TOGAF™ Certification for People

Training Course Accreditation Requirements

January 2009
Version 1.0.1

TOGAF™ Certification for People: Training Course Accreditation Requirements

Document Number: X094

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1　OVERVIEW

1.1　Introduction

The Open Group TOGAF Certification Program for People (the Program) is intended to make certification available to people who have knowledge and understanding of TOGAF Version 9.

The Program is not intended to validate the ability of Candidates to use TOGAF effectively in practice, nor to determine whether Candidates are competent IT or Enterprise Architects.

The Program is intended to evolve, without major change to this policy, to address subsequent versions of TOGAF that The Open Group may publish from time to time.

The Program is designed with the following attributes:

Openness	The Program is open to applicants from all countries, although materials and examinations will initially be available only in English.
Fairness	Certification is achieved only by passing an examination that is the same as that taken by any other Candidate. Candidates may choose whatever training or self-study they believe matches their needs in preparation for certification.
Market Relevance	The Program is structured to meet the perceived needs of the market for conversion from TOGAF 8 as well as for people without prior TOGAF Certification, and for certification at multiple levels (initially two). Additional levels may be introduced during the life of the Program, as may updated versions of TOGAF.
Learning Support	Training courses are provided by third parties, according to the needs of the market.
Quality	Training course providers may choose to seek Open Group accreditation for their courses. Accredited courses are listed on The Open Group web site. Only accredited courses may use The Open Group logo and include the TOGAF examinations within the course.
Best Practice	The Program is designed to comply with ISO/IEC 17024:2003, Conformity Assessment – General Requirements for Bodies Operating Certification of Persons. The IAF Guidance Document for ISO/IEC 17024[1] has also been used to assist in the development of the Program.
Community	The Association of Open Group Enterprise Architects (AOGEA) is an online community that provides support and resources to both practicing and aspiring Architects, as well as for those seeking TOGAF and ITAC Certification.

TOGAF Certification may be achieved directly through The Open Group, by passing The Open Group TOGAF 9 examination (or by passing the TOGAF 8 to TOGAF 9 bridge examination if already TOGAF 8 Certified). These examinations are available in test centers operated worldwide by The Open Group's

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[1] Guidance on the Application of ISO/IEC 17024:2003 (IAF GD 24 2004), published by the International Accreditation Forum, Inc. (www.iaf.nu). This document provides guidance to certification bodies seeking accreditation to ISO/IEC 17024, and enables accreditation bodies to harmonize their application of the standards against which they assess certification bodies.

Examination Provider. In preparing for these examinations, applicants are free to acquire their knowledge of TOGAF by self-study or by attending a course of their choosing.

Certification may also be achieved by passing the examination as part of an Accredited TOGAF Training Course (ATTC). ATTC Providers may either offer the examination themselves, or refer their students to a test center operated by The Open Group's Examination Provider.

The Conformance Requirements for TOGAF Certification apply equally to both routes to certification.

The Program is based upon a set of key documents:

1. The *Certification Policy*, which sets out the policies and processes by which a Candidate may achieve certification.

2. The *Conformance Requirements*, which documents the body of knowledge that a Candidate must possess to achieve certification.

3. The *Accreditation Policy*, which sets out the policies and processes by which a training course may achieve accreditation.

4. The *Accreditation Requirements* (this document), which documents the criteria that must be met by an Accredited TOGAF Training Course (ATTC).

1.2 Purpose of Accreditation

Accreditation provides an authoritative and independent assurance of the quality and relevance of TOGAF training courses.

Once a course is accredited, providers may:

- Use the Accreditation logo in their promotional material.

- Offer The Open Group's defined TOGAF examinations on their own or their client's premises and at times of their choosing.

- Attend Open Group ATTC Provider events where they can learn about plans for future developments and influence the direction that the Program takes.

Accreditation of a TOGAF training course means that:

- There is adequate coverage of the curriculum, with an appropriate mix of lectures, practical work, and revision appropriate to the level of the course.

- Materials (including presentations, candidate handouts, course tutor notes, exercises, and case studies) are relevant to the curriculum and are kept up-to-date in line with changes to the curriculum.

- Tutors are appropriately qualified, are skilled in teaching, have knowledge and experience of the subject area, are familiar with the curriculum, and keep themselves up-to-date in line with changes to the curriculum.

