



# International Association of Information Technology Trainers

## Professional Certification Programs

PMB 616

Independent certification of a trainer's skills is vital to a healthy, vibrant training industry. And the mandate for trainers is clear. A recent industry poll reported that 85 percent of IT professionals prefer their trainers to be certified by a vendor-neutral association.

6030-M Marshall ee Dr

The professional certification program has three tracks:

El kridge, MD

- **Individual trainers**
- **Organizations & training staff**
- **Materials & learning guides**

21075-5987

410.567.5366

ITrain's vendor-neutral certification program makes trainer certification a part of doing business both face-to-face, and on the Internet. The members and board of directors have always focused on aiding the training community, and it is with great pride and pleasure that we present this global certification program.

888.290.6200

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itrain.org

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**85% of IT professionals rate certification  
of IT trainers as "vital or valuable."**

IT industry polls

Certification provides a security blanket. The "jargon" and technical issues involved in selecting a trainer or training company confuse many consumers, and "fly by night" training providers often compromise quality to provide low prices. The certification criteria offer a concrete standard for professional trainers and every trainer or training company is reevaluated annually to ensure standards are continually upheld.

Consumers know that by choosing a certified trainer they're working with a professional who understands the importance of measuring specific outcome behaviors, maintaining professional integrity, and a keeping a commitment to continued excellence.

Trainers know that by investing in certification and membership in ITrain, they set themselves apart from the majority of training companies.

Evaluation and certification by ITrain's evaluation committee and board of directors gives a training company the security of knowing they are providing quality service. Displaying the authorized ITrain seal a website and collateral material allows certified members to prove their commitment to excellence. This commitment will be recognized by all training clients, both current and potential.

## Individual Trainers

Individual trainers may pursue certification of their skills as a trainer.

Applicants who are full members in good standing and have successfully completed the Advanced Train the Trainer seminar may apply to be certified as a Professional Technical Trainer (PTT).

Each application includes a 30-minute, nonprofessional, self video tape of a training program presentation. The topic must be relevant to their profession and must demonstrate questioning techniques, individual and group interaction, and facility at explaining a technical subject using common language. Also, ten student references who have attended training presented by the applicant and post-class evaluations from ten classes will be evaluated.

The PTT certification is granted for a term of three years. At the termination of that period, the instructor may apply for recertification.

**85% of IT professionals prefer their trainers to be certified by a vendor-neutral association.**  
IT industry polls

## Training Organizations

Training organizations, including nonprofit, academic, and for-profit training centers, may pursue certification as a Professional Training Center (PTC). This certification evaluates the management of training procedures as well as the skills of the individual trainers associated with the training center. Organization and vendor members may apply for this certification.

Each trainer employed by the organization must meet the requirements of individual trainer certification. An on-site visit may be required by one or more members of the ITrain board of directors.

The PTC certification is granted for a term of one year. At the termination of that period, the training organization may apply for recertification.

## Training Materials

Training materials may be certified under the Professional Training Materials (PTM) program. Authors and publishers of training guides and instructional materials may submit their products for independent review and certification. Each applicant must submit a complete sample of each product for which certification is sought.

The PTM certification is granted for an indefinite term, until the training material is altered or discontinued. Vendors of formerly-certified materials may apply for recertification.

## Application Submission

If you are a full member in good standing and wish to be recognized for your training excellence, you are encouraged to contact Dave Murphy, ITrain's membership director at 410.567.5366 or 888.290.6200 to submit an application or to request more information.



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 PMB 616, 6030-M Marshall ee Dr. Elkridge, MD 21075-5987  
 410.567.5366 888.290.6200 801.650.0423 (fax)  
 itrain.org member@itrain.org

## Application for Professional Training Certification

**MEMBERSHIP CLASSIFICATION**

- ORGANIZATION  
 INDIVIDUAL  
 VENDOR

LAST NAME	FIRST	TITLE	COMPANY
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CERTIFICATION SOUGHT <input type="checkbox"/> PTT: PROFESSIONAL TECHNICAL TRAINER (no charge - 3