



Procedure Accreditation of training providers

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1. Objectives and general information

This document describes the detailed procedure for the accreditation and registration of training providers.

Accreditation and registration are carried out by registered accreditation bodies.

Registration is possible for each certification level / type of training.

Accreditation and registration as a training provider is required for the provision of training courses and obliges you to comply with the intacs® rules.

A separate registration is made for each course (in addition to the annual accreditation of the training provider).

In order to support an objective, uniform and efficient accreditation and registration process, iNTACS e.V. has defined the following procedures.

The association iNTACS e.V. is hereinafter referred to as iNTACS; intacs® is used for designations in connection with the certification scheme.

2. Terms

ACCREDITATION of a training provider: Determining and certifying that the training provider meets the organizational, technical and qualitative requirements for conducting training courses or training measures in accordance with the respective intacs® training level.

REACCREDITATION of a training provider: The determination and certification required after a period of time specified by iNTACS that an already accredited training provider still meets the organizational, technical and qualitative requirements for conducting courses in accordance with the respective intacs® training level.

REGISTRATION for the use of training material: Entry in a list as a training provider for a defined training course. This requires successful accreditation and payment of the usage fee for intacs® training material.

intacs® training material is training material approved for use by iNTACS.

3. Basic procedure

The Accreditation Body carries out the accreditation or re-accreditation and registration of training providers on behalf of iNTACS for the defined scope.

- Accreditation or re-accreditation and registration take place for one calendar year.

This standard procedure is intended for the simultaneous accreditation and registration of a training provider for one or more courses.

3.1. Tasks of the Accreditation Body

The Accreditation Body accepts applications from training providers for accreditation or reaccreditation and registration for iNTACS for the relevant courses in the specified languages and informs iNTACS of the receipt of the application.

The Accreditation Body carries out a formal review of the application. After a successful examination, the application is entered into the list of accredited training providers. The following types of training courses can be carried out once confirmation has been received:

- Training courses according to the qualification of the instructors and
- Training courses for which the accredited training provider has paid usage fees for the intacs® training material or which it may use free of charge in accordance with [3].

The Accreditation Body manages and archives all data on accreditation or reaccreditation and registration that is necessary to document and, if necessary, verify accreditation and registration granted and certificates issued and issues the accreditation number.

The Accreditation Body and iNTACS will only recognize training providers as accredited and registered if they have valid accreditation and registration from an accreditation body.

Information is sent by post or email to the specified contact person in the company.

3.2. Accreditation as a training provider

3.2.1. Application and required input information

The applicant must provide the responsible Accreditation Body (see website intacs.info) with the following information:

- Completed application form. The template provided on the intacs.info website must be used.
- Contact point with contact details at the applicant for the accreditation and registration procedures and later as a contact person
- List of trainers
 - At least two certified intacs® instructors (see Assessor certification procedure [2])

3.2.2. Formal examination of the application by the accreditation body

- The formal check is carried out to ensure that the information submitted is complete and correct. If the check is passed, the applicant will be informed by e-mail.
- The applicant must submit an improved version no later than 4 weeks after notification if the examination is not passed. Otherwise, the applicant must submit a new application.
- The subcontracting of training providers is not allowed

3.2.3. Accreditation and Registration

Upon passing the formal examination, payment of the accreditation fee and the user fee(s) for registered courses, the Accreditation Body issues the accreditation and a unique accreditation number (see also section "Tasks of the accreditation body"). Furthermore, registration takes place for the approved training courses. The training provider and iNTACS are informed of this.

iNTACS receives the following data from the training provider: company name, address, contact person with telephone number and e-mail address, link to the website, company logo and date of accreditation.

If the formal content examination is not passed due to deficiencies, the following applies:

- The applicant is not authorized to conduct official training courses.

3.2.4. Further obligations of the training provider

The training provider is obliged to check the validity of the instructor(s)' license before each training course for the duration of the accreditation.

The training provider is also obliged to inform its instructors in time about current or amended regulations or procedures.

The training provider and its instructors are also obliged to inform the participants of a training course in advance about current certification rules and registration rules.

3.3. Reaccreditation

The decision on re-accreditation and re-registration is made on the basis of the simplified application of the valid admission checklist.

3.4. Revocation of accreditation

The accreditation can be revoked after a written warning if agreed or legal obligations of the training provider are not met, e.g:

- False issue of certificates of participation
- Use of non-approved material
- Unauthorized distribution of intac's® training material
- Other violations of intac's® rules or procedures

The revocation is valid:

- Without request for review by the registered organization if 2 weeks have passed
- After decision of the advisory board (see section 5).

A new application must be submitted for a new accreditation.

3.5. Tasks of the iNTACS Advisory Board

The iNTACS Advisory Board supports the written warning and examines the revocation of accreditation. Unless otherwise stated, the Advisory Board will make a final decision within 6 weeks of receiving an application.

4. Appendix

4.1. References

- [1] INTACS "Procedure Certification Criteria" in the currently valid version
- [2] INTACS "Concept Experience Evidence" in the currently valid version
- [3] Procedure Training and language versions in the respective valid version
- [4] INTACS fee schedule in the currently valid version

4.2. Trademarks and service marks

Automotive SPICE® is a registered trademark of the German Association of the Automotive Industry (VDA).
intacs® is a registered trademark in the EU, USA, JAPAN, Korea, India and China.

5. Document owner and distribution

	Executive Board	Advisory Board	Working group Leader	Regional Representatives	Website Public	Website Internal area	
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6. Version control and changes

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