



2015-2016

IBCT Certification Manual

Certification of

- Professional Corporate Trainers
- Workplace Learning & Development Professionals
- Training Advisors
- Human Resources Development Consultants

International Board of Certified Trainers (IBCT) Foundation

The Netherlands – EU

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Introduction

We are pleased that you are interested in the International Board of Certified Trainers (IBCT) and our certification program. The certification of trainers is a major milestone in our field. The profession has the need and obligation to ensure the training professionals meet minimum but high professional standards.

To meet this need and obligation, the IBCT has established a credentialing system, which identifies and certifies only qualified trainers. IBCT has established high standards and certification requires a high degree of knowledge, skills, abilities and attitudes in the development and delivery of instruction in a wide range of settings. The IBCT also promotes professional development of training practitioners to ensure they stay abreast of changes in the field.

About IBCT

The International Board of Certified Trainers (IBCT), a foundation organized under Dutch law, was originally founded in 1988 as a professional society in the United States. IBCT's mission is improve the training profession and the public's perception of it. To do that, IBCT promotes high standards in the conduct of professional training. The goal of IBCT is communicate those standards to the public.

IBCT only accredits members who have demonstrated a high level of professional competence and who have agreed to uphold the board's standards as a continuing condition of individual certification.

IBCT accepts associate members as those who are working toward certification, who comply with IBCT's Code of Conduct and who have agreed to uphold the Board's standards as a condition of membership. Associate members may use the title Associate Trainer (AT). Certified members of the Board have earned full certification and are authorized to use the title Certified Professional Trainer (CPT) or Certified Trainer/Human Resources Development Consultant (CT/HRDC).

IBCT Code of Conduct

IBCT's Code of Professional Conduct shows commitment by its members the obligation of self-discipline above and beyond the requirements of the law. Thus, it notifies the public that members will maintain a high level of ethics and professional service. This proclaims that in return for the faith that the public places in them, the members accept the obligation to conduct their profession in a way that is beneficial to society.

IBCT enforces the Code of Conduct by receiving and investigating all complaints of violations and by taking disciplinary action including revocation of certification against any member who is personally found guilty of Code violation. In addition, action can be taken against a professional employee or Officer of a Training Consulting organization found to willfully support a practice of Code violation.

It is IBCT's desire, out of respect and confidence of the profession and that of society as a whole, that IBCT members maintain the highest possible ethical conduct. The loss of that respect and confidence is the ultimate sanction. IBCT members who don't comply with the Code of Conduct will be removed from the directory of Certified Trainers after investigation has confirmed a violation of the code.

The reliance of members of private and public institutions of the advice of their training professionals imposes an obligation to maintain high standards and competence. In recognition of the public interest and IBCT's obligation to the training profession, all IBCT members must agree to comply with the following seven articles of professional responsibility.

IBCT Code of Conduct

- Exercise independence in thought and action
- Hold the affair of their clients in strict confidence
- Continuously strive to improve their professional skills
- Advance professional standards of training
- Uphold the honor and dignity of the profession
- Maintain high standards of personal conduct
- Strive towards a balance in interest as a trainer and that of the client

Professional Certifications

A professional certification is a designation earned by an individual assuring they have met strict professional requirements. Each certifying organization must ensure that the certification requirements not only apply to the profession but also the standards are not easily met. The standards must illustrate a high level of knowledge and skills in a particular field or profession. IBCT has the most stringent certification standards in the training profession.

Many ask why they should earn a certification. Certification can lead to better visibility, opportunities and jobs. Credentials are important in today's increasingly complex and highly competitive economy. You may have the skills to do a job, but how do you convince potential customers and employers that you do? For many professionals, certification is often the answer.

In short, certification helps you to:

1. Get hired faster. 2. Earn more. 3. Stay job fit. 4. Stay up to date. 5. Show your quality.

Overview of IBCT Certifications

IBCT has three certification levels:

- Associate Trainer (AT)
- Certified Professional Trainer (CPT)
- Certified Trainer/Human Resources Development Consultant (CT/HRDC)

Associate Trainer (AT)

An Associate Trainer (AT) is a subject matter expert starting in the training profession. An AT conducts training and may work in a corporate setting or is a freelance trainer. To demonstrate proficiency at this level, AT's must demonstrate they have attended a training or course that covers the essentials of professional training.

As part of the initial certification process, AT's are asked to submit a Personal Development Plan outlining their development as a trainer over the next three years. AT certifications expire after three years and they must recertify every three years.

