

▶ IBCT certification manual



▶ Application of:

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1. INTRODUCTION

Thank you for taking the first step towards trainer certification. Once you have completed this application, please follow the steps listed below. As you go through the application process, we promise you that we are going to:

1. Answer any questions. A board member of the Certification Committee will answer any questions you have. So, please don't hesitate to e-mail your questions to
 - info.europe@ibct-global.com for European applications
 - info.usa@ibct-global.com for USA applications
 - info.middle-east@ibct-global.com for Middle East and North African applications
 - info.australia@ibct-global.com for Australian & New Zealand applications.
 - info@ibct-global.com other regions as Russia, Asia, South America, India and Oceania
2. Review your application and let you know via email if it is accepted for processing or to let you know what is missing.
3. If accepted, after approximately six weeks, you will receive **your international IBCT certificate (this document allows you to use the title CT after your name)**. Your name and training expertise will be enclosed in the International Directory of Certified Trainers on the website.

Please take notice of the following IBCT publications!

- Purposes and goals.
- IBCT Code of Professional Conduct.
- IBCT certification manual.

Then fill in the applicable parts of the application and submit all the necessary documentation. You can apply for the certification after completing:

- an IBCT Certified train the trainer programme for trainers;
 - a course that is recognized by the IBCT and accepted as an equivalent to a certified course thru one of our local divisions.
- Please attach a verifiable copy of your diploma(s) to the application form.

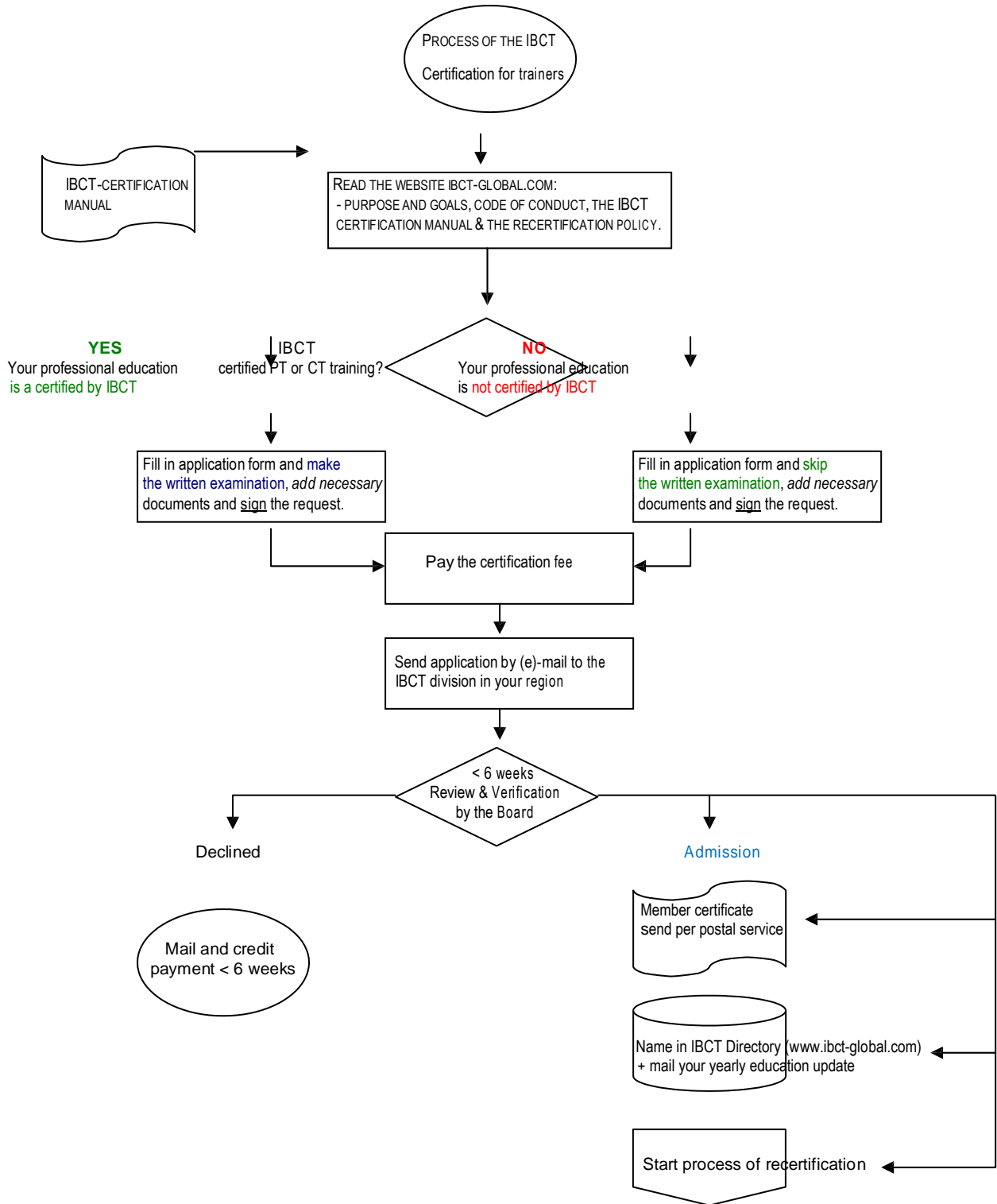
Note:

