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1. Purpose of the document

This document describes the procedure for the initial accreditation of Training Providers for the **TTCN-3-CERTIFICATE**.

2. Terms

ACCREDITATION (of a **TRAINING PROVIDER**): Acknowledgement and certification that the **TRAINING PROVIDER** meets the organisational, content-related and quality-related conditions for performing courses or training measures in accordance with the relevant qualification level.

3. Scope

This document is intended for Training Providers who wish to apply for an accreditation.

4. Initial accreditation of Training Providers

4.1 Requirements

The German Testing Board's (GTB) syllabus for the **TTCN-3-CERTIFICATE** represents a standard for training TTCN-3 testers for software and systems. The contents of the English-language syllabus have been created and released by the German Testing Board's TTCN-3 working group.

Interested Training Providers will be accredited by the German Testing Board e.V. For this purpose,

1. course documents will be judged for their conformity with the syllabus, and
2. the qualifications of the lecturer will be judged.

The accreditation is issued separately for each qualification level and is based on the relevant syllabus.

In order to be accredited, Training Providers must as a minimum construct their courses to conform with the requirements of the GTB **TTCN-3-CERTIFICATE** syllabus. The sequence in which the subjects are dealt with in the course must not exactly reflect the sequence in the syllabus. The syllabus content must be completely covered though.

All subjects in the syllabus must be positively addressed in the training documentation (slides and/or exercises). The keywords from each section of the syllabus must explicitly appear in the training documents.

4.2 Application for initial accreditation

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Training Providers who wish to offer training for the **TTCN-3 CERTIFICATE** must first apply for an accreditation at the German Testing Board.

The application for accreditation can take place via the GTB e.V. as well as the Certification Body, in which case this body then functions as an Accreditation Receiving Point. An appropriate application form is available via the Certification Body's web site or at www.german-testing-board.info.

The following items must be delivered to the Accreditation Receiving Point in hard-copy and in electronic form for checking formal criteria:

- 4 complete sets of the training documents, free of charge, and provided in hard-copy and as a PDF-file on CD-ROM. This set must contain slides, handouts for participants and practical exercise materials.
- A fully completed cross-reference list. In this list, assignments of the Training Provider's documents to the official syllabus released by the GTB must be shown.
- Fully completed list of qualified lecturers for the training who must possess an appropriate **TTCN-3-CERTIFICATE**.
- Documents relating to the quality assurance of the training materials by the Training Provider.

The submitted training materials will be passed on to the Accreditation Body of the German Testing Board.

4.3 Performing the initial accreditation of a Training Provider.

The accreditation checks take place in two stages:

Stage 1: formal checking of the submitted training materials against defined criteria.

Stage 2: check against content-related criteria (conformity to the relevant released syllabus)

Purpose of the content-related checks:

- The checks increase the confidence that a Training Provider is capable of fully conveying the content of the appropriate syllabus released by GTB, and can enable the participants to achieve their learning objectives.

Check points:

- Check that the subject areas completely and correctly cover the official syllabus.
- Check that learning objectives can be achieved with the materials provided and within the pre-determined period of time.
- The training for the **TTCN-3-CERTIFICATE** lasts at least 3 days according to the pre-determined times in the syllabus.

The content-related checks are performed by three members of the GTB's **TTCN-3-CERTIFICATE** Working Party who are selected at random and are independent of the submitting Training Provider.

5. Audit

In order to check on the quality assurance of the accredited TRAINING PROVIDER, the GTB reserves the right to perform course audits. In this case the German Testing Board supplies two auditors who are independent of the TRAINING PROVIDER to be audited.

TTCN-3-CERTIFICATE

Procedure for initial accreditation of Training Providers

**German
Testing
Board
e.V.**

Berlin, 2006

German Testing Board e.V.

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(Signature CERTIFICATION BODY)

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