



# 2023-2026

## 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

[www.ibct-global.com](http://www.ibct-global.com)

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## Introduction

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We are pleased that you are interested in the International Board of Certified Trainers (IBCT) and our certification program. IBCT Certification is a long-term career commitment that demonstrates your dedication, credibility and your level of mastering the training and HRD competencies to your bosses, clients, staff members and professional peers across the globe. IBCT Certification provides clear evidence of the investment you have made in your Training and Talent Development career and represents a concrete milestone in the profession.

To become an IBCT Certified Trainer, you must meet strict international standards, professional practice and educational requirements before earning our certificates and licenses of practice.

To keep your certification status valid, you must stay current in the Training and Talent Development profession and recertify every three years.

## About IBCT

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We are a not-for-profit foundation. As the first certification body in the field of corporate training and workplace learning industry, we offer certification that focuses on sustainable human resource development.

The International Board of Certified Trainers (IBCT) was originally founded in 1988 as a professional association in the United States. Currently, our headquarters are in the Netherlands and we are acting under Dutch and European law. IBCT is aiming at continuously improve the profession of training and talent development and its public perception. We achieve that by developing and disseminating professional HRD standards, conducting the world's best train-the-trainer programs and offering state-of-industry certification services. We have regional headquarters and train-the-trainer partners spread over world.

### **Mission**

We develop and apply the state-of-the-art standards for certifying trainers, training centers and training packages; and we strictly apply them. We provide our clients with distinguishable certification services at the highest quality in the market. Our Services are globally perceived as an opportunity to learn and grow and as an international acknowledgment.

### **Vision**

Our certification standards are the most trusted ones across the globe and our quality hallmarks are to become a global beacon and leading the industry.

## **Our Belief**

Trainers should not be allowed to train until they get prepared for practice.

## **Standards**

Our international standards are based on well-documented, widely-accepted, and highly-cited research studies and proven principles of adult learning.

# IBCT Code of Conduct

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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 any and 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's 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 director 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 Code of Ethics and Standards of Professional Conduct on the next page.

The following nine articles of professional conduct are showing responsibilities of the trainer:

### **IBCT Standards of Professional Conduct**

- Exercise independence in thought and action.
- Hold the affairs of their clients in strict confidence.
- Continuously strive to improve their professional skills.
- Advance professional standards of training.
- Treat similarly situated people similarly, while taking account of human, cultural, and other differences.
- Uphold the honor and dignity of the profession.
- Maintain the IBCT standards of personal conduct.
- Promote fair, safe and sustainable learning environment.
- Strive to achieve the balance between interest as a trainer and that of the client.

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*Visit [ibct-global.com](http://ibct-global.com) or [ibct-mena.com](http://ibct-mena.com) to download the full Code of Ethics and Standards of Professional Conduct*

## Professional Certifications

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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. IBTC 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.

## Overview of IBCT Certifications

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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.

### **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, insights in motivation, believes, personality styles, learning preferences, behavior 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.

### **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.

# Eligibility for IBCT Certification

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## **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 or Adult Education that includes instructional methodology.

## **Certified Professional Trainer (CPT) Eligibility Requirements**

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

### **1<sup>st</sup> 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.

### **2<sup>nd</sup> 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:

### **1<sup>st</sup> 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.

### **2<sup>nd</sup> 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.

### 3<sup>rd</sup> Requirement

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

## IBCT-Certified Train-the-Trainer Programs

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The IBCT has certified several certified in train-the-trainer programs in Europe, United States, Middle East, the Gulf States and Africa that meet the requirements for the certification levels.

If you graduated from one of these certified programs you should apply through the training provider and are exempted from the written examination and video recording of a training session.

When, in your opinion, your professional education (AT, CPT or CT/HRDC) is equivalent to the IBCT programs and quality standards you are kindly requested to provide us with convincing and verifiable documentation regarding the equivalent content, training methods, train-the-trainer's name(s), duration, level and way of examination. So-called 'equivalent assessments' of professional train-the-trainer training programs may need more processing time and require additional fees. All documentation is expected to be in English.

You can check online if the train-the-trainer program you attended/want to attend has been certified by the IBCT. Or call us to find the nearest certified train-the-trainer partner in your region.

