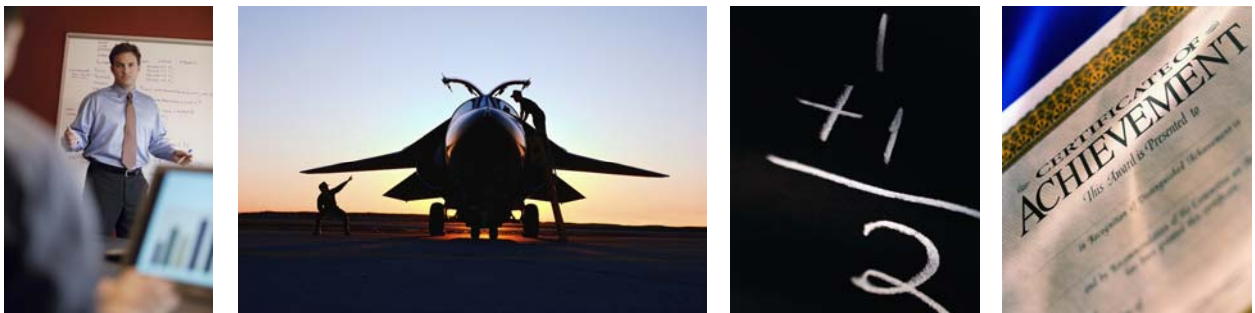


TRAINING COURSE CERTIFICATION

Training Provider Administration Requirements

Edition 1





RABQSA International, Inc (RABQSA) is accredited by the Joint Accreditation System of Australia and New Zealand (JAS-ANZ) as meeting the requirements of the International Standard for personnel certification bodies, ISO/IEC 17024:2003 '*General requirements for bodies operating the certification of persons*'.

This certification scheme for Training Providers is not included in the RABQSA scope of accreditation.

Disclaimer

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Please see the website for your Principal Office's contact details.

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Training Course Certification

Training Provider Administrative Requirements

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How To Use This Document

This document has been designed to provide the information required for RABQSA certification, in a clear and easy-to-follow format.

Requirements specific to each grade are identified by the color of the stripe down the right-hand edge of each page. The colors are:

Management System Requirements:



External Requirements:



Pages containing information that is general about the scheme are identified by a blue stripe (as shown on this page).

An overview of the certification process is outlined at [Page 22](#).

Refer to Annex 1 [Page 23](#) for Definitions and Abbreviations used in this document.

Electronic versions of this document have links embedded to enable direct access to selected pages as well as page references. Hard copy versions have page references only.

Introduction

RABQSA International (RABQSA) offers recognition to Training Providers under two separate schemes, TPECS and TCC.

TPECS, Training Provider and Examiner Certification Scheme, is focused on the assessment outcomes of competency-based training and is normally associated with competency-based personnel certification schemes offered by RABQSA.

TCC, Training Course Certification, is focused on training management and delivery.

This document provides details of requirements to be met by Training Providers seeking certification under the TCC scheme.

Training Providers will also be required to meet the requirements for course development and delivery as defined in 'Training Course Certification—Course Development and Delivery Requirements'.

Overview

1. This criteria document is intended for use by RABQSA International (RABQSA) and training course providers (training providers). It establishes the requirements for assessing and maintaining surveillance of a training provider and any relevant training course. RABQSA evaluates a training provider for conformity with these criteria and the training course for conformity with the criteria document relevant to that course.
 - 1.1 Certification of a training provider's course has two components:
 - Approval of the administrative management system
 - Approval of the course content and structure of each course offered.
 - 1.2 The two approvals may occur either independently or together. In order to present an RABQSA-certified course, the training provider shall have both the administrative management system and the course content and structure approved.
2. Certification and maintenance of certification of a training course depends on objective evidence of the following aspects of the course:
 - 2.1 Implementation and maintenance of a documented management system related to the administration and provision of courses that can be audited against the criteria defined in this document.
 - 2.2 Content that covers, by explanation and examples, all topics identified by the Training Provider that are to be covered in the certified or applicant course.
 - 2.3 Detailed student individual learning objectives that specify the student performance required and the conditions under which student performance will be measured.
 - 2.4 The methods that will be used to measure student evaluation/examination, instructor performance and overall course performance.
 - 2.5 The criteria for selecting course instructors and the process for evaluation of their delivery of the course, both initially and on an ongoing basis.
3. The achievement of certification and its continuance require that the training provider adhere to the criteria on which the certification is based, and conduct its training operation ethically. When there is evidence that this is not the case, RABQSA may initiate actions to suspend or withdraw (cancel) the certification granted.