If you think you have a trainer certificate that is equivalent to these courses, you may submit it for approval with part 5.4 of this application (do not forget to sign).

For verification purposes send the postal package with your application documents or pdf files to your regional IBCT office:

HEADQUARTERS for Asia, South America, India and Russia. Stichting International Board of Certified Trainers Erik Boshuizen, Director info@ibct-global.com PO Box 12044 3004 GB Rotterdam – The Netherlands	IBCT-MIDDLE EAST & NORTH AFRICA DIVISION NCFLD National Center for Faculty & Leadership Development Professor Dr. Samir R. Helal, Director info.middle-east@ibct-global.com 96 Orabi Street, Mohandissen, Cairo - Giza – EGYPT
IBCT HEADQUARTERS – AUSTRALIA & NEW ZEALAND DIVISION Peter Rijnhen MCE, Director info.australia@ibct-global.com Christchurch 8083, New Zealand.	IBCT – EUROPEAN DIVISION: STICHTING INTERNATIONAL BOARD OF CERTIFIED TRAINERS Aldert Oomkens, Director info.europe@ibct-global.com Woubrechtserf 86 – 2743 HN – The Netherlands
IBCT – USA DIVISION: INTERNATIONAL BOARD OF CERTIFIED TRAINERS Mrs. Karen Pontrelli, Director info.usa@ibct-global.com P.O. Box 408 - Yorklyn - Delaware 19736 - USA	

2. the certification process at glance



3. PURPOSES AND GOALS

Please read online: <http://www.ibct-global.com> >> page Purposes and Goals

4. CODE OF PROFESSIONAL CONDUCT

Preamble

The International Board of Certified Trainers is a foundation that is organized under European law (The Netherlands). It was founded as a professional society in the United States. The mission of the Board is to improve the practice of training and the public's perception of it. To this end the Board: promotes high standards in the conduct of professional training, training facilities, training materials and training programmes for trainers. The IBCT communicates those standards to the public and accredits as Associate, Professional or Certified Trainers. Members of demonstrated competence who have agreed to uphold the Board's standards, code of conduct and perform continuing professional education will be welcomed as a member. Trainers *with the status 'IBCT Professional Trainer' or 'IBCT Certified Trainer' who are member* of the IBCT are authorised to use the appropriate quality hallmark in their PR expressions such as certificates of training sessions or diploma's that they have conducted as a leading trainer. 'IBCT Certified Trainers' are entitled to use the abbreviation **CT** after their name or in listed degrees or other credentials.

Purposes of the code

This Code of Professional Conduct signifies commitment by members to the obligation of self-discipline above and beyond the requirements of law. Thus, it notifies the public that members will maintain a high level of ethics and professional service and proclaims that, in return for the faith that the public places in them, the members accept the obligation to conduct their practice in a way that will be beneficial to society.

