



ICQ

International Certification of Quality Department
American International Academy

Individual Excellence Certification Application

Nomination by an Organization of an Employee or Collaborator
(ICQ-Form-EX-IECO-26022)

This service is for institutions only.
We will forward the application to our consultant and get back to you soon.

Date	
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1 Organization Information	
Full Name in English	
الاسم الكامل بالعربية *	
Type of institution (educational – training – corporate – other)	
Country	City
Full Address	
Section/Division	
Name of Nomination Officer	Job Title
Contact No.	Email
* Only if the organization is licensed in an Arab country.	

2 Candidate Information	
Full Name in English	
إسم المرشح بالعربية *	
Nationality	ID No.
Profession Title/ Nature of the Task	
Relationship Type: Employee or External/Freelancer	
Duration of Employment with the Organization	
* Only if the candidate is of Arab nationality.	

3 Candidate Evaluation	
First: Evaluate the key performance indicators (KPIs) (Where no. 1 is the highest rated)	
Indicator	Rating [1–5]
1. Quality of professional output	Rate
Brief comments:	



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2. Commitment to deadlines and agreements	Rate
Brief comments:	
3. Communication and professionalism	Rate
Brief comments:	
4. Initiative and innovation	Rate
Brief comments:	
5. Organizational satisfaction with the candidate's performance	Rate
Brief comments:	
Second: Supporting Evidence (Optional & Preferred)	
Examples of outstanding achievements or projects:	
Answer:	
Any internal awards or recognition:	
Answer:	
Additional feedback from management:	
Answer:	

4	Institutional Recommendation
We recommend awarding the candidate a Certificate of Excellence at the level of:	
Bronze	Recommendation:
Silver	
Gold	
Platinum	

5	Nomination Officer Approval
Name	
Signature*	
Date	
* To sign electronically, please enter your name only.	



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Email	Submitting the Application and Documents
<ol style="list-style-type: none">1. Please send us the application by email (admin@icqd.net). We will review it and respond as soon as possible, informing you of the level of excellence, we have approved.2. Please attach a photo of the candidate with any documents you deem necessary for an accurate evaluation.3. Please note that our consultant may ask for additional documents if necessary.4. Note: If the folder size is too large, your email may not be able to accept and send it. In this case, split the folders or files into two or more parts and send each part in a separate email. The standard email size limit is 25 MB.	

Official Use Only	
Approval	
Consultant	
Certification No.	
Signature and stamp	