Continued over page

Overview (Cont)

4. RABQSA assures confidentiality of all materials provided and any other information or knowledge obtained during the course certification process, with the exception of non-proprietary contact information. RABQSA will safeguard against conflict of interest between training providers and evaluators.
5. Program fees and expenses related to course certification and maintenance of certification are the responsibility of the training provider.
6. A training provider that is currently certified by RABQSA under other Training Course Certification rules shall be deemed to meet these Criteria and shall only be required to demonstrate conformity with those activities that are unique to the new training course being certified.

End of Overview

Management System Requirements

Administrative Procedures

The training provider shall develop and maintain documented procedures for the effective administration of the course. Areas covered shall include:

1. The design, development and evaluation of course materials and documentation to ensure conformity with the current RABQSA criteria
2. The presentation of the course
3. The verification of prerequisite knowledge of students, where this is required
4. The control of courses presented through affiliate or franchise organizations and courses presented in other countries and in other languages to ensure conformity with the RABQSA criteria
5. The control of course publicity and advertising
6. A document control system for maintaining the currency of procedures and course materials
7. The selection of, verification of competence of, ongoing training programs for instructors, and annual evaluation of instructor performance, including criteria for determining satisfactory instructor performance.
8. Management review
9. Records of individual students and each course offering, including analysis of course results
10. Student evaluation procedure, including pass/fail criteria
11. Operation and conduct of any examination and applicable re-examination, including security and confidentiality of examination questions and answers and marked papers
12. Issue and withdrawal of certificates
13. Storage and eventual disposal of records from each course (e.g., marked examinations, attendance records, student evaluations, etc.)
14. Methods used to measure students' evaluations of the course content, instructor performance and overall course performance
15. Submission of significant changes to the course(s) to RABQSA for review and acceptance before implementation
16. Complaints and appeals

End of Administrative Procedures

Management System Requirements Records

1. The training provider shall maintain records that demonstrate conformity to these criteria.
2. Records, or translations of the records, shall be maintained in a language acceptable to RABQSA.
3. Records may be in the form of any medium (hard copy, electronic, etc.) acceptable to RABQSA.
4. The records for pass/fail decisions and for course certificates shall be maintained for at least three years. All remaining records shall be maintained for at least eighteen months unless otherwise specified.
5. These records shall be made available to RABQSA.
6. The records for each course presentation shall include the following:
 - 6.1 Venue, dates, related advertisement and promotional literature (e.g., direct mail, fax solicitation, email solicitation)
 - 6.2 Names of instruction team members (including substitutions), trainee instructors and observers
 - 6.3 Revision level of the course materials used
 - 6.4 Identification of the version of any examination papers used
 - 6.5 Names of all students who attended the course, together with the evaluations of their achievement of the course's learning objectives (e.g., continual evaluation, written examination)
 - 6.6 All copies of marked examination papers and continual evaluation forms
 - 6.7 Name of each student who has taken a re-examination, together with the re-examination result for each
 - 6.8 Unique identification number of each certificate of successful completion and the name of the student to whom it was issued

End of Records

Management System Requirements

Management Review

At least once per year, the administrative management of the training provider shall review the following , at a minimum, for effectiveness and conformity to RABQSA requirements:

1. Actions outstanding from previous management review meetings
2. Actions resulting from surveillance by RABQSA
3. Administrative procedures
4. Course design
5. Course presentation
6. Validation of the instruments and methods used in the course to evaluate students (e.g., examinations, skill checks, role plays, etc.)
7. Performance of instructors and future training/continuing professional development needs
8. Complaints and appeals
9. Analysis of student feedback and pass/fail rates

Records of reviews shall be retained for at least three years.

