Training Course Accreditation Application Form

This form is to be filled in by the Training Organization to provide information on the organization, the training course to be accredited, and the status of the various documents required for the accreditation process and is to be submitted to the Certification Authority.

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| Submission Information | Applicant Response: | Area Reserved for The Open Group |
| Date of submission | <date this and other documents submitted> | Received: |
| Submitted by  | <Name and Role of person submitting this form> |  |

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| Training Organization | Applicant Response: | Area Reserved for The Open Group |
| Organization Name |  |  |
| Organization Address |  |  |
| Organization website |  |  |

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| Contact Role | Contact name and email address | Guidance |
| Authorized Signatory |  | The person who has overall responsibility for the accreditation activity for your organization and who is authorized to enter into legal agreements on behalf of the organization. |
| Primary Accreditation Contact |  | The person who is the primary contact for all accreditation activity and issues across your organization. |
| Alternate Accreditation Contact |  | A person who is an alternate to the Primary Accreditation Contact and who has the same rights and responsibilities for accreditation (optional). |
| Alternate Accreditation Contact 2 |  | A person who is an alternate to the Primary Accreditation Contact and who has the same rights and responsibilities for accreditation (optional). |
| Finance Contact |  | Your organization's primary contact for payment or invoicing issues related to accreditation. |
| Marketing Contact |  | Individual to contact for any accreditation related marketing issue. |
| ATC Manager |  | The person having the overall responsibility for managing the Accredited Training Course on a day-today basis and ensuring that it is carried out in accordance with its documented processes and procedures. |

**The Organization must be a company registered in the appropriate legal or government body in their country.**

**The Organization must be financially stable. This requirement may be met by submitting a financial report, P&L, and balance sheet for the previous two (2) years, all approved by an independent auditor, or other records as approved by the Certification Authority.**

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|  | Applicant Response: | Guidance |
| Proof of company registration |  |  |
| Proof of financial stability |  | This requirement may be met by submitting a financial report, P&L, and balance sheet for the previous two (2) years, all approved by an independent auditor, or other records as approved by the Certification Authority. |

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| Course Information | Applicant Response: | Guidance |
| Course Name |  | The course name specified for accreditation must be the same name used when marketing and promoting a training course. The name entered here is also how the course is reflected on the Accredited Course Register. |
| Name of course that operates under same QMS | <Either: Not Applicable or course name> | The name of an existing Open Group Accredited Training Course (in any program) or a course for which accreditation is in process, that operates under the same quality system as the course to be accredited. |
| Online course access | <Either: Not Applicable or provide access information> | If any part of the training course is delivered online, provide instructions and credentials required for The Open Group to access the course for the purpose of accreditation. |

The following legal documents are completed, signed and, returned.

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| Legal Agreements |  | Additional information | Area reserved for The Open Group |
| Commercial License for use of the Standard | Yes/No |  |  |
| Accreditation Agreement | Yes/No |  |  |
| Training Course Schedule | Yes/No |  |  |
| Accreditation TMLA | Yes/No |  |  |
| Trademark License Schedule | Yes/No |  |  |

The following documents are required for the assessment. These documents should be uploaded following The Open Group instructions.

**First course to be accredited:**

**Requires a full accreditation package.**

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| Documentation |  | Additional information | Area reserved for The Open Group |
| Conformance Declaration | Yes/No |  |  |
| QMS Appendix | Yes/No |  |  |
| Supporting documents (referenced in the QMS Appendix) | Yes/No |  |  |
| Training Course Materials Checklist | Yes/No |  |  |
| Training Course Materials | Yes/No |  |  |

**Course to be accredited:**

**If this course is not the first course to be accredited, the QMS is expected to be in place and the following documents are required.**

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| Documentation |  | Additional information | Area reserved for The Open Group |
| Conformance Declaration | Yes/No |  |  |
| A copy of the marketing material, or link to the web site | Yes/No |  |  |
| Training Course Materials Checklist | Yes/No |  |  |
| Training Course Materials | Yes/No |  |  |
| The list of trainers updated | Yes/No |  |  |
| Trainer credentials | Yes/No |  |  |

For Certification Authority use

|  |  |  |
| --- | --- | --- |
| CID |  |  |
| Payment |  |  |
| Date Accredited |  |  |
| Re-accreditation Date |  |  |