

GLOBAL BEST PRACTICE TRAINER APPLICATION FORM

This form is to be completed and signed by the Trainer and the Applying Organization (AO) the Trainer is sponsored by:

1. Applying Organization (ATO/Affiliate) identification data

Existing PeopleCert partner. Partner ID:
Applying to become a PeopleCert Partner. Organization Name:

2. Trainer contact and identification data

I am an existing PeopleCert Trainer		I am a new PeopleCert Trainer	
Please fill in ONLY if you are an <u>existing PeopleCert Trainer</u>			
First Name		Last Name	
Email Address			
Please fill in ONLY if you are a <u>new PeopleCert Trainer</u>			
First Name		Last Name	
Gender	Male	Female	Other
Date of Birth			
Postal Address			
City		Country	
		Postal Code	
Phone number		Mobile	
Email Address			

3. Modules applying for

ITIL® Product Family	PRINCE2® Product Family	M_o_R® Product Family
ITIL® V3 (2011)	PRINCE2 2009	<input type="checkbox"/> M_o_R® Foundation
<input type="checkbox"/> ITIL® Foundation	<input type="checkbox"/> PRINCE2® 2009 Foundation	M_o_R® Practitioner
<input type="checkbox"/> ITIL® Practitioner	<input type="checkbox"/> PRINCE2® 2009 Practitioner	MoP® Product Family
<input type="checkbox"/> ITIL® Intermediate SS	<input type="checkbox"/> PRINCE2® 2009 Re-Registration	<input type="checkbox"/> MoP® Foundation
<input type="checkbox"/> ITIL® Intermediate PPO	PRINCE2 2017	<input type="checkbox"/> MoP® Practitioner
<input type="checkbox"/> ITIL® Intermediate SD	<input type="checkbox"/> PRINCE2® 2017 Foundation	RESILIA™ Product Family
<input type="checkbox"/> ITIL® Intermediate SOA	<input type="checkbox"/> PRINCE2® 2017 Practitioner	<input type="checkbox"/> RESILIA™ Foundation
ITIL® Intermediate ST	PRINCE2 Agile	RESILIA™ Practitioner
<input type="checkbox"/> ITIL® Intermediate RCV	<input type="checkbox"/> PRINCE2 Agile® Foundation	MoV® Product Family
<input type="checkbox"/> ITIL® Intermediate SO	<input type="checkbox"/> PRINCE2 Agile® Practitioner	MoV® Foundation
<input type="checkbox"/> ITIL® Intermediate OSA	MSP® Product Family	MoV® Practitioner
ITIL® Intermediate CSI	MSP® Foundation	P3O® Product Family
<input type="checkbox"/> ITIL® MALC	MSP® Practitioner	P3O® Foundation
ITIL® 4	<input type="checkbox"/> MSP® Advanced Practitioner	<input type="checkbox"/> P3O® Practitioner
<input type="checkbox"/> ITIL® 4 Foundation*		AgileSHIFT™ Product Family
		<input type="checkbox"/> AgileSHIFT™

*Until ITIL 4 Foundation launch, new Trainers need to first become accredited to deliver ITIL Foundation v3 (2011)

4. Trainer's evidence

Please ensure the below are submitted together with your application:
a. Updated, detailed CV in English
b. Certificates for the modules you are applying for
c. Evidence of practical experience c1. A minimum 3-year practical experience in the subject (applicable for all GBP trainers) or c2. A minimum 2-year working experience in a change orientated environment/been involved in the delivery of change within the organization (applicable only for AgileSHIFT trainers).
<i>Accepted evidence: employer confirmation or relevant freelancer contracts or declaration through completion of table 5.1 below.</i>
Note: Please skip this step, if you are already an approved PeopleCert trainer for any other module in the same Product Family
d. Evidence of training experience d1. A minimum of 10 days experience delivering classroom-based training in AXELOS courses or related subjects (applicable to all GBP trainers except AgileSHIFT) d2. A minimum total of 300 training hours in any one or a combination of AXELOS or related courses (applicable only to AgileSHIFT Trainers).
<i>Accepted evidence: training organization confirmation or services delivery invoices or declaration through completion of table 5.2 below.</i>
Note: Please skip this step, if you are already a PeopleCert approved trainer
e. Evidence of attending familiarization training(s) per module provided by the applying organization (ATO/Affiliate).
<i>Accepted evidence: Relevant certificates (train the trainer, trainer readiness, etc.) or training organization confirmation or declaration through completion of table 5.3 below.</i>

5. Alternatives for c, d, e

Please ONLY fill in the below tables if you have not provided the evidence requested above for c, d, e.

5.1 Details of related practical experience in the subject (starting with the most recent)

From - To (MM/YYYY)	Role/Position in the Organization	Organization	Subject


5.2 Details of training experience delivering classroom-based training in AXELOS courses or related subjects (starting with the most recent)

From - To (DD/MM/YYYY)	Training Organization	Subject of Training Course	Training hours

5.3 Details of familiarization training per module applying for (starting with the most recent)

From - To (DD/MM/YYYY)	Organization providing familiarization training**	Lead trainer or SME providing familiarization training	Subject / Module	Duration (hours)

** Organization providing familiarization training should be Applying Organization (ATO/Affiliate) or Courseware Provider or AXELOS

Declaration		
<p>Trainer and the Applying Organization (AO) i.e. ATO/ Affiliate have read and understood the rights and responsibilities for Trainers and their sponsoring AO(s) as described in the PeopleCert procedures and hereby declare and accept the following:</p> <ol style="list-style-type: none"> 1. Trainer declares that all information provided is true and correct and AO confirms that Trainer meets all PeopleCert and AXELOS requirements for the Trainers scheme. PeopleCert reserves the right to request further evidence and supporting documentation of the above anytime during the accreditation period. 2. Once Trainer approval is granted, Trainer is obliged to comply with PeopleCert’s rules and regulations as well as all applicable laws, throughout the accreditation period. Trainer hereby undertakes to indemnify PeopleCert against any cost, claims or expenses which PeopleCert may incur as a result of breach of any such obligations. 3. AO shall make every reasonable endeavor to ensure that the information submitted by the Trainer is true and correct and that Trainer complies with PeopleCert’s rules and regulations as well as all applicable laws. AO hereby indemnifies PeopleCert for any cost, claims or expenses resulting from fraudulent, negligent or intentional misconduct by AO with respect to the matters covered by this paragraph. 4. PeopleCert may disclose to third parties information relating to the trainer status, for the purposes of audit of PeopleCert by the Test Owner. 5. Following termination of the accreditation period Trainer shall immediately cease to use all licensed materials and relevant intellectual property and shall return them to AO or PeopleCert. 		
Date	Applicant Trainer	Signature
Date	ATO/Affiliate Authorised Representative	Signature
		

Disclaimer: Personal data submitted in this Application Form will be processed in accordance with the PeopleCert Privacy Policy (<https://www.peoplecert.org/terms-of-service-and-privacy-policy>).