End of Administrative Management Review

Management System Requirements

Instruction Team

1. All instructors shall demonstrate:
 - 1.1 Competence in the principles and practices of the jobs, skills and knowledge associated with the course's learning objectives
 - 1.2 Ability to facilitate the learning and development of the knowledge and skills associated with the course's learning objectives
 - 1.3 Familiarity with the current course materials and documentation.
2. The training provider shall ensure each instructor has met the requirements as defined in the above clause. The process should include the instructor:
 - 2.1 Participating either as a student or observer on a complete presentation of the training provider's course
 - 2.2 Participating as an instructor under the supervision of a trained instructor, for a minimum of one course
 - 2.3 Being monitored by the training provider presenting and managing the course.

Note: 2.1 and 2.2 may be done concurrently.

Alternate methods may be considered, however, all methods shall ensure the performance of new instructors is closely monitored.
3. Each course offering should be taught in the language of the students. If interpreters are used, they must be capable of providing effective interpretations.
4. An interpreter shall be provided for each instructor who does not speak the language of the students.
5. At least one instructor should have current experience in the country and culture in which the course is conducted. If at least one instructor does not have such experience, another person who has current knowledge of local requirements, culture and practices shall be included on the instruction team to provide information and advice to the instructors. This adviser shall be present for parts of the course where local knowledge is relevant.
6. The training provider shall ensure all instructors meet the training provider's competence requirements and maintain satisfactory performance. These procedures shall include review, at least annually, of each instructor's performance. Records of these reviews shall be maintained by the training provider.
7. Where there has been no previous presentations of a course (i.e., where the training provider is seeking initial approval), the training provider shall have documented evidence of fulfillment of the competence requirements of the instructors before the initial presentation.

End of Instruction Team

Management System Requirements Certificates

1. A certificate of 'Successful Completion' shall be provided to each student who has met the training provider's criteria for passing the course. The certificate shall:
 - 1.1 Clearly state that the course is certified by RABQSA
 - 1.2 Include the identification mark of RABQSA
 - 1.3 Include a unique identification number for each certificate
 - 1.4 Clearly show the name of the training provider, as it is certified with RABQSA
 - 1.5 Identify the course by: course title, course number (if any) and dates of presentation of the course
 - 1.6 Include the name of the student
 - 1.7 State that the student named has successfully completed the course
 - 1.8 Include all information on a single side of the certificate.
2. The wording of any certificates of 'Attendance' shall make it clearly apparent that the student has only attended the course. There shall be no implication of successful completion. The RABQSA mark shall not be included on such certificates.
3. If the certified course is a partial or whole requirement of a personnel certification scheme, students shall be informed by the training provider that certificates of 'Attendance' will not be accepted for certification.
4. The design and content of the certificate of 'Successful Completion' and the certificate of 'Attendance', and any changes thereto, shall be approved by RABQSA.

End of Certificates

Management System Requirements

Complaints and Appeals

1. The training provider shall have documented procedures for managing complaints and appeals against its decisions, including provision for correction, corrective and/or preventive action to be taken if required resulting from an analysis of the cause of the complaint or appeal. The procedures shall include the potential for involvement of RABQSA in unresolved complaints or appeals.
2. The training provider shall inform all students of the right to make a complaint or an appeal and shall provide written details of the process for doing so, on request.
3. The training provider shall notify each complainant or appellant in writing of the result of the complaint or appeal and of the right to appeal against the result to the approval body.
4. The training provider shall maintain records of all complaints and appeals, and of their resolution.

