American Software Testing Qualifications Board, Inc.
15619 Premiere Drive, Suite 101
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TRAINING PROVIDER & COURSE ACCREDITATION REGULATIONS & SUBMISSION FORM

Revised fall 2016

ASTQB Training Provider and Course Accreditation

The American Software Testing Qualifications Board, Inc. (ASTQB) is a recognized national board of the International Software Testing Qualification Board (ISTQB), supporting the only not-for-profit, internationally recognized software testing certification program.

ASTQB assists certification candidates by accrediting qualified training providers and their courses that support software testing certification. We welcome your application and hope that you will succeed as an accredited training provider.

Accredited training providers are authorized to display the ASTQB/ISTQB logo and identify themselves as accredited training providers and to identify accredited courses as such.

ASTQB will maintain and publish an up-to-date list of accredited training providers on its website and submit the information to ISTQB.

Training Providers Seeking Accreditation

Training providers wishing to offer accredited training leading to an ASTQB/ISTQB certificate must submit an application for accreditation to the ASTQB. In reviewing the application, the ASTQB Accreditation Panel will verify that the applicant-training provider has the ability to teach the ASTQB or ISTQB syllabus material using competent training staff and appropriate materials.

Before applicant-training providers prepare and submit their applications, the ASTQB expects applicant-training providers to have studied the constitutions and the syllabi of ISTQB (www.istqb.org) and ASTQB (www.astqb.org) and to have a full understanding of all requirements.

ASTQB requires evidence of thought in preparation and detailed planning to run an accredited training course. The training provider must demonstrate the capability to successfully administer the accredited training courses.

ASTQB requires that all proposed instructors have at least five years of practical experience in software testing and software engineering and have demonstrated proficiency as an instructor of software engineering courses. All instructors must hold the certificate that they teach. The ASTQB Accreditation Panel will reject incomplete applications.

As described by the ASTQB Mutual Non-Disclosure Agreement, all items submitted to the ASTQB will be retained by the ASTQB's Executive Director and held in confidence.

The Accreditation Process

Assessors from ASTQB 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 applicant-training provider. The assessors will make an initial recommendation within six (6) weeks after the applicant-training 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 applicant-training provider. Should additional information be requested, the training provider must submit required items within four (4) weeks, or the application will be rejected.

- Request changes to the training materials with re-submittal of the required changes in materials (with changes highlighted) for review and final approval. Should changes be requested, the training provider must make required 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 applicant-training providers may reapply for accreditation after six (6) months.

ASTQB will endeavor to process the application in the shortest possible time. The application process will take no more than three (3) months.

During the accreditation-processing period, applicant-training providers may mention that the course has been submitted for accreditation but may not advertise the course as accredited or use the ASTQB or ISTQB logos.

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

Length of Accreditations

Training provider accreditations are valid for a period of one year. At the end of each one-year period, the Training Provider must apply for renewal and update the previous accreditation information. For each renewal, the ASTQB may perform a review of the training provider's courses and related activities for the previous year.

Training course accreditations are valid as long as annual fees are paid or until the syllabus related to a training course is updated, thereby requiring the course to be re-accredited.

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Application for ASTQB Training Accreditation

Please submit this completed and signed application form and the non-refundable application fees by postal mail to:

American Software Testing Qualifications Board, Inc.
15619 Premiere Drive, Suite 101
Tampa FL 33624

Supporting documents may be mailed with your application or sent separately by email to:
headquarters@astqb.org

APPLICATIONS FOR ACCREDITATION WILL NOT BE PROCESSED UNTIL PAYMENT OF ALL APPLICATION FEES HAVE BEEN RECEIVED.

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

Company Name: _____
Address: _____
_____
City: _____ State: _____
Zip/Postal Code: _____ Country: _____
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: _____ State: _____
Zip/Postal Code: _____ Country: _____
Telephone: _____ Fax: _____
Email: _____

	Course Titles for Accreditation	Syllabus Area Covered *
1.		
2.		
3.		
4.		

* Foundation, Advanced-Test Manager, Advanced-Test Analyst, or Advanced-Technical Test Analyst, Advanced-Secuirty, Advanced-Test Automation-Engineering, Agile, Mobile, Business Analyst

Method of delivery: ☐ Onsite ☐ Online

Accreditations Requested:		Annual Fee in US Dollars
☐	Training Provider Annual Fee	$ 500
☐	ISTQB Foundation Training Course	$ 800
☐	ISTQB Foundation Agile Training Course	$ 650
☐	ISTQB Advanced – Test Manager Training Course	$ 700
☐	ISTQB Advanced – Test Analyst Training Course	$ 700
☐	ISTQB Advanced – Technical Test Analyst Training Course	$ 700
☐	ISTQB Advanced – Security Training Course	$ 700
☐	ISTQB Advanced – Test Automation Engineer Training Course	$ 700
☐	ISTQB Expert – Test Manager-Strategic Training Course	$ 700
☐	ISTQB Expert – Test Manager-Operational Training Course	$ 700
☐	ISTQB Expert – Test Manager-Managing Test Team Training Course	$ 700
☐	ASTQB Mobile Foundation Training Course	$ 250
☐	IQBBA Business Analyst Training Course	$ 250
	Total Accreditation Application Fees	$_____

For Training Provider Accreditation, you must submit the following additional information:

- Organization 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

- Description and experience of person(s) who will be directing, administering and instructing the training for accredited courses, including level of ISTQB certification.

