

The Open Group Training Course Accreditation

Guidance on how to apply for a course
accreditation

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Where to start?

The screenshot shows the Open Group website's navigation menu with 'Certifications' selected. The main content area is titled 'Training Course Accreditation' and includes a 'Welcome' section with instructions on how to start the accreditation process. The left sidebar contains a list of navigation links related to certifications and training courses.

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Certifications

- Training Course Accreditation
 - Submit your First Training Course for Accreditation
 - Existing Accredited Training Course: Submit a change
 - Existing Accredited Training Course: Add an Affiliate
 - Existing Accredited Training Course: Add a course
 - Existing Accredited Training Course: Re-Accreditation
- Course Naming
- Training Course FAQ's

Overview

- New Examination Provider - Pearson VUE
- Professional Certifications
- Open Badges
- Online Proctored Exams
- Prepare for Certification
- Take an Exam
- Presentable Voice

Training Course Accreditation

Welcome

These pages are to assist organizations registering training courses for accreditation. For organizations having training course related inquiries, we recommend consulting the FAQs page.

Please choose the process you wish to start by selecting the applicable link below:

- [Submit your first training course for accreditation](#)
Select the link above if you do not yet have any courses accredited by The Open Group.
- [Submit a change](#)
Select the link above if you want to make a change to your accredited course. You must report any change that may affect your accreditation. Examples are adding new trainers, making significant changes in your training material, changing your organization's name, changing the name used when marketing your course, changing the people designated as accreditation contacts, changing the person who is the ATC Manager, adding a delivery method, adding a language, or other major changes. You must contact The Open Group and submit a request to update your accreditation within 30 days of such change.
- [Add an Affiliate](#)
Select the link above to add an organization as an Affiliate of your Accredited Training Course. All Affiliates must be registered prior to delivering or supporting the delivery of an Accredited Training Course.

[Affiliates, Brokers and ATC Providers Factsheet](#)

- [Add a course](#)
Select the link above if you already deliver an Open Group accredited course and wish to get another course accredited, either within the same program or in another program.
- [Re-Accreditation](#)
Select the link above if your existing accredited course is due for re-accreditation.
- [Course Naming](#)
Select the link above if you need guidance on Course Naming.
- [Training Course related Frequently Asked Questions](#)
Select the link above if you have inquiries on accredited/non-accredited courses, voucher purchase and other training course related matters.

<http://www.opengroup.org/certifications/accreditation>

What do you need to know?

The screenshot shows the Open Group website's navigation menu with 'Certifications' selected. The main content area is titled 'Submit your First Training Course for Accreditation'. It provides a step-by-step guide for accreditation, including links to various forms and guides. The left sidebar contains a list of navigation links related to certifications and training courses.

Certifications

- Training Course Accreditation
- Submit your First Training Course for Accreditation**
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- Take an Exam
- Complete Your Certification
- Certification Registers
- Frequently Asked

Submit your First Training Course for Accreditation

This page is for first time accreditation, if you already deliver an existing accredited course and wish to add another click [here](#).

If you are an organization that wants to provide an Open Group Accredited Training Course, you need to take the following steps.

Step 1: Become familiar with the formal documents

Please read all the formal documents related to the [trademark usage](#), certification program, the [Accreditation Policy](#), the [Accreditation Requirements](#) and [Course Naming](#) guidelines prior to submitting your course for accreditation.

The [Accreditation Applicant Guide](#) provides additional information on each step.

Step 2: Set-up a personal Open Group Login Account

The person submitting the accreditation application on behalf of your organization and the person named as your ATC Manager are each required to have an Open Group login account. If you do not already have an account, create one by going to The Open Group home page at www.opengroup.org, select Login from the top of the page, then select the "Create an account" button.

Step 3: Download the Training Course Application Form

The [Training Course Application Form](#) is used to provide information on your training course and will also help you to keep track of your application throughout the accreditation process.