The Board enforces the Code by receiving and investigating all complaints of violations and by taking disciplinary action, including revocation of certification, against any member who personally is found to be guilty of Code violation or who, as a professional employee, or officer of a training consulting organisation, is found to be willfully supporting a practice of Code violation. In the final analysis, however, it is the desire for the respect and confidence of the profession and of society that should motivate the trainer to maintain the highest possible ethical conduct. The loss of that respect and confidence is the ultimate sanction. Members who don't comply with the behavioural code will be removed from the directory of Certified Trainers, after investigation has confirmed the deviant behaviour.

The professional attitude

The reliance of managers of private and public institutions on the advice of trainers, imposes on the profession an obligation to maintain high standards of integrity and competence. In recognition of the public interest and their obligation to the profession, members must agree to comply with the following articles of professional responsibility.

- Exercise independence of thought and action.
- Hold the affairs of their clients in strict confidence.
- Strive continuously to improve their professional skills.
- Advance professional standards of training and uphold the honour and dignity of the profession.
- Maintain high standards of personal conduct.

5. HANDBOOK FOR CERTIFICATION OF HRD PROFESSIONALS

Dear Colleague,

We are pleased to know of your interest in the International Board of Certified Trainers. European Division. Enclosed is information concerning:

- I. Professional Trainer / Certified Trainer Application form
- II. Eligibility documentation for certification
- III. Instructions for completing the written examination
- IV. Written Examination Statement *

* if your professional education is IBCT certified you do not need to complete the written examination. You can enclose a copy of your diploma/certificate of your professional education.

The certification of trainers is a major milestone in our field. The profession has the need and obligation to assure the consumer and the profession, that persons practicing as trainers have met the minimum standards of the profession. To meet this need and obligation, the IBCT has established a credentialing system (since 1988), which identifies and certifies only qualified trainers, and promotes professional development of practitioners. Individuals whose applications are approved will receive a personalised certificate, the IBCT hallmark and IBCT Certified Trainers may use the abbreviation **CT** in listing degrees, on business cards and other credentials. To become one of the IBCT professionals, complete the application packet enclosed. Please allow four to six weeks for processing of your application materials. Please let us know if you have any questions about these materials, or if we can be helpful to you in any way as you complete the application process. We appreciate your interest and look forward to your support of this International Certification Program and Professional Association.

Sincerely Yours,

On behalf of the credentialing and certification committees



Erik Boshuizen
Director

5.1 Professional Trainer / Certified Trainer application form

Background information / personal data

Name :
First name :
Highest degree :
Date of birth :
Home address :
Postal code :
City/town :
State :
Country :
Home phone :
Mobile phone :
Work phone :
E-mail address (not hotmail) :
Website :
Current position :
Years :

Years of experience in the training field:

In which setting has the majority of your experience been? Can check more than one:

- School
- Community
- College/University
- Business/Industry
- Government
- Other, specify:

5.2 Eligibility Documentation / Eligibility for Certification

I am applying to be a

Certified Trainer (CT) based on: ▼	Professional Trainer based on: ▼
<i>Check one</i>	<i>Check one</i>
<ul style="list-style-type: none"> <input type="checkbox"/> an educational program for trainers, certified by the IBCT at a <i>CT level</i>; <input type="checkbox"/> an equivalent course that is accepted by a local IBCT division 	<ul style="list-style-type: none"> <input type="checkbox"/> an educational program for trainers, certified by the IBCT at a <i>PT level</i>; <input type="checkbox"/> an equivalent course that is accepted by a local IBCT division
<i>and</i>	<i>and</i>
<ul style="list-style-type: none"> <input type="checkbox"/> Bachelor or higher degree in corporate training and development + 5 year experience in training or <input type="checkbox"/> Bachelor degree in Ed. or higher with a certified Professional Trainer training + 5 year experience in training or public education or <input type="checkbox"/> Master degree or higher with an IBCT certified Professional Trainer training + 3 year experience in training or public education or <input type="checkbox"/> Ph.D. degree with an IBCT certified Professional Trainer training + 1 year experience in training or public education or <input type="checkbox"/> An equivalent (professional) educational background in training at an IBCT/CT level + 5 year experience in corporate training 	<ul style="list-style-type: none"> <input type="checkbox"/> Bachelor or higher degree in corporate training and development or <input type="checkbox"/> Bachelor degree in Education or higher with a certified Professional Trainer training or <input type="checkbox"/> Master degree or higher with an IBCT certified Professional Trainer training or <input type="checkbox"/> Ph.D. degree with an IBCT certified Professional Trainer training or <input type="checkbox"/> An equivalent (professional) educational background in training at an IBCT/PT level
<i>and</i>	
<ul style="list-style-type: none"> <input type="checkbox"/> Demonstrable and proven customer satisfaction of conducted training sessions in the past. 	