- The training provider has the capability to offer the proposed training courses in terms of organization, physical resources, administration, tutors, finance, and marketing.

- Sufficient guidance is available to Candidates and their employers, before enrolment, on what level of prior knowledge and experience is expected for each course.

- Candidate numbers are matched to the resources available.
- Candidate feedback is actively sought and acted upon.

1.3   Levels of Certification

The Program currently recognizes two levels of certification:

- Level 2: Knowledge, comprehension, and ability to analyze and apply TOGAF 9.
- Level 1: Knowledge of the fundamentals of TOGAF 9 sufficient to be able to contribute to an architecture effort or to work with the results.

The Conformance Requirements document defines in detail the conformance levels that are available in the Program at any particular time.

The Conformance Requirements for Level 1 are included within the Conformance Requirements for Level 2.

1.4   Examinations and Courses

Certification at Level 1 or Level 2 is achieved either by passing the applicable examination provided by The Open Group, or by successful completion of other means of assessment as approved by The Open Group from time to time.

Candidates may choose to achieve Level 1 certification before Level 2, or may go straight for Level 2.

There is no requirement in the Program for people to attend a course, although attendance at an ATTC is strongly encouraged.

ATTCs are expected to be available for Level 1, for Level 2 as an upgrade to Level 1, and for Level 2 in one step.

Those with TOGAF 8 Certification may upgrade to TOGAF 9 Level 2 by passing the TOGAF 8 to TOGAF 9 bridge examination, without first certifying to Level 1.

Accredited TOGAF 8 to TOGAF 9 upgrade "bridging" courses are expected to be available.

1.5   Languages

The definitive version of the TOGAF 9 Specification is written in English, but translations are under development and will become available soon after the start of the Program.

The Open Group's examinations will be available only in English at the start of the Program, but examinations in other languages will follow soon afterwards, according to demand.

Candidates sitting the examination in a language other than their first language may request additional time for the examination and are allowed to use a dictionary. Permission for extra time is granted at the sole discretion of the examination supervisor.

To meet the need for certification to be accessible for those whose command of written English is insufficient to take the examinations in English, providers of ATTCs delivered partly or wholly in other languages, or with substantial local language support, may offer other means of assessment, subject to approval by The Open Group.

1.6   Scope and Applicability

This policy applies to the accreditation of training courses for TOGAF 9 and is intended also to cover accreditation to future versions of TOGAF.

This policy does not apply to the TOGAF 7 and TOGAF 8 Certification programs.

Course providers may choose which of their courses they wish to be assessed for accreditation and may in parallel offer any number of related or unrelated courses that are not accredited in the Program.

1.7   Migration

Existing TOGAF 7 or TOGAF 8 Certified courses will need to be upgraded and extended to meet the TOGAF 9 Accreditation Requirements and be assessed for accreditation as if they were a new TOGAF 9 course.

1.7.1   Change History

March 2009   TOGAF PR 0035 is applied, changing Key Learning Points to Learning Outcomes.

September 2009   TOGAF PR 0044 is applied to Section 6.1.

1.8   Accreditation Logo

Providers of Accredited TOGAF Training Courses (ATTC Providers) are able to use an Open Group logo in relation to that course on their business cards, in proposals, in marketing materials, etc.

ATTC Providers with more than one ATTC may use the applicable logos in relation to each of the ATTCs to which they apply.

The tag line for use with the logo for all ATTCs is "TOGAF 9 Accredited Training Course".

1.9   Fees

Accreditation fees are payable for the initial assessment of a course prior to accreditation and annually thereafter for accredited courses.

Fees are payable for each person that attends an ATTC. The fees cover the provision of the applicable examination either at the ATTC Provider's premises or at an Open Group Examination Provider's test center.

The schedule of fees is published on The Open Group web site from time to time.

1.10   Terminology and Definitions

This table defines terms or clarifies the meaning of words used within this document. Where an acronym is also used, it is provided in parentheses.