Step 4: Ensure you have a valid Commercial License for the applicable standard

If your organization doesn't have a Commercial License yet, please contact [memberservices\(at\)opengroup.org](mailto:memberservices(at)opengroup.org). The lists of licensees can be accessed on our [licensing page](#) for verification.

For further information please refer to the applicable Commercial License: [ArohiMate® | IT4IT™](#) | [Open FAIR™](#) | [TOGAF®](#)

Wondering about Member benefits? The journey starts here: [Become a Member](#)

Step 5: Complete and return the Conformance Declaration and Accreditation Legal Documents

The [The Conformance Declaration](#) is used to describe the accreditation scope; it will be made public on the ATC register after accreditation has been confirmed:

Please download and unzip the file [New_ATC Legal Documents](#) (zip file). Print and sign each of the documents included in this folder. Return them to The Open Group via an email sent to [atc-support\(at\)opengroup.org](mailto:atc-support(at)opengroup.org). This will generate a support ticket that will be used to keep track of your application for accreditation.

The [Accreditation Legal Documents Guide](#) provides additional information on each document.

Step 6: Prepare the Accreditation Package

The Accreditation Package will be shared with an assessor to validate the course compliance.

Please complete:

- The [Quality Management Appendix](#)

<http://www.opengroup.org/certifications/accreditation/submit-new>



- Recommended reading
- Process steps
- Fees
- Who to contact


Step by step

How to be ready to submit your course
for accreditation

Recommended reading

Step 1: Become familiar with the formal documents

Please read all the formal documents related to the trademark usage, certification program, the Accreditation Policy , the Accreditation Requirements  and Course Naming guidelines prior to submitting your course for accreditation.

The Accreditation Applicant Guide  provides additional information on each step.

Why should I read these documents?

The person who will manage the course accreditation (ATC manager) **MUST** know the content to ensure the course compliance during the entire accreditation period.

Create a login account

Step 2: Set-up a personal Open Group Login Account


The person submitting the accreditation application on behalf of your organization and the person named as your ATC Manager are each required to have an Open Group login account. If you do not already have an account, create one by going to The Open Group home page at www.opengroup.org, select Login from the top of the page, then select the "Create an account" button.

Why do I need a login account?

You need an account to access the shop and pay the accreditation fee or require an invoice. It will also be added to the applicable mailing lists enabling to share relevant notifications and information with you.

The application form

Step 3: Download the Training Course Application Form

The Training Course Application Form  is used to provide information on your training course and will also help you to keep track of your application throughout the accreditation process.

Why do I need to complete the application form?

The application form contains information needed by the Certification Authority to:

- communicate with the right contacts within your organization
- provide feedback to guide you until your submission will be complete

The commercial license

Step 4: Ensure you have a valid Commercial License for the applicable standard

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For further information please refer to the applicable Commercial License: ArchiMate® | IT4IT™ | Open FAIR™ | TOGAF®

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Why does my organization need a commercial license?

The Open Group owns trademarks which can only be commercially exploited after authorization has been granted.

Isn't a commercial license sufficient for us to run a course?


Accreditation is needed to be able to use the Trademark in the name/title of your training course. The commercial license allows to use the trademark only in the course description. For more information: <http://www.opengroup.org/certifications/accreditation/course-naming>

Does my organization need a membership?


No. However you may want to inquire more about Member benefits; some memberships include several Commercial License fees.

Conformance declaration

Step 5: Complete and return the Conformance Declaration and Accreditation Legal Documents

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The Accreditation Legal Documents Guide  provides additional information on each document.

What is the ATC register?


The Accredited Training Course register shows the courses that are accredited. The conformance declaration allows candidates to know the scope of your course accreditation: Program, delivery method, languages...

Where can I find it?


<http://www.opengroup.org/certifications/prepare-for-certification>

Accreditation Legal documents *part 1*

Step 5: Complete and return the Conformance Declaration and Accreditation Legal Documents

The [The Conformance Declaration](#)  is used to describe the accreditation scope; it will be made public on the ATC register after accreditation has been confirmed:

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The [Accreditation Legal Documents Guide](#)  provides additional information on each document.

