Process and Timeline
to become a FEI Certified Service Provider

Process

1. To apply to become a FEI Certified Service Provider you must fill out the relevant application form which you will find on https://inside.fei.org or here.

   The application form must contain all the required information and a proof of payment must be sent to the FEI for your request to be considered. This will be possible via the application form.

2. Within 2 weeks the FEI will confirm by email that the application form and the payment have been received and will provide you with 3 possible date/time slots.

3. You will have 2 weeks to reply by email and to select the date/time slot that is the best suited for you.

4. The FEI will confirm the selected date/time slot in the following 2 working days.

Certification day at FEI HQ or by video conference

5. You will be provided with all the relevant and necessary data you require on the day of your certification test.

Certification results

6. You will receive a report from the FEI by email 7 working days after your certification test.

   If you are successful:

   - You will receive your FEI Certified Service Provider certificate.
   - The list of certified IT providers and softwares will be updated on the FEI website.

   If you are unsuccessful:

   - The report will outline the reasons why you were not successful
   - You may re-apply one more within twelve months following your certification test
   - The decision of the technical group is final ; no appeal will be applicable

Timeline to become a FEI Certified Service Provider

1 Apply with the application form and send the proof of payment

2 FEI will confirm and provide 3 date/time slots

3 Confirm to FEI your best date/time slot

4 FEI confirm

5 Certification day

6 Receive certification report

2 weeks | 2 weeks | 2 days | 7 days

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