This certification is considered a starter level certification and AT's are encouraged to apply for CPT when they meet the certification requirements.

AT's must pay a yearly fee of \$39.66 US to remain certified. (Invoicing once per 3 years)

Certified Professional Trainer (CPT)

A Certified Professional Trainer (CPT) is a subject matter expert who holds a diploma or a degree in professional training and development, workplace learning performance, or adult education. A CPT would normally be an individual that conducts training as a profession.

The professional education covers the entire training process and the theoretical and practical aspects of training and adult education. A curriculum of study with a minimum of 125 hours or more is required for this level of certification.

As part of the initial certification process, CPT's are asked to submit a Personal Development Plan outlining their development as a trainer over the next three years. CPT' certifications expire after three years and they must recertify every three years.

The CPT is considered a professional trainer who has earned the respect of those in the training field.

CPT's must pay a yearly fee of \$187.00 US to remain certified.

Certified Trainer/Human Resources Development Consultant (CT/HRDC)

A CT/HRDC is a subject matter expert who holds a diploma or degree(s) in professional training and/or performance consultancy. A CT/HRDC typically conducts training and/or consults in an international setting.

A CT/HRDC has an effective command of the English language and their professional education covers the entire training process. This includes tactical and strategic know-how, organizational development, change management and performance consulting. A CT/HRDC has 3-5 or more years of applicable experience as a trainer and/or advisor and a demonstrable track record regarding customer satisfaction.

CT/HRDC's must pay a yearly fee of \$187.00 US to remain certified.

Eligibility for IBCT Certification

Associate Trainer (AT) Eligibility Requirements

There is one eligibility requirement for an Associate Trainer (AT), which is:

- Completion of a training course covering the essentials of Training & Development and Adult Education that includes instructional methodology.

Certified Professional Trainer (CPT) Eligibility Requirements

There two eligibility requirements to become a **Certified Professional Trainer** are:

1st Requirement

- Completion of an educational program for trainers certified by the IBCT at a CPT level, **or**
- Completion of an equivalent course of study that is accepted by a local IBCT division.

2nd Requirement

- Meet **at least one** of the educational requirements:
 - Bachelor or higher degree in Training and Development or equivalent, or
 - Bachelor of higher degree in Education that included Certified Professional Trainer curriculum, or
 - Master's degree or higher that included an IBCT-certified Professional Trainer curriculum,
 - Doctorate degree that included an IBCT-certified Professional Trainer curriculum, or
 - An equivalent, professional education background in Training or Adult Education that demonstrates the knowledge required for the CPT level.

Certified Trainer/Human Resources Development Consultant (CT/HRDC) Eligibility Requirements

There are three eligibility requirements to become a Certified Trainer/Human Resources Development Consultant (CT/HRDC) are:

1st Requirement

- Completion of an educational program for trainers certified by the IBCT at a CPT level, **or**
- Completion of an equivalent course of study that is accepted by a local IBCT division.

2nd Requirement

- Meet **a least one of the educational and experience** requirements:
 - Bachelor or higher degree in Training and Development **AND** at least five years of verifiable training experience, or
 - Bachelor or higher degree in Education that included Certified Professional Trainer curriculum **AND** at least five years of verifiable experience in training or public education, or
 - Master's degree or higher that included an IBCT-certified Professional Trainer curriculum **AND** at least three years verifiable experience in training or public education, or
 - Doctorate degree that included an IBCT-certified Professional Trainer curriculum **AND** at least one year of verifiable experience in training or public education, or
 - An equivalent, professional education background in Training or Adult Education that demonstrates the knowledge required for the CPT level **AND** at least five years of verifiable experience in training or Adult Education.

3rd Requirement

- Demonstrable and proven customer satisfaction of personally-conduct training sessions.

Important notes:

- *Candidates should pass the Admission Interview to join any of the three levels*
- *In the MENA and Asian regions, educational requirements may differ due to differences in local labor markets.*

IBCT-Certified Education Programs

The IBCT has certified several train-the-trainer training programs that meet the requirements for the three levels. To view those programs, click [here](#)

IBCT Certification Written Examination

If your professional education is **NOT** listed above as being IBCT-certified, **you must** complete and submit a written examination as part of the application process.