Accreditation Agreement	The agreement between the Applicant and the Certification Authority that defines the accreditation service to be provided and contains the legal commitment by the Applicant to the conditions of the accreditation program.
Accreditation Logo	The trademarks and tag lines as designated from time to time by The Open Group for use in association with Accredited TOGAF Training Courses (ATTCs).
Accreditation Register	The official list of all Accredited TOGAF Training Courses (ATTCs), which is maintained by the Certification Authority and made available via the Internet.
Accreditation Trademark License Agreement (Accreditation TMLA)	The agreement between the Applicant and The Open Group that contains the legal commitment by the Organization to the terms and conditions for use of the Accreditation Logo.
Accredited TOGAF Training Course (ATTC)	A training course, operated by a training provider, that has successfully completed the accreditation process and which is listed in the register of Accredited TOGAF Training Courses (ATTCs) on the Certification Authority's web site.
Accredited TOGAF Training Course Manager (ATTC Manager)	The specific individual(s) identified within an Accredited TOGAF Training Course Provider (ATTC Provider) as having the overall responsibility for managing the ATTC on a day-to-day basis and ensuring that it is carried out in accordance with its documented processes and procedures.
Applicant	The organization that is applying for a TOGAF training course to be accredited. After accreditation, an Applicant becomes an ATTC Provider.
Assessment	An inspection of an Applicant's processes, policies, and staff and of the Accredited TOGAF Training Course (ATTC) training materials, to determine the degree to which the training course is operating in accordance with the Accreditation Requirements.
Assessor	An individual who has been appointed by the Certification Authority to perform Assessments.
ATTC Provider	A provider of training courses that offers at least one Accredited TOGAF Training Course (ATTC).
Certificate of Accreditation	A document issued to ATTC Providers by the Certification Authority certifying that the training course has successfully met the requirements for accreditation and thus is considered an Accredited TOGAF Training Course (ATTC).
Certification Authority (CA)	The organization that manages the day-to-day operations of the Program; in this case, The Open Group.
Certification System Deficiency (CSD)	An agreed error in the Certification and/or Accreditation System, which is inhibiting the accreditation process. A Certification System Deficiency is one possible outcome of a Problem Report.
Conformance Statement	The Applicant's documented set of claims describing precisely the way in which their training course meets the Training Course Accreditation Requirements.
Evaluation Process Deficiency (EPD)	An agreed error in the Evaluation Process that is inhibiting the certification process. An Evaluation Process Deficiency is one possible outcome of a Problem Report.

Examination Provider	An organization contracted to the Certification Authority that makes available the TOGAF Certification examinations at test centers throughout the world.
Interpretation (INT)	Decision made by the Specification Authority that elaborates or refines the meaning of the Conformance Requirements, Certification Policy, Accreditation Requirements, Accreditation Policy, or a standard or best practice referenced therein. An Interpretation is one possible outcome of a Problem Report.
Problem Report (PR)	A question of clarification, intent, or correctness of an accreditation or certification document, or the web-based Certification or Accreditation Systems, which, if accepted by the Certification Authority, will be resolved into an Interpretation, an Evaluation Process Deficiency, or a Certification System Deficiency.
Specification Authority (SA)	The Open Group member working group that is responsible for developing, maintaining, and interpreting the Certification Policy, Conformance Requirements, Accreditation Policy, and Accreditation Requirements of the Program.

2   PURPOSE AND SCOPE

This document defines the requirements which must be met by a training course (and a training course provider) to become and to remain accredited.

Although the applying organization (Applicant) does not have to demonstrate conformity to each and every one of the requirements in this document to gain accreditation, any non-conformance must be identified and justified by the Applicant based upon adherence to the principles embodied in this document. All such justifications must be reviewed and accepted by the Certification Authority.

3   ROLES AND RESPONSIBILITIES

The following parties are involved:

- The Certification Authority
- The Certification Authority's appointed Assessor
- The Applicant, and in particular the person responsible for the operation, quality, and integrity of the Accredited TOGAF Training Course(s) (ATTC), termed in this document the ATTC Manager. If the ATTC Manager role is distributed among several people, one person will be nominated as ATTC Manager for the purposes of accreditation.

4   ORGANIZATION REQUIREMENTS

The Accredited TOGAF Training Course (ATTC) Provider must be a company registered in the appropriate legal or government body in their country.

The ATTC Provider must be financially stable, as demonstrated by a financial report, P&L, and balance sheet approved by an independent auditor. The requirement may be met by submitting audited accounts for the previous two (2) years, or a business plan in case of a start up.

4.1 Representation of The Open Group and TOGAF

The ATTC Provider shall at all times represent the relationship between the ATTC, the ATTC Provider, and The Open Group correctly.

