**Training Course Re-accreditation checklist**

**Prior to the re-accreditation date, the Organization is required to demonstrate that the ATC continues to meet all applicable Accreditation Requirements**. **Conformance requirements documents:** Training Course Accreditation Policy Version 1.1 February 2014 Section 9 “Duration and Re-Accreditation” and in particular section 9.2 Re-Accreditation Process

|  |  |
| --- | --- |
|  | **To be filled in by the ATC provider** |
| **Author** |  |
| **Date** |  |
| **Organization name** |  |
| **Program** | TOGAF/ArchiMate |
| **Accredited Training Course name** |  |
| **Level** | 1, 2, 1&2 combined |
| **Delivery** | Classroom-distance learning/elearning |

**Please verify the following:**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Answer** | **Action required if the answer is No** |
| **1** | **Is the Accredited Training Course name the same in the CSQ, register and your marketing material?** | **Yes/No** | Please share the new name on the new CSQ/Conformance Declaration and inform the CA or make the needed changes to your material  ATC register: <http://www.opengroup.org/certifications/prepare-for-certification> |
| **2** | **Are the courses marked as accredited only as per the levels indicated on the Conformance Declaration?** | **Yes/No** | Please take corrective actions |
| **3** | **Is the exam voucher always included in your training fee?** | **Yes/No** | Please take corrective actions |
| **4** | **Is the exam voucher only available in your training package, not separately?** | **Yes/No** | Please take corrective actions |
| **5** | **Are the Copyrights, trademarks and logo used according to the TMLA?** | **Yes/No** | Please take corrective actions |
| **6** | **Are all current accreditation requirements met and covered by the Organization’s Quality Management System?** | **Yes/No** | Please update your QMS and QMS change log |
| **7** | **Do you work with affiliates and/or brokers?** | **Yes/No** |  |
| **8** | **Are your affiliates registered?** | **Yes/No** |  |

**Please submit the following documentation:**

If it appears that your organization isn’t able to submit the documents or records required a corrective action must be submitted for review.

|  | **Document / records required** | **Folder/Document name/Section number** | **Comment** | **Area reserved for The Open Group** |
| --- | --- | --- | --- | --- |
|  | **General** |  |  |  |
| 1 | The latest version of the Conformance Statement duly filled |  |  |  |
| 2 | A copy of your quality management system change log and Quality Management System. |  |  |  |
| 3\* | The list of your training courses accredited by The Open Group showing: name, level, delivery (classroom or otherwise), language |  |  |  |
| 4 | The list of your affiliates and brokers |  |  |  |
| 5\* | The procedure(s) or policy by which the Organization ensures that it does not disclose:   * the identity of any ATC attendees to anyone other than the Certification Authority and a company that paid the course fee for an attendee, if applicable. * any information about their Candidates’ examination results to anyone other than the Certification Authority. |  |  |  |
| 6\*\* | The results and follow up of 3 internal audits in accordance with the following: "The quality system of an ATC Provider must include an active internal audit program to self-police that the program Accreditation Requirements are being continuously met and that the ATC Provider’s Documented Quality System is being continuously and correctly implemented. Any non-compliance identified by this program must be formally recorded, followed up, and cleared." |  |  |  |
| 7\* | Any customer complaints received during the past 3 years and their resolution |  |  |  |
| 8\* | The name of the person responsible to ensure that all updates and changes to the Conformance Requirements are adopted and deployed in the ATC in the timescales defined by The Open Group. |  |  |  |
| 9 | The name of the ATC Manager(s) for each ATC who is/are responsible for the operation, quality, and integrity of the ATC. |  |  |  |
| 10\*\* | A copy of the marketing material, link to the web site and to social media |  |  |  |
| 11\* | The certificate provided to the course attendees. |  |  |  |
|  | **Training course** |  |  |  |
| 1\* | The list of trainers delivering the ATC’s (including names, contact details, training qualifications, and certification status)  Please use The Open Group ATC trainer template. |  |  |  |
| 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 and/or went through an induction program |  |  |  |
| 3\* | Records showing that the Organization ensures the proper performance of all trainers used in the delivery of ATCs (performance reviews, train the trainer sessions, training observation report…) |  |  |  |
| 4\* | Summaries of your course surveys and any improvement points you took, of the past 18 months. |  |  |  |
| 5\* | Quarterly voucher reports of the past 18 months. (If reports have already been shared with the CA, please share the ticket numbers) |  |  |  |
| 6 | A copy of your training material change log |  |  |  |
| 7 | A copy of your current training material or log in to access the e-learning environment and the current Training Course material checklists matching each delivery method |  |  |  |
|  | **Candidate Evaluation** |  |  |  |
| 1\*\*\* | The list of active proctors showing the date that they passed the proctor exam |  |  |  |
| 2\*\*\* | The records of incidents reported during examination sessions that form integral part of the course (if applicable) |  |  |  |
| 3\*\*\* | 5 checklists filled in during 5 different exam sessions where candidates were allowed to use their own device or devices other than the ATC provider’s. |  |  |  |

\*: the documentation provided must include potential affiliates

\*\*: the documentation provided must include potential affiliates and brokers

\*\*\*: in case you use the Anywhere Proctoring system

**Referenced Documents:** [**http://www.opengroup.org/certifications/accreditation/submit-new**](http://www.opengroup.org/certifications/accreditation/submit-new)