

➤ IBCT Certification Manual & Application Form for Training Centers



➤ Organization's Name:

CONTENTS

1.	Introduction	2
2.	The certification process at a glance	3
3.	Standards for training centers	4
4.	Handbook for certification of training centers & the Application Form	5
4.1	Organizational questionnaire	6
4.2	Facilities questionnaire	7
4.3	Order to start the process of certification of the center	8
4.4	Checklist Center Certification	9-10

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 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 spoken be done within a timeframe of approximately six weeks. The final conclusion of the certification committee can be: a. no opinion, we like to get more information, b. below the standards, c. sufficient, d. above the standards.

Please take a look at the following IBCT publications!

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

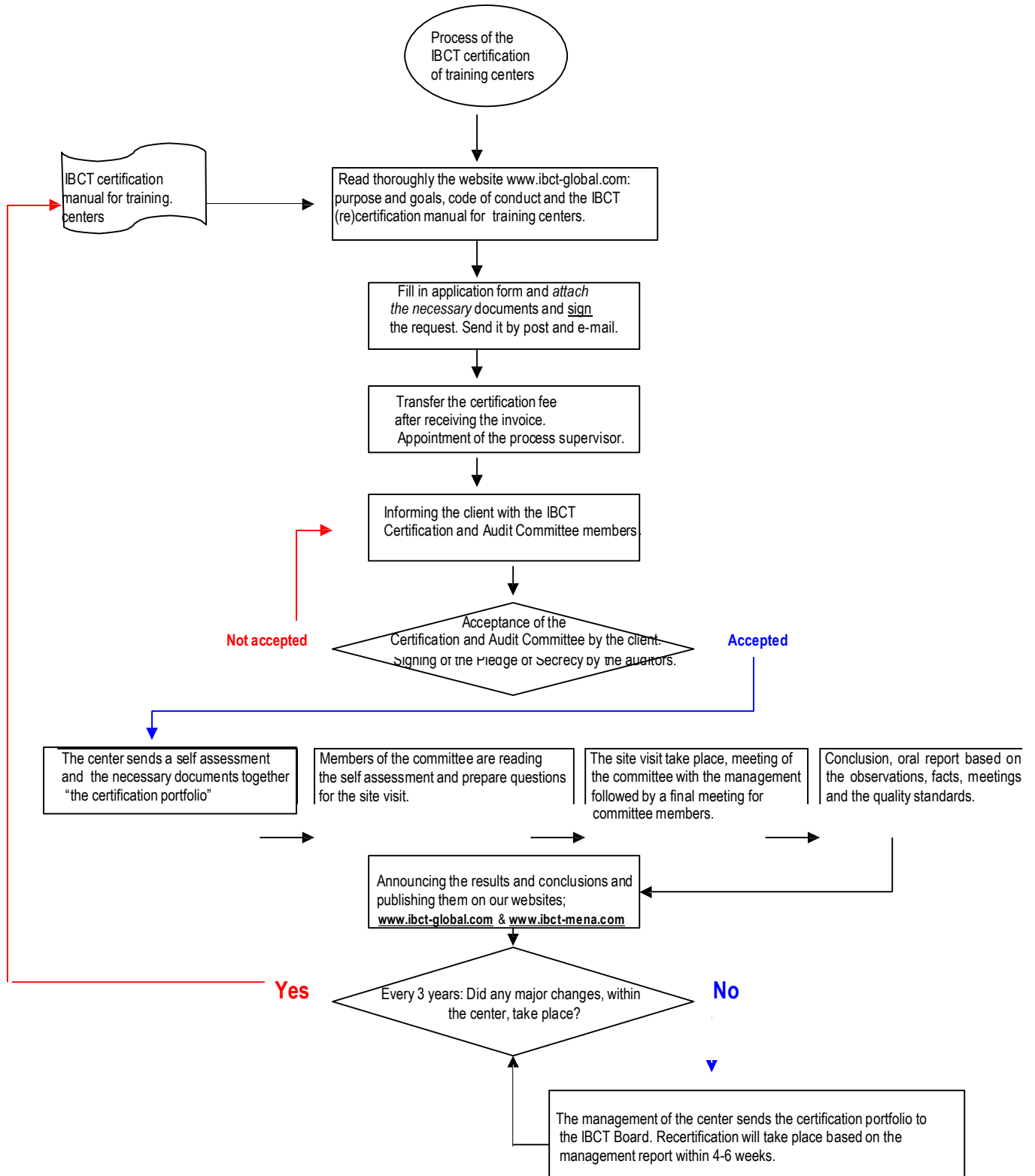
Then fill in the applicable parts of the application and submit all the necessary documents.

