

# DEC INSTITUTE

## TERMS AND CONDITIONS

Date: April 2026 | Version: 2.0

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These DEC Institute Terms and Conditions (the "Agreement") are entered into between you ("you" or "Candidate") and DEC Institute ("DEC") as of the date you click "I agree" during the enrolment process on DEC's website (the "Effective Date"). This Agreement governs your participation in DEC Institute's programs and may be updated from time to time.

BY INDICATING ACCEPTANCE OF THIS AGREEMENT, YOU ARE CONSENTING TO BE BOUND BY ALL OF ITS TERMS AND CONDITIONS. IF YOU DO NOT AGREE, DO NOT CLICK "I AGREE."

This Agreement is organised into three parts:

- Part A — General Terms (applicable to all DEC Institute programs)
- Part B — DEC Charterholder Programs (CDAA® and CBA®)
- Part C — DEC MiCA Certification Programs (MIC™ and MAC™)

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### PART A — GENERAL TERMS

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The following provisions apply to all DEC Institute programs, including DEC Charterholder Programs and DEC MiCA Certification Programs, unless otherwise specified in Parts B or C.

#### A.1. Eligibility

Candidates must be at least 18 years of age and must register under their full legal name. A valid government-issued photo ID is required to sit for any DEC Institute examination.

#### A.2. Confidentiality

All DEC Institute examinations and related content constitute confidential and proprietary information of DEC Institute ("Confidential Information"). You may not disclose, copy, reproduce, or publish any Confidential Information, or use it for any purpose unrelated to your own preparation. By registering, you acknowledge and confirm that you are required to accept a non-disclosure agreement (NDA) before the start of any examination.

#### A.3. Misconduct and Anti-Cheating

##### (i) General

Engaging in any form of misconduct whilst attempting a DEC Institute examination may lead to the voiding of your results and the permanent termination of your eligibility to participate in any DEC Institute program.

Exam misconduct includes any conduct or activity that compromises, or attempts to compromise, the integrity, reputation, security, or validity of a DEC Institute examination, including conduct that occurs before, during, and after the examination. You agree not to:

- assist or accept assistance from others;
- create more than one profile for any purpose;
- impersonate another person or engage in other forms of cheating;
- possess, access, or use unauthorised materials during the examination;
- take screenshots, photographs, or notes of examination questions or answers;
- falsify your identity or identification documents, or misuse, share, or transfer any testing identification number, username, or other credential;
- claim examination results or any certification that you did not validly obtain;
- disclose the content of or answers to any examination questions;
- act in an unprofessional manner that compromises the integrity, security, or confidentiality of any examination or certification program;
- use any mobile phone, camera, headset, tablet, secondary computer, wearable device, or other device to gain an advantage or to copy examination materials (except the device on which you are taking the examination under authorised conditions);
- utilise unauthorised DEC Institute materials that you know or have reasonable grounds to believe violate DEC Institute's intellectual property rights;
- copy, distribute, resell, or misuse any DEC Institute examination offer codes or discounts;
- misrepresent information at registration; or
- engage in any other conduct that DEC Institute, at its sole discretion, determines to compromise the integrity, validity, reputation, or security of its examinations or programs.

#### **A.4. Code of Conduct and Ethics**

By participating in any DEC Institute program, you agree to comply with the DEC Institute Code of Conduct and Ethics, which was adopted by the Board of Directors of the DEC — DLT Education Consortium at the General Assembly on 1 July 2024. The Code applies regardless of your area of business or professional expertise. Misconduct may be reported and may result in suspension from, or permanent exclusion from, DEC Institute programs, revocation of any DEC designation or certification, and removal from the DEC member directory.

The Code of Conduct and Ethics is available at: <https://www.decinstitute.org/about-us#code-of-conduct-ethics>

#### **A.5. Continuous Professional Development (CPD)**

##### **(a) CPD Credits**

CPD credits are typically measured on a 1:1 basis with CPD hours. At DEC Institute, 1 CPD credit is equivalent to 1 CPD hour.