End of Complaints and Appeals

Management System Requirements

Confidentiality

1. The training provider shall have adequate arrangements, consistent with applicable laws, to safeguard confidentiality of all information provided by students, including the results of evaluations of students (e.g., tests, examinations, etc.). These arrangements shall be extended to include organizations or individuals acting on the training provider's behalf, and representatives of the training provider.
2. Except as required in these criteria or by law, information about a student shall not be disclosed to a third party without the written consent of the student; nor shall information about a student's sponsor be disclosed without written consent of the sponsor. Sponsors of private venue courses and examinations are considered third parties.

End of Confidentiality

Management System Requirements Monitoring and Improvement

The training provider shall demonstrate how it continually evaluates and improves its training course on an on-going basis, including the following:

1. Course content
2. Practical exercises
3. Student evaluation methods, including tests, examinations, skill checks, etc.

The training provider shall establish how improvement is defined and measured.

End of Monitoring and Improvement

Management System Requirements Changes

1. The training provider shall ensure that any significant changes it intends to make to the training course are first approved by RABQSA. Depending on the nature of the changes, RABQSA may require re-approval of the course materials and/or the training provider's administrative system.

Note: Actions, such as correcting typographical and spelling errors, do not represent a significant course change.

2. Following a decision on, and publication of changes, the training provider shall verify that each of its course instructors and each of its affiliate or franchise organizations carries out any necessary adjustments to the course and materials within a reasonable time (e.g., 30 days).
3. The training provider shall notify RABQSA of any change of address or any significant changes in organization structure or provision of services.

End of Changes

Management System Requirements Variations to the Criteria

1. Variations to any of these criteria will be considered for approval upon written submission by the training provider to RABQSA. Any such request shall be made immediately upon the reason for the variation request becoming known. RABQSA will respond in writing.
2. When evaluating a request for variance, RABQSA shall take into account the training provider's:
 - 2.1 reasons for the requested variance
 - 2.2 modified training plan and/or revised course outline
 - 2.3 assessment of impact on the learning process

End of Variations to the Criteria

End of Management System Requirements

External Requirements Publicity and Advertising

1. Advertising of a training course certified by RABQSA and any literature related to the course shall contain the following wording (or similar wording that has been approved by RABQSA):

'This course is certified by RABQSA'.

Note: The word 'certified' shall be used. Any words that may imply RABQSA sponsorship of the course shall not be used.

2. If the RABQSA-certified course is a partial or whole requirement of a personnel certification scheme, advertising of the training course certified by RABQSA and any literature related to the course shall clearly describe the extent to which the certificate of 'Successful Completion' satisfies the training requirement associated with the personnel certification scheme.
3. The training provider's name shall appear in all promotional materials exactly as it appears on the RABQSA certificate when the RABQSA name and/or mark appear.
4. If the RABQSA-certified course is being contracted through another organization, that organization may be referenced, provided the identity of the certified training provider is readily evident. Such materials shall use the following wording (or similar wording that has been approved by RABQSA):

'This course is being presented in conjunction with (the RABQSA-certified training provider)'.

5. It shall remain the responsibility of the certified training provider to ensure that all contracted materials and/or activities continually conform with all requirements of the training provider and of RABQSA.

End of Publicity and Advertising

External Requirements

Franchising, Licensing or Subcontracting of Courses

1. Training providers shall notify RABQSA in writing of the identity of any organizations to whom it intends to franchise, license or subcontract an RABQSA certified course.
2. If a training provider permits its certified course to be administered and/or presented by a subcontractor such as a franchisee, licensee or individual, the training provider shall ensure that such subcontractors continually conform to all requirements of the training provider and of RABQSA.
3. Any advertising or other promotional materials shall clearly state the relationship between the organization administering or presenting the course and the certified training provider.
4. As part of its initial and ongoing assessments of a training provider, RABQSA may conduct assessments of organizations administering or presenting RABQSA certified courses on behalf of the RABQSA approved training provider.
5. If a training provider permits the use of its course material without maintaining control of its administration and presentation, the training provider shall ensure that the organization using its materials neither states nor implies that the course is an RABQSA-certified course.