Candidates who meet the education standards, signed the ethical code, but could not convince the Board regarding the required years of experience and/or proven customer satisfaction with training or training management will be included in the register as 'IBCT Professional Trainer'.

The general terms and conditions apply to all offers and agreements between the IBCT and a customer, unless the parties have expressly departed from these terms and conditions in writing. The terms and conditions are deposited under the name 'algemene leveringsvoorwaarden IBCT – European Division in October 2006 at the Chamber of Commerce Haaglanden in Zoetermeer – The Netherlands. You can download a copy from www.ibct.nl or from www.ibct-global.com

Information submitted is true to the best of my knowledge _____ (signature).

Date _____ and place _____

List all colleges and universities attended

Give name and address of college/university, dates attended, degree awarded/year and major/minor

-
-
-
-
-
-

Please provide documentation to support completion of these courses/degrees.

List credit courses which constitute a training specialty (e.g. business, legal, education) course number, title credits, name of university/college

-
-
-
-
-
-

Please provide documentation to support completion of these courses.

Professional experience

List positions held with major responsibility which constitutes training experience (most recent position first)

Give dates, the organisation, position held, and describe the duties.

-
-
-
-
-
-

Please provide documentation to support these positions (e.g. reference letters signed by satisfied clients or training managers).

5.3 Instructions for completing the written examination *

* **if your professional education is IBCT certified you don't need to complete the written examination, sign under 5.4 and continue from there on.**

Examination evaluators are asked to base their outcome of the following criteria regarding the IBCT candidate's ability to:

Develop a thought in an organised and lucid manner;

- Apply cogent and logical perspectives on the subject matter of the question;
- Use appropriate persuasiveness;
- Demonstrate a professional level of in-depth analysis within the content of the response;
- Use vocabulary appropriate to the field of training, yet balanced to the needs of business.

Clearly number the question you are responding to and number each page of your examination in order to help evaluators who are evaluating your answers. Candidates will answer all 14 questions in this section. Each answer will comprise about half a page per question.

Written examination for 'candidate professional trainers'

1. What are the adult learning principles you use in training sessions? Please give real examples.
2. What is your personal mission as a trainer? Describe how trainees could experience this personal mission during training sessions that are conducted by you.
3. Describe how you deal with different learning styles in training situations. Give some practical approaches you use in your day to day practice.
4. What are the main steps you follow in training program development?
5. What are the 5 most important quality criteria you use when you develop a PowerPoint presentation? Please send a sample of the PowerPoint you use (a secured pdf file) as an appendix.
6. How do you evaluate your training session and why?
7. How do you appreciate individual differences in a training session? Give us examples of appreciation you used in the past.
8. How do you guide a role-play during your training sessions? What are the steps and most important focal points?
9. What are the feedback rules you use during sessions you lead as a trainer?
10. Describe two examples how you made an inventory of your target group trainees in one of the training programs you conducted.
11. What methods do you prefer to use to support trainees to learn the new desired behavior?
12. How can you deal with blocking beliefs of trainees that hamper them to achieve the desired behavior?
13. What are your core values as a professional trainer?
14. How can trainees experience your core values as a trainer during a training session?

