

## **ANZTB Training Provider and Course Accreditation Submission Form**

The Australia and New Zealand Testing Board (ANZTB) is a recognised national board of the International Software Testing Qualification Board (ISTQB), supporting the only non-profit, internationally recognised software testing certification programme.

The ANZTB assists with certification of candidates by accrediting qualified training providers and their courses that support the ISTQB software testing certification. We welcome your application and hope that you will succeed as an accredited training provider.

Accredited training providers are authorised to display the ANZTB and ISTQB logo and identify themselves as accredited training providers and to identify accredited courses as such.

The ANZTB will maintain and publish an up-to-date list of accredited training providers and upcoming public course offerings.

### **Training Providers Seeking Accreditation**

Training providers wishing to offer accredited training leading to an ANZTB/ISTQB certificate must submit an application for accreditation to the ANZTB. In reviewing the application, the ANZTB Accreditation Panel will verify that the provider has the ability to teach the ISTQB syllabus material using competent training staff and appropriate materials.

The ANZTB expects providers to have studied the ISTQB syllabus, and the ANZTB Accreditation requirements, to have a full understanding of all requirements.

The ANZTB requires evidence of detailed planning to run an accredited training course. The training provider must demonstrate capability to successfully administer the accredited training courses.

The ANZTB requires that all proposed instructors have at least five years practical experience in software testing and software engineering and have demonstrated proficiency as an instructor of software engineering courses. All instructors must hold the certificate that they teach. The ANZTB Accreditation Panel will reject incomplete applications.

All items submitted to the ANZTB will be retained by ANZTB and held in confidence.

### **The Accreditation Process**

The Accreditation Panel will make an initial recommendation within six (6) weeks after the provider has submitted the application. Accreditation may involve a short site visit.

After the assessors have evaluated the application, the course materials, and all other supporting materials, the accreditation panel will discuss the recommendations of the assessors and make one of the following decisions:

- Request additional information from the provider. Should additional information be required, the training provider must submit the items within four (4) weeks, or the application will be rejected.
- Request changes to the training materials with re-submittal of the materials (with changes highlighted) for review and final approval. Should changes be required, the training provider must make the changes and submit updated materials within four (4) weeks, or the application will be rejected.
- Grant accreditation. Note: Changes to the syllabus during the accreditation period may require course materials to be resubmitted for accreditation.
- Reject the application with reasons stated.

Rejected providers may reapply for accreditation after two (2) months.

ANZTB will endeavour to process the application in the shortest possible time. The application process will take no more than three (3) months.

During the accreditation processing period, providers may mention that the course has been submitted for accreditation but may not advertise the course as accredited or use the ANZTB or ISTQB logos.

Once accreditation is granted, the training provider will receive notification of the ANZTB accreditation panel's decision. Upon receiving accreditation, the training provider has permission to advertise the course as accredited and use the ANZTB and ISTQB logos in their applicable marketing and training materials. The ANZTB will issue a formal certification of the accreditation for that training provider.

### **Length of Accreditations**

Training provider accreditations are valid for a period of three years. At the end of each period, the Training Provider must apply for renewal and update the accreditation information. For each renewal, the ANZTB will review of the training provider's courses and related activities for the previous year.

Training course accreditations are valid for a period of three years or until the syllabus related to a training course is updated, thereby requiring the course to be re- accredited.

### Application for ANZTB Training Accreditation

Please submit this completed and signed application form and non-refundable application fees by postal mail to:

ANZTB, PO Box 34074, Birkenhead 0746, New Zealand

Supporting documents may be mailed with your application or sent separately by email to [info@anztb.org](mailto:info@anztb.org)

**APPLICATIONS FOR ACCREDITATION WILL NOT BE PROCESSED UNTIL PAYMENT OF ALL APPLICATION FEES HAVE BEEN RECEIVED.**

### Company Information

Company Name:	
Address:	
City:	
Country:	
Telephone & Fax	
Website URL	

### Contact Details

Contact Name:	
Address:	
City:	
Country:	
Telephone & Fax	
Website URL	

### Accreditation Type

Please tick one or both:

Company Accreditation    Training Materials Accreditation

### Course Titles for Accreditation

	Course	Syllabus Version
1		
2		
3		
4		

Accreditations Requested:

Training Provider accreditation \$2,500

Training Course Material accreditation \$2,500 (to be paid prior)

Renewal of training course material \* \$1,500

\* Course materials are renewed after every syllabus change (approximately every three years).

Total Accreditation Application Fees \$ \_\_\_\_\_

**For Training Provider Accreditation please submit the following additional information:**

- Organisation Profile to include: size of organization; whether the training company is a subsidiary of a larger company; how long the company has been offering training; types of training courses the company currently offers; courses accredited by other bodies and/or courses leading to other certification; other businesses of the company.
- CV's for those who will be conducting the training for accredited courses. Description and experience of person(s) who will be administering the training for accredited courses.
- A duly signed ANZTB Mutual Non-Disclosure Agreement for the Training Provider.

**For each course submitted for accreditation, you must provide the following information:**

- The course outline listing the topics covered within each daily session; the duration of each topic showing at least the minimum required time devoted to each section of the syllabus; and a cross- reference of the topics covered in the course to the appropriate syllabus sub-sections showing 100% syllabus coverage.
- A PDF formatted electronic copy of the course materials, including slides, course notes, instructor notes, appendices, exercises, etc.

