

Certification Manual & Application Form for Training Centers



➤ **Organization's Name:**

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1. INTRODUCTION

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

1. Answer any questions. A board member of the Certification Committee will answer any questions you might have. So, please don't hesitate to email your questions.
2. Quick scan your application and let you know if it is accepted in its current state or we need further information.
3. If your application is accepted and the payment is received, we will tune into a mutual feasible time schedule for the certification of your training center. This process can theoretically be done within a timeframe of approximately six weeks.

Please take a look at the following IBCT publications! through

- www.ncfld.org - www.ibct-global.com;
- Purposes and goals;
- IBCT Code of Professional Conduct;
- IBCT (Re) certification manual for training centers.

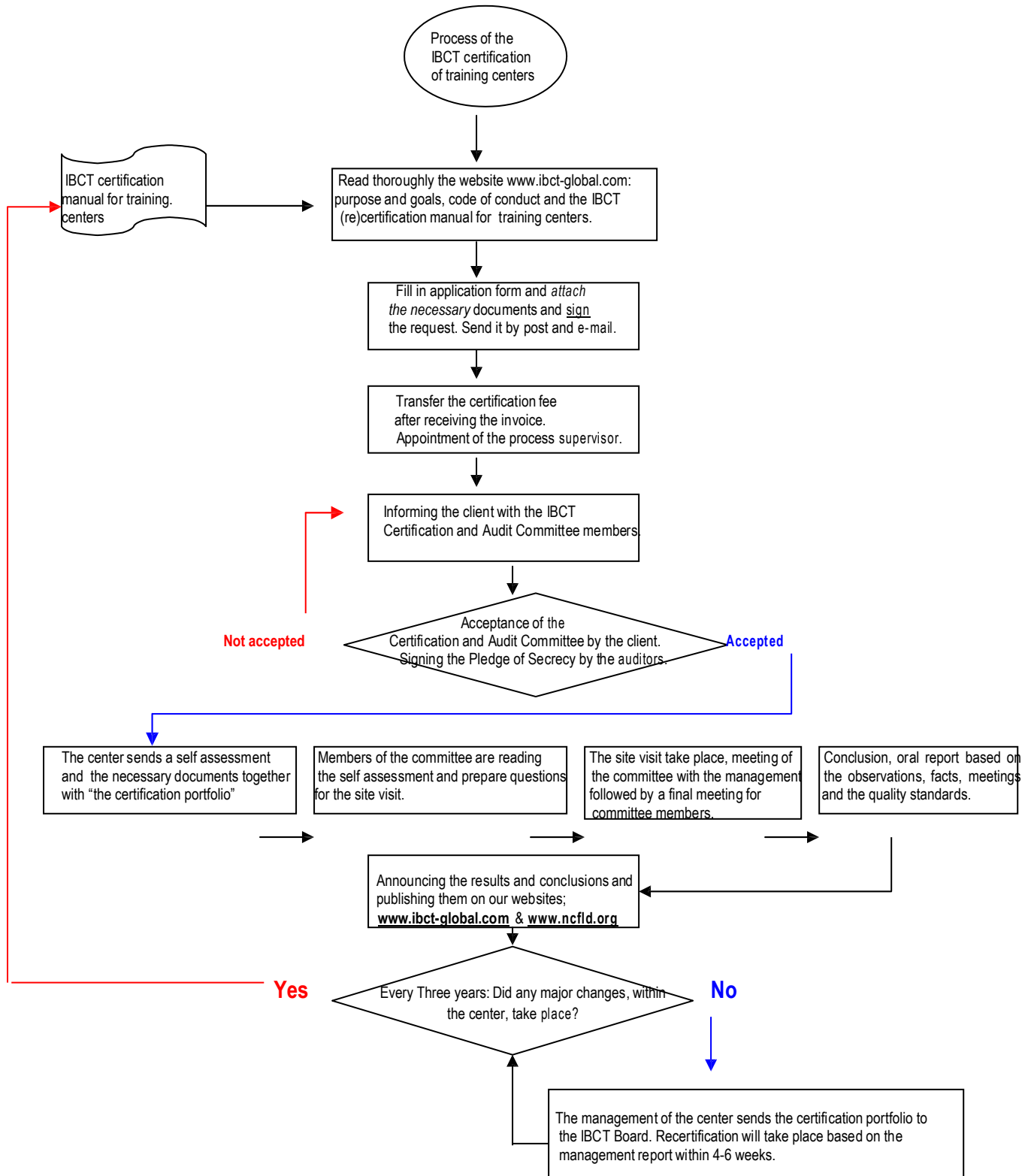
Then fill in the applicable parts of the application and submit all the necessary documents.

