

The Open Group Training Course

Accreditation

Guidance on how to fill legal
documents

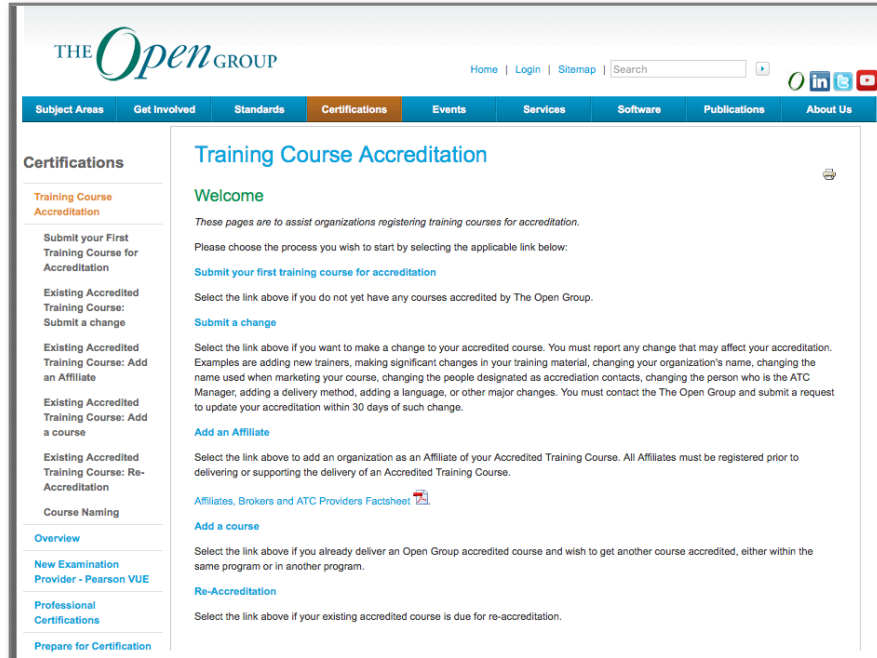
Commercial Licensing

- Without the applicable commercial license in place the Training Course accreditation can't start.
- For further information:
 - Contact memberservices@opengroup.org.
 - <http://www.opengroup.org/legal/licensing>

Content

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Where to find the Legal Document?



The screenshot shows the 'Training Course Accreditation' page on the Open Group website. The page has a blue header with the Open Group logo and navigation links: Home, Login, Sitemap, and a search bar. Below the header is a blue navigation bar with tabs for Subject Areas, Get Involved, Standards, Certifications (selected), Events, Services, Software, Publications, and About Us. The main content area is titled 'Training Course Accreditation' and includes a 'Welcome' section with a sub-header 'These pages are to assist organizations registering training courses for accreditation.' Below this, there are several sections with links: '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', 'Overview', 'New Examination Provider - Pearson VUE', 'Professional Certifications', and 'Prepare for Certification'.

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

Each process requires its own set of legal documents:

- Submit a new course for accreditation
- Add a course
- Add an affiliate

Why are all these documents required?

When you submit your course for accreditation you ask The Open Group the authorization to associate your course with its brand and trademarks:

- **Accreditation Agreement**: describes the business relationship that both parties are entering
- **Trademark License Agreement (TMLA)**: describes the rules by which you are authorized to use our trademark
- **Trademark license schedule**: to specify the program under which the course will be operated
- **Training Course schedule**: to describe the course that is about to become a product of the relationship and which name may contain our trademark

How to complete the Accreditation Agreement?

The screenshot shows a PDF document with the following content:

8.6 Governing Law
This Agreement shall be governed by the laws of the Commonwealth of Massachusetts and the Parties hereby submit to the non-exclusive jurisdiction of the Massachusetts courts.

9. Execution
By signing below, the Organization agrees to be bound by this Agreement, the Accreditation Policy, and the Accreditation Requirements.
AGREED by the Parties through their authorized signatories:

FOR AND ON BEHALF OF	FOR AND ON BEHALF OF
_____	The Open Group
The Organization	
Signed _____	Signed _____
Name _____	Name _____
Title _____	Title _____
Date _____	Date _____
Facsimile Number: _____	Facsimile Number: +1 240 250 6102
Email: _____	Email: legal@opengroup.org
Address: _____	8 New England Executive Park
_____	Burlington, MA 01803-5007
_____	United States of America

Please complete and email (scanned/PDF) or fax a signed copy of this document to legal@opengroup.org. The Open Group will countersign and return a fully executed copy to the email address or fax number provided above. If preferred, you may just complete, sign and send this signature page.

The Open Group Training Course Accreditation Agreement v1.4 11

Your Authorized signatory should **read the document first** then complete section 9 making sure that the correct name of the organization is mentioned (legal entity vs trading name)

How to complete the TMLA?

