



## TRAINING PROVIDER ACCREDITATION PROCESS FOR ISTQB® CERTIFICATION

Version 4.1 (2020.02)

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## 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 amount of 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. Modification - added more detailed pre-conditions</i>
4.1	2020.02.19	<i>Addition to the 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 providers, in accordance with the guidelines of ISTQB® and SJSI (acting as Polish Testing Board) in this respect.

## TRAINING PROVIDER ACCREDITATION PROCESS

Accredited ISTQB® training can only be provided by accredited training providers.

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

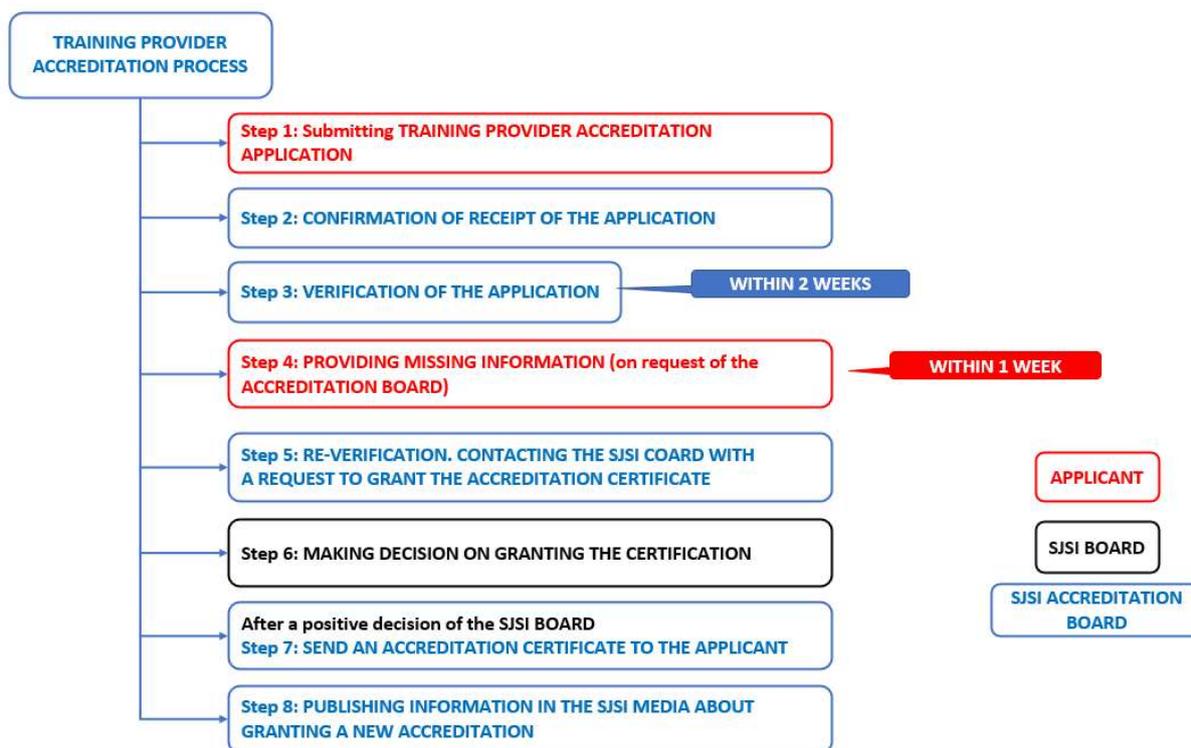


FIGURE 1 SIMPLIFIED PROCESS OF THE TRAINING PROVIDER ACCREDITATION

<b>Step</b>	<b>Responsibility</b>	<b>Description</b>
1	Applicant	<b>Submission of the application for training provider accreditation:</b> <i>(1) Sending a correctly filled in document <a href="#">TRAINING PROVIDER ACCREDITATION APPLICATION</a>, together with relevant documents (the list of documents is available from the form) to <a href="mailto:akredytacje@sjsi.org">akredytacje@sjsi.org</a></i>
2	SJSI Accreditation Board (AB)	<i>SJSI Accreditation Board (AB) <b>acknowledges receipt of the application.</b></i>
3	SJSI Accreditation Board	<b>The application is verified</b> (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	<i>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>.</i>
5	SJSI Accreditation Board (AB)	<i>When all the missing information has been completed, <b>SJSI Accreditation Board shall contact SJSI Board of Directors</b> with a request to grant the accreditation certificate. Otherwise, it contacts the Applicant once again indicating the necessary changes.</i>
6	SJSI Board of Directors	<i>SJSI Board, on the basis of the application and the recommendation of the Accreditation Board, issues a decision on granting the certification</i>
7	SJSI Accreditation Board (AB)	<i>After a positive decision of SJSI Board, the Accreditation Board sends a accreditation certificate to the Applicant. The certificate is provided in electronic form.</i>
8	SJSI Accreditation Board (AB)	<i>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 SJSI Accreditation Board by sending a publication proposal.</i>

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 accreditation certificate is granted for a specific period and type of training.

Accreditation is valid from the moment it is granted until the end of:

- the validity of accreditation of training materials
- the validity of the accreditation of the accredited trainer employed by or cooperating with the training provider

SJSI reserves the right to withdraw accreditation in the case of detecting that an unaccredited trainer is conducting ISTQB® training courses or a training is being conducted on unaccredited materials.

## VERIFICATION OF THE QUALITY OF TRAINING

SJSI grants itself the right to audit the training courses conducted by the accredited trainer and to check the level of satisfaction of students.