- A duly signed ASTQB Mutual Non-Disclosure Agreement for the Training Provider.

For <u>each</u> course submitted for accreditation, you must provide the following information:

- ☐ The course agenda outline listing the topics covered within each daily session and the duration of each topic showing at least the minimum required time devoted to each section of the syllabus;
- ☐ 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 presentation slides,
  - ☐ student course notes that accompany the slides
  - ☐ instructor notes
  - ☐ exercises, and solutions to them
  - ☐ the appropriate syllabus & glossary that is included as part of your course materials
- ☐ A matrix showing which slides cover which section(s) of the syllabus;
- ☐ A statement of any previous accreditation review (and results) by any other ISTQB Board
- ☐ For online courses, full access to the course and all materials.

TRAINING PROVIDER:

Training Provider agrees to the Terms and Conditions in this document and acknowledges that the Accreditation Application Fees will not be refunded whether or not the Training Provider accreditation or accreditation of Training Course(s) is approved.

Authorizing Signature: _____

Print Name: _____

Title: _____ Date: _____

ASTQB ACCEPTANCE OF ACCREDITATION SUBMISSION:

Authorizing Signature: _____

Print Name: _____

Title: _____ Date: _____

TERMS AND CONDITIONS:

Training Provider agrees to abide by the ASTQB constitution and abide by ASTQB's rules and regulations, subject to change, as posted on its Web site (www.astqb.org).

Protecting the Accreditation: As a condition of accreditation, Training Provider agrees to update the course materials to comply with any changes in the syllabus. The ASTQB will give Training Provider at least six (6) months notice of significant changes. Failure to update and submit course materials for re-accreditation may lead to withdrawal of accreditation.

Training Provider may expect to receive at least one audit visit during the accreditation period. In addition, ASTQB reserves the right to monitor the performance of the Training Provider (e.g., by short notice audit visits to courses in progress and by assessment of examination results). Training Provider therefore is required to notify ASTQB of all course dates and venue information. Should the ASTQB audit a course, the Training Provider and the accreditation panel will receive a report. The report is confidential, subject to the ASTQB Non-Disclosure Agreement, and disclosed only to members of the ASTQB Executive Board and/or Accreditation Panel members on a "need to know" basis.

The ASTQB may immediately withdraw accreditation at any time in the case of behaviors that undermine the integrity of the certification. Examples include substitution of unapproved instructors, omission of required topics from the course materials, inadequate time devoted to required topics, providing to course attendees confidential ASTQB or ISTQB materials as study guides, or making misleading claims regarding the courses. If ASTQB detects such behaviors, the ASTQB alternatively may request immediate remedial action by Training Provider as a condition of retaining accreditation.

At the end of each one-year, accreditation period of the Training Provider, the accreditation panel will conduct a review of Training Provider courses and activities for the prior year. If the review proves satisfactory, the ASTQB will renew the Training Provider accreditation for an additional one-year period providing the Training Provider has paid the renewal fee in full.

Accredited course materials must be submitted for reaccreditation every year if substantial changes have been made or upon a published revision to the applicable certification syllabus. The reaccreditation process and fees are the same as the annual course fees.

The ISTQB Constitution requires that the ASTQB 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 ASTQB logos in any way nor will the ASTQB provide links to such Training Provider's Web sites.

Language: Training Provider must submit to the ASTQB in American English all applications and information. The ASTQB accreditation, once granted, is valid only in the language of submission. Should Training Provider desire accreditation of materials in another language, the ASTQB will refer Training Provider to another ISTQB-recognized National Board, should such a Board exist, which operates in the desired language.

Sole Authority: The ASTQB is the sole authority for accreditation by the ASTQB. By submitting an application for accreditation, the Training Provider agrees to accept the ASTQB 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 attorney 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: The ISTQB Constitution empowers each ISTQB-recognized National Board to issue accreditation to Training Providers operating in its region. Some Training Providers offer services across multiple regions. Provided that the Training Provider is accredited by ASTQB, the ASTQB, upon receipt of confirmation of training course accreditation from another ISTQB-recognized National Board, will offer exams for training courses accredited by other ISTQB-recognized National Boards.