# IBCT Certification Written Examination and Recording

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If professional education is **NOT** listed above as being IBCT-certified, **you must** complete and submit a written examination and a recording of a training that you conducted 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

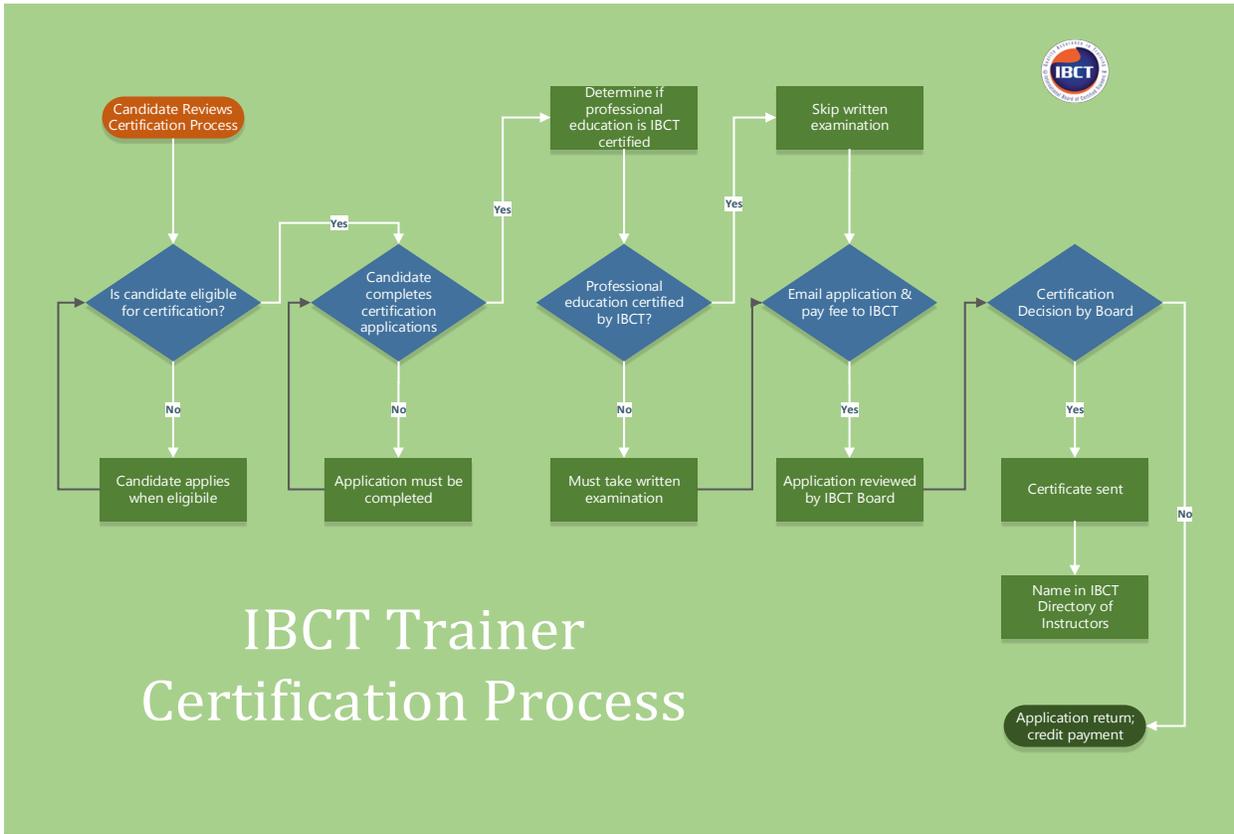
Appendix C – Written examination for Certified Trainers/Human Resources Development Consultant (CT/HRDC) candidates

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.

# Overview of the IBCT Certification Process



## How to Apply for IBCT Certification

Complete the application form 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 – EU  
or e-mail the application package to [info@ibct-global.com](mailto:info@ibct-global.com)

## Required Documents

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.

# Building a Document Portfolio

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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.

Recording of a training session that you conducted as a trainer. (Min. 4 hours)

## **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**

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

## Application Fees

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Once your application is received, 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 direct application and tri-annual membership fee with the IBCT is US\$450. (Rate per July 1th, 2023 will be (US\$525) If applications are not up to standards the Board will reimburse the application fee minus \$250 for evaluation cost. Group applications via Certified Training Partners and/or IBCT-MENA Focal Points are integrated in their training fees.

The investment for (online) re-certification (once in three years) is \$249 only. (Rate per July 1th, 2023 will be US\$273.90)

## IBCT Certification Review Process

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The IBCT Certification Board carefully assesses each candidate's application package to ensure that each candidate posses the required education, experience, performance, 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, professors, educators and Human Resources Development professionals.