**Training Provider:**

Training Provider agrees to the Terms and Conditions below and acknowledges that the Accreditation Application Fees will not be refunded whether or not the Training Provider accreditation or accreditation of Training Course(s) is approved.

Authorising Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**ANZTB ACCEPTANCE OF ACCREDITATION SUBMISSION:**

Authorising Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

## TERMS AND CONDITIONS

Training Provider agrees to abide by the ANZTB and abide by the ANZTB's rules and regulations, subject to change, as posted on its website [www.anztb.org](http://www.anztb.org).

### Protecting the Accreditation

As a condition of accreditation, Training Provider agrees to update the course materials to comply with any changes in the syllabus. The ANZTB will give Training Provider at least six (6) months notice of significant changes. Failure to update and submit course materials for re-accreditation may lead to withdrawal of accreditation.

Training Provider may expect to receive at least one audit visit during the accreditation period. In addition, ANZTB reserves the right to monitor the performance of the Training Provider (e.g., by short notice audit visits to courses in progress and by assessment of examination results). Training Provider therefore is required to notify ANZTB of all course dates and venue information. Should the ANZTB audit a course, the Training Provider and the accreditation panel will receive a report. The report is confidential, subject to the ANZTB Non-Disclosure Agreement, and disclosed only to members of the ANZTB Executive Board and/or Accreditation Panel members on a "need to know" basis.

The ANZTB may immediately withdraw accreditation at any time in the case of behaviors that undermine the integrity of the certification. Examples include omission of required topics from the course materials, inadequate time devoted to required topics, providing to course attendees confidential ANZTB or ISTQB materials as study guides, or making misleading claims regarding the courses. If ANZTB detects such behaviors, the ANZTB alternatively may request immediate remedial action by Training Provider as a condition of retaining accreditation.

At the end of each accreditation period of the Training Provider, the accreditation panel will conduct a review of Training Provider courses and activities for the prior accreditation period. If the review proves satisfactory, the ANZTB will renew the Training Provider accreditation for an additional three-year period providing the Training Provider has paid the renewal fee in full.

Course Material accredited by another National Board, who is a member of ISTQB, does not need to be accredited by ANZTB as part of the accreditation terms and conditions. However, this material is subject to the same audit standards as course material accredited by ANZTB.

Accredited course materials must be submitted for re-accreditation after every syllabus update or upon a published revision to the applicable certification syllabus..

The ISTQB Constitution requires that the ANZTB not engage in any activity that could be construed as supporting a competing certification program or scheme. Therefore, Training Providers who sponsor, host, or provide certification and/or certification training courses that substantially overlap any ISTQB syllabus may not use the ISTQB or ANZTB logos in any way nor will the ANZTB provide links to such Training Provider's Web sites.

### Non ISTQB Accredited Courses

The ANZTB recognizes that Training Providers may offer courses that relate to the ISTQB syllabus but do not meet it fully, for example Exam preparation days, bridging courses from other qualifications etc. The Training Providers are able to use the following wording when advertising these courses that are not ISTQB/ANZTB accredited

"Although this course is based on ISTQB syllabus and may assist students in gaining associated certification level, it is neither accredited by the ISTQB nor the ANZTB and is in no way intended to represent that it is. For details of ANZTB/ISTQB accreditation visit <http://www.anztb.org/accreditation>"

This disclaimer must be at least **11pt, bold** and in a prominent place at the top of any information on such a course. Neither the ISTQB nor the ANZTB logo may be on the web page or advertising material associated with any such course.

### Sole Authority

ANZTB is the sole authority for accreditation by the ANZTB. By submitting an application for accreditation, the Training Provider agrees to accept the ANZTB accreditation decision.

### Indemnification

Each party agrees to indemnify, defend, and hold the other party harmless from and against any and all claims, liabilities, causes of action, damages, and costs (including reasonable legal fees and court costs) arising out of or resulting from any breach by the indemnifying party of any term, covenant, condition, representation, or warranty set forth in this Agreement.

### **Other Regions and National Boards**

The ANZTB will only issue accreditation to Training Providers operating in its region. Some Training Providers offer services across multiple regions. Provided that the Training Provider is accredited by the ISTQB, the ANZTB, upon receipt of confirmation of training course accreditation from another ISTQB-recognised National Board, will offer exams for training courses accredited by other ISTQB-recognised National Boards.

Other ISTQB-recognised National Boards will generally recognize ANZTB accreditation in their regions. However, Training Provider is responsible for contacting the appropriate National Board prior to offering an accredited training course in its region. The ANZTB cannot mandate the behaviors of other National Boards, and the ISTQB Constitution makes each National Board the sole authority for accreditation in its region.

The ANZTB offers examinations only in the Australia and New Zealand. The ANZTB will provide documentation of accreditation to other ISTQB-recognised National Boards on behalf of Training Provider seeking to offer training in other regions.

### **Instructors**

Training Provider agrees to employ training instructors who (1) have at least five years practical experience in software testing and software engineering, and (2) have demonstrated proficiency as instructors of software engineering courses. All instructors must hold the certificate that they teach.

### **Use of ISTQB Logos**

The Accredited Training Provider and Accredited Training Materials logos are made available for use on websites, documents or where appropriate. Contact the ANZTB for font and correct colour information for printing.