Other ISTQB-recognized National Boards will generally recognize ASTQB 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. The ASTQB cannot mandate the behaviors of other National Boards, and the ISTQB Constitution makes each National Board the sole authority for accreditation in its region.

The ASTQB offers examinations only in the United States and Canada. The ASTQB will provide documentation of accreditation to other ISTQB-recognized National Boards on behalf of Training Provider seeking to offer training in other regions.

Instructors: Training Provider agrees to employ training instructors who (1) have at least five years of practical experience in software testing and software engineering, and (2) have demonstrated proficiency as instructors of software engineering courses. All instructors must hold the certificate that they teach.

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MUTUAL NON-DISCLOSURE AND CONFIDENTIALITY AGREEMENT

As a condition for _____ ("Applicant") to have its programs accredited by the American Software Testing Qualifications Board, Inc. ("ASTQB"), a Florida non-profit corporation, Applicant agrees to enter into this Mutual Non-Disclosure and Confidentiality Agreement and to comply with its terms and conditions.

1. CONFIDENTIAL INFORMATION:

Applicant and ASTQB acknowledge and agree that in the process of dealing with the Applicant's request for course and/or provider accreditation, both parties may learn, obtain, acquire, and become aware of (herein "acquire") information and items, and may in the future acquire non-public information and items, relating to or concerning either party or its affiliates. Both parties further acknowledge and agree that all such information and items described in the foregoing sentence that either party acquires during the accreditation process is private and confidential and that it is exclusively controlled by the owning party.

2. AGREEMENT NOT TO DISCLOSE:

Both parties expressly agree that it shall not, except

- to the party's attorney or accountant,
- as otherwise required of the party by law,
- in order for the party to perform the services required of party with respect to his or her affiliation,
- as authorized by the controlling party in writing or
- if previously disclosed publicly by or on behalf of the party about whom the Confidential Information pertains

directly or indirectly, verbally or otherwise, either during, or after, the term of Applicant's accreditation by ASTQB, publish disseminate, disclose or cause to be published, disseminated or disclosed, (herein "disclosure") any Confidential Information to any person, firm or entity whatsoever, including, but not limited to, newspapers, periodicals, magazines, publications, television stations, radio stations, publishers, electronic communications (such as Weblogs, email, or discussion lists), voice conversations or messages, and any other enterprise involved in the print or electronic media, including individuals working directly or indirectly for, or on behalf of, any of said entities (herein "Third Parties").

3. DISCLOSURE IS WRONGFUL:

Both parties acknowledge that any disclosure to any Third Party of any Confidential Information shall constitute a breach of the terms of this agreement, and shall constitute a breach of trust and confidence, and a misappropriation of the owner's exclusive property rights.

4. INJUNCTIVE RELIEF:

Both parties acknowledge and agree that any disclosure by either party to Third Parties of any Confidential Information will cause irreparable harm to the other party, which damages and injuries will not be measurable or susceptible to calculation. Both parties further acknowledge and agree that any breach or threatened breach of the Agreement due to the unauthorized disclosure or threatened disclosure by either party to Third Parties of any Confidential Information shall entitle either party to obtain an ex parte restraining order, preliminary injunction and permanent injunction (herein "Injunctive Relief") preventing the disclosure, or any further disclosure, of Confidential Information protected by the terms hereof.

cont'd

Applicant Initial_____ ASTQB Initial_____

5. SEVERABILITY:

If any term or provision of this Confidentiality Agreement is inconsistent with any law, statute or regulation, or is invalid or unenforceable for any reason, such a term or provision shall be deemed curtailed and limited to the extent necessary to achieve consistency, validity, or enforceability, as the case may be, but such term or provision shall only be so curtailed and limited to the extent necessary to achieve the same, and the balance of this Confidentiality Agreement shall remain in full force and effect.

6. INTEGRATION:

This Agreement constitutes the entire agreement between the parties hereto pertaining to the subject matter hereof, and there are no terms other than those contained herein. No supplement, modification, or termination of this Agreement shall be deemed valid unless executed in writing after the date hereof by the parties hereto.

7. ATTORNEYS' FEES AND COSTS:

In the event of any litigation arising hereunder, the prevailing party shall be entitled to an award of attorneys' fees and court costs.

8. VOLUNTARY AGREEMENT:

Both parties have entered into this Agreement freely and voluntarily, and both parties acknowledge that it either consulted with independent counsel before entering into this Agreement, or had the opportunity to do so but elected not to.

Applicant	**For ASTQB, Inc.**
Signature_____	Signature_____
Print Name_____	Print Name_____
Print Title_____	Print Title_____
Date_____	Date_____

(ASTQB Corporate Seal)

Applicant Initial_____ ASTQB Initial_____