## TRAINING PROVIDER ACCREDITATION APPLICATION

<b>TRAINING PROVIDER INFORMATION</b>	<b>NAME OF THE COMPANY</b>
<b>CONTACT DATA</b>	PHONE, MAIL ADDRESS
<b>CERTIFICATION SCHEME</b>	<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)
<b>TEACHING EXPERIENCE</b>	PLEASE PROVIDE DETAILED DESCRIPTION OF CURRENT EXPERIENCE IN TRAINING, LISTING AT LEAST AT LEAST 3 CONDUCTED TRAININGS FROM THE LAST 2 YEARS

TOGETHER WITH THIS APPLICATION (SIGNED AND SCANNED VERSION), THE FOLLOWING DOCUMENTS SHOULD BE PROVIDED<sup>1</sup>:

- **Description of the company's profile** - As the training company is an entity that ensures the efficient organization of training. Please present your company with a description of the company's profile.
- **List of Accredited Trainers** - A prerequisite for an accredited training is that the training is conducted by an accredited trainer on the basis of accredited materials. Please list the accredited trainers with whom the company has established cooperation in the field of training. Please attach written statements of the trainers concerning the established cooperation.
- **List of Accredited Materials** - A prerequisite for conducting an accredited training is that the training is conducted by an accredited trainer on the basis of accredited materials. Please list the owners of accredited materials with whom the company has established cooperation regarding the provision of materials. Please attach written statements of the owners of the materials concerning the established cooperation.
- **Experience in organizing trainings** - SJSI/ISTQB stands on the position that the quality of conducted trainings is determined not only by the merits of the undertaking, but also by the organizational efficiency of the training company. Therefore, it is required that the training company has appropriate experience in conducting training. Please provide information on at least 3 trainings organized by your company. Training should be organized in the last 2 years.

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

- **Training company evaluation surveys** - Information about the company provided to the SJSI Accreditation Board may not be sufficient to make a decision about accreditation. Each applicant must provide 5 sets of surveys with opinions of participants of trainings or conferences conducted earlier by the applicant or from participants of accredited training conducted during the previous accreditation period.
- **Description of the training infrastructure and contact with training participants (in the case of online training)** - The applicant must provide a description of the infrastructure used to ensure that the training will be carried out with high quality. In addition, describe the methods of contacting with the trainees (asking questions by the trainees/giving answers at a certain time, etc.).
- The applicant must agree to the processing and publication of information on the accreditation granted. Without his consent, the SJSI Accreditation Board cannot start the accreditation process.

**INCOMPLETE APPLICATIONS WILL BE REJECTED.**

*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.).*

.....  
**PLACE, DATE**

.....  
**SIGNATURE**