ACCREDITATION GUIDELINES FOR ATO AND AITP

BTCertiCentre
Business Transformation Certification Centre

1. Introduction: What are these guidelines for?

This guide aims to detail the objectives and processes of Accreditation of Training Organizations and for the Accreditation of Individual Trainers Providers.

2. Types of accreditation

At BTCertiCentre there are two types of Accreditation.

· One for training organizations that want to host classroom and distance learning courses to prepare professionals for the certificates that our organization offers to the market.

We refer to this Accreditation as an ATO or Accredited Training Organization. In addition, this organization can also host classroom and distance learning courses not related to professional certification processes.

· The other certification concerns the accreditation of professionals who wish to be instructors in the preparation courses for the certifications offered by BTCertiCentre. This certification is called Accreditation for Individual Trainers Providers. The AITP can be a trainer in ATO's or provide courses through distance learning platforms available on the market. To do so, the trainer needs to have the course offered evaluated and approved according to the rules for preparing courses for distance learning.

3. Accreditation and Reaccreditation Process

3.1 The ATO´s Accreditation Process

The Accreditation process takes place in 4 steps, as shown below:

First Step - Application
Consists of filling in an application form for ATO with basic information about your identification and the groups of certification products of interest.

Second Step - Documentation
In this step ATO must send the documentation related to the Accreditation for the purposes of evaluation.

BTCertiCentre will inform about the documentation to be requested and how it will be sent for evaluation.

Third Step - Evaluation
In this step the required documentation is received by the BTCertiCentre and evaluated according to the rules established for evaluation. The evaluation is done by independent professionals.

Fourth Step – Accreditation Granted
At this stage, ATO will receive Accreditation if approved in the process. ATO will then receive a BTCertiCentre Certified Training Organization Certificate.

3.2   The AITP Accreditation Process

The process here is like that of the ATO. At the end of the process being approved the trainer will receive an Accredited Training Provider Certificate.

3.3   Courses Accreditation

Both ATO and AITP will be able to submit new certification courses to the BTCertiCentre to meet existing certificates or new certificates being created.

Therefore, it is necessary to submit through PartnerCenter the information required for the approval of the course.

3.4   Re-accreditation Process

Both the ATO and the AITP may request Re-accreditation after the Accreditation validity period.
For both ATO and AITP, the validity period of the respective certificates is 3 years.
It is important that the process of re-accreditation begins two months before the validity of the Accreditation.

3.5   Accreditation Termination

If the ATO or AITP is not in compliance with the rules and agreements signed with the BTCertiCentre or is underperforming according to the BTCertiCentre indicators, Accreditation may be canceled.
In this case, the ATO or AITP loses the authorization to provide preparation courses for BTCertiCentre certificates for the market.

4   ATO´s Accreditation

4.1   What are ATO's?

They are training organizations dedicated to certification courses and other professional development courses.
They can be dedicated divisions within multi-purpose organizations.
ATO has the competence and ability to offer certification courses to the market and to have compatible facilities and the means to offer distance learning certification courses.

4.2 Application

ATO must use the ATO application form to apply for ATO Accreditation.

The application is made through the BTCertiCentre website in the section on How to be a Partner, where the applicant organization informs which themes and courses are interested in teaching or hosting.

In the Application process, BTCertiCentre will ask for the information and documents to apply the evaluation criteria and are:

· Description of values, mission, and vision of the company.
· Organization's legal registration document.
· Financial statement which demonstrates the financial health of the organization; (of the last three years).
· Classroom photos.
· Copy from other accreditations of current certification courses.
· Platform used for distance learning.
· Instructor's LinkedIn Address.
· Short curriculum of certified instructors.

4.3 Selection process

The selection process is carried out by independent professionals who evaluate the information on the qualification of the ATO aiming at accreditation according to the evaluation criteria employed by BTCertiCentre.

The selection process has two steps:

· It first assesses the applicant organization in terms of its competence and infrastructure to host BTCertiCentre courses.
· The second step evaluates the courses to be offered in compliance with the BTCertiCentre requirements.

During the accreditation process, the applicant company must provide a contact name that will be responsible for the relationship with the BTCertiCentre.

4.4 ATO and course evaluation criteria

a) ATO evaluation Criteria

The following criteria are used for the evaluation and, therefore, the Accreditation, they are:

· Organization time in the training market.
· Financial health of the organization.
· Existence of other Accreditations that the candidate already has for certification courses.
· Adequacy of facilities for classroom courses.
· Adequacy of distance learning courses.
· Body and qualification of associate instructors.
· Employ certified instructors in courses that the organization are interested in hosting.

b) Course selection and approval criteria

The criteria used to approve a certification course are:

· Course adherence to the menu recommended by BTCertiCentre.
· Pedagogical approach to the course.
· Quality of material to be provided to students.
· Existence of simulated exams.
· Copyright guarantee of BTCertiCentre or partners represented by it.
· Example of advertising website or materials

For distance learning courses the additional criteria are:
· The course follows the BTCertiCentre rules and recommendations for distance learning courses.

4.5 Course types

The table shows the types of courses that can be developed to meet BTCertiCentre certifications.

