



# TRAINING PROVIDER ACCREDITATION APPLICATION FORM



International Software Testing Qualification Board (ISTQB)

Vietnamese Testing Board (VTB, ISTQB Vietnam)

## **Seeking ISTQB Accreditation**

International Software Testing Qualification Board (hereafter refers as “ISTQB”), internationally recognized software testing certification program, recognizes Vietnamese Testing Board (hereafter refers as “VTB”) as a recognized National Board of ISTQB. According to this recognition, VTB runs ISTQB certification scheme and accreditation program. VTB assists with certification of candidates by accrediting qualified training providers and their courses that support the ISTQB software testing certification. We welcome your application and hope that you will succeed as an accredited training provider. VTB will maintain and publish an up-to-date list of accredited training providers and upcoming public course offerings.

## **The Application for ISTQB Accreditation**

The training providers should submit an application using the Application for accreditation form including the following data:

- ISTQB Accreditation Application Form [Appendix 1]
- A duly signed VTB Mutual Non-Disclosure Agreement for the Training Provider. *This document will be provided when accreditation application is accepted.*

For Training Provider Accreditation please submit the following additional information:

- Organisation Profile to include: size of organization; whether the training company is a subsidiary of a larger company; how long the company has been offering training; types of training courses the company currently offers; courses accredited by other bodies and/or courses leading to other certification; other businesses of the company.
- CV’s for those who will be conducting the training for accredited courses. Description and experience of person(s) who will be administering the training for accredited courses.
- A duly signed VTB Mutual Non-Disclosure Agreement for the Training Provider.

For each course submitted for accreditation, you must provide the following information:

- The course outline listing the topics covered within each daily session; the duration of each topic showing at least the minimum required time devoted to each section of the syllabus; and a cross- reference of the topics covered in the course to the appropriate syllabus sub-sections showing 100% syllabus coverage.
- A PDF formatted electronic copy of the course materials, including slides, course notes, instructor notes, appendices, exercises, etc.

Note: Training providers wishing to offer trainings in Vietnamese language based on already accredited training materials in other language than they are applying for, have to apply for the accreditation of their translated training materials (i.e. Vietnamese) first.



## **Criteria for Reviewing Application for ISTQB Accreditation**

VTB Accreditation Panel will review the application and verify that

- Whether provider has capability to successfully administer the accredited training courses.
- Whether provider has the ability to teach the ISTQB syllabus material using appropriate materials.
- Whether provider has studied the ISTQB/ VTB regulation to have a full understanding and implementing of ISTQB scheme successfully.
- Whether provider has evidence of detailed planning to run an accredited training course.
- Whether provider has competent training staffs and instructors.
  - ✓ Administrator of accredited course should have capability to admin the course. It's usually set to have at least three years practical experience in related field.
  - ✓ Instructor of accredited course should have at least five years practical experience in software testing and/or software engineering and have demonstrated proficiency as an instructor of software engineering courses. All instructors must hold the certificate that they teach and instructor level of certification or equivalence.

All items submitted to VTB will be retained by VTB and held in confidence.

## **Accreditation Process**

Three (3) assessors from VTB will form an accreditation panel. One of the assessors will act as the panel chair. Each assessor produces an independent accreditation report. The panel chair combines the assessors' comments, which are forwarded to the provider. The assessors will make an initial recommendation within six (6) weeks after the provider has submitted the application.

After the assessors have evaluated the application, the course materials, and all other supporting materials, the accreditation panel will discuss the recommendations of the assessors and make one of the following decisions:

- Request additional information from the provider. Should additional information be required, the training provider must submit the items within four (4) weeks, or the application will be rejected.
- Request changes to the training materials with re-submittal of the materials (with changes highlighted) for review and final approval. Should changes be required, the training provider must make the changes and submit updated materials within four (4) weeks, or the application will be rejected.
- Grant accreditation. Note: Changes to the syllabus during the accreditation period may require course materials to be resubmitted for accreditation.
- Reject the application with reasons stated.

*Rejected providers may reapply for accreditation after six (6) months.*

VTB will endeavour to process the application in the shortest possible time. The application process will take no more than two (2) months. During the accreditation-processing period, providers may mention that the course has been submitted for accreditation but may not advertise the course as accredited or use the ISTQB and VTB logos.

Once accreditation is granted, the training provider will receive notification of VTB accreditation panel's decision. Upon receiving accreditation, the training provider has permission to advertise the course as accredited and use the ISTQB and VTB logos in their applicable marketing and training materials. VTB will issue a formal certification of the accreditation for that training provider.

### **Length of Accreditations**

Training provider accreditations are valid for a period that is signed. It's usually yearly based. At the end of each period, the Training Provider must apply for renewal and update the accreditation information. For each renewal, VTB will review of the training provider's courses and related activities for the previous year. And may not be renewal if the review result is negative.

### **Protecting ISTQB Accreditation**

As a condition of accreditation, training providers must comply with any changes in regulations or the syllabus. VTB will usually give training providers at least 6 months notice of significant changes. Failure to comply with changes may lead to withdrawal of accreditation with no accreditation fee return. All training providers should plan on receiving at least one audit of a training during the accreditation period. In addition, VTB reserves the right to monitor the performance of accredited training providers in a variety of ways, e.g. by short notice audit visits to trainings in progress and by assessment of examination results. Training providers are therefore required to notify VTB of all training dates together with venue information. The training provider and the accreditation committee will receive a report from the auditor(s). The report is confidential, subject to VTB Mutual Non Disclosure and Confidentiality Agreement, and disclosed only to members of VTB executive board and/or accreditation committee members, on a "need to know" basis.

