**Accredited Training Course change checklist**

|  |  |
| --- | --- |
| **Organization name** |  |
| **Accredited Training Course name** |  |
| **Date of submission** |  |
| **Submitted by** |  |

**Please indicate which change you wish to report by adding a “X” on the applicable row and refer to the section indicated:**

|  |  |  |
| --- | --- | --- |
|  | **Change** | **Section** |
| **Organization name** |  | 1 |
| **Contact name** |  | 1 |
| **Accredited Training Course name** |  | 1 |
| **ATC manager name** |  | 2 |
| **Level** |  | 3 |
| **Training material** |  | 3 |
| **Trainers** |  | 4 |
| **Delivery** |  | 5 |
| **Language** |  | 6 |

**Please:**

* **upload the documents required in your folder**
* **and raise a ticket including the applicable checklist duly completed or statement to** **atc-support@opengroup.org**
1. **Organization name – contact name – ATC name**

These changes must be reported by raising a ticket to atc-support@opengroup.org including:

* 1. Organization name
* an updated Application form
* an updated Commercial license

The CA will notify our legal department in case the legal documents must be amended.

* 1. Contact name

Please make sure that the contact is registered on The Open Group site. An email address will be sufficient.

* 1. Accredited Training Course name
* an updated Conformance Declaration

The CA will notify our legal department in case the legal documents must be amended.

1. **New ATC manager**

The new ATC manager should create a The Open Group account and raise a ticket including the statement that he/she “understands the Accreditation Requirements to which the ATC is accredited and agrees to comply with these requirements for the duration of the current accreditation and any subsequent periods of accreditation.”

1. **Updated or new Training materials**

|  | **Document / records required** |  | **Folder/Document name/Section number** | **Comment** | **Area reserved for The Open Group** |
| --- | --- | --- | --- | --- | --- |
| 1 | A copy of your training material change log | Mandatory |  |  |  |
| 2 | The training course material checklist updated. | Mandatory |  |  |  |
| 3 | A copy of your current training material or log in to access the e-learning environment and the current matching course material checklist | Mandatory |  |  |  |
| 4 | **In case of the addition of a course level:**A copy of the marketing material, or link to the web site, providing guidance to Candidates and their employers, before enrollment, on what level of prior knowledge and experience is expected for each course. | Optional |  |  |  |

1. **New Trainers**

|  | **Document / records required** |  | **Folder/Document name/Section number** | **Comment** | **Area reserved for The Open Group** |
| --- | --- | --- | --- | --- | --- |
| 1 | The list of trainers delivering the ATC’s including names, contact details, training qualifications, certification status and if the trainer reports to the Organization or its affiliate, when applicable. | Mandatory |  |  |  |
| 2 | The records showing that all newly appointed trainers used in the delivery of ATCs have sufficient experience in and knowledge of the topic to be able to deliver the course in a clear and concise manner. | Mandatory |  |  |  |

1. **New delivery method**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Document / records required** |  | **Folder/Document name/Section number** | **Comment** | **Area reserved for The Open Group** |
| 1 | A copy of your current training material or log in to access the e-learning environment. | Mandatory |  |  |  |
| 2 | The course material checklist matching the new delivery method material. | Mandatory |  |  |  |
| 1 | A copy of the marketing material, or link to the web site, providing guidance to Candidates and their employers, before enrollment, on what level of prior knowledge and experience is expected for each course. | Mandatory |  |  |  |

1. **New course materials language**

|  | **Document / records required** |  | **Folder/Document name/Section number** | **Comment** | **Area reserved for The Open Group** |
| --- | --- | --- | --- | --- | --- |
| 1 | A copy of the marketing material, or link to the web site, providing guidance to Candidates and their employers, before enrollment, on what level of prior knowledge and experience is expected for each course. | Mandatory |  |  |  |
|  | The training course material is a translation of the current training course material: | Yes/no |  |  |  |
| 1 | The training course material in the new language. | Mandatory |  |  |  |
| 2 | The matching Training course material checklist | Mandatory |  |  |  |
| 3 | The list of trainers delivering the ATC’s updated with the trainers who will deliver the ATC in the new language (including names, contact details, training qualifications, certification status and if the trainer reports to the Organization or its affiliate, when applicable). | Mandatory |  |  |  |
| 4 | The records showing that all newly appointed trainers used in the delivery of ATCs have sufficient experience in and knowledge of the topic to be able to deliver the course in a clear and concise manner. | Mandatory for all new trainers |  |  |  |

**Reference Documents:**

<http://certification.opengroup.org/training-course-accreditation-docs>