5.4 Written examination statement

Directions: The written examination is an important part of the credentialing process. As it is self proctored, we ask that you sign the following statement.

(your name), _____ state that I received no outside assistance and the answers in the written portion of this application process represent my professional level of knowledge. I attest and claim that these responses were written by me and that they represent my abilities

Candidates Signature + Date

* **if your professional education is IBCT certified you don't need to complete the written examination, sign under 5.4 and continue from there on.**

Examination evaluators are asked to base their outcome of the following criteria regarding the IBCT candidate's ability to:

- Develop a thought in an organised and lucid manner;
- Apply cogent and logical perspectives on the subject matter of the question;
- Use appropriate persuasiveness;
- Demonstrate a professional level of in-depth analysis within the content of the response;
- Use vocabulary appropriate to the field of training, yet balanced to the needs of business.

Clearly number the question you are responding to and number each page of your examination in order to help evaluators who are evaluating your answers. Candidates will answer all 11 questions in this section. Each answer will comprise about half a page per question.

Written examination for 'candidate certified trainers'

1. What are the elements of an effective training proposal in your opinion?
2. How do you conduct a training need analysis?
3. When performance is the problem, training is not always the solution. How do you determine if a performance problem is - a training issue, or - an organizational problem?
4. How do you guide a case study during your training sessions? What are the steps you follow and what are the focal points?
5. How do you create a broad basis for training in an organization? Give an example how you created this in the past in one of your training projects.
6. How can we link a training program to the strategic corporate goals of an organization?
7. What are the main elements you use in transfer planning while you conduct a training program? Give some examples of transfer planning you used in the past.
8. How do you determine the financial impact of a training program?
9. How did you provide your feedback to a critical and strong personality trainee who can't receive feedback well (every time defending and justifying his/her behavior) during one of the session you conducted as a trainer?
10. What are the three most critical elements in achieving a positive transfer of training to the work environment in your opinion and why?
11. International trainers and consultant need to deal with many cultures. How did you prepare yourself for training that you conducted yourself with participants with a different culture than your own?

5.4 Written examination statement

Directions: The written examination is an important part of the credentialing process. As it is self proctored, we ask that you sign the following statement.

(your name), _____ state that I received no outside assistance and the answers in the written portion of this application process represent my professional level of knowledge. I attest and claim that these responses were written by me and that they represent my abilities

Candidates Signature + Date

Application Statement for USA

All applications must be signed to be processed.

Pay the IBCT - USA Division US\$ 170 by transfer to the bank account. Please mail us at info.usa@ibct-global.com and we will provide you with an invoice and all the bank details.

Applications that go without payment will not be processed. All fees include a US\$27 application fee and the first year dues. The dues are fully reimbursable when determined that the applicant does not meet all the requirements. Send all required materials in one envelope to: International Board of Trainers – American Division, P.O. Box 408 - Yorklyn - Delaware 19736 - UNITED STATES OF AMERICA. The contribution for PT and CT is US\$143 a year.



Application Statement for Europe

All applications must be signed to be processed.

Pay the IBCT-European Division €125 by transfer to the bank account. Please mail us at info.europe@ibct-global.com and we will provide you with an invoice and all the bank details.

Applications that go without payment will not be processed. All fees include a €20 application fee and the first year dues. The dues are fully reimbursable when determined that the applicant does not meet all the requirements. Send all required materials in one envelope to: Stichting International Board of Certified Trainers - European Division, Woubrechtserf 86, 2743 HN, Waddinxveen - THE NETHERLANDS. The contribution for PT and CT is €107 a year.



Application Statement for Middle East and North Africa

All applications must be signed to be processed.

Pay the IBCT – Middle East Division US\$ 170 by transfer to the bank account. Please mail us at info.middle-east@ibct-global.com and we will provide you an invoice and with all the bank details. **Applications that go without payment will not be processed.** All fees

include a US\$27 application fee and the first year dues. The dues are fully reimbursable when determined that the applicant does not meet all the requirements. Send all required materials in one envelope to: NCFLD – IBCT Middle East Division. 96 Orabi Street 5th floor, Mohandissen, Cairo - Giza - EGYPT. The contribution for PT and CT is US\$143 a year.



