



# BECOME AN ACCREDITED TRAINING PROVIDER

Accreditation is the quality assurance and maturity check for organizations wanting to offer training courses for the ISTQB® Certified Tester scheme .

Pre-requisite for an accreditation is the complete and cost-free submission of all required documentation to the GTB. Please see the

chart "Documentation to be submitted" for the specific materials required for the respective accreditations.

## Differentiation between accreditations

**Training Course Owner (TCO)** The accreditation of course materials of an organization with regard to their conformity with the syllabus.

**Training Course Provider (TCP)** An organization which provides tutors and infrastructure (e.g., organization, marketing) for the performance of training courses and that provides training courses.

**Online Training Course Owner/Provider (OTCO/OTCP)** An organization which provides the necessary infrastructure (e.g., organization, marketing) and resources for the performance of online training courses and that provides corresponding online training courses.

## Prerequisites for accreditation

- › The content of the training course must be correct, complete and fully compliant with the syllabus and glossary.
- › Learning objectives must be implemented in the specified time and in sufficient depth.
- › Prerequisites for the performance of training courses are:
  - a high-quality infrastructure
  - relevant training experience and experience of the course lecturers in the field of testing
  - Proof of the certificates of the course lecturers

## THE ACCREDITATION PROCESS

**APPLICATION**  
for accreditation

**CONTRACT**  
and invoice

**FORMAL REVIEW**

**TECHNICAL REVIEW**

**ACCREDITATION GRANTED/  
ACCREDITATION DENIED**

Submission of the accreditation documentation (informal, but in writing)

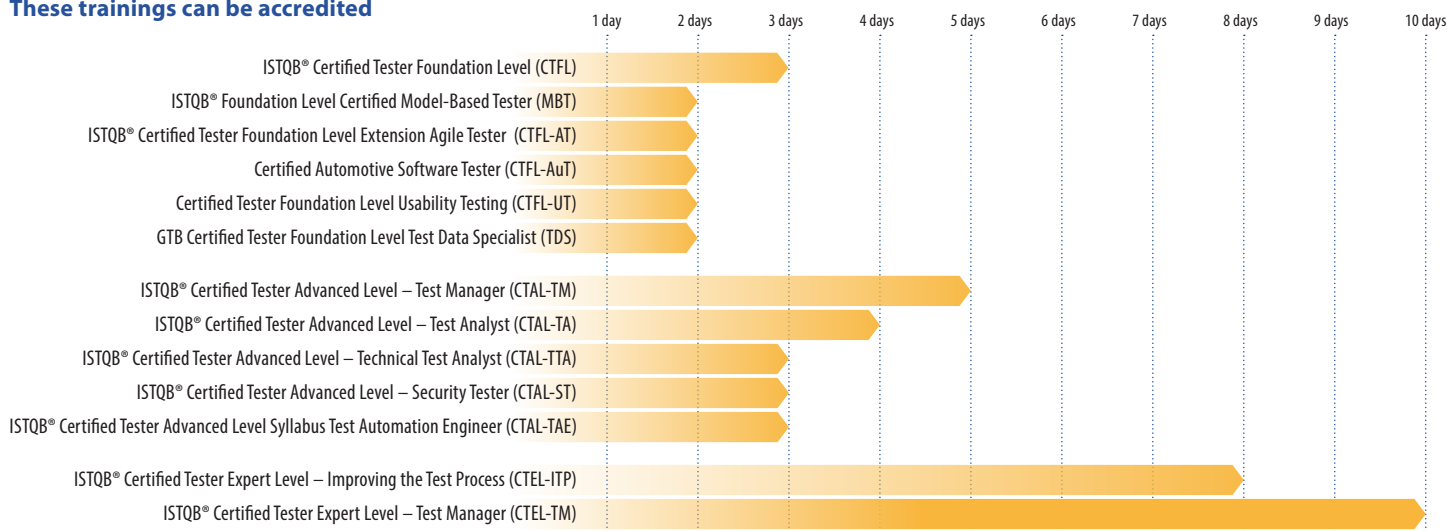
Request accreditation checklists from the GTB Back Office

Reviews are performed by independent experts that are members of the GTB and make use of external support if necessary.

**Accreditation denied – what now?**

If an accreditation was denied, a new application for accreditation can be submitted after 6 months at the earliest.

## These trainings can be accredited



## Accreditation fees

Fees (plus statutory value-added tax)	Initial accreditation fee <sup>1</sup> (basic fee)	Annual fee <sup>2</sup>
Module <3 days (TCO / TCP / OTCO / OTCP) (e. g. CTFL, CTAL-TM/TA/TTA, CTAL-ST, CTAL-TAE)	2,000.00 €	1,000.00 €
- Accreditation as TCP / OTCP only	1,300.00 €	1,000.00 €
- for translated materials <sup>3</sup>	500.00 €	0.00 €
Module ≥3 days (TCO / TCP / OTCO / OTCP) (e. g. CTFL, CTAL-TM/TA/TTA, CTAL-ST, CTAL-TAE)	3,000.00 €	1,500.00 €
- Accreditation as TCP / OTCP only	2,000.00 €	1,500.00 €
- for translated materials <sup>3</sup>	500.00 €	0.00 €
<b>Full-Advanced</b> Level Accreditation (TCO / TCP / OTCO / OTCP) – (CTAL TM / TA / TTA)	7,500.00 €	3,750.00 €
- Accreditation as TCP / OTCP only	5,000.00 €	3,750.00 €
- for translated materials <sup>3</sup>	1,500.00 €	0.00 €
<b>Expert</b> Level Module (TCO / TCP / OTCO / OTCP)	5,000.00 €	1,500.00 €
- Accreditation as TCP / OTCP only	3,300.00 €	1,500.00 €
- for translated materials <sup>3</sup>	500.00 €	0.00 €

## Documentation to be submitted

Materials	TCO	TCP	OTCO	OTCP
Course materials	✓		✓	
Cross-reference list	✓		✓	
Delta-cross-reference checklist	for re-accreditation only			
Proof of training documentation used		✓ <sup>4</sup>		✓ <sup>4</sup>
List of course lecturers		✓		✓
Course lecturers' CVs		✓		✓
Proof of training infrastructure		✓		
Proof of infrastructure for online training courses				✓
Further materials on request	✓	✓	✓	✓

<sup>1</sup> The initial accreditation fee is due at application, independent of the result of the review. It is charged irrespective of the decision regarding the application, even if accreditation is denied or if the accreditation process is aborted. The fee must be paid again for each new application.

<sup>2</sup> Irrespective of the accreditation date, the first annual fee is due in January of the calendar year following the year of initial accreditation.

<sup>3</sup> The fee specified for translated materials requires initial accreditation as TCO in Germany.

<sup>4</sup> Only required if application is exclusively for TCP/OTCP

## FAQ

### Which languages can be accredited by the GTB?

- › German and English

### Who is responsible for review of the documentation submitted for accreditation?

- › The GTB as national member board of the ISTQB®.

### How long does an accreditation review take?

- › The accreditation process normally takes a few weeks.

### How long will an accreditation remain valid?

- › 3 years. World-wide. Then re-accreditation is required. You will be reminded by the GTB to apply for re-accreditation 3 months before accreditation expires.

### Is it permitted to advertise with the training scheme or to provide training courses without valid accreditation?

- › No – without exception.

## CONTACT

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