Trademark License Agreement

all remaining provisions of this Agreement shall remain in full force and effect

23. Execution

ACCEPTED AND AGREED TO:
FOR AND ON BEHALF OF

Licensee Affiliate Licensee

Signed _____
Name _____
Title _____
Date _____
Facsimile Number: _____
Email: _____
Address: _____

FOR AND ON BEHALF OF
The Open Group

Signed _____
Name _____
Title _____
Date _____
Facsimile Number: +1 240 250 6102
Email: legal@opengroup.org
8 New England Executive Park
Burlington, MA 01803-5007
United States of America

Please provide legal company name, mark whether Licensee or Affiliate Licensee, complete and email (scanned/PDF) or fax a signed copy of this document to legal@opengroup.org. The Open Group will countersign and return a fully executed copy to the email address or fax number provided above. If preferred, you may just complete, sign and send this signature page.

The Open Group Certification for People Accreditation TMLA v1.3
© 2014-2015, The Open Group

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Your Authorized signatory should **read the document first** then complete section 23 making sure that the correct name of the organization is mentioned (legal entity vs trading name)

How to complete the Training Course schedule?

The Open Group Certification for People Training Course Accreditation Agreement
Training Course Schedule No. _____

1. This Schedule shall be incorporated into The Open Group Certification for People Training Course Accreditation Agreement dated _____ between The Open Group and the Organization named below, which governs the provisions for the Organization's Accreditation Requirements ("Agreement").
2. The Parties agree that the Program Configuration for the Program identified below, The Open Group Certification for People Training Course Accreditation Policy, and The Open Group Certification for People Training Course Accreditation Requirements, which may be found on the Certification Authority's website, are incorporated here in.
3. Program name: _____
4. Training Course: _____

This Schedule shall take effect on the last day signed below.

FOR AND ON BEHALF OF	FOR AND ON BEHALF OF
The Organization	The Open Group
Signed _____	Signed _____
Name _____	Name _____
Title _____	Title _____
Date _____	Date _____
Facsimile Number: _____	Facsimile Number: +1 240 250 6102
Email: _____	Email: legal@opengroup.org
Address: _____	8 New England Executive Park Burlington, MA 01803-5007 United States of America

Please complete and email (scanned/PDF) or fax a signed copy of this Schedule to legal@opengroup.org. The Open Group will countersign and return a fully executed copy to the email address or fax number provided above.

The Open Group Training Course Accreditation Agreement: Training Course Schedule © 2014-2015, The Open Group Page 1 of 1

Your Authorized signatory should:

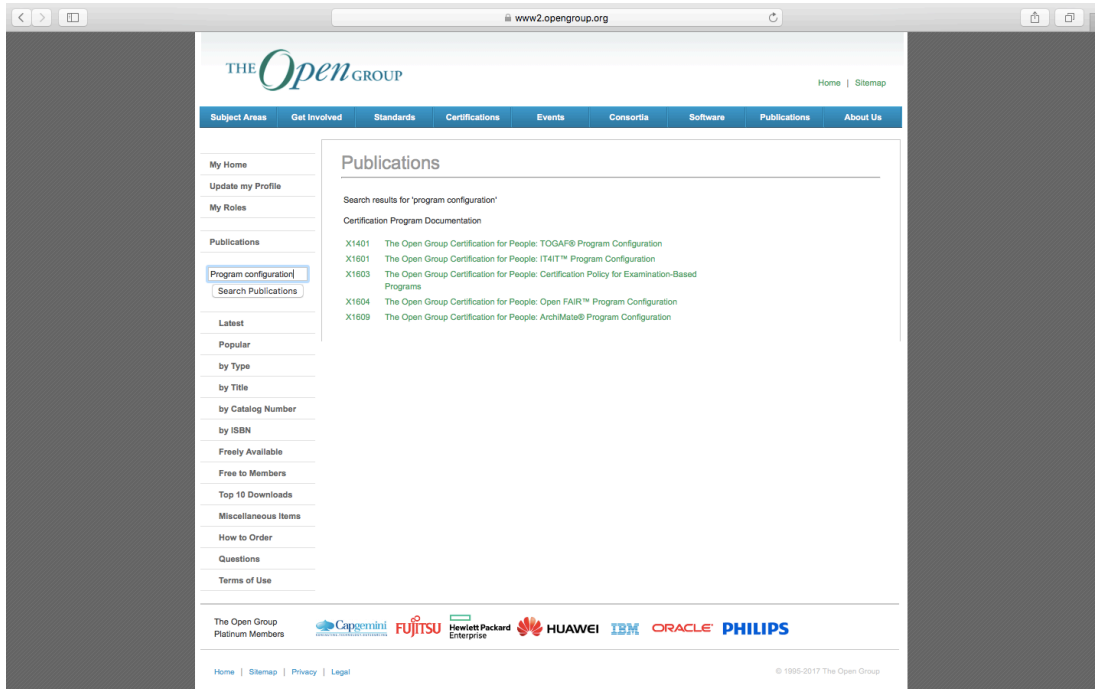
- Leave the date No and "dated space" **blank**

- Complete the program name

- Complete the training course name

- Sign

Where do I find the program information?