## Certification Review Results

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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](http://www.ibct-global.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 has a logo that also may be used in any official correspondence or email signature block. These will be provided in the congratulator 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 US\$200 evaluation and processing cost.

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

## Contacting IBCT

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If you have questions about IBCT and/or the certification process, please send a detailed email to: [info@ibct-global.com](mailto:info@ibct-global.com)

## Continuing Professional Education and Recertification

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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**

<b>Development goals</b>	<b><i>Development completed</i></b>	<b>Date</b>	<b>Hours</b>	<b>Credits</b>	<b>Location</b>
Improving research skills	Training: how to publish research	2/3/2017	8	30	University of Alexandria
Computer skills	Workshop: Excel Advanced	7/7/2017	4	5	Local Computer World Store
Developing leadership skills	IBCT National Conference Workshops 1 & 2	10/4/2017 To 10/6/2017	24	30	Netherlands, Amsterdam
Understanding motivation	Read – Seven habits of highly effective people	10/2017	5	5	Self-study
Improving coaching skills	Learning by doing as a FLDC coach	1/7/2017 to 1/12/2017	40	25	Alexandria
Improving didactics	Work as a co-trainer with the Pin wall	4/12/1017	8	20	IBCT Cairo
				115	

Planning 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)

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*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? Describe how trainees could experience this personal mission during training sessions you conduct
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?
11. 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.
12. What are the competences and responsibilities of a trainer?
13. What are the outlines you use for instructional design of training programs?
14. Why do you consider training as a profession?
15. What are the cornerstones of the training process?
16. What training methods do you prefer to train skills and why do you think so?
17. Describe the process/step you take to select the appropriate didactic method to achieve a learning objective?

### **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 apply in training sessions and explain why?
2. How do you effectively form the targeted desired professional attitude of trainees?
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 and why?
5. Describe how you deal with different personality styles in training situations. Give some practical approaches you use in your day-to-day practice.
6. How do you evaluate your training sessions on a behavioral level and why?
7. How do you appreciate individual differences in a training session? Provide examples of what and how 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. How do you manage the group dynamics during your training sessions?
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 and maintain the new desired behavior in a sustainable way?
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?
15. What roles do you 'play' as trainer in training situations and why?
16. What theories/models to positively change attitude in training?
17. Describe two ethical dilemmas you encountered as trainer and how you managed them?

### **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 CT/HRDC (Certified Trainers/Human Resources Development Consultants)

*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 distinguish organization problems from valid training requests?
4. How do you guide a case study during your training sessions?
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 do you link a training program to the strategic organizational goals?
7. What are the main elements you apply in planning training transfer?
8. Provide some examples of transfer planning you used in the past and their results.
9. How do you determine the financial impact of a corporate training program?
10. 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?
11. International trainers and consultants need to deal with many cultures. How did you prepare yourself for training that you conducted with participants from multiple cultures?
12. How do you manage expectations in a project plan?
13. What actions do you take to prevent that your advice does not end in a dusty drawer?
14. How do you determine gaps in the present and desired organizational culture?
15. How do you determine and visualize the gaps of the customer satisfaction vs. the organization's perception?
16. Please show an example and the context of a functional analysis your performed.
17. What are the biggest challenges you encountered in guiding organizational change and how did you manage it towards success? Please provide real and verifiable case

### **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.

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Candidate Signature

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Date

## Appendix D

### Checklist for Associate Trainer (AT) Application

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#### **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
- \_\_\_\_\_ Verifiable video recording of a conducted training session performed by applicant

##### **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

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#### **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
  
- \_\_\_\_\_ Verifiable video recording of a conducted training session performed by applicant

##### **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

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#### 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
- \_\_\_\_\_ Verifiable video recording of a conducted training session performed by applicant

##### 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

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### 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

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### 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			
<b>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.</b>			

Appendix G (cont.)  
Application

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**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			
<b>Please provide scans or copies of documentation that support these positions (e.g. reference letters signed by satisfied clients or training managers, etc.)</b>			

**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

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

<b>Developmental Goals</b>	<b>Development Completed</b>	<b>Date</b>	<b>Hours/Credits</b>	<b>Location</b>

### 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

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

<b>Developmental Goals</b>	<b>Development Completed</b>	<b>Date</b>	<b>Hours/Credits</b>	<b>Location</b>

### 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

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

<b>Developmental Goals</b>	<b>Development Completed</b>	<b>Date</b>	<b>Hours/Credits</b>	<b>Location</b>

### Certification

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

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Date)