**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** |  |

**Please verify the following**

The forms and lists referred to below have been shared with you for verification. The Accreditation Policy and Accreditation Requirements can be found on our web site; please click [here](http://www.opengroup.org/certifications/accreditation/submit-new). The legal documents must be in your possession.

|  |  | **Answer** | **Action required if the answer is No** | **Submitted/Comment** |
| --- | --- | --- | --- | --- |
| **1** | Is the Conformance Declaration still up to date? | Yes/No | Please update the Conformance Declaration and inform the CA of the changes. |  |
| **2** | Are the contacts listed still correct? | Yes/No | Please update the ATC designated contacts form provided. |  |
| **3** | Is your trainer list up to date? | Yes/No | Please update the trainer list provided. |  |
| **4** | If applicable, is your proctor list up to date? | Yes/No | Please update the proctor list provided. |  |
| **5** | Are the courses marked as accredited only as per the levels indicated on the Conformance Declaration? | Yes/No | Please make the necessary improvements |  |
| **6** | Is the exam voucher always included in your training fee? | Yes/No | Please make the necessary improvements |  |
| **7** | Is the exam voucher only available in your training package, not separately? | Yes/No | Please make the necessary improvements |  |
| **8** | Are the Copyrights, trademarks and logo used according to the TradeMark License Agreement? | Yes/No | Please make the necessary improvements |  |
| **9** | 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. |  |
| **10** | Are your affiliates registered? | Yes/No | Please contact atc-support@opengroup.org  Click [here](http://www.opengroup.org/certifications/accreditation/add-affiliate) for more information. |  |
| **11** | Are your affiliates and brokers web sites compliant with the TMLA? | Yes/No | Please take all necessary actions. |  |

**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 | A copy of your quality management system change log. |  |  |  |
| 2 | The list of your affiliates and brokers |  |  |  |
| 3\* | 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. |  |  |  |
| 4\*\* | The Organization must have procedures in place to monitor quality and should verify the compliance of its processes related to the training delivery on a regular basis. This can be achieved by verifying that procedures are applied and records are maintained. Please submit: internal audit reports, quality monitoring meeting reports, evaluation meeting reports or other relevant evidence collected the past 3 years. |  |  |  |
| 5\* | Any customer complaints received during the past 3 years and their resolution |  |  |  |
| 6\*\* | A copy of the marketing material, link to the web site and to social media |  |  |  |
| 7\* | The certificate provided to the course attendees. |  |  |  |
|  | **Training course** | | | |
| 1\* | 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…) |  |  |  |
| 2\* | Summaries of your course surveys and any improvement points you took, of the past 18 months. |  |  |  |
| 3 | A copy of your training material change log |  |  |  |
| 4 | 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 |  |  |  |

\*: the documentation provided must include potential affiliates

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

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

**Affiliate registration information:** [**http://www.opengroup.org/certifications/accreditation/add-affiliate**](http://www.opengroup.org/certifications/accreditation/add-affiliate)