Each certification level requires a separate written examination which is found:

Appendix A – Written examination for Associate Trainers (AT) candidates

Appendix B – Written examination for Certified Professional Trainers (CPT) candidates

Appendix C – Written examination for Certified Trainers/Human Resources Development Consultant (CT/HRDC) candidates

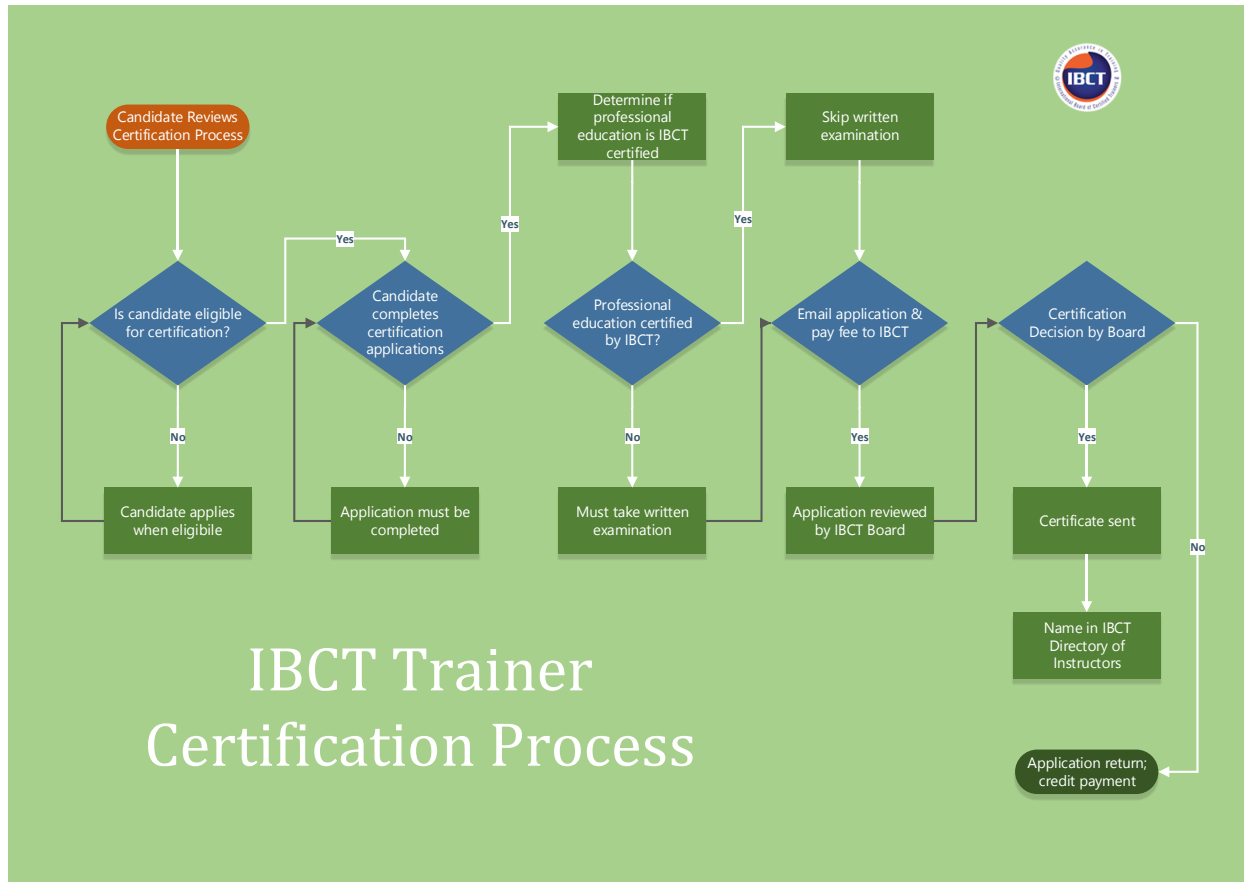
IBCT Examination Evaluators are asked to base their outcome of the written examination on the following criteria regarding the candidate's ability to:

- Develop thoughts in an organized and logical manner, and
- Apply cogent and logical perspectives on the subject matter of the question, and
- Use persuasive language, and
- Demonstrate a professional, in-depth analysis with the content of the response, and
- Use vocabulary appropriate to the field of training, yet balance to the needs of business.

Ensure that each question is clearly numbered along with each page of the examination in order to help the evaluators. Candidates must answer all required questions and each answer should contain approximately one-half page of response per question. It is strongly recommended that the

candidate uses and submits the appropriate Appendices in their certification package. A Word copy of each written exam can be found on www.ibct-global.com.

