

## POLISH LOCAL COMMUNITY TRAINERS RECOGNITION PROCESS FOR IREB® CERTIFICATION SCHEMES

## CHANGE HISTORY

<b>Version</b>	<b>Date</b>	<b>Comments</b>
0.1	2020.06.01	First version of the process

## CONTENT

POLISH LOCAL COMMUNITY TRAINERS RECOGNITION PROCESS FOR IREB® CERTIFICATION SCHEMES	1
CHANGE HISTORY	2
CONTENT	2
INTRODUCTION TO IREB® LOCAL COMMUNITY RECOGNITION	3
TRAINER RECOGNITION PROCESS	4
VALIDITY OF THE RECOGNITION CERTIFICATE	5
VERIFICATION OF THE QUALITY OF TRAINING	5
INVOICE FOR CERTIFICATION	5
TRAINER RECOGNITION APPLICATION	6
AN OBLIGATION TO DELIVER CERTIFIED TRAINING ON THE BASIS OF RECOGNISED TRAINING MATERIAL	9
AN OBLIGATION TO NOTIFY SJSI RECOGNITION BOARD OF THE PLANNED RECOGNIZED TRAINING FOR THE PURPOSE OF AN AUDIT	10

## INTRODUCTION TO IREB® LOCAL COMMUNITY RECOGNITION

The aim of the process is to confirm whether the bodies involved in the **IREB®** trainings meet certain standards and quality criteria for education. Recognition is given to training materials and trainers. The recognition is carried out by bodies acting as the **IREB® local community**. In Poland, the role of the **IREB®** local community is played by SJSI.

**IREB® trainings recommended by the local community may be conducted only by recognised trainers, based on recognised training materials.**

The **IREB®** 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 IREB for appropriate action.

This document describes the recognition process for trainers, in accordance with the guidelines of the **IREB®** local community in Poland in this respect.

## TRAINER RECOGNITION PROCESS

IREB® courses recognised by IREB® local community may only be conducted by recognised trainers.

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

Step	Responsibility	Description
1	Applicant	<b>Submission of the application for trainer recognition:</b> (1) Sending a correctly filled in document <b>TRAINER RECOGNITION SUBMISSION</b> , together with relevant documents (the list of documents is available from the form) to <a href="mailto:irebreognition@sjsi.org">irebreognition@sjsi.org</a> (2) Paying the recognition fee in accordance with the valid price list available on the SJSI website and sending a confirmation of payment together with the application to <a href="mailto:irebreognition@sjsi.org">irebreognition@sjsi.org</a>
2	SJSI Recognition Board	SJSI Recognition Board (RB) acknowledges receipt of the application.
3	SJSI Recognition 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 Recognition Board, the applicant shall provide the missing information. It is assumed that this task lasts about <u>1 week</u> .
5	SJSI Recognition Board	When all the missing information has been completed, SJSI Recognition Board shall <b>contact SJSI Board of Directors</b> with a request to grant the recognition 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 Recognition Board, issues a decision on granting the certification.
7	SJSI Recognition Board	After a positive decision of SJSI Board, the Recognition Board sends a recognition certificate to the Applicant. The certificate is provided in electronic form.
8	SJSI Recognition Board	There is information in SJSI media about granting a new certification. <i>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 Recognition Board.</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 RECOGNITION CERTIFICATE

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

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

## VERIFICATION OF THE QUALITY OF TRAINING

SJSI grants itself the right to audit the training courses conducted by the recognised 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 Recognition Board for another audit. The cost of a re-audit is covered by the person applying for re-certification according to the valid price list.

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

## INVOICE FOR CERTIFICATION

If the document TRAINER RECOGNITION 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 [irebreognition@sjsi.org](mailto:irebreognition@sjsi.org)

## TRAINER RECOGNITION APPLICATION

<b>TRAINER INFORMATION</b>	<b>NAME AND SURNAME</b>
<b>CONTACT DATA</b>	PHONE, MAIL ADDRESS
<b>INVOICE DATA</b>	COMPLETE DATA FOR INVOICE (LACK OF INFORMATION IS UNDERSTOOD AS RESIGNATION FROM THE INVOICE)
<b>CERTIFICATION SCHEME</b>	<input type="checkbox"/> IREB® - FOUNDATION LEVEL - Certified Professional for Requirements engineering ( <i>CPRE</i> ) <input type="checkbox"/> IREB® - ADVANCED LEVEL - Certified Professional for Requirements Engineering ( <i>CPRE</i> ) - Requirements Elicitation <input type="checkbox"/> IREB® - ADVANCED LEVEL - Certified Professional for Requirements Engineering ( <i>CPRE</i> ) - Requirements Modeling <input type="checkbox"/> IREB® - ADVANCED LEVEL - Certified Professional for Requirements Engineering ( <i>CPRE</i> ) - Requirements Management <input type="checkbox"/> CPRE® - RE@Agile Primer <input type="checkbox"/> CPRE® - Advanced Level RE@Agile IREB®

THE APPLICATION FOR RECOGNITION SHOULD BE MADE UPON PAYMENT OF THE RECOGNITION FEE, THE PAYMENT CONFIRMATION SHOULD BE SEND TO THE FOLLOWING ADDRESS

[irebreognition@sjsi.org](mailto:irebreognition@sjsi.org).