### **Conflict of interest**

Since this is an accreditation program, Accredited Training providers are freely making a decision on own strategy. However, some of conditions and guidelines based on consensus may apply when the exam, training, seminars scheduled in order to keep the high quality of services. In case of conflict of interest occurs, it is set to follow VTB regulation.

### **Withdrawal & Renewal of accreditation**

VTB may withdraw accreditation at any time in the case of behaviour that undermines the integrity of the certification. Examples include substitution of unapproved Instructors, deletion of required topics from the training materials, inadequate time devoted to required topics, providing confidential VTB or ISTQB materials to training attendees as study guides, or making misleading claims regarding the trainings. If VTB detects such behaviour, VTB alternatively may request immediate remedial action by the training provider as a condition of retaining accreditation.

At the end of each accreditation period, the accreditation committee will conduct a review and may wish to audit the training provider. If the review proves satisfactory, VTB will renew the training providers' accreditation for a further 3 year period, providing the training provider paid the renewal fee in full.

### **Fee & Payment**

**Accreditations:**

Accreditation Type Please tick one or both:

- Company Accreditation
- Training Materials Accreditation

Course Titles for Accreditation

	Course	Syllabus Version
1		
2		
3		

- Training Provider accreditation \$2,500
- Training Course Material accreditation \$2,500 (to be paid prior)
- Renewal of training course material \* \$1,500

\* Course materials are renewed after every syllabus change (approximately every three years).

Total Accreditation Application Fees \$ \_\_\_\_\_

*Note: Above fee is US dollar and inclusive VAT.*

*ISTQB/VTB organization keeps fees to the minimum amount required to cover expenses of administration and promotion of the ISTQB qualification scheme.*

## **Terms and Conditions**

Training Provider agrees to abide by ISTQB/VTB rules and regulations, subject to change, as officially posted on its Web site ([www.vietnamesetestingboard.org](http://www.vietnamesetestingboard.org))

The ISTQB Constitution requires that VTB not engage in any activity that could be construed as supporting a competing certification program or scheme. Therefore, Training Providers who sponsor, host, or provide certification and/or certification training courses that substantially overlap any ISTQB syllabus may not use the ISTQB or VTB logos in any way nor will VTB provide links to such Training Provider's Web sites.

**Sole Authority:** VTB is the sole authority for accreditation by the ISTQB. By submitting an application for accreditation, the Training Provider agrees to accept VTB accreditation decision.

**Indemnification:** Each party agrees to indemnify, defend, and hold the other party harmless from and against any and all claims, liabilities, causes of action, damages, and costs (including reasonable legal fees and court costs) arising out of or resulting from any breach by the indemnifying party of any term, covenant, condition, representation, or warranty set forth in this Agreement.

**Other Regions and National Boards:** VTB will only issue accreditation to Training Providers operating in its region. Some Training Providers offer services across multiple regions. If their training course is accredited by any of ISTQB-recognized National Boards, upon receipt of confirmation of training course accreditation from another ISTQB-recognized National Board, will be able to offer exams for training courses in region of VTB.

Other ISTQB-recognized National Boards will generally recognize VTB accreditation in their regions. However, Training Provider is responsible for contacting the appropriate National Board prior to offering an accredited training course in its region. VTB cannot mandate the behaviors of other National Boards, and the ISTQB Constitution makes each National Board the sole authority for accreditation in its region. VTB will provide documentation of accreditation to other ISTQB-recognized National Boards on behalf of Training Provider seeking to offer training in other regions.

**Payment:** Any payment related with ISTQB/VTB activity including Exam, course, Seminar, conferences and other should need to be full paid at least one (1) week before the event. Otherwise ISTQB/VTB may withdraw the event.

**Question:** If you have any of questions related with accreditation program, please contact to VTB at [info@vietnamesetestingboard.org](mailto:info@vietnamesetestingboard.org).

## [Appendix 1]

### **ISTQB Accreditation Application Form**

Please submit completed and signed accreditation application form with full payment fees to:

Vietnamese Testing Board (VTB) – ISTQB  
Accreditation Panel  
128 Nguyen Phi Khanh, District 1, Ho Chi Minh City, Vietnam  
Tel : 08-3820-7221 Fax : 08-3820-7335

Supporting documents may be mailed with your application or sent separately by email to:  
[info@vietnamesetestingboard.org](mailto:info@vietnamesetestingboard.org)

#### **Company Information** *(This information will be published by VTB after accreditation.)*

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Web Site URL: \_\_\_\_\_

#### **Contact Details** *(All future accreditation communication will go to this contact.)*

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Contact Address (if different from above): \_\_\_\_\_

City: \_\_\_\_\_

Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_



**Accreditations:**

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- A PDF formatted electronic copy of the course materials, including slides, course notes, instructor notes, appendices, exercises, etc.

**Training Provider**

By signing this document, Training Provider agrees to the Terms and Conditions mentioned in this accreditation form.

Authorizing Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**ISTQB / VTB ACCEPTANCE OF ACCREDITATION SUBMISSION:**

Authorizing Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_