Overview of the IBCT Certification Process



How to Apply for IBCT Certification

There are several ways to apply for IBCT certification. The preferred method is to apply online at www.ibct-global.com or www.ibct-mena.com. You may also complete and mail all documentation instead of applying online.

Online Application Process

Step 1 Documentation

Online applications are accepted in .pdf format only. Prepare and scan all documentation prior to submitting your application. The required documents are listed in the “Required Documents” section below along with Table 1.

Step 2 Complete online application

Click on the link for the certification that you are applying for and complete all sections of the application. You must review the IBCT Code of Conduct and certify that you have read it by checking the appropriate box.

Associate Trainer (AT): To apply for this certification, click [here](#)

Certified Professional Trainer (CPT): To apply for this certification, click [here](#)

Certified Trainer/Human Resources Development Consultant (CT/HRDC): To apply for this certification, click [here](#)

Step 3 Upload Supporting Documentation

Upload all required documents by clicking on the “Browse” button to find and upload the documents.

Step 4 Submit application

Once you have completed the online application and uploaded all required documents, click on the “Submit” button to submit your application for review.

Appendices’ D through F are checklists to help you complete your application package before submission.

Application Mailing Process

You may also apply through email. Complete the application found in Appendix G and include a copy of all the required documentation as listed in Table 1 below. Mail the complete package to:

Foundation International Board of Certified Trainers

PO Box 12084
3004 GB
Rotterdam
THE NETHERLANDS

6628 Charles Green Square,
Alexandria
VA 22315 - Virginia
UNITED STATES OF AMERICA

Required Documents

Documents supporting your certification must accompany all applications. If the required documents are not attached to your application or support your certification, your application will be denied and fee refunded minus a \$7.50 processing fee.

Depending on the certification applying for, the required documents must be scanned and included with your application. Each category should include all documents required for that specific requirement and can contain multiple documents. Table 1 contains a list of each document category, examples of documents that should be submitted and the certification level that requires the documents.

IMPORTANT: For each document category, **you will submit only one file.** That file can contain multiple documents to support that category.

Building a Document Portfolio

Candidates must provide a document portfolio which meets the high standards set by the IBCT and to be able to verify it in an objective way. The responsibility of convincing the IBCT Certification Board rests with the applicant through the documents that are submitted. The following examples show how applicants can demonstrate their competencies in a thorough and convincing manner which can be verified by the IBCT Certification Board.

Education Examples

A copy of a diploma that has been officially verified by a notary or an appointed official government organization including the contact details of the educational institution.

Experience Examples

Curriculum Vitae (CV) or resume with details including employer, address, phone number, references, position(s) held, years of service etc.

Documents that support the CV or resume could include a copy of the employment contract, appraisal report, or written references and/or testimonials.

Customer Satisfaction Examples

Original letters of recommendation, copies of student appraisals or results, references that can easily be verified.

Personal Development Examples

Planned educational activities which could easily be demonstrated and verified as complete by the Certification Board.

Developmental Activities Examples

Internal and external training, co-training, supervision, professional coaching or training room observation provided and received, writing and reading a book related to training, attending a conference, structured and documented peer-to-peer inter-vision, career development activities, developing training materials, reviewing educational exams and writing educational papers.

Table 1 Certification Package Documentation

Document Category	Document Examples	AT	CPT	CT/HRDC
Personal Details	Photo ID, Driver's License with Photo, Passport with Photo	Required	Required	Required
Education	Diploma's, college transcripts	Required	Required	Required
Education in Workplace Learning, Teaching or Corporate Training	Certificates of professional training in the field, IBCT certified training programs	Required	Required	Required
Experience	Documents that support your experience such as CV, Resume, Job Description, reference letters, etc.	Required	Required	Required
Expertise	Documents supporting your expertise such as certifications, awards, certificates etc.	Required	Required	Required
Customer Satisfaction	Documents from a recent training session such as student evaluation sheets, evaluation results, customer reference letters, etc.	Not Required	Highly Appreciated	Required

Application Fees

Once your application is received/uploaded, the IBCT will email you an e-invoice with the details for online payment or international bank transfer. **The IBCT cannot accept cash or check payments or payments from companies such as Western Union Money Transfer.**

The application fee is:

Certified Professional Trainer (CPT) - \$187.00 US

Certified Trainer/Human Resources Development Consultant (CT/HRDC) - \$187.00 US

Associate Trainer (AT) - \$119.00 US

IBCT Certification Review Process

The IBCT Certification Board carefully assesses each candidate's application package to ensure that each candidate possesses the required education, experience, continuing education and/or customer satisfaction results. Depending on the certification applied for and number of candidates, certification results can take up to six weeks.

