards and certificates. Incorrect personal details are frequently highlighted to us by the candidate, particularly the spelling of candidates' names. This results in certificate re-prints to recognise their achievements, and re-sending them.

PHOTOGRAPHS

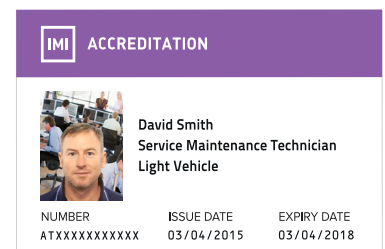
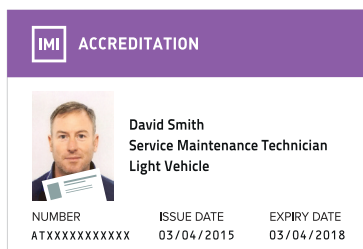
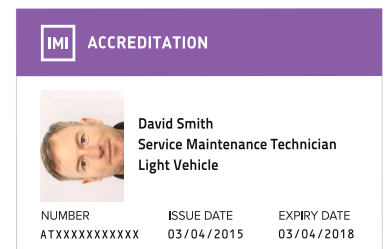
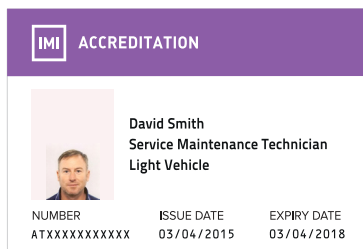
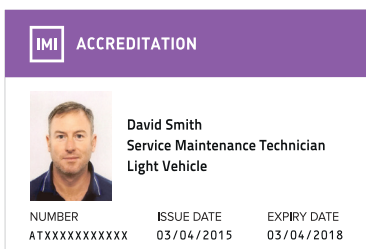
To enable photographs to be printed onto the IMI Accreditation card, please ensure that they meet the following specifications:

- All images must be passport style photographs
- 1MB (maximum size) 45 millimetres (mm) high x 35 millimetres (mm) wide; 128 pixels (h) x 99 pixels (w)
- JPG format
- Close up photo of head and shoulders only
- Look at the camera and ensure face is clearly showing
- Correct orientation (head upper most)
- Plain white or light coloured background only
- No office backgrounds
- No hats or fashion hair coverings
- Keep hair off face
- Don't smile
- No glare on glasses

It is important to note that the card printing process is automated and requires the correct photo from the outset. Any photos received that do not meet these requirements will be rejected and returned to the centre.

EXAMPLE PHOTOGRAPHS

The following examples represent correct and incorrect photograph formats. Check your photograph carefully against **all** specifications and examples provided in this document before submitting for print.



RE-PRINT COSTS

Any certificates or cards that require re-printing due to spelling errors, will incur a charge to the assessment centre as follows:

- **£25** : Re-print of **EITHER** a certificate or card
- **£40** : Re-print of **BOTH** a certificate and card