

TRAINING MATERIALS ACCREDITATION PROCESS FOR ISTQB® CERTIFICATION

CHANGE HISTORY

Version	Date	Comments
2.0	2012.03.14	<i>Update of the first version of the process resulting from the process improvement. Online training information added. Changing the fees. Document approved by the SJSI Board (at the Board meeting in March 2012).</i>
3.0	2017.09.18	<i>Process separation. Added IREB® requirements. Simplification of the application form. A new way of describing the process.</i>
4.0	2019.01.15	<i>Document update - added more detailed pre-conditions</i>
4.1	2020.02.19	<i>Added ISTQB® accreditation scheme - CERTIFIED TESTER, ADVANCED LEVEL (TEST AUTOMATION ENGINEER)</i>

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INTRODUCTION TO ISTQB® ACCREDITATION PROCESS

The aim of the process is to confirm whether the bodies involved in the **ISTQB®** trainings meet certain standards and quality criteria for education. Accreditation is given to training materials, trainers and training providers (training companies).

Accredited ISTQB® training can only be conducted by accredited training providers, cooperating with accredited trainers, based on accredited training materials.

The **ISTQB®** mark is a registered trademark and may not be used for trainings without the appropriate permission. Any misuse of the trademark will be reported to ISTQB to take appropriate action.

This document describes the accreditation process for training materials, in accordance with the guidelines of the ISTQB® and SJSI (acting as Polish Testing Board) in this respect.

TRAINING MATERIALS ACCREDITATION PROCESS

Accredited **ISTQB®** trainings may only be conducted based on accredited materials.

Below there is the most typical, simplified accreditation path for training materials accreditation. A more detailed process and its possible variations are described below.