Note:

If you think your center 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:

IBCT-MIDDLE EAST & NORTH AFRICA HEADQUARTERS Professor Dr. A. Metwally, Director info@ibct-mena.com Phone: +2 - 0112046112 Website www.ibct-mena.com Honorary Ambassador for the Gulf	HEADQUARTERS for Asia, South America, India and Russia. Stichting International Board of Certified Trainers L. S. Jaipal, Chairman, Director info@ibct-global.com PO Box 12044 3004 GB Rotterdam – The Netherlands
Dr. Ayman Makkawy CPT info@ibct-global.com Phone +966551319284 Jeddah - Saudi Arabia	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
Honorary Ambassador for Thailand Dr. Surachai Kositbovornchai, info@ibct-global.com Sibunroung2 Building Room 609, 6th floor 1/7 Convent Road, Silom, 10500, Bangkok	IBCT – EUROPEAN DIVISION: STICHTING INTERNATIONAL BOARD OF CERTIFIED TRAINERS Erik Boshuizen, Director info@ibct-global.com

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 programs. Certified training centers provide their trainees with:

- a safe, accessible and hygienic learning environment;
- 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 there 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 programs for professional trainers.

Training centers whose materials 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



Erik Boshuizen
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 : 0 \$100,000 – \$249,000
0 \$250,000 – \$499,000
0 \$500,000 – \$999,000
0 \$1,000,000 - \$2,500,000
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/program?

How many trainees are hosted in a year?

What is % international trainees?

What is the occupancy ratio?

What are the expectations for the next 3 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 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 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.

The investment of the certification is \$2,985 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 _____

4.4 Checklist center certification

OBSERVATION LIST OF STANDARDS	CHECK	REMARKS
<p>✓ Infrastructure of the training centre:</p> <ul style="list-style-type: none"> • Space: ratio trainees / space ... m2 • Parking space and public traffic service • Lighting and safe environment outside • Front office desk <ul style="list-style-type: none"> - first medical aid kit - telephone - possession of an emergency procedure • Buffet • Air-conditioning • Accessibility for disabled trainees • ≥ 2 Restrooms (Ladies and Gents) • ≥ 1 training room, 25 seats <ul style="list-style-type: none"> - flip over - white board • ≥ 2 sub rooms, 6-8 seats <ul style="list-style-type: none"> - flip over • ≥.. computer lab, 20 seats <ul style="list-style-type: none"> - flip over - white board - 20 computers - LAN • (Free broadband wireless) internet access in the training centre. • Emergency exits 		
<p>✓ Training aids & equipment:</p> <ul style="list-style-type: none"> • ≥ .. televisions • ≥ .. video recorder • ≥ .. video camera • ≥ .. projectors • ≥ .. overhead projector • ≥ .. personal computers • ≥ .. survival kits for trainers 		

<p>✓ Organisational structure:</p> <ul style="list-style-type: none"> • Rooms for the administrators • ≥ .. personal computers + internet • Phone • Leadership • Vision, mission and goals • Transfer strategy and policy • Organisation schedule • Job descriptions and staff appraisals • Usage of a trainee evaluation system • Usage of a trainer evaluation system • Usage of the PDAC cycle • Annual self-evaluation report (2 pages) 		
<p>✓ Training plan and methodology</p> <ul style="list-style-type: none"> • Possession of a training plan • Possession of a transfer strategy • Training methodologies for adult learning and skill training 		
<p>✓ Possession of a 'Management Information System'</p> <p>Assists to execute and manage training programs.</p> <p>It contains:</p> <ul style="list-style-type: none"> • Equipment • Programs • Data base which consist of: <ul style="list-style-type: none"> - trainees (and their academic ranks) - trainers and their expertise - plans and quarter reports of progress - budgets - controllable trainee attendance administration 		