Why do we need to sign more legal documents?


[Accreditation allows privileges but involves also obligations that need to be contractually agreed on.](#)

Why do we need to sign 4 different legal documents?


[Each legal document has its own purpose which is explained in the document itself.](#)

Accreditation Legal documents *part 2*

Step 5: Complete and return the Conformance Declaration and Accreditation Legal Documents

The The Conformance Declaration  is used to describe the accreditation scope; it will be made public on the ATC register after accreditation has been confirmed:

Please download and unzip the file New_ATC Legal Documents (zip file). Print and sign each of the documents included in this folder. Return them to The Open Group via an email sent to [atc-support\(at\)opengroup.org](mailto:atc-support(at)opengroup.org). This will generate a support ticket that will be used to keep track of your application for accreditation.

The Accreditation Legal Documents Guide  provides additional information on each document.

Who should sign the legal documents?

The Legal documents **MUST** be signed by your organization's Authorized Signatory who is nominated via the Application Form.

Where do I find the Program Name and Label to complete the Legal Documents?

In the Conformance Requirements available within the Publications section of our website.

Do I need to add the Schedule number and date?







No this is to be added by our Legal Team when the documents are countersigned.

The accreditation package

Step 6: Prepare the Accreditation Package

The Accreditation Package will be shared with an assessor to validate the course compliance.

Please complete:

- The Quality Management Appendix 
- The applicable Training Course Materials Checklist: ArchiMate 2 Training Course Materials Checklist  | ArchiMate 3 Training Course Materials Checklist  | IT4IT Training Course Materials Checklist  | Open FAIR Training Course Materials Checklist  | TOGAF 9 Training Course Materials Checklist 

The Copyright and Trademark Guide  provides additional information to prepare your accreditation package.

An online folder will be made available to upload the documents. The Supporting documents (zip file) templates may be helpful to prepare the Quality Management documentation.

What are “supporting document”?

All documents that must be joined to the Quality Management Appendix.

Package ready for submission

Step 7: Inform the Certification Authority & upload your documentation

When you have completed your Accreditation Package, please notify the Certification Authority by sending an email including the application form duly filled to atc-support. A link to the online folder where you may upload your documentation will be provided.

Please note that the assessment will be performed after The Open Group receives payment of your Accreditation fees.

Who/what is atc-support?

[ATC-support is the team dedicated to ATC providers.](#)

What can they help me with?

[You can send them all inquiries you may have as course accreditation applicant or as ATC provider after your course has been accredited.](#)

How long does it take to receive an answer?

[We aim at answering within 48 hours.](#)

Accreditation fees

Step 8: Pay the accreditation fees

Go to <https://shop.opengroup.org/acc-fee> and follow the instructions.

Description	Fee
Fee for accreditation of a course with training materials in one language and one delivery method	US \$3,250 per annum
Fee for training materials in one additional language	US \$1,800 per annum*
Fee for an additional delivery method	US \$1,200 per annum*

**Pro-rated in the first year to synchronize with the anniversary date of accreditation of the course to which it is tied.*

Please note that delivering a training course using the web that includes live interaction with the trainer- is considered a type of classroom delivery.

Accreditation fees do not include the commercial license fee.

We need an invoice to pay the accreditation fee. Who should we ask for it?
Your account in the shop will allow you to select "invoice" as payment option.

FAQs

My organization is accredited by another Certification Authority. Do I still need to complete the Quality Management Appendix?

Yes. The Quality Management Appendix is used by the assessor to see which procedures and documents are used to address a requirement.

How long does it take to get our course accredited?

It depends on:

- completeness of your accreditation package
- Potential issues raised by the assessment
- How fast your organization can address the issues
- Work load of the ATC-support team; a review / assessment takes each maximum 10 working days

Should I send my submission in an email to ATC-support?

No. You will be provided a link to upload your documents.

Who should we contact?

For all your inquiries on Training Course Accreditation
please contact

ATC-support @ opengroup.org

Thank you!