The IBCT Certification Board is comprised of internationally-recognized trainers, educators and Human Resources Development professionals.

Certification Review Results

After a complete review of the candidate's application package, the IBCT Certification Board will either approve the candidate for certification or disapprove the certification.

Certification Approval

If the IBCT Certification Board approves the candidate's application for certification, the IBCT will:

- Send a congratulatory email stating that they have been approved for certification, and
- Prepare and send either via email or postal mail an IBCT Certification Certificate, and
- Add the member's name to the database of AT, CPT and CT/HRDC's found on www.ibct-global.com or www.ibct-mena.com

Once approved, certified members can use the following designations in any official correspondence or email signature blocks:

Associate Trainers – (AT)

Certified Professional Trainers – (CPT)

Certified Trainer/Human Resources Development Consultant – (CT/HRDC)

In addition, each certification level has a quality seal that also may be used in any official correspondence or email signature block. These will be provided in the approval email.

Application Disapproved

If the application is missing documentation, the IBCT will make every effort to obtain the missing documents from the candidate. But, if the candidate does not meet the stringent requirements for certification, the application will be disapproved.

If a candidate's application is disapproved, the application fee will be returned minus a \$7.50 processing cost.

There is no minimum waiting time after an application is disapproved where a candidate may re-apply for certification.

Contacting IBCT

If you have questions about IBCT and/or the certification process, please send a detailed email to:

info@ibct-global.com
Europe / Asian

info@ibct-mena.com
Middle East & North Africa

info.usa@ibct-global.com
North America

Continuing Professional Education and Recertification

One of the major goals of IBCT is to promote and encourage continuing education and professional development. Members will meet this standard by identifying their strengths and weaknesses relating to the field of training and workplace learning, developing professional development goals, and formulating an action plan to meet the goals.

Examples of developmental activities include internal and external training, co-training, supervision, provide and receive professional coaching, training delivery observation, writing or reading a book related to training, attending a conference, structured and documented peer-to-peer inter-vision, career development activities, developing training materials, reviewing educational exams and writing educational papers.

The IBCT acknowledge these learning activities as follows in Table 2:

Table 2 Continuing Education (CE) Activities

Formal learning activities	CE credits	Informal learning activities <i>Learning on the job</i>	CE credit
One day part of training	15	One day part as a co-trainer	10
One day part of external education	20	One day part visitation	10
One day part workshop/seminar/e-	5	One day part observation	2.5
One day part career counseling	10	One day part receiving coaching or be a	2.5
One day part of representing in a professional	5	One day part of reading professional literature	5
One day part attending a conference about training	5	One day part learning thru speaking, blogging	5

Trainers may choose from other training activities to achieve their minimum CE credits. The 300 credits required can be spread over a three-year timeframe.

To maintain the CPT and CT/HRDC certification, trainers should strive to participate in professional training activities that will enhance their knowledge, skills and abilities in their profession. Appendices H through J are the reporting forms for each of the three years in the CE cycle. Once every three years, CPTs must recertify and demonstrate that they have participated in professional activities and continuing education over those preceding three years. In addition, CT/HRDC's must all demonstrate customer satisfaction for training sessions they have conducted. An example of a completed Personal Development Plan is found in Table 3.

Table 3 Example Personal Development Plan (of a CT/HRDC in the MENA region)

Development goals	<i>Development completed</i>	Date	Hours	Credits	Location
Improving communication skills	Training: effective feedback for trainers	2/3/14	8	30	HRDC-BSU in Cairo
Talent Management and Career Counseling	2 nd National Conference Training and Development in Higher Education NCTD-HE 2014	15/11/14	8	10	Beni Suef University Beni Suef
Developing leadership skills	ATD Annual Conference Workshops 1 & 2 "Ignite"	16/10/14 To 17/10/14	24	30	Phoenix, Arizona US
Understanding motivation	Read – Seven habits of highly effective people	1/10/14	5	5	Self-study
Improving coaching skills	Learning by doing as a HRDC coach supervised by IBCT expert	1/7/14 to 1/12/14	40	25	Cairo
Improving didactics	Work as a co-trainer with the Pin wall method	4/12/14	8	20	QAC Zagazig
				120	

Planned activity is in black, reporting completed activity is in orange.