Application Statement for Australia and New Zealand

All applications must be signed to be processed.

Pay the IBCT – Australian Division US\$ 170 by transfer to the bank account. Please mail us at info.australia@ibct-global.com and we will provide you an invoice and with all the bank details. **Applications that go without payment will not be processed.** All fees include a US\$27

application fee and the first year dues. The dues are fully reimbursable when determined that the applicant does not meet all the requirements. Send all required materials in one envelope to: International Board of Certified Trainers. – Australian Division att. to Mr. Peter Rijnhen MCE, CT, Director – info.australia@ibct-global.com, Christchurch 8083, New Zealand.



Application Statement for Asia, India, South America & Russia

All applications must be signed to be processed.

Pay the IBCT – US\$ 170 by transfer to the bank account.

Please mail us at info@ibct-global.com and we will provide you an invoice and with all the bank details. **Applications that go without payment will not be processed.** All fees include a

US\$27 application fee and the first year dues. The dues are fully reimbursable when determined that the applicant does not meet all the requirements. Send all required materials in one envelope to: Stichting International Board of Certified Trainers. – att. to Erik Boshuizen CT, Director – PO Box 120 84, 3000 GB Rotterdam – The Netherlands.



6. CONTINUING PROFESSIONAL EDUCATION & RECERTIFICATION

One of the major goals of IBCT is to promote and encourage continuing education and professional development. Members can meet this standard by identifying their strengths and weaknesses related to the field of management, developing professional development goals, and then formulating an action plan to meet the goals.

Examples of development activities could be: attending training sessions, co-training, supervision, provide and receive professional coaching or training room observation, writing and reading a book related to training, visiting a conference.

The yearly minimum of verifiable continuing education credits (CE) per trainer, starting 2012, is an average of 100 credits per year. The board acknowledges the extra learning activities as follows:

CE credit	Informal learning activities <i>Learning on the job</i>	CE credits	Formal learning activities
10	One daypart as a co-trainer	15	One daypart of training
10	One daypart visitation	20	One daypart of external education
2.5	One daypart observation	5	One daypart workshop/seminar/e-learning
2.5	One daypart receiving coaching or be a mentor	10	One daypart career counseling
5	One daypart of reading professional literature	5	One daypart of representing in a professional organization in training & development
5	One day part learning thru speaking, blogging or writing articles about training and coaching	5	One daypart attending a conference about training

Trainers may choose from extra training activities to achieve their minimum of CE credit. The quantity of 300 credits can be spread in within a time frame of 3 years.

To maintain the PT and CT status a certain quantity of professional extra training or extra learning should be done by the trainer. A reporting form will be provided by the trainer for each year. Once every three years there will be a recertification. PT's will demonstrate their continuing education of the past years and CT's will demonstrate on top of that the customer satisfaction of training sessions they have conducted recently.

Following pages contains an example and of a format for planning and reporting your continuing professional education:

Planning and report over the year 2011 of Mrs. Jane Example

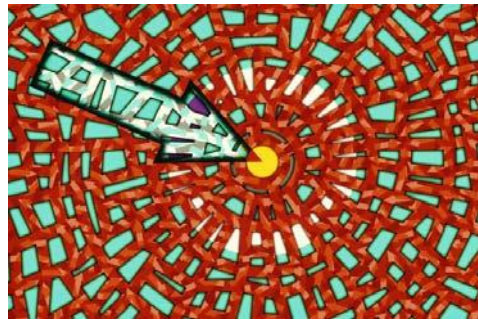
Development goals	<i>Development completed</i>	Hours	Date	Credits	Location
To improve my communication skills	Workshop: Effective Communication	2 h	2/3/2011	30	Company in house
To master spreadsheet applications	Workshop: Excel for Trainers	3 h	7/7/2011	5	Local Computer World Store
To develop my Leadership skills	ASTD National Conference Workshops 1 & 2	16 h	10/4/2011 – 10/6/2011	30	Fort Worth TX
To upgrade my knowledge on Motivation	Read – Seven habits of highly effective people	5 h	10/2011	5	Self-study at home & office.
To update my knowledge on presentation skills	I enjoyed reading a great book entitled "Presentation skills for success" (Click this to know more about such a book). It's very useful tool to train students and all the beginners on presentation skills.	10 h	June 2011 to December 2011	25	Self-study at home & office.
To improve didactics	Work as a co-trainer with the pin wall method	8 hrs	December 2011	20	Cairo
				115	