End of Franchising, Licensing or Subcontracting of Courses

External Requirements

Use and Misuse of Certificates and Marks

1. The training provider shall exercise proper control over use and display of the RABQSA certification mark.
2. The training provider shall take suitable action to deal with incorrect references to its certification or certification status or misleading use of the RABQSA certification mark in advertisements, catalogs, etc.
3. The training provider shall not make statements in advertisements, catalogs, certificates, etc., that could serve to undermine the reputation of RABQSA or its certification schemes. Any and all violations shall be subject to suitable actions. Suitable actions may include, but are not limited to, corrective action, suspension, or withdrawal of RABQSA course certification and, if necessary, legal action.
4. In addition to the above, misuse of the RABQSA name and/or mark by a training provider that has not submitted a course for certification or has not yet received certification will jeopardize its current submission or any future attempt to seek RABQSA certification.

End of Use and Misuse of Certificates and Marks

External Requirements

Industry or Sector-specific Courses

This page covers requirements for a course that has been RABQSA certified and is then modified for a specific industry, for example, a generic accounting overview course modified to cover the petroleum industry.

1. The training provider shall demonstrate that the design of any industry-specific or sector-specific courses was carried out by a competent individual/s.
2. If the course is advertised as being industry/ sector-specific, the case studies shall relate to that industry/sector. The written examination shall examine content directly related to the industry or sector being covered.
3. If a training provider chooses to include industry/sector-specific requirements in addition to the standard course materials, the course shall allow additional time for these requirements to be covered.
4. The course shall be advertised as an RABQSA-certified course. Any reference to a course containing industry/sector-specific requirements shall be submitted to RABQSA for approval prior to implementation.
5. The RABQSA office shall be informed, in writing, of any planned changes to the course, examination content or technique, and/or administration prior to implementation. This includes changes made to include industry/sector-specific requirements and/or examples.
6. RABQSA shall require a review of the course materials and/or an on-site evaluation to observe the industry/sector-specific courses.
7. Industry/Sector-specific courses shall be included in the normal schedule for RABQSA course surveillance and shall be included in the calculation of annual fees.

End of Industry or Sector-specific Courses

End of External Requirements

Applying for Training Course Certification

1. Prior to submitting an Application for TCC certification, training providers should obtain an Application Package (Package) from RABQSA to ensure that all requirements are understood and provided with the Application. Packages can be requested by contacting the Training Certification Services Coordinator (Coordinator) in the local region. Details are available on the RABQSA website www.rabqsa.com.
2. All Packages will be emailed at no charge; there may be a fee associated with hard copy application requests.
3. Applicants should review the criteria and materials within the Package to ensure accurate understanding of requirements. Clarification or further information may be obtained from the Coordinator.
4. Applicants are required to submit the name of the training organization and contact details to the Coordinator to enable the issue of username and password to obtain access to the on-line Application Form.
5. Applicants must prepare all documentation as requested in the Package.
6. To submit the Application, applicants must access the on-line Application Form and complete the details requested. Application Fees may be paid on-line or an invoice for the Fees requested. Fee payment and all documentation and manuals as requested in the criteria must be received by RABQSA prior to commencement of the evaluation.
7. When the Application is accepted by RABQSA, the applicant is added as an 'applicant' in the Training Provider Register.
8. All documentation is examined by RABQSA, initially for completeness of the materials and then for conformity of the content against the applicable criteria.
9. An RABQSA evaluator will witness the conduct a course offering . The evaluator then prepares an evaluation report.
10. An audit of the applicant's administrative processes will be conducted on-site by an RABQSA evaluator.
11. If any nonconformities are issued, the applicant's subsequent corrective action responses are evaluated for acceptability.
12. Once all evaluation activities are considered complete, a decision on certification is made. The applicant is notified of the decision and, if approved, provided with an invoice for the applicable certification fees.
13. All fees must be paid in full, including the certification fee and any invoices for the evaluator's fees and expenses.
14. The applicant is then awarded RABQSA certification and is entitled to use the RABQSA mark.
15. Continued course surveillance and audits of the training provider's administrative processes are conducted annually throughout the period of certification.