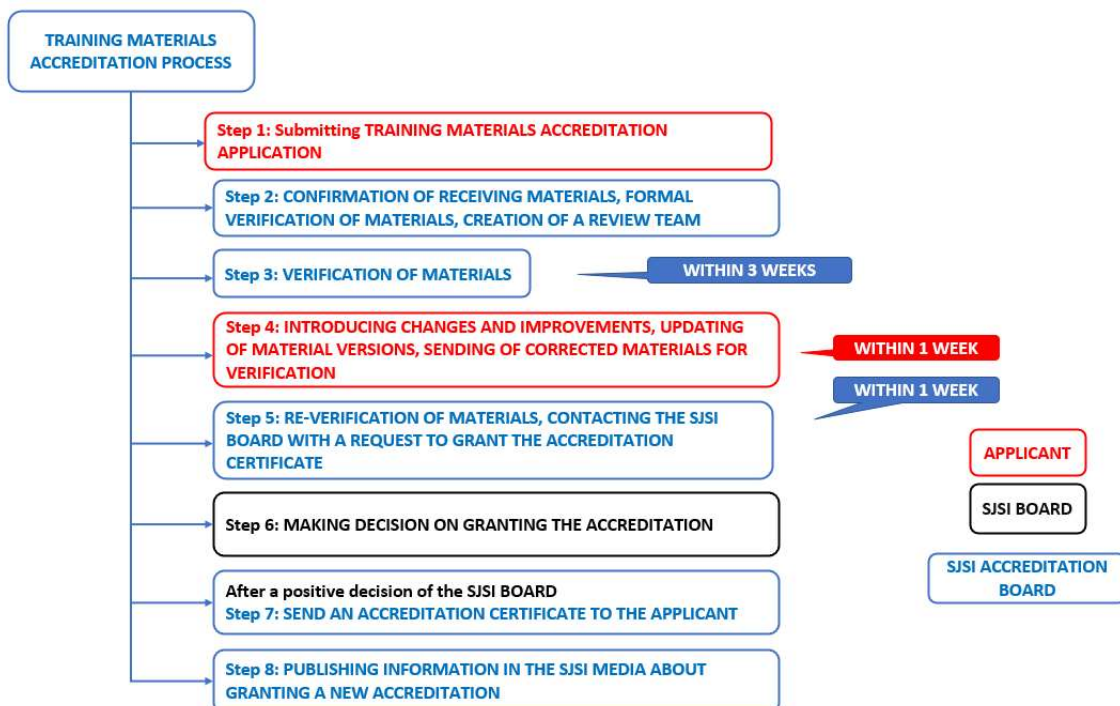


FIGURE 1 SIMPLIFIED PROCESS OF ACCREDITATION OF TRAINING MATERIALS

Step	Responsibility	Description
1	Applicant	<p>Submission of the application for training materials accreditation:</p> <p>(1) Sending a correctly filled in document TRAINING MATERIALS ACCREDITATION APPLICATION, together with relevant documents (the list of documents is available from the form) to akredytacje@sjsi.org</p> <p>(2) Paying the accreditation fee in accordance with the valid price list available on the SJSI website and sending a confirmation of payment together with the application to akredytacje@sjsi.org</p> <p><i>Note:</i> We encourage you to inform the SJSI Accreditation Board about starting preparation for the process. This will allow an earlier formation of a team of experts to verify the materials and consequently shorten the accreditation process itself.</p>
2	SJSI Accreditation Board (AB)	SJSI Accreditation Board (AB) acknowledges receipt of the training materials , carries out an initial formal verification (checking that all required materials have been included in the application) and appoint a team of independent reviewers .
3	SJSI Accreditation Board (AB)	The materials are subject to technical verification . It is assumed that this stage lasts about <u>3 weeks</u> from the date of appointment of the reviewing team. As a result of this task, a report from the materials review is created, together with a possible list of required and suggested corrections. The report is forwarded to the Applicant.
4	Applicant	The applicant shall study the review report, make any necessary changes to the materials, update the version of the materials and send it for further verification. It is assumed that this task takes about <u>1 week</u> .
5	SJSI Accreditation Board (AB)	The review team reviews the corrections made and updates the review report . If all necessary changes have been made, the Accreditation Board shall contact SJSI Board of Directors with a request to grant the accreditation certificate. Otherwise, it contacts the Applicant once again indicating the necessary changes.
6	SJSI Board of Directors	SJSI Board, on the basis of the application and the recommendation of the Accreditation Board, issues a decision on granting the certification.
7	SJSI Accreditation Board (AB)	After a positive decision of SJSI Board, the Accreditation Board sends an accreditation certificate to the Applicant. The certificate is provided in electronic form.
8	SJSI Accreditation Board (AB)	There is information in SJSI media about granting a new Certification. Note: There is a possibility to place an additional promotional information about the Applicant. In order to publish the text, a proposal for publication should be sent to SJSI Accreditation Board.

Depending on the quality of the materials submitted, the number of procedure steps and the workload required for material verification may change. The specified time intervals may vary slightly.

VALIDITY OF THE ACCREDITATION CERTIFICATE

The accreditation certificate is granted for a specific certification level, language version and for a specific version of materials. The certificate is valid until the validity of a given version of the syllabus on the basis of which the materials were prepared.

INVOICE FOR CERTIFICATION OF TRAINING MATERIALS

If the document [TRAINING MATERIALS ACCREDITATION APPLICATION](#) specifies the data to issue an invoice, after the completion of the works, the Applicant will receive an invoice from SJSI in electronic form.

If the Applicant requires a paper version of the invoice - this information should be added to the application form.

Please be informed that it is possible to issue a pro-forma invoice. In order to obtain it, one should contact the Accreditation Board electronically at akredytacje@sjsi.org.

TRAINING MATERIALS ACCREDITATION APPLICATION

MATERIALS OWNER	NAME AND SURNAME/COMPANY NAME
CONTACT DATA	PHONE, EMAIL ADDRESS
INVOICE DATA	COMPLETE DATA FOR INVOICE (LACK OF INFORMATION IS UNDERSTOOD AS RESIGNATION FROM THE INVOICE)
CERTIFICATION SCHEME	<input type="checkbox"/> ISTQB® - CERTIFIED TESTER, FOUNDATION LEVEL <input type="checkbox"/> ISTQB® - CERTIFIED TESTER, AGILE TESTER EXTENSION <input type="checkbox"/> ISTQB® - CERTIFIED TESTER, ADVANCED LEVEL (TEST MANAGER) <input type="checkbox"/> ISTQB® - CERTIFIED TESTER, ADVANCED LEVEL (TEST ANALYST) <input type="checkbox"/> ISTQB® - CERTIFIED TESTER, ADVANCED LEVEL (TECHNICAL TEST ANALYST) <input type="checkbox"/> ISTQB® - CERTIFIED TESTER, ADVANCED LEVEL (TEST AUTOMATION ENGINEER)
LANGUAGE	<input type="checkbox"/> POLISH <input type="checkbox"/> ENGLISH