Note:

If you think your programme has an international accreditation that is equivalent to the IBCT audit, you may submit this accreditation report for approval. For verification purposes send the postal package with your application documents, and all documents in a certified PDF file by email, to your regional IBCT headquarters:

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2. THE CERTIFICATION PROCES AT A GLANCE



3. STANDARDS FOR TRAINING CENTRES

Preamble

The International Board of Certified Trainers is a foundation that organized globally under the European law (in the Netherlands). It was founded as a professional society in the United States. The mission of the Board is to improve the practice of the profession and its public perception.

To this end, the Board promotes high standards in the conduct of professional training, training facilities, training materials and training programmes. Certified training centers provide their trainees with:

- a safe, accessible and hygienic learning environment;
- an infrastructure that meet the needs of the market;
- professional training aids and equipment;
- a professional organizational structure that serves with a practical transfer philosophy;
- a good (quality) management based on a M.I.S. and a PDCA management action plan.

The Board communicates those requirements and standards to the public. The standards are listed in a practical observation list that is divided into main and sub criterion.

Institutes/centers that provide their trainees and trainers with training centers that are certified by the Board, provide them with highly effective and efficient learning environment that assures the success.

4. HANDBOOK FOR CERTIFICATION OF TRAINING CENTERS

Dear Colleague,

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

- I. your organization;
- II. your training facilities;
- III. The first step by giving the order to the process certifying your training center

The certification of trainers, training facilities, materials and Train the Trainer programs are major milestones in our field. The profession has the need and obligation to assure the consumer and the profession, that training centers meet the minimum standards of the profession. To meet this need and obligation, the IBCT has established a credentialing and certifying system, which identifies and certifies only qualified trainers, training facilities, training materials and programmes for professional trainers.

Training centers whose centers are approved will receive a certificate, a certification checklist and may use the hallmark of the IBCT on their premises and PR expressions.

To receive the certification of your training center, complete the application packet enclosed. Please allow two weeks for processing of your portfolio and to complete the free quick scan. Please let us know if you have any questions about the process, manual, procedures or if we can be helpful to you in any way as you complete the application.

We appreciate your interest and look forward to your application.

Sincerely Yours,

On behalf of the credentialing and certification committees

European Division



Erik Boshuizen, CT
Director

Application Form

4.1 Organization Questionnaire

Background information / Organizational data

Name of the Institute/center :

Name of the owner of the Institute/center :

Name of the CEO of the Institute/center :

Name of the contact person for the IBCT :

Address of the Institute/center :

Postal code :

City/town :

State :

Chamber of Commerce : Number of registration:

Country :

Corporate phone :

Corporate fax :

E-mail address :

Website :

Year of foundation :

Number of trainers employed on a : permanent basis - free lance basis ...

Number of staff employed on a : permanent basis - free lance basis ...

Professional memberships :

Annual number of trainees : in company - open training

Annual turn over \$100,000 – \$249,000 0 :

\$250,000 – \$499,000 0

\$500,000 – \$999,000 0

\$1,000,000 - \$2,500,000 0

0 \$2,500,000 and up.

Annual number of trainees :

Other earlier (program) accreditations :

4.2 Facilities Questionnaire

Relation of the infrastructure to the market needs

What is the vision and mission of the organization/programme?

How many trainees are hosted in a year?

What % of international trainers?

What is the occupancy ratio?

What are the expectations for the next five years in terms of quantity and quality?

Is your buffet outsourced?

Is your cleaning outsourced?

Is your safety outsourced?

Quality management

What quality management system is used by the management?

What is the average customer satisfaction score?

What is the average of trainers' satisfaction score?

How do you involve the stakeholders of the center?

Risk management

What safety risks do you recognize?

How do you control these risks?

What health risks do you recognize?

How do you control these risks?

Note: please answer the above questions as complete as possible and enclose a recent self-evaluation of two pages.

4.3 Order to start the process of center certification

We are applying the training center, named....., for certification by the NCFLD / Foundation of International Board of Certified Trainers to become a certified center. Please send us the observation list that will be used by your auditors.

Please see the attached financial offer.

The investment of the certification is \$10,425 only (no VAT due) and excluding the travel and hotel expenses of the visiting auditor(s). After the quick scan and acceptance of your application an invoice will be sent. The fees for center certification are non-reimbursable.

Besides providing guarantees to the public, our aim of certification is providing organizations with possibilities to learn thru positive feedback, tips and additional questions for reflection. The result we strive for is that organizations can improve and secure the quality of their training facilities.

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-global.com

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

Name in block letter _____

Date _____ and place _____