End of Applying for TCC

General Definitions and Abbreviations

For the purpose of these certification criteria, relevant definitions and abbreviations are shown.

Competence: Demonstrated ability to apply knowledge and skills

Course delivery: The presentation of the course to learners

Knowledge: The ability to recall or identify a fact, description, application of a fact, etc.

Learning objective: A statement describing what a student (learner) will be doing when performing an activity or task that is taught in the training course. The learning objective, at a minimum, describes the activity or task's conditions, actions taken in the activity or task, and criteria for successful completion. (See Annex 2 for examples of learning objectives)

Pre-requisites: Requirements for students to possess or complete before attending a related course. There are two types of pre-requisites:

1. Assignments (usually written) to be completed by a student.

Examples:

- A pre-study, provided to the student by the training provider
- A series of questions to be answered by the student

2. Experience, Skills and knowledge a student must possess.

Examples include:

- Related courses
- Experience

Skill: The observable ability of a person to perform a task

SME: Subject matter expert

Target population: The learners that the course is intended to address

Task: An activity that has a distinct start and end, with a measurable outcome

TCC: Training Course Certification

TPECS: Training Provider and Examiner Certification Scheme

End of Annex 1

Training Course Certification Fee Schedule

Effective 1 January 2007

All fees are indicative only and are shown in US Dollars. Fees are subject to change.

Details of all fees in different currencies are available on the RABQSA website at [Fee Calculator](#). Invoices will be provided for all fees in the currency requested.

For payment options, please refer to [Page 26](#) of this Annex.

APPLICATION FEES

Payable upon submission of application and related materials

Initial Course Certification	\$1000
Sector-Specific for Currently-Certified Course	\$500

INITIAL EVALUATION FEES

Type of Activity	
Course Materials Review	\$1250
Course Observation [1]	\$1250
Course Observation Audit Report Preparation and Post-Evaluation Activity	\$1250
Office Audit [1] [2]	\$1250
Office Audit Document Review [2]	\$625
Office Audit Report Preparation and Post-Evaluation Activity [2]	\$625

[1] Per day/per evaluator, plus evaluator expenses

[2] An Office Audit is required only for certification of the initial course. For each subsequent course, the Office Audit will be included in the normal Annual Evaluation schedule.

Continued over page.

TCC Fee Schedule (Cont)

CERTIFICATION FEES

Per Course	\$1000
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All certification fees are payable prior to issuance of certificate.

ANNUAL EVALUATION FEES

Type of Activity	
Document Review (per evaluation)	\$625
Course Observation [1] (minimum one day per certified course)	\$1250
Course Observation Audit Report Preparation and Post-Evaluation Activity	\$1250
Office Audit [1] (minimum one day)	\$1250
Audit Report Preparation and Post-Evaluation Activity [1]	\$625

[1] *Per day/per evaluator, plus evaluator expenses*

ANNUAL FEES

BASED ON TOTAL NUMBER OF OFFERINGS PER COURSE CONDUCTED IN A 12-MONTH PERIOD

Minimum Annual Fee (0 – 12 offerings), plus:	\$1500
Course of 8 – 16 Hours	13 – 100 \$75 per offering
	101 – 200 \$50 per offering
	201 + \$25 per offering
Course of 17 – 23 Hours	13 – 100 \$100 per offering
	101 – 200 \$75 per offering
	201 + \$50 per offering
Course of 24 – 40 Hours	13 – 100 \$125 per offering
	101 – 200 \$100 per offering
	201 + \$75 per offering

Continued over page

TCC Fee Schedule (Cont)

TERMS

TERMS	Payments are due 30 days from the date of invoice issuance.
REFUNDS	All fees are non-refundable.
GST	All Australian Fees will be charged inclusive of GST.
CHANGES	All fees and terms are subject to change without notice.
CREDIT CARD	American Express, MasterCard, and Visa payments accepted at 105% of the invoice amount.