THE APPLICATION FOR ACCREDITATION PROCESS SHOULD BE MADE UPON PAYMENT OF THE ACCREDITATION FEE, THE PAYMENT CONFIRMATION SHOULD BE SEND TO THE FOLLOWING ADDRESS:
AKREDYTACJE@SJSI.ORG

TOGETHER WITH THE APPLICATION (SIGNED AND SCANNED VERSION), THE FOLLOWING DOCUMENTS SHOULD BE PROVIDED¹:

- TRAINING AGENDA
- A COVERAGE MATRIX FOR ALL LEARNING OBJECTIVES IN A GIVEN SYLLABUS (LEARNING OBJECTIVE - SLIDE NUMBER/EXERCISE BY WHICH THE OBJECTIVE WAS ADDRESSED)²

Note: TERMS USED IN THE TRAINING MATERIALS AND THEIR INTERPRETATIONS MUST BE COMPLIANT WITH THE DEFINITIONS AS PROVIDED IN THE CURRENT VERSION OF THE ISTQB GLOSSARY.

- TRAINING PRESENTATION (SLIDES)
- ANY OTHER MATERIALS USED DURING THE TRAINING (INCLUDING REALISTIC EXAMPLES OF A SOFTWARE OR SYSTEM DEVELOPMENT PROJECT FOR LEVELS K2 AND HIGHER, EXERCISES WITH SOLUTIONS, ETC.)

¹ THE MATERIALS CAN BE SENT TO THE GIVEN E-MAIL ADDRESS OR PROVIDED IN ANOTHER, ELECTRONIC FORM.

² SJSI HAS NO REQUIREMENTS FOR THE FORMAT OF SUCH INFORMATION (IT CAN BE A SIMPLE TABLE WITH LEARNING OBJECTIVES IN ONE COLUMN AND SLIDE NUMBER/EXERCISE NUMBER/ DESCRIPTION OF HOW TO ADDRESS THE OBJECTIVES IN THE OTHER)

- PAYMENT CONFIRMATION OF THE ACCREDITATION FEE

THE MATERIALS SUBMITTED SHOULD BE UNIQUELY IDENTIFIABLE (I.E. THEY SHOULD HAVE A UNIQUE VERSION NUMBER), AS CERTIFICATION IS ONLY ISSUED FOR A SPECIFIC VERSION OF THE MATERIALS.

INCOMPLETE APPLICATIONS WILL BE REJECTED.

In accordance with the Personal Data Protection Act of 10 May 2018 (Journal of Laws, item 1000)), I agree to the processing of my personal data included in the accreditation application for the needs of the accreditation process. I also agree to the processing and publication of information about the granted certification.

By submitting the application I undertake to respect the requirements described in the version of the accreditation process in force at the time of submitting the application, available on the SJSI website, and to provide the necessary information to carry out this process and enable SJSI to verify the quality of conducted training courses and assess the satisfaction of participants.

At the same time I acknowledge that violation of certification rules (e.g. calling certified materials despite lack of certification, using other version of materials than accredited version during ISTQB® trainings, etc.) gives SJSI the right to impose sanctions on the subject (e.g. stopping all certifications held by the subject, informing the industry community by means of IT media about applied practices, imposing additional requirements in the accreditation process on the subject, etc.).

I declare that all materials submitted for accreditation are the property (provide the name of the company/natural person) and is a work within the meaning of the Act of February 4, 1994 on Copyright and Related Rights (Journal of Laws No. 90, item 631). No part of it may be distributed or copied in any way (electronic, mechanical or other) without written permission (provide the name of the company/natural person).

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PLACE, DATE

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SIGNATURE