

Standards and levels for certification of trainers.



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



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.

The AT status can be held maximum **for 5 years**. It is the base from where trainers can develop themselves towards the next two levels. After 5 years the AT status will automatically expire. To maintain the PT and CT status a certain quantity of professional extra training or extra learning should be done by the trainer. The yearly minimum of verifiable continuing education credits (CE) per trainer, starting 2012, is 100 credits per year. The board acknowledges the extra learning activities as follows:

CE credit	Informal learning activities	CE credits	Formal learning activities
	<i>Learning on the job</i>		
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 peaching, 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.