Under this system, emphasis is placed on setting goals and planning to achieve them, rather than reporting of the planned professional development activities. The most important aspect is that the

300 credits can be divided over the three-year period along with being able to verify the completion of the activities.

To verify the completed activities, members will be required to provide documentation (copies) of their professional development activities. These may be submitted either by email to the IBCT or by postal mail no later than one year after the certification due date.

Appendix A
Written Examination for
Associate Trainers (AT)

You must respond to each question and provide your own responses. Each answer should be at least one-half page per question. Note: You must also sign and date the written statement at the end of the examination.

Candidate Name _____

1. How do adults learn?
2. What is your personal mission as a trainer?
3. What are your core values and how can participants recognize these during your training session?
4. What are the socio-emotional expectations of adult learners?
5. What are the elements/information that you put into your training/lesson plans?
6. How do you structure your lecture?
7. Why do you evaluate your training programs and what are the questions you ask participants?
8. What are the elements of IBCT's Code of Conduct?
9. How do you create interactivity in your sessions?
10. How do you create an effective learning environment for participants?

Written Examination Statement

Directions: The written examination is an important part of the credentialing process. As it is self-proctored, you must sign the following statement:

(YOUR NAME) I, _____ state that I received no outside assistance and the answers in the written portion of this application process represent my professional level of knowledge. I attest and claim that these responses were written by me and that they represent my abilities.

Candidate Signature

Date

Appendix B
Written Examination for
Certified Professional Trainers (CPT)

You must respond to each question and provide your own responses. Each answer should be at least one-half page per question. Note: You must also sign and date the written statement at the end of the examination.

Candidate Name _____

1. What are the adult learning principles you use in training sessions? Please give real examples.
2. What is your personal mission as a trainer? Describe how trainees could experience this personal mission during training session you conduct.
3. Describe how you deal with different learning styles in training situations. Give some practical approaches you use in your day-to-day practice.
4. What are the main steps you follow in training program development?
5. What are the 5 most important quality criteria you use when you develop a PowerPoint presentation? Please provide a sample PowerPoint you use (a .pdf file) as an Appendix to your application.
6. How do you evaluate your training sessions and why?
7. How do you appreciate individual differences in a training session? Provide examples of what you have done in the past.
8. How do you guide a role-play during your training sessions? What are the steps and most important focal points?
9. What are the feedback rules you use during sessions you lead as a trainer?
10. Describe two examples how you made an inventory of your target group trainees in one of the training programs that you conducted.
11. What methods do you prefer to use to support trainees to learn the new desired behavior?

12. How do you deal with blocking beliefs of trainees that hamper them to achieve the desired behavior?

13. What are your core values as a professional trainer?

14. How can trainees experience your core values as a trainer during a training session?

Written Examination Statement

Directions: The written examination is an important part of the credentialing process. As it is self-proctored, you must sign the following statement:

(YOUR NAME) I, _____ state that I received no outside assistance and the answers in the written portion of this application process represent my professional level of knowledge. I attest and claim that these responses were written by me and that they represent my abilities.

Candidate Signature

Date

Appendix C
Written Examination for
Certified Trainers/Human Resources Development Consultants
(CT/HRDC)

You must respond to each question and provide your own responses. Each answer should be at least one-half page per question. Note: You must also sign and date the written statement at the end of the examination.

Candidate Name _____

1. What are the elements of an effective training proposal?
2. How do you conduct a training needs analysis?
3. When performance is recognized as the problem, training is not always the solution. How do you determine if performance is the problem, if it's a training issue, or an organizational problem?
4. How do you guide a case study during your training sessions? What are the steps you follow and what are the focal points?
5. How do you create a broad basis for training in an organization? Give an example how you created this in one of your training projects.
6. How can we link a training program to the strategic corporate goals of an organization?
7. What are the main elements you use in planning training transfer while you conduct a training program? Provide some examples of transfer planning you used in the past.
8. How do you determine the financial impact of a training program?
9. How do you provide your feedback to a critical and strong personality trainee who doesn't receive feedback well (i.e. defending and justifying their behavior) during one of the sessions you conducted as a trainer?
10. What are the three most critical elements in achieving a positive transfer of training in the work environment and why?
11. International trainers and consultants need to deal with many cultures. How did you prepare yourself for training that you conducted with participants with a different culture than your own?