MISCELLANEOUS

TRAVEL	Airfares will be purchased at economy/coach rates. \$250 – Domestic portal-to-portal travel time in excess of four (4) hours per evaluator/per day. Additional \$50/hour; \$500 maximum - International portal-to-portal travel time in excess of four (4) hours per evaluator/per day.
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CANCELLATION FEE

\$500 if evaluation activity is canceled by training provider within 14 days of confirmed evaluation, or if the same activity is canceled more than one time; plus associated travel fees.

PAYMENT OPTIONS

-  Pay over the phone using a credit card (Visa, Mastercard, American Express)
Asia/Pacific Region: Call the Sydney office at +61 2 4728 4600
Europe: Call the Athens office at +1 30 210 77 99 707
The Americas: Call the Milwaukee office at +1 414.272.3937 or 1.888.722.2440
-  Payments may be made via our website at www.rabqsa.com by visiting our Secure Online Payment area for Credit Card payments (Visa Card, Mastercard, American Express).
-  Send cheque in US dollars payable to:
RABQSA International
P.O. Box 602
Milwaukee, WI 53201-0602 USA

Or to your local RABQSA Office in local currency

End of Annex 2

Condition for Use of RABQSA Name and Mark

An RABQSA-certified Training Provider may use the RABQSA name and/or mark on its literature and advertisements (in any form, including electronic) subject to the conditions below. The training provider shall exercise proper control over use and display of the RABQSA mark.

1. Only training providers certified by RABQSA may use the RABQSA mark. Training providers that are not certified by RABQSA, or who are in application for certification shall not use the mark.
2. The RABQSA mark shall be reproduced:
 - in the colors as presented above, or in black and white
 - on a clearly contrasting background
 - in a size which makes all features of the mark clearly distinguishable.
3. If the training provider has its own mark/logo and applies it to materials together with the RABQSA mark, the RABQSA mark's size must not exceed the size of the training provider's mark/logo.
4. All materials referring to RABQSA and/or bearing the RABQSA mark shall include the training provider's name as it appears on the RABQSA certificate.
5. The RABQSA name and/or mark shall not be used in any way to suggest that the training program is offered by RABQSA, that RABQSA has developed the course, that RABQSA has certified or approved anything other than the specific competency unit(s) and/or training course, or in any other misleading manner.
6. The training provider shall not make statements in advertisements, catalogs, certificates, etc., that could serve to undermine the reputation of the RABQSA programs. Any and all violations shall be subject to suitable actions, which may include, but are not limited to, corrective action, suspension, or withdrawal of RABQSA certification and, if necessary, legal action.
7. In addition to the above, misuse of the RABQSA name and/or mark by a training provider that has not submitted an application for certification or has not yet received certification will jeopardize its current submission or any future attempt to seek RABQSA certification.
8. The training provider shall exercise proper control to ensure that all published materials, including those provided and/or distributed by a contract organization, follow the required conditions and rules.
9. The training provider shall take suitable action to deal with incorrect references to its certification or certification status, or misleading use of the RABQSA mark in advertisements, catalogs, etc.

Continued over page

Condition for Use of RABQSA Name and Mark (Cont)

10. Training providers that have had their applications accepted for evaluation and have paid the fee, may use the following wording in published materials: 'submitted to RABQSA for evaluation'. RABQSA reserves the right to withdraw this privilege should the privilege be abused. In all cases, this privilege will expire 12 months after the application submission date. At no time may training providers use this or other similar wording on materials if they have not submitted an application and paid the application fee.
11. The RABQSA name and/or mark shall not be used to identify training providers that are not themselves RABQSA-certified, except under strict provisions of arrangements with other training provider certification bodies (e.g., IRCA).
12. Use of the IPC logo shall be conducted according to the current version of Rules Governing the Use of the IPC logo.
13. If necessary, other requirements and/or clarifications will be developed in consultation with individual training providers.

End of Annex 3

End of Training Provider Criteria