In particular, any and all promotion of accredited and other courses shall be aligned with and not in conflict with the Program, and all promotional and explanatory material published by the ATTC Provider in any form shall correctly represent TOGAF and The Open Group and the TOGAF Certification program and its options.

This extends without limitation to the use of the Program Logo, Certificate of Accreditation, any plaques or certificates of course attendance, use and acknowledgment of The Open Group's copyrighted materials, copyright notices, and trademarks.

The ATTC Provider shall not disparage TOGAF, TOGAF Certification, The Open Group, or its programs or activities, in written or oral form.

Terminology used by the ATTC Provider shall be consistent with the terminology used within the Program.

4.2 Process and Quality System

The ATTC Provider shall operate effective procedures for the registration and identification of Candidates, for the selection of trainers, and for the allocation of Candidates and trainers to scheduled course events.

All aspects of course administration, delivery, and maintenance shall be covered by a documented quality system. Documentation of the quality system need not be provided in the first instance, but must be provided within six (6) months of initial Accreditation.

The quality system of an ATTC Provider must include:

- Procedures to ensure that the Conformance Requirements and these Accreditation Requirements continue to be met for as long as the ATTC is offered.
- Procedures to ensure that all updates and changes to the Conformance Requirements are adopted and deployed in the timescales defined by The Open Group.
- An active internal audit program to self-police that the Program Accreditation Requirements are being continuously met and that the ATTC 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.

The documentation of the quality system must be under effective change control.

Audit records must be kept for a minimum of six (6) years.

The ATTC Provider must operate an effective and responsive customer complaints procedure.

The general management of the ATTC Provider shall be responsible for the quality of ATTC delivery and all aspects of ATTC operation and management.

5 ATTC REQUIREMENTS

5.1 ATTC Content and Documentation

The Accredited TOGAF Training Course (ATTC) Provider warrants and represents that all ATTCs they offer shall at all times meet the applicable Conformance Requirements documented in the TOGAF 9 People Certification Conformance Requirements document, and in particular that the courses cover all of the required Learning Outcomes.

ATTC Providers will provide proof that all Learning Outcomes are covered in the training course.

All course material shall be kept under version control.

Whenever The Open Group updates or makes a maintenance release or other update of TOGAF 9 and/or the Conformance Requirements, the ATTC Provider will update all affected courses to align with the new version of TOGAF 9 and/or the Conformance Requirements within six (6) months of release of the revised documents by The Open Group.

Previous versions of the ATTC may continue to be offered for 12 months, but examinations for the previous version will be retired after no more than six (6) months.

5.2 Trainer Requirements

All trainers used in the delivery of ATTCs shall be certified to TOGAF 9 at Level 2.

All trainers used in the delivery of ATTCs shall have one of the following:

- A relevant training qualification that has recognition in the geography in which it was obtained (two examples are: certification from the Institute of IT Training, and Open Group ITSC Certification with Technical Training as the Client Focus Area)
- One (1) year of relevant training experience
- Have undertaken an induction program that meets the following criteria:
  — The individual must be TOGAF 9 Certified at level 2 *before* the start of the formal induction program.
  — The induction program must include a mechanism to ensure that the individual is capable of delivering a training course in a satisfactory manner.
  — The induction program must include provision for the individual to deliver at least two (2) training courses under the supervision of an experienced ATTC trainer. At the end of each training course, the decision on whether the individual is suitable to proceed to the next phase of training must be based on a report from the supervising trainer and feedback forms from attendees on the course, which must include provision for feedback on the individual concerned separate from the supervising trainer.
  — The induction program must ensure the overall quality of the ATTC when a trainer under supervision delivers any part of the training.

All trainers used in the delivery of ATTCs shall have sufficient experience in and knowledge of the topic to be able to deliver the course in a clear and concise manner.

The performance of all trainers used in the delivery of ATTCs is the responsibility of the ATTC Provider.

The ATTC Provider will maintain a list of their trainers, including names, contact details, training qualifications, and TOGAF Certification status, and will make this list available to The Open Group promptly upon request.

5.3   Evaluation

Every time an ATTC is delivered, the ATTC Provider shall ensure that a survey of the Candidates is conducted that covers venue, facilities, materials, procedures, and trainer(s).

Summary records of these surveys must be made available to The Open Group on request in English.