ThemesThemes	Certifications	Level
Data Management	Data Governance Foundation	Foundation.
Digital Governance	Digital Governance 4.0 Foundation	Foundation.
Robotic Process Automation	Robotic Process Automation Foundation	Foundation.
Business Agility	Business Agility Foundation	Foundation.
Digital Transformation	Enterprise Digital Transformation Foundation	Foundation.
Digital Product Management	Digital Product Management Foundation	Foundation.
Digital Platform Ecosystems	Digital Platform Ecosystems Foundation	Foundation.

View the certification Syllabus for the course development in PartnerCenter.

4.6 Evolution and maintenance of ATO Accreditation

To maintain accreditation, some rules must be followed.

1. Changes that must be evaluated by BTCertiCentre:
   a. Ownership of the ATO.
   b. Course duration and content.
   c. Changes in location and facilities.
   d. Changes in Learning Management System applied.

2. Changes that must be informed:
   a. Relationship personnel.
   b. New instructors
   c. New address
   d. New website

3. Follow the agreement between BTCertiCentre and the ATO or AITP.

5. AITP Accreditation

5.1 What are AITP's

They are individuals who are instructors for certification courses.
AITP has the competence, the skill, and the experience to teach courses in preparation for certification.
They are instructors previously certified in the subject proposed to teach the courses.

5.2 Application

The application is made through the BTCertiCentre website in the section on How to be a Partner, where the applicant informs which themes and courses are interested in teaching.

In the Application process, BTCertiCentre will ask for the information and documents to apply the evaluation criteria and are:

- Identification information.
- Digitalized certifications corresponding to the certificate for which AITP wants to develop and teach preparation courses.
- Send copy of a Resume that cannot be longer than 5 pages and must contain a description of the educational background, work experience and experience in teaching classroom and distance learning courses on topics related to information technology. Desirable experience in teaching certification preparation courses.
- Inform links of courses developed to distance learning platforms if there anyone.
- Present samples of courses materials (documentation, slides, or videos).
- Inform Linkedin URL
- Provide two names for reference with e-mail or another form to contact

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View the certification Syllabus for the course development in PartnerCenter.

5.4   Selection process

The selection process is carried out by independent professionals who evaluate the information on the qualification of the AITP aiming at accreditation according to the evaluation criteria employed by BTCertiCentre.

5.5   AITP evaluation criteria

a)   AITP evaluation Criteria

The following criteria are used for the evaluation and, therefore, the Accreditation, they are:

·   The instructor is certified in the exam for which he / she intends to be an instructor.
·   Educational background.
·   Working experience in teaching.
·   Experience in teaching certification courses.
·   Quality of courses materials (documents and videos).

b)   Course selection and approval criteria (AITP can develop courses to be placed on LMS platforms).

The criteria used to approve a certification course are:

·   Course adherence to the syllabus recommended by BTCertiCentre.

- Pedagogical approach to the course.
- Quality of material to be provided to students.
- Existence of simulated exams.
- Copyright guarantee of BTCertiCentre or partners represented by it.
- Example of advertising website or materials

For distance learning courses the additional criteria are:
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To maintain accreditation, some rules must be followed.

1. Changes that must be evaluated by BTCertiCentre:
   a. Course duration and content.
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   a. New address
   b. New website

3. Follow the agreement between BTCertiCentre and the ATO or AITP

6.   Rules for development of certification courses

See below for criteria that should be considered when developing courses.

1. Understanding of Bloom Taxonomy: this taxonomy will guide you to establish the course level and reflects on the exam building.
2. Disclose for any course or program of studies to be implemented, widely and in advance, a formal plan describing in detail: objectives; content; rating criteria; nature of student work; basic bibliography; schedule of activities; type of support given to the individual student; requirements, whenever applicable, for a diploma or certificate.
3. Systematically monitor the progress of each student, using the resources of tutoring, didactic support, and counseling, and do a constant job of motivating each one of them so that they can successfully complete the program of studies.
4. Ensure that all the information worked on in the courses and offered to the student is the most up-to-date and modern as possible, both in relation to the contents treated and the pedagogical form used.
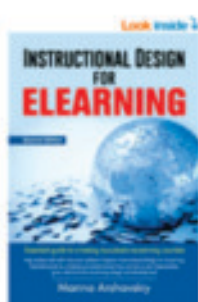
5. Provide human resources and infrastructure appropriate to the type and number of students enrolled in each of its courses.

6. To be able to justify the choice of media to be used in courses and teaching materials, always having as background the pedagogical proposal and the intended didactic goals, as well as the needs, qualifications, and possibilities of the students.

7. Respect third party copyrights according to the legislation of the country where the course is being developed and applied.

8. The training material must be adherence with the corresponding syllabus.

9. The courses must have quiz and at least one simulates exam. Recommended to have quiz for each section of the course.

10. Training material must have a BTCertiCentre identification logo.

11. ATO can use your logo on the material.

12. AITP must be identified on the material.

13. Must show the number of hours required for the student to be able to perform tasks and achieve learning objectives.

Reference bibliography and materials course development best practices:

1. To development of distance-learning

Instructional Design for ELearning: Essential guide to creating successful eLearning courses Kindle Edition

2. Bloom's Taxonomy of Measurable Verbs:
https://www.utica.edu/academic/Assessment/new/Blooms%20Taxonomy%20-%20Best.pdf

3. The Definite Guide to Bloom Taxonomy: https://teacherofsci.com/blooms-taxonomy/