Important information

Under the system, emphasis is placed on setting goals and planning to achieve them, rather than the reporting of the planned professional development activities.

Most important aspect is that the amount of 300 credits divided over three years can be demonstrated in a verifiable way during the recertification process.

For the most part, members will be required to provide documentation (copies) of their professional development activities. You have to submit the completed form by post or e-mail one year after the certification or due date.



Professional Development Activity Report (P.D.A.R.)
For completing your professional development goals for the next year.
Concerning the FIRST year after (re)certification as CT.
Please submit an average of 100 credits or more per year.

Name					
Address					
Postcode					
City					
Country					
E-mail address					
Year when last certified					
<i>Development goals</i>	<i>Development completed</i>	<i>Hours</i>	<i>Date</i>	<i>Credits</i>	<i>Location</i>

By signing below I am certifying that the items reported on this form are true.

Signature	
Date	



**Professional Development Activity Report
(P.D.A.R.)**

For completing your professional development goals for the next year.
Concerning the **second** year after (re)certification as CT.
Please submit an average of 100 credits or more per
year.

Name					
Address					
Postcode					
City					
Country					
E-mail address					
Year when last certified					
<i>Development goals</i>	<i>Development completed</i>	<i>Date</i>	<i>Credits</i>	<i>Hours</i>	<i>Location</i>

By signing below I am certifying that the items reported on this form are true.

Signature	
Date	



Professional Development Activity Report (P.D.A.R.)
For completing your professional development goals for the next year.
Concerning the THIRD year after (re)certification as CT.
Please submit an average of 100 credits or more per year.

Name					
Address					
Postcode					
City					
Country					
E-mail address					
Year when last certified					
<i>Development goals</i>	<i>Development completed</i>	<i>Date</i>	<i>Credits</i>	<i>Hours</i>	<i>Location</i>

By signing below I am certifying that the items reported on this form are true.

Signature	
Date	

7. APPENDIX

Standards and levels

This paper contains the international standards for certification of trainers. To certify trainers we assess *the combination* of standards regarding: appropriate (professional) education + experience (see matching combinations # 1-4 between education and experience) + customer satisfaction and the planning/performance of continuing education of the trainers.

1. Appropriate (professional) education

This section contains the educational background of the trainer and/or consultant.

These criteria include:

Educational background



IBCT Associate Trainer (AT)

(Preferable educational backgrounds)

- Professional and educational background in the field (content) in what kind of training is conducted **and**
- Verifiable certificate ^{*1} of a 'trainer training' covering the basic skills for trainers (3-5 days).

^{*1} graduates of an IBCT certified trainer training are enjoying a fast track application with extra benefits via their training institute.



Professional Trainer (PT)

(Preferable educational backgrounds)

- 1. Bachelor or higher degree in corporate training and development or
- 2. Bachelor degree in Ed. or higher with a certified Professional Trainer training ^{*2} (5-15 days/40-120 hrs.) or
- 3. Master degree or higher with an IBCT certified Professional Trainer training (5-15 days/40-120 hrs.) or
- 4. Ph.D. degree with an IBCT certified Professional Trainer training (5-15 days/40-120 hrs.) or
- An equivalent (professional) educational background in training at an IBCT/PT level.

^{*2} graduates of an IBCT certified Professional Trainer program are enjoying an exemption of the written examination.

