



TRAINER ACCREDITATION PROCESS FOR ISTQB® CERTIFICATION

Version 4.4 (2020.11)

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CHANGE HISTORY

Version	Date	Comments
2.0	2012.03.14	Update of the first version of the process resulting from the process improvement. Online training information added. Changing the amount of fees. Document approved by the SJSI Board (at the Board meeting in March 2012).
3.0	2017.09.18	Process separation. Added IREB® requirements. Simplification of the application form. A new way of describing the process.
4.0	2019.01.15	Document update. Modification - added more detailed pre-conditions
4.1	2020.02.19	Addition to the ISTQB® accreditation scheme - CERTIFIED TESTER, ADVANCED LEVEL (TEST AUTOMATION ENGINEER).
4.2	2020.04.19	Remove record about transition period in 2019.
4.3	2020.06.03	Remove regulations on the lack of obligation to perform an audit when applying for a trial accreditation.
4.4	2020.11.16	Addition to the ISTQB® accreditation scheme - CERTIFIED TESTER, FOUNDATION LEVEL ACCEPTANCE TESTING.

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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 trainers, in accordance with the guidelines of ISTQB® and SJSI (acting as Polish Testing Board) in this respect.

TRAINER ACCREDITATION PROCESS

ISTQB® accredited training may only be conducted by accredited trainers.

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

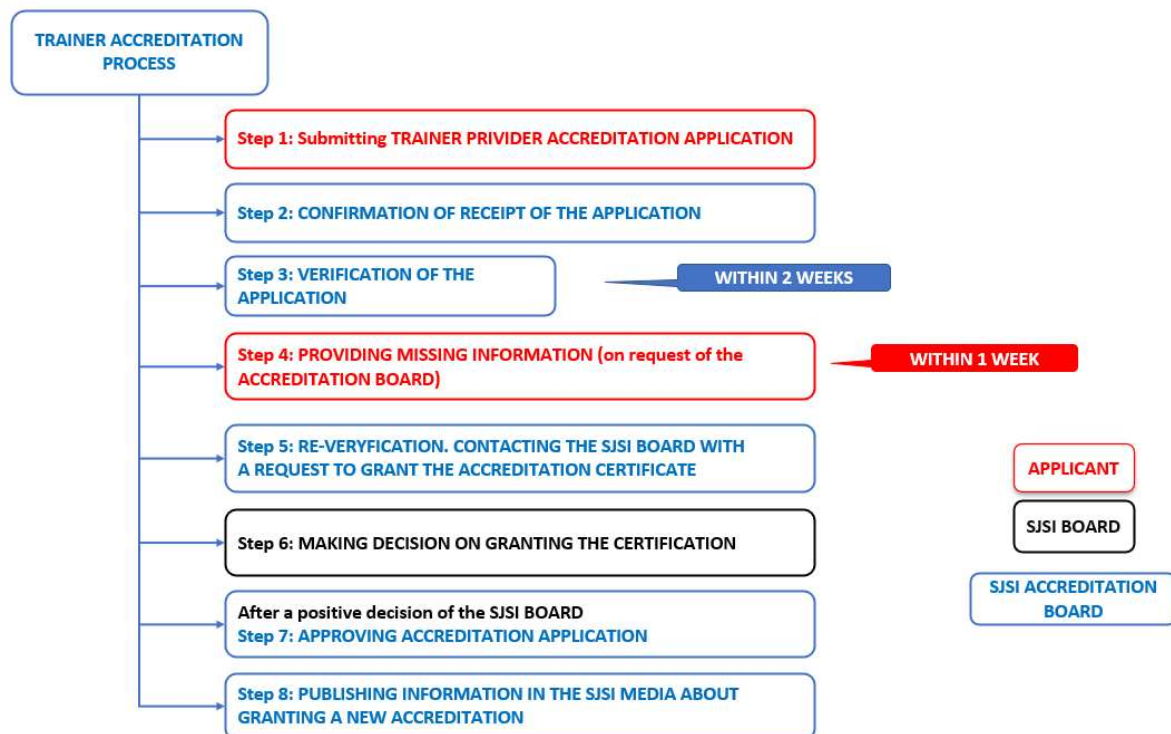


FIGURE 1 SIMPLIFIED PROCESS OF TRAINER ACCREDITATION.

Step	Responsibility	Description
1	Applicant	<p>Submission of the application for trainer accreditation:</p> <p>(1) Sending a correctly filled in document TRAINER 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>
2	SJSI Accreditation Board (AB)	SJSI Accreditation Board (AB) acknowledges receipt of the application.
3	SJSI Accreditation Board	The application is verified (checking that all required materials are included in the application). It is assumed that this stage takes about <u>2 weeks</u> from the date of confirming receipt of the application.
4	Applicant	At the request of the Accreditation Board, the applicant shall provide the missing information. It is assumed that this task lasts about <u>1 week</u> .
5	SJSI Accreditation Board (AB)	When all the missing information has been completed, SJSI 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 the SJSI Board, the Accreditation Board sends a 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: It is possible to place an additional advertising description of the Applicant. If you want to publish the text, please contact the SJSI Accreditation Board by sending a publication proposal.

Depending on the quality of the application, there may be a different number of steps and re-verifications of materials. The specified time intervals may vary slightly.