All survey results must be kept for 18 months.

6   REQUIREMENTS FOR INTEGRAL EXAMS

TOGAF 9 People Certification requires Candidates to pass an Indicator of Compliance defined by The Open Group. The preferred Indicator of Compliance for each level is an examination as defined in the Conformance Requirements. An Accredited TOGAF Training Course (ATTC) Provider may choose to make the examinations available as an integral part of their course, or to provide Candidates with vouchers to access to the examinations at The Open Group Examination Provider's public examination centers.

For integral examinations there are a number of Accreditation Requirements for supervision, provisioning, and validation of identity.

For examinations at The Open Group Examination Provider's public examination centers, The Open Group's Examination Provider is responsible for supervision, provisioning, and validation of identity.

6.1   Supervision

All Open Group-specified examinations that the ATTC Provider provides for an accredited course must be supervised or invigilated by a person appointed by the ATTC Provider for this purpose.

The supervisor is responsible for ensuring that the examination is provided in a manner required by the Certification Authority from time to time. In particular, the supervisor is responsible for: ensuring that Candidates can access the examination; ensuring that Candidates do not cheat; for helping Candidates with aspects of the examination delivery not related to the examination content; and for ensuring that any Candidates requiring extra time because of English being their second language receive the correct extended examination time.

The supervisor appointed by the ATTC Provider shall in all cases ensure fair and objective testing of all Candidates on a course.

The supervisor shall never help Candidates with any aspect of the examination that requires knowledge or understanding of the course content.

During the examination, only the supervisor and the Candidates shall be present.

6.2   Provisioning

The ATTC Provider shall ensure that there is continuous Internet access to the examination portal throughout the examination.

There shall be no ability for Candidates to see other Candidates' responses to examination questions.

Only one type of examination will be provided to Candidates at any one examination session.

Examinations must at all times take place in an environment that is quiet and free from distractions.

6.3   Identity of Candidates

The ATTC Provider is responsible for validating the identity of Candidates.

7   APPLICATIONS FOR ACCREDITATION

All material submitted to The Open Group in an application for accreditation shall:

- Be in electronic format
- Be easily accessible and navigable
- Include full course material as provided to Candidates and trainers
- Identify in English the cross-references between every Learning Outcome in the syllabus defined in the applicable Conformance Requirements with the corresponding learning units in the course
- Include a correctly completed Application Form and Conformance Statement in English (web form)

Courses with any online delivery aspect or option must be made available to The Open Group's assessors online for the duration of the assessment.

8   LANGUAGES

The definitive version of the TOGAF 9 Specification is written in English, but translations are under development and will become available soon after the start of the Program. From time to time The Open Group will introduce pocket guides, glossaries, and examinations in additional languages,

In order to be assessed for accreditation, course material in other languages must include in each slide the references to the Learning Outcomes covered in that slide.

8.1   Indicators of Compliance

To meet the need for certification to be accessible for those whose command of the written languages in which examinations are available is insufficient to take the examinations in any of those languages,

providers of Accredited TOGAF Training Courses (ATTCs) delivered in other languages in which no examination is available may provide other means of assessment, subject to approval by The Open Group.

The Open Group will consider another means of assessment for recognition as a valid Indicator of Compliance on request by an ATTC Provider. Recognition as a valid Indicator of Compliance is at The Open Group's sole discretion.

9 CHANGES AND UPDATES TO ACCREDITED COURSES AND PROVIDERS

Material changes to an Accredited TOGAF Training Course (ATTC) Provider's identity, ownership, or location shall be notified to The Open Group within 30 days.

The ATTC Provider shall at all times keep their Conformance Statement correct and up-to-date.

Material changes to course content that could impact how the course meets the applicable Conformance Requirements shall be communicated to The Open Group within 30 days of the change being made, with the changes being clearly identified.

10 CONFIDENTIALITY

Accredited TOGAF Training Course (ATTC) Providers may not disclose any information about their Candidates' examination results to anyone other than the Certification Authority.

ATTC Providers may not disclose the identities of ATTC attendees.

ATTC Providers may provide their ATTC attendees with written confirmation of course attendance.

Such written confirmation shall not imply that the attendee is certified in any way and in particular the words "Certificate", "Certify", "Certified", "Certification", or derivatives thereof may not appear therein.