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

- A curriculum vitae, demonstrating
  - **experience** as a requirements engineer
    - for the foundation level:
      - minimum 1 year as requirements engineer
    - for the advanced level
      - minimum 3 years as a requirement engineer
  - **teaching experience** in the field of Requirements Engineering
    - minimum 60 hours as an open classes trainer, university/university lecturer
  - **teaching skills**
    - minimum 10 evaluation questionnaires from the conducted training/lectures, with a minimum score of 4 on a scale of 1-5 (5 - highest score)
- CERTIFICATES (ACCORDING TO THE LEVEL OF CERTIFICATION REQUESTED)
- For trial certification (return to certification) - foundation level:
  - evidences about conducting a minimum of 60 hours of training/lectures (non-certified) in the field of requirements engineering during the year preceding the application

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

- copies of evaluation questionnaires (full set of questionnaires from all training/lectures listed in the previous point (minimum 10 questionnaires))
- For re-certification - foundation level
  - evidences that a minimum of 3 recognised IREB 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 10 questionnaires))
  - evidenced of obtaining a positive assessment from the audit of one of the training courses carried out by the SJSI Recognition Board

**Note:** All existing certifications are valid until they expire.

- Signed commitment to provide information to the SJSI Recognition 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 Recognition Board.
- Signed commitment to provide certified IREB training **only on the basis of recognised training material**.
- **PAYMENT CONFIRMATION** OF THE RECOGNITION 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 recognition 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 recognized version during IREB® 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 recognition 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 RECOGNISED TRAINING MATERIAL

I, [TRAINER NAME AND SURNAME], hereby commit myself to conduct IREB training courses recognised by the local IREB community solely on the basis of recognised training materials.

<b>TRAINER INFORMATION</b>	<b>NAME AND SURNAME</b>
<b>CONTACT DATA</b>	PHONE, MAIL ADDRESS
<b>TRAINING MATERIAL OWNER</b>	NAME, SURNAME/COMPANY NAME, TELEPHONE, EMAIL ADDRESS
<b>TRAINING</b>	<input type="checkbox"/> IREB® - FOUNDATION LEVEL - Certified Professional for Requirements engineering ( <i>CPRE</i> ) <input type="checkbox"/> IREB® - ADVANCED LEVEL - Certified Professional for Requirements Engineering ( <i>CPRE</i> ) - Requirements Elicitation <input type="checkbox"/> IREB® - ADVANCED LEVEL - Certified Professional for Requirements Engineering ( <i>CPRE</i> ) - Requirements Modeling <input type="checkbox"/> IREB® - ADVANCED LEVEL - Certified Professional for Requirements Engineering ( <i>CPRE</i> ) - Requirements Management <input type="checkbox"/> <i>CPRE</i> ® - RE@Agile Primer <input type="checkbox"/> <i>CPRE</i> ® - Advanced Level RE@Agile IREB®

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**PLACE, DATE**

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**SIGNATURE**

## AN OBLIGATION TO NOTIFY SJSI RECOGNITION BOARD OF THE PLANNED RECOGNIZED TRAINING FOR THE PURPOSE OF AN AUDIT

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

<b>TRAINER INFORMATION</b>	<b>NAME AND SURNAME</b>
<b>CONTACT DATA</b>	PHONE, MAIL ADDRESS
<b>TRAINING LOCATION</b>	COMPLETE INFORMATION REQUIRED FOR THE PARTICIPATION OF THE SJSI AUDITOR IN THE TRAINING (DATE, TIME, LOCATION)
<b>TRAINING</b>	<input type="checkbox"/> IREB® - FOUNDATION LEVEL - Certified Professional for Requirements engineering (CPRE) <input type="checkbox"/> IREB® - ADVANCED LEVEL - Certified Professional for Requirements Engineering (CPRE) - Requirements Elicitation <input type="checkbox"/> IREB® - ADVANCED LEVEL - Certified Professional for Requirements Engineering (CPRE) - Requirements Modeling <input type="checkbox"/> IREB® - ADVANCED LEVEL - Certified Professional for Requirements Engineering (CPRE) - Requirements Management <input type="checkbox"/> CPRE® - RE@Agile Primer <input type="checkbox"/> CPRE® - Advanced Level RE@Agile IREB®

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**PLACE, DATE**

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**SIGNATURE**

The application should be sent to the following address [irebreognition@sjsi.org](mailto:irebreognition@sjsi.org).