



**TRAINING PROVIDER ADVISORY NO. TPA-7**  
Issue Date: 1 January 2005

**SUBJECT:** Training Course Certification (TCC) - Retroactive recognition of course presentations, and the related fees.

**PREFACE:**

Newly-certified training providers may wish to request retroactive recognition of specific course presentations that had been conducted prior to certification by RABQSA. The requirements for doing so, and how subsequent fees will be calculated, are listed in this Advisory, as follows:

**ADVISORY:**

1. Within 30 days after notification of certification, a training provider may request in writing to RABQSA retroactive recognition for specific courses that had been presented prior to the achievement of RABQSA certification.
2. The request must identify the specific dates of the course presentation(s).
3. The requested dates may not be prior to the date of application for certification.
4. The training provider must demonstrate with objective evidence, for each such presentation:
  - a. The course presented was essentially the same in all aspects as the observed presentation;
  - b. The course presented was managed under essentially the same management system requirements and processes as were evaluated and accepted by RABQSA.
5. When making the decision on retroactive recognition, RABQSA will take into account the nature and significance of any nonconformities that were identified during the assessment of the training provider and the course presentation.
6. RABQSA will notify the training provider in writing of the decision reached.
7. Upon acceptance, the training provider may offer RABQSA-certified certificates to students who have successfully completed the courses included in the retroactive recognition.
8. Course offerings included in the retroactive recognition shall be included in payment of the Annual Fees.

End of Advisory