The screenshot shows a web browser window at www2.opengroup.org. The page features the Open Group logo and a navigation menu with categories like Subject Areas, Get Involved, Standards, Certifications, Events, Consortia, Software, Publications, and About Us. A left sidebar contains links for My Home, Update my Profile, My Roles, Publications, Latest, Popular, and various filters. The main content area is titled 'Publications' and displays search results for 'program configuration'. The results list several documents, with the first one, 'X1401 The Open Group Certification for People: TOGAF® Program Configuration', highlighted in blue. At the bottom, there are logos for Platinum Members including Capgemini, Fujitsu, Hewlett Packard Enterprise, Huawei, IBM, Oracle, and Philips.

Each program has its own “Program Configuration document” that can be found in the publications on our web site. [Click on the publication tab.](#)
[Publication catalogue](#)
[Search: program configuration](#)

How to complete the TMLA schedule?

Zoom out (8%)

The Open Group Certification for People Accreditation Trademark License Agreement
Trademark License Schedule No. _____

- This Schedule shall be incorporated into The Open Group Certification for People Accreditation Trademark License Agreement (with its Appendices) dated _____ between The Open Group and the Licensee or Affiliate Licensee named and embodies an entire agreement between the Parties relating to the identified Accredited Training Course (ATC) in this Schedule.
- Program name: _____
- Accredited Training Course name: _____
- ATC Provider: _____
- Label to be used with the Accreditation Logo: _____
Program name and Label to be used with the Accreditation Logo are as specified in the Program Configuration document for the specified Program.

This Schedule shall take effect on the last day signed below.

ACCEPTED AND AGREED TO:
FOR AND ON BEHALF OF

<input type="checkbox"/> Licensee	<input type="checkbox"/> Affiliate Licensee	FOR AND ON BEHALF OF
		The Open Group
Signed _____		
Name _____	Name _____	
Title _____	Title _____	
Date _____	Date _____	
Facsimile Number: _____	Facsimile Number: +1 240 250 6102	
Email: _____	Email: legal@opengroup.org	
Address: _____	8 New England Executive Park	
	Burlington, MA 01803-5007	
	United States of America	

Please mark whether Licensee or Affiliate Licensee, complete and email (scanned PDF) or fax a signed copy of this Schedule to legal@opengroup.org. The Open Group will countersign and return a fully executed copy to the email address or fax number provided above.

The Open Group Certification for People Accreditation TMLA, Trademark License Schedule
© 2014-2015, The Open Group

Your Authorized signatory should:

- Leave the date No and “dated space” **blank**
- Complete the program name
- Complete the training course name (**must be the same on all documents**)
- Complete the Label (which can be found on the Program configuration)
- Sign

Add a course legal documents set:

<http://www.opengroup.org/certifications/accreditation/add-course>

Step 2: Download, print, sign, and send the following schedules for each course you wish to add to The Open Group: [Add a course legal documents](#) (zip file)

The add a course Legal Documents set contains:


- Trademark license schedule
- Training Course schedule

Please refer to previous slides for further instructions and guidance.





Add an affiliate legal documents set:

<http://www.opengroup.org/certifications/accreditation/add-affiliate>

Step 1: Download, print, sign, and send the following agreements to The Open Group:

To be signed by the ATC Provider: [Affiliate Schedule](#) 

To be signed by the Affiliate:

- [Affiliate Agreement](#) , plus associated [Affiliation Schedule](#) 
- [Accreditation TMLA](#) , plus associated [Trademark License Schedule](#) 
- the applicable Commercial License for each program

Please contact [memberservices\(at\)opengroup.org](mailto:memberservices@opengroup.org) to request any new Commercial License. For further information please refer to: [ArchiMate Commercial License](#) | [Open FAIR™ Commercial License](#)  | [IT4IT™ Commercial License](#) | [TOGAF 9.1 and earlier Commercial License](#).

Why are all these documents required?

An affiliation describes a relationship between the Accredited Training Course provider and the affiliate and a relationship between the affiliate and The Open Group:

- **Affiliate schedule**: the ATC provider confirms adding a new affiliate under its Accredited Training Course
- **Affiliate agreement**: describes the relationship between The Open Group and the affiliate
- **Affiliation schedule**: to specify the course under which the affiliate will be added
- **Trademark License Agreement (TMLA)**: describes the rules by which you are authorized to use our trademark
- **Trademark license schedule**: to specify the program under which the course will be operated

FAQs

Why can't The Open Group complete the legal documents for us to sign?

By signing legal documents you are confirming entering a relationship including privileges and obligations. It is mandatory for you to know them all in order to operate the Accredited Training Course meeting compliance.

What should I do with the documents once signed?

Please contact us. You will be required to upload them in a legal document folder. The documents will be checked and sent to our legal department if satisfactory.

Who should we contact?

For all your inquiries on Training Course Accreditation
please contact

ATC-support @ opengroup.org

Thank you!