VALIDITY OF THE ACCREDITATION CERTIFICATE

The certificate is granted for a specific level of certification. The expiry date of the certificate depends on the type of certification granted:

Type of certification	Description	Expiry date
TRIAL	Trial Certification - the first recognition certificate for a given trainer issued by SJSI.	1 year
RE-CERTIFICATION	The trainer was already certified by SJSI. He/she applied for an extension before the expiry of the certificate. Continuity of certification is maintained.	3 years
RETURN TO CERTIFICATION	The trainer was already certified by the SJSI, but did not apply for an extension of the certification before its expiry. Continuity of certification has not been maintained.	1 year

VERIFICATION OF THE QUALITY OF TRAINING

SJSI grants itself the right to audit the training courses conducted by the recognized trainer and to check the level of satisfaction of students. Obtaining a positive evaluation from the audit is a necessary condition for re-certification. The cost of the audit is included in the price of obtaining the certificate.

In case of a negative assessment from the audit, the person applying for certification can apply to SJSI Accreditation Board for another audit. The cost of a re-audit is covered by the person applying for re-accreditation according to the valid price list.

In case of three negative audit assessments, the re- accreditation process is stopped and re- accreditation is not granted.

Note: There will be a transitional period in 2019 - if the AB as not carried out an audit before the expiration date of the certificate due to too many notifications/lack of time, the existing trial accreditation will be valid until the audit.

INVOICE FOR CERTIFICATION

If the document **TRAINER ACCREDITATION APPLICATION** specifies the data to issue an invoice, after the completion of the works, the Applicant will receive an invoice from the 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 Recognition Board electronically at akredytacje@sjsi.org.

TRAINER ACCREDITATION APPLICATION

TRAINER INFORMATION	NAME AND SURNAME
CONTACT DATA	PHONE, MAIL 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) <input type="checkbox"/> ISTQB® - CERTIFIED TESTER, FOUNDATION LEVEL ACCEPTANCE TESTING

THE APPLICATION FOR ACCREDITATION 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:

- A curriculum vitae, demonstrating
 - **experience** as a tester/test leader
 - for the foundation level:
 - minimum 3 year as tester/test leader
 - for the advanced level
 - minimum 5 years as a tester/test leader
 - **experience in conducting trainings**
 - list of trainings carried out in the last 2 years
- CERTIFICATES (ACCORDING TO THE LEVEL OF CERTIFICATION REQUESTED)
- **For trial certification (return to certification) - foundation level:**
 - evidences about conducting a minimum 2 training courses related to testing (non-accredited) during the year preceding the application
 - copies of evaluation questionnaires (full set of questionnaires from all training/lectures listed in the previous point (minimum 2 * 5 questionnaires))
- **For re-certification - foundation level**
 - evidences that a minimum of 3 accredited ISTQB training courses have been conducted during the year preceding the notification
 - copies of evaluation questionnaires (full set of questionnaires from all training courses listed in the previous point (minimum 2 * 5 questionnaires))

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

- evidenced of obtaining a positive assessment from the audit of one of the training courses carried out by the SJSI Accreditation Board

Note: All existing certifications are valid until expiration.

Note: A trainer with advanced level accreditation automatically obtains foundation level accreditation.

Note: A trainer with a foundation level re-accreditation after completing the documents can obtain advanced level accreditation for FREE if he presents the relevant certificate and questionnaires. The validity of the accreditation period does not change.

- Signed commitment to provide information to the SJSI Accreditation Board about the certified training courses being carried out about 10 days before the training is carried out - for audit purposes. The training courses should be communicated until an audit is conducted by the SJSI Accreditation Board.
- Signed commitment to provide certified ISTQB training **only on the basis of accredited training material.**
- PAYMENT CONFIRMATION OF THE ACCREDITATION FEE.

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 recognition application for the needs of the recognition 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.).

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PLACE, DATE

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SIGNATURE

AN OBLIGATION TO DELIVER CERTIFIED TRAINING ON THE BASIS OF ACCREDITED TRAINING MATERIAL

I, [TRAINER NAME AND SURNAME], hereby commit myself to conduct ISTQB accredited training only on the basis of accredited training materials.

TRAINER INFORMATION	NAME AND SURNAME
CONTACT DATA	PHONE, MAIL ADDRESS
TRAINING MATERIAL OWNER	NAME, SURNAME/COMPANY NAME, TELEPHONE, EMAIL ADDRESS
TRAINING	<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) <input type="checkbox"/> ISTQB® - CERTIFIED TESTER, FOUNDATION LEVEL ACCEPTANCE TESTING

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PLACE, DATE

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SIGNATURE

AN OBLIGATION TO NOTIFY SJSI ACCREDITATION BOARD OF THE PLANNED CERTIFIED TRAINING FOR THE PURPOSE OF AN AUDIT

I [TRAINER NAME AND SURNAME], hereby commit myself to inform SJSI Accreditation Board about 10 days before the planned certified training course for the purpose of an audit.

TRAINER INFORMATION	NAME AND SURNAME
CONTACT DATA	PHONE, MAIL ADDRESS
TRAINING LOCATION	COMPLETE INFORMATION REQUIRED FOR THE PARTICIPATION OF SJSI AUDITOR ABOUT THE TRAINING (DATE, TIME, LOCATION)
TRAINING	<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) <input type="checkbox"/> ISTQB® - CERTIFIED TESTER, FOUNDATION LEVEL ACCEPTANCE TESTING

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PLACE, DATE

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SIGNATURE

The application should be sent to the following address AKREDYTACJE@SJSI.ORG.