##### **(b) Eligible Activities**

DEC Institute Candidates and certification holders may count CPD-approved activities not listed on DEC Infinite Learn towards their CPD targets, provided that such activities are accredited by a recognised CPD accreditation body and are relevant to Blockchain, Digital Assets, or Web3.

### **(c) DEC as a CPD Provider**

DEC Institute may accredit CPD activities and issue CPD credits in its capacity as a professional body and industry association. Activities and content that help you maintain current knowledge in technology, business and economics, or legal, regulatory, and compliance matters relevant to the blockchain, digital asset, and Web3 sectors may be eligible for CPD credit.

### **(d) Recording of CPD Credits**

CPD credits will be recorded by the CPD provider upon your completion of the relevant activity. Candidates and certification holders must register an account on DEC's website to enrol in CPD programs and to access their CPD status.

## **A.6. Use of DEC Institute Designations, Name, Logo, and Digital Badge**

Upon receipt of a passing result and subject to the terms of this Agreement, DEC Institute grants you a non-exclusive, non-transferable, personal right to use the applicable DEC Institute designation, name, logo, and digital badge next to your name, on your résumé, business cards, marketing collateral, letterhead, and social media profiles, solely in relation to the subject matter area for which you hold a current, valid certification or designation. Your use of any DEC digital badge is subject to the terms of this Agreement and DEC Institute's brand usage guidelines, which are subject to change at DEC's discretion.

If you hold a lapsed designation or certification, you must specify the dates during which it was held (for example: "CDAA® | Charterholder, 202X–20XX" or "MIC™, 202X–20XX").

## **A.7. Indemnification**

You will indemnify, defend, and hold harmless DEC Institute and its affiliates against any and all losses and liabilities (including reasonable legal fees) arising from or relating to: (a) your use or misuse of any certification designation or digital badge; or (b) any breach of your obligations under this Agreement.

## **A.8. Disclaimer of Warranty; Limitation of Liability**

Examinations may be administered by an independent testing vendor. ALL EXAMINATIONS AND RELATED MATERIALS AND SERVICES ARE PROVIDED "AS IS" AND DEC INSTITUTE, ITS AFFILIATES, AND THEIR VENDORS MAKE NO WARRANTIES, EXPRESS OR IMPLIED, STATUTORY OR OTHERWISE, INCLUDING, BUT NOT LIMITED TO, WARRANTIES OF MERCHANTABILITY, TITLE, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT.

TO THE MAXIMUM EXTENT PERMITTED UNDER APPLICABLE LAW, IN NO EVENT SHALL DEC INSTITUTE, ITS AFFILIATES, OR THEIR VENDORS HAVE ANY LIABILITY FOR ANY LOST PROFITS, LOSS OF BUSINESS OPPORTUNITY, INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES OF ANY KIND, HOWEVER CAUSED, EVEN IF INFORMED OF THE POSSIBILITY OF SUCH DAMAGES. DEC INSTITUTE'S AGGREGATE LIABILITY ARISING OUT OF OR

RELATED TO THIS AGREEMENT OR ANY EXAMINATION SHALL NOT EXCEED THE FEES PAID BY YOU DURING THE TWELVE (12) MONTHS IMMEDIATELY PRECEDING THE EVENT GIVING RISE TO THE LIABILITY.

#### **A.9. No Guarantee of Regulatory Approval or Authorisation**

DEC Institute certifications and designations, including CDAA®, CBA®, MIC™, and MAC™, are professional qualifications intended to demonstrate knowledge and competence in the relevant subject matter. However, DEC Institute makes no representation, warranty, or guarantee that obtaining or holding any DEC Institute designation or certification will result in, or be sufficient for, any regulatory approval, licence, authorisation, or permission to perform any regulated activity in any jurisdiction, including but not limited to activities subject to knowledge and competence requirements under MiCA or any other applicable law or regulation.