Written Examination Statement

Directions: The written examination is an important part of the credentialing process. As it is self-proctored, you must sign the following statement:

(YOUR NAME) I, _____ state that I received no outside assistance and the answers in the written portion of this application process represent my professional level of knowledge. I attest and claim that these responses were written by me and that they represent my abilities.

Candidate Signature

Date

Appendix D

Checklist for Associate Trainer (AT) Application

Eligibility

Professional Education

- _____ Graduate of an IBCT-Certified training program, or
- _____ Professional and educational background in the field, and
- _____ Verifiable certificate of a “trainer training” covering the basic skills for trainers

Experience

- _____ Educational background with some lab experience as a trainer or as a co-trainer

Documents Required for Certification

- _____ Application
- _____ Personal Detail File (Photo ID, Driver’s License with Photo, Passport with Photo)
- _____ Education File (Diplomas, college transcripts)
- _____ Education in Workplace File (Certification of professional training, IBCT certified training Program certification)
- _____ Experience File (Documents that support your experience such as CV, Resume, Job Description, reference letters, etc.)
- _____ Expertise File (Documents supporting your expertise such as certifications, awards, certificates, etc.)
- _____ Written examination (Appendix A - If not a graduate of an IBCT certified training program)
- _____ Written and signed three-year Personal Development Plan (Appendices H, I & J)

Appendix E

Checklist for Certified Professional Trainer (CPT) Application

Eligibility

Professional Education

- _____ Graduate of an IBCT-Certified training program, or
- _____ Bachelor or higher degree in corporate training & development, or
- _____ Bachelor degree or higher with a certified Professional Trainer training (5-15 days/40-120 hours), or
- _____ Master's degree or higher with an IBCT certified Professional Trainer training (5-15 days/40-120 hours), or
- _____ PhD degree with an IBCT certified Professional Trainer training (5-15 days/40-120 hours), or
- _____ An equivalent (professional) education background in training at an IBCT/CPT level

Experience

- _____ Educational background, preferable with 1 year experience in training or public education
- _____ Educational background, preferable with 2 years' experience in training or public education
- _____ Educational background, preferable with 3 or more years' experience in training or public education

Documents Required for Certification

- _____ Application
- _____ Personal Detail File (Photo ID, Driver's License with Photo, Passport with Photo)
- _____ Education File (Diplomas, college transcripts)
- _____ Education in Workplace File (Certification of professional training, IBCT certified training Program certification)
- _____ Experience File (Documents that support your experience such as CV, Resume, Job Description, reference letters, etc.)
- _____ Expertise File (Documents supporting your expertise such as certifications, awards, certificates, etc.)
- _____ Written examination (Appendix B - If not a graduate of an IBCT certified training program)
- _____ Written and signed three-year Personal Development Plan (Appendices H, I & J)

Appendix F Checklist for CT/HRDC Application

Eligibility

Professional Education

- _____ If candidate is not a native English speaker: a recent IELTS test score of > 7 plus (out of 10)
- _____ Graduate of an IBCT-Certified training program, or
- _____ Bachelor or higher degree in corporate training & development with an IBCT certified CT training (>20 days/160 hours), or
- _____ Bachelor degree in Education or higher with IBCT certified CT training (>20 days/160 hours), or
- _____ Master's degree or higher with IBCT certified CT training (>20 days/160 hours), or
- _____ PhD degree with IBCT certified CT training (>20 days/160 hours), or
- _____ An equivalent (professional) education background in training at an IBCT/CT level

Experience

- _____ Educational background, completed with > 5 years of appropriate experience in training and consulting
- _____ Educational background, completed with > 3 years of appropriate experience in training or Public education
- _____ Educational background, completed with > 1 year of appropriate experience in training or public education

Customer Satisfaction

- _____ Two original letters of recommendation from clients **and**
- _____ Multiple copies of evaluation sheets from trainees from a recently conducted training **and**
- _____ Recent appraisal report written by a recent employer **or**
- _____ Awards or other recognition **or**
- _____ Other recent clear indications of customer satisfaction.

Appendix F (cont.)
Checklist for CT/HRDC Application

Documents Required for Certification

- ___ Application

- ___ Personal Detail File (Photo ID, Driver's License with Photo, Passport with Photo)

- ___ Education File (Diplomas, college transcripts)

- ___ Education in Workplace File (Certification of professional training, IBCT certified training Program certification)

- ___ Experience File (Documents that support your experience such as CV, Resume, Job Description, reference letters, etc.)

