

# Terms and Conditions

## Nova Global Certification

### 1. General Overview

The Nova Global Certification Program is a professional training program designed to develop the ability to interpret the Nova Global psychometric tool and to conduct debriefings with clients, colleagues, and teams. By enrolling in the certification program, you agree to these terms and conditions.

### 2. Types of Portal

Following the Nova Global certification, you will have access to the Nova Global portal. It is offered in two distinct options. The type of portal will correspond to your role and professional context, as each comes with different objectives, responsibilities, and portal usage rights.

#### 2.1 Coaches and Consultants Portal

Intended for coaches, consultants, and facilitators who act as external partners in various mandates.

Certification Approach and Objectives:

- Facilitate workshops
- Deliver Nova Global Profile interpretation sessions
- Support personal and professional development
- Integrate the Nova tool into your service offerings to maximize the impact of your interventions

Portal Ownership:

As an external coach or consultant with your own practice, you are the owner of your Nova portal and its content. You will be able to generate Nova Global Profiles for your clients.

## 2.2 Organization Portal

Intended for HR professionals, managers, internal change agents, and/or external consultants contracted by a company.

Approach and Objectives:

- Facilitate the strategic implementation of the tool within an organization
- Support team management through individual and group debriefings
- Integrate the Nova Profile into an organizational development plan
- Act as an internal facilitator to sustainably transform organizational culture and performance

Portal Ownership:

When the certification is paid for by the employer, the company becomes the owner of the portal and its content. All internal certified individuals will be grouped under the same account.

Please note that if the certification is employer-paid but intended for personal use, a personal portal setup fee (CAD \$350) will apply.

## 3. Payment and Financial Terms

- Full payment must be completed before the first day of training.
- The certification program is delivered in a live (synchronous) format. Attendance for the entire program is mandatory.
- In the event of absence, full payment remains due.

## 4. Cancellation and Rescheduling Policies

- Cancellation or rescheduling of the certification more than 10 business days prior to the training: Full refund.
- Cancellation or rescheduling of the certification more than 10 business days prior to the training after an interpretation session has been received: Applicable fee of CAD \$350.
- Cancellation or rescheduling of the certification 10 business days or less prior to the training: Applicable fee of CAD \$350.
- Cancellation or rescheduling of a Nova Global Profile interpretation session with less than 24 business hours' notice: Applicable fee of CAD \$75.
- Retake of an oral evaluation in the event of failure (30 minutes): Applicable fee of CAD \$90.

## 5. Nova Global Profile and Confidentiality

By enrolling, you agree that your Nova Global Profile may be shared with the group you participate in for the purposes of:

- Analysis
- Practice
- Educational demonstrations

## 6. Certification Inclusions

Each certification registration includes:

- A digital certification manual (PDF)
- Two Nova Global Profiles for practice purposes
- A written and an oral evaluation
- A certification diploma
- Exclusive access to the Nova Global portal (company or consultant, depending on the cohort type)
- Access to the Nova Global Academy with support services, educational materials, and advanced training
- Access to the Nova Global Ambassador community

## 7. Exclusions (Additional Fees)

- Private mentorship
- Private coaching
- Nova credits

## 8. Acceptance

Registration for the certification constitutes full acceptance of these terms and conditions.

Nova Global reserves the right to update this document without notice.

For any questions, please contact us at: [info@novaglobal.com](mailto:info@novaglobal.com).