This applies equally to individual charterholders and certification holders, and to companies or other entities that enrol employees in DEC Institute programs. Regulatory approval, authorisation, and compliance determinations are made solely by the relevant competent authorities in each jurisdiction, and DEC Institute has no control over, and accepts no liability in connection with, any such determination. Candidates and employers remain solely responsible for assessing whether any DEC Institute qualification meets the requirements of their applicable regulatory framework and for fulfilling all other obligations necessary to obtain or maintain any required regulatory approval or authorisation.

#### **A.10. Term and Survival**

The term of this Agreement begins on the Effective Date and continues until the later of: (i) termination of your access to any DEC Institute program; or (ii) the date on which you no longer hold any valid DEC Institute designation or certification.

The following provisions survive any expiration or termination of this Agreement: Confidentiality; Indemnification; Disclaimer of Warranty; Limitation of Liability; and the General provisions set out in A.11 below.

#### **A.11. General**

DEC Institute reserves the right to modify its programs, credential requirements, digital badges, and/or examinations at any time, without notice. DEC Institute further reserves the right to take any action it deems appropriate should Candidates violate any provision of this Agreement.

If a court of competent jurisdiction holds any provision of this Agreement to be unenforceable or invalid, that provision will be limited to the minimum extent necessary so that this Agreement will otherwise remain in effect. Section headings are inserted for convenience only and shall not affect the construction of the Agreement.

This Agreement is governed by the laws of Switzerland, without regard to conflicts of laws provisions thereof and without regard to the United Nations Convention on the International Sale of Goods. The jurisdiction and venue for actions related to the subject matter hereof shall be the courts of Canton Zug, Switzerland, and both parties hereby submit to the personal jurisdiction of such courts.

No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing by a duly authorised representative of each party. No waiver shall be implied from conduct or failure to enforce rights under this Agreement. This Agreement is the complete and exclusive statement of the mutual understanding of the parties and supersedes all previous written and oral agreements relating to its subject matter.

Neither party shall be liable for any delay or failure to perform any obligation under this Agreement (except for a failure to pay fees) if the delay or failure results from causes beyond that party's reasonable control, including acts of God, labour disputes, utility failures, natural disasters, embargoes, riots, public health emergencies (including pandemics and epidemics), acts of government, acts of terrorism, or war.

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## **PART B — DEC CHARTERHOLDER PROGRAMS (CDAA® AND CBA®)**

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This Part B applies specifically to candidates and charterholders enrolled in, or holding, a DEC Institute Charterholder designation: the Certified Digital Asset Analyst (CDAA®) and the Certified Blockchain Analyst (CBA®) programs. All provisions of Part A also apply.

### **B.1. Certification and Validity**

All DEC Institute Charterholder designations are valid for three (3) years from the date of the credential award. Charterholders who hold an active Level 1 designation may also enrol in and earn a Level 2 designation, which will automatically extend their certification status by three (3) years from the Level 2 credential award date.

DEC charterholders are required to report 60 CPD credits within each three-year period to maintain and renew their active designation. The following credits may be included:

- Up to 5 CPD credits per year may be claimed by providing proof of employment for 12 months at a Blockchain, Digital Assets, or Web3 company.
- Up to 3 CPD credits per year may be claimed by attending conferences or performing volunteering activities listed on DEC Infinite Learn.
- Completion of MIC™ certification awards 80 CPD credits, which may be applied towards the CDAA® or CBA® CPD requirement.
- Completion of MAC™ certification awards 160 CPD credits, which may be applied towards the CDAA® or CBA® CPD requirement.
- Annual CPD credits earned through MIC™ or MAC™ ongoing CPD requirements (10 hours/year for MIC™; 20 hours/year for MAC™) may also be claimed towards CDAA® or CBA® CPD targets.