- ___ Expertise File (Documents supporting your expertise such as certifications, awards, certificates, etc.)

- ___ Customer Satisfaction File (Documents from a recent training session, such as student evaluation results, customer reference letters, etc.)

- ___ Written examination (Appendix C - If not a graduate of an IBCT certified training program)

- ___ Written and signed three-year Personal Development Plan (Appendices H, I & J)

Appendix G Application

Section 1: Personal Information/Background

Required Information	Your Information
First Name	
Last Name	
Highest Degree	
Date of Birth	
Home Address	
City	
State	
Postal code/Zip Code	
Country	
Home Phone Number	
Mobile Phone Number	
Work Phone Number	
Email address	
Personal website	
LinkedIn Profile	
Employer/Self-Employed	
Employer website	
Current position	
Years in current position	
Years of experience in training or workplace learning and performance profession	
In which setting has the majority of your experience been?	School Community College/University Business/Industry Government Other, please specific

Section 2: Eligibility

For those applying for Certified Professional Trainer (CPT)

Check one:

_____ An education program for trainers certified by the IBCT at a CPT level, or

_____ An equivalent course that is accepted by a local IBCT Division

Appendix G (cont.) Application

AND

Check one:

- Bachelor or higher degree in corporate training and development, or
- Bachelor degree in Education or higher with a certified Professional Trainer training, or
- Master's degree or higher with an IBCT certified Professional Trainer training, or
- PhD degree with an IBCT certified Professional Trainer training, or
- An equivalent (professional) educational background in training at an IBCT/CTP level

For those applying for Certified Trainer/Human Resources Development Consultant (CT/HRDC)

Check one:

- An education program for trainers certified by the IBCT at a CT level, or
- An equivalent course that is accepted by a local IBCT Division

AND

Check one:

- Bachelor or higher degree in corporate training and development and 5 year experience in training, or
- Bachelor degree in Education or higher with a certified Professional Trainer training plus 5 years' experience in training or public education, or
- Master's degree or higher with an IBCT certified Professional Trainer training plus 3 years' experience in training or public education, or
- PhD degree with an IBCT certified Professional Trainer training plus one year experience in training or public education, or
- An equivalent (professional) educational background in training at an IBCT/CT level

Appendix G (cont.) Application

AND

_____ Demonstrable and proven customer satisfaction of previously conducted training sessions

Section 3: Education and Professional Education as a Trainer

Name & address of College, University or Institute	Dates Attended	Degree Awarded & Year	Topics Major/Minor
Name			
Address			
City			
State/Country			
Website			
Name			
Address			
City			
State/Country			
Website			
Name			
Address			
City			
State/Country			
Website			
Name			
Address			
City			
State/Country			
Website			
<p>Please provide scans or copies of documentation to support completion of these courses/degrees. List credit courses which constitute a training specialty (e.g. business, legal, and education), course number, title credits, name or university/college.</p>			

Appendix G (cont.)
Application

Section 4: Professional Experience

Organization Name & Address	Dates/Years	Positions Held	Duties
Name			
Address			
City			
State/Country			
Website			
Name			
Address			
City			
State/Country			
Website			
Name			
Address			
City			
State/Country			
Website			
Name			
Address			
City			
State/Country			
Website			
Please provide scans or copies of documentation that support these positions (e.g. reference letters signed by satisfied clients or training managers, etc.)			

Certification

I certify that the information submitted in this application is true to the best of my knowledge.

(Signature)

(Date)

Appendix H
Personal Development Plan – Year 1

Name	
Address	
Postal/Zip Code	
City/State	
Country	
Email Address	
Year when last certified	

Developmental Goals	Development Completed	Date	Hours/Credits	Location

Certification

By signing below, I am certifying that the items reported on this form are true.

(Signature)

(Date)

Appendix I Personal Development Plan – Year 2

Name	
Address	
Postal/Zip Code	
City/State	
Country	
Email Address	
Year when last certified	

Developmental Goals	Development Completed	Date	Hours/Credits	Location

Certification

By signing below, I am certifying that the items reported on this form are true.

(Signature)

(Date)

Appendix J
Personal Development Plan – Year 3

Name	
Address	
Postal/Zip Code	
City/State	
Country	
Email Address	
Year when last certified	

Developmental Goals	Development Completed	Date	Hours/Credits	Location

Certification

By signing below, I am certifying that the items reported on this form are true.

(Signature)

(Date)