International Certified Trainer & HRD Consultant (CT)

(Preferable educational backgrounds)

- If he/she is not a native English speaker: a recent IELTS test score of ≥ 7 plus (out of 10) +
- 1. Bachelor or higher degree in (corporate) training with an IBCT certified CT training ^{*3} (>20 days/160 hrs.) or
- 2. Bachelor degree in Ed. or higher with an IBCT certified CT training (>20 days/160 hrs.) or
- 3. Master degree or higher with an IBCT certified CT training (20 days/160 hrs.) or
- 4. Ph.D. degree with an IBCT certified CT (20 days/160 hrs.) or
- An equivalent (professional) educational background in training at a IBCT/CT level.

^{*3} graduates of an IBCT certified Trainer program are enjoying an exemption of the written examination.



2. *Appropriate experience as a trainer for labor organizations*

This section contains the years of experience that is preferable in the working field in combination with the educational background

Experience

IBCT Associate Trainer (AT)

(Educational background with or without sufficient appropriate experience)

- Educational background preferable with some lab experience as a trainer or as a co-trainer

Professional Trainer (PT)

(Educational background with appropriate experience in training or education)

- 1. Educational background, preferable with 1 year experience in training or public education
- 2. Educational background, preferable with 3 year experience in training or public education
- 3. Educational background, preferable with 2 year experience in training or public education
- 4. Educational background, preferable with 1 year experience in training or public education

International Certified Trainer & HRD Consultant (CT)

(Preferable experience in combination with the above mentioned education)

- 1. Educational background, completed with > 5 years of appropriate experience in training and consulting
- 2. Educational background, completed with > 3 years of appropriate experience in training or public education
- 3. Educational background, completed with > 3 years of appropriate experience in training or public education
- 4. Educational background, completed with > 1 years of appropriate experience in training or public education

3. Customer satisfaction

This section contains the track record of satisfied customers.

Customer satisfaction

- International Certified Trainer & HRD Consultant (CT)
(Proven customer satisfaction in combination with education and experience)
- Two original letters of recommendation from clients **and**
- Multiple copies of evaluation sheets from trainees from a recently conducted training **and**

- Recent appraisal report written by a recent employer **or**
- Awards or other recognition **or**
- Other recent clear indications of customer satisfaction.

4. Personal development planning for the upcoming years

This section contains **the intentions** of continuing education and update of the trainer's professional know- how.

Planning of continuing development

- IBCT Associate Trainer (AT)
A written and signed planning for the next five years which contains
 - Goals and rough time frame
 - Competence that will be developed towards the IBCT Professional Trainer (PT) level
 - Learning activities

- Professional Trainer (PT) and Certified Trainer (CT)
A written and signed planning per year for the next three years which contains
 - Goals, and written in short the reason why
 - Competence that will be developed
 - Learning activities



For recertification after three years Professional Trainers need to handover documents which show that you have performed the continuing education the past three years and Certified Trainers need on top of that to demonstrated customer satisfaction training sessions they conducted.



Building a demonstrable portfolio

Applicants will be asked to show a portfolio which meets the standards in a way that the IBCT is able to verify the documents in an objective way. The responsibility of convincing the Board lies with the applicant. The following examples show how trainers could demonstrate their competences in a thorough and convincing way that could be verified by the Board.

Example **education**: a copy of a diploma that has been officially verified by a notary or a therefore appointed official governmental organization, guided with the contact details of the educational institute.

Example **experience**: curriculum vitae with details (employer, address, phone number, reference, position held, years of service, etcetera). Documents that could support the curriculum vitae are for example: a copy of the employment contract, appraisal report, or written references/testimonials.

Example **customer satisfaction**: original letters of recommendation, written testimonials from references that can easily be verified, etcetera.

Example **personal development**: written planned educational activities which could later easily be demonstrated and verified as completed for the committee. Examples of development activities could be: in and external training, co training, supervision, provide and receive professional coaching or training room observation, writing and reading a book related to training, visiting a conference, structured and documented peer to peer inter-vision, career development activities, developing training materials, reviewing educational exams or writing educational papers.