If a DEC charterholder does not meet DEC's CPD requirements, they will lose their active designation status of CDAA® or CBA® three (3) months after the expiry date.

## B.2. Recertification with CPD

Both Level 1 and Level 2 charterholder designations require 60 CPD credits to be reported within each three-year period. Once your designation expires, you have a three-month grace period in which to complete and submit your CPD records. After this deadline, you will no longer be eligible to participate in the CPD recertification program and will be required to retake the original certification examination.

## B.3. Exam Policies

Before attempting any DEC Institute Charterholder examination, you confirm and acknowledge the following:

- You have read the relevant factsheet, syllabus, and study booklet, understand the exam's scope, and have prepared by taking the edX MOOC and/or studying the official preparation materials.
- You understand that the mandatory reading materials and practice questions provided in the study booklets are necessary to obtain a passing exam result.
- The Level 1 exam consists of 75 multiple-choice questions (three options each, one correct) to be completed in 60 minutes.
- The Level 2 exam consists of 6 case studies (approximately 1,000 words each), with 5 questions per case (four options each, one correct), to be completed in 90 minutes.
- You should select the best (most accurate or correct) option, as some options may be partially correct.
- Some questions use abbreviations common in the blockchain and digital asset industry, with which you are expected to be familiar.
- Some questions may be deliberately complex in their phrasing. You should read all questions and options carefully.
- A recommended pace is approximately one minute per question.

## B.4. Exam Results

Candidates receive an emailed score report within 7 business days of completing the examination. The report contains the outcome of the examination and, in the case of a passing result, the digital certificate. Candidates are encouraged to accept their digital badge and set up their verifiable certification on LinkedIn.

## B.5. Exam Retake Policy

If you fail your first (1st) attempt at a DEC Institute Charterholder examination, you must wait seven (7) calendar days before taking the free retake examination. If you also fail the free retake, you must purchase a new examination sitting. You are permitted to attempt a given examination up to four (4) times within any 12-month period. Each additional attempt (beyond the free retake) requires payment of the full examination fee. There are no further free retakes or discounts on retake attempts.

If you have passed an examination and obtained a designation, you may not retake the same examination but may take the recertification examination or, where applicable, a Level 2 examination.

If a test attempt is found to be in violation of the retake policy, that attempt will be invalidated and the candidate may be subject to suspension. Candidates who create multiple profiles to circumvent the retake

policy will have all examination results invalidated and fees forfeited. Repeat violators may be permanently banned from DEC Institute programs.

## B.6. Designation Usage

If you are an active DEC charterholder in good standing, you may use your designation as follows:

### (a) After Your Name

- Name Surname, CDAA® I
- Name Surname, CDAA® II
- Name Surname, CBA® I
- Name Surname, CBA® II

### (b) In Your Résumé or Profile

You may include your charterholder status in the certifications or education section of your résumé (for example: "CDAA® I Charterholder, DEC Institute").

## B.7. Data Processing — Charterholder Programs

DEC Institute administers its charterholder examinations through Pearson Professional Assessments Ltd, 80 Strand, London, WC2R 0RL, England ("Pearson") as the examination delivery processor. It is necessary for DEC Institute and Pearson to exchange data to provide examination services, including your full name, contact details, and any additional information provided during registration, as well as your examination recordings and results. This data may be transferred outside of Switzerland. To ensure a secure and fair examination, Pearson may directly request additional information from you to verify your identity.

DEC Institute will retain your personal information for as long as necessary for the purposes of processing, or as required by applicable legal retention obligations. Further information on how Pearson processes your personal data is available at: <https://home.pearsonvue.com/privacy>. Further information on how DEC Institute processes your personal data is available at: <https://www.decinstitute.org/privacy-policy>.

By confirming acceptance of this Agreement, you consent to the data processing described in this section.

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## PART C — DEC MICA CERTIFICATION PROGRAMS (MIC™ AND MAC™)

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This Part C applies specifically to candidates and certification holders enrolled in, or holding, a DEC Institute MiCA Certification: the MiCA Inform Certification (MIC™) and the MiCA Advisory Certification (MAC™). These programs are designed for professionals at Crypto Asset Service Providers (CASPs) seeking to meet the knowledge and competence requirements established by the European Securities and Markets Authority (ESMA) under the Markets in Crypto-Assets Regulation (MiCA). All provisions of Part A also apply.

## C.1. Program Overview

### (a) MiCA Inform Certification (MIC™)

The MIC™ is an 80-hour certification program aligned with ESMA Guideline 2. It certifies that a holder is competent to provide information about crypto assets or CASP services to clients, including explaining product features, risk warnings, fees, and costs, without providing personalised investment recommendations. MIC™ is targeted at client-facing and information staff, including customer service representatives, client onboarding teams, sales and marketing staff, and support personnel.

### (b) MiCA Advisory Certification (MAC™)

The MAC™ is a 160-hour certification program aligned with ESMA Guidelines 2 and 3. It certifies that a holder is qualified to provide personalised investment advice and recommendations on crypto assets or crypto asset services to clients. The MAC™ covers all MIC™ content and additionally addresses suitability frameworks, advanced crypto asset knowledge, costs and charges, portfolio management, risk profiling, and investor protection. The MAC™ is targeted at crypto asset advisors, relationship managers, portfolio managers, and senior compliance and advisory officers.

### (c) Program Delivery

Both MIC™ and MAC™ are delivered as cohort-based online programs, comprising self-paced video content, an e-booklet, case studies and role-play scenarios, and knowledge checks. Program delivery may involve commercial partners engaged by DEC Institute. Programs commence on the scheduled start dates communicated by DEC Institute at the time of enrolment. DEC Institute reserves the right to move or postpone cohort start dates at its sole discretion. Enrolled candidates will be notified of any such change as soon as reasonably practicable and will be offered a place in the next available cohort at no additional charge.

### (d) Private Cohorts for Corporate Enrolments

Companies enrolling multiple employees may request a private cohort with a customised delivery timeline and start date. Private cohort arrangements are subject to availability and to a separate written agreement with DEC Institute governing the specific terms of delivery, pricing, and scheduling. Requests for private cohorts should be directed to DEC Institute prior to enrolment at [mica@decinstitute.org](mailto:mica@decinstitute.org).

## C.2. Certification Validity and Ongoing CPD Requirements

MIC™ and MAC™ certifications are valid for as long as the certification holder fulfils the ongoing annual CPD requirements set out below. Certification is not subject to a fixed expiry period, provided CPD obligations are maintained.

### (a) MIC™ Ongoing CPD

MIC™ certification holders are required to complete a minimum of 10 CPD hours per year. CPD activities must include an assessment element (such as a quiz, test, or demonstration of learning) and must be relevant to the holder's role. Annual CPD completion must be recorded on the DEC Institute CPD platform.

## **(b) MAC™ Ongoing CPD**

MAC™ certification holders are required to complete a minimum of 20 CPD hours per year. The same assessment and relevance requirements apply as for MIC™. Annual CPD completion must be recorded on the DEC Institute CPD platform.

## **(c) CPD Credits applicable to CDAA® and CBA®**

Completion of the MIC™ program awards 80 CPD credits, which may be applied towards the CPD requirements of CDAA® and CBA® charterholders. Completion of the MAC™ program awards 160 CPD credits, which may similarly be applied. Additionally, the annual CPD hours completed to maintain MIC™ or MAC™ certification (10 hours/year and 20 hours/year respectively) may be claimed towards the CDAA® or CBA® three-year CPD requirement.

## **(d) Lapse of Certification**

If a MIC™ or MAC™ certification holder fails to meet the annual CPD requirement in any given year, their certification will enter a lapsed status. Lapsed certifications may be reinstated by completing the outstanding CPD requirement and any applicable reinstatement process as determined by DEC Institute. Holders of a lapsed certification must not hold themselves out as current MIC™ or MAC™ certification holders.

## **C.3. Regulatory Alignment**

The MIC™ and MAC™ programs are developed in accordance with ESMA's official guidelines on knowledge and competence requirements under MiCA, published in July 2025 and January 2026. Obtaining a MIC™ or MAC™ certification is intended to help CASPs and their staff demonstrate compliance with ESMA's requirements by the applicable regulatory deadline. DEC Institute makes no warranty or guarantee that holding a MIC™ or MAC™ certification will satisfy any particular regulatory authority's compliance requirements. Without prejudice to the general disclaimer set out in clause A.9, DEC Institute accepts no liability in connection with a Candidate's or employer's regulatory compliance obligations under MiCA or any other applicable regulation.

## **C.4. Exam Policies**

The MIC™ and MAC™ examinations are proctored online assessments. Before sitting the examination, you confirm and acknowledge the following:

- You have completed all required course modules, reviewed all program materials, and engaged with the case studies and knowledge checks included in the program.
- The MIC™ examination covers the six core modules of the program. The MAC™ examination covers all twelve modules.
- You should select the most accurate and appropriate answer to each question. Some questions may involve complex scenarios requiring application of regulatory knowledge.
- Examinations are conducted under supervised online conditions. The use of unauthorised materials, AI tools, or external assistance during the examination is strictly prohibited.

## C.5. Exam Results

Candidates will receive a detailed result report following completion of the examination. The report will identify specific knowledge areas and assist candidates in focusing their preparation in the event of a resit. Passing candidates will receive a digital certificate and digital badge from DEC Institute.

## C.6. Exam Resit Policy

In the event that you do not pass the MIC™ or MAC™ examination on your first attempt, you may resit the examination upon payment of a resit administration fee. A waiting period of four (4) weeks applies before any resit attempt. During this period, you may continue to access course materials and, where your employer permits, continue supervised client-facing activities. Unsupervised client interaction in the relevant role is not permitted until the examination is passed.

There is no limit on the number of resit attempts, subject to payment of the applicable fee for each attempt. DEC Institute reserves the right to require additional preparation or review prior to permitting further resit attempts in exceptional circumstances.

## C.7. Designation Usage — MIC™ and MAC™

If you are an active MIC™ or MAC™ certification holder in good standing, you may use your certification designation as follows:

### (a) After Your Name

- Name Surname, MIC™
- Name Surname, MAC™

### (b) In Your Résumé or Profile

You may include your certification status in the certifications or education section of your résumé (for example: "MIC™ Certification Holder, DEC Institute").

## C.8. Data Processing — MiCA Certification Programs

DEC Institute delivers MIC™ and MAC™ programs, including the learning management system (LMS), course content, and proctored examinations, through LearnWorlds (LearnWorlds Ltd, <https://www.learnworlds.com>). Program content and delivery may also involve commercial partners engaged by DEC Institute. It is necessary for DEC Institute to share personal data with LearnWorlds and, where applicable, such commercial partners in order to provide these services. This data may include your full name, contact details, enrolment information, examination results, CPD records, and employer details. This data is processed for the purpose of delivering the program, issuing certifications, maintaining compliance records, and, where applicable, verifying certification status to third parties (such as regulators or employers). Data may be transferred outside of Switzerland.

DEC Institute will retain your personal information for as long as necessary for the purposes of processing, or as required by applicable legal retention obligations. Further information on how LearnWorlds processes your personal data is available at: <https://www.learnworlds.com/privacy-policy>. Further information on how DEC Institute processes your personal data is available at: <https://www.decinstitute.org/privacy-policy>.

By confirming acceptance of this Agreement, you consent to the data processing described in this section.

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**ACCEPTANCE**

I acknowledge that I have read and understood all of the terms set out in this Agreement, including Parts A, B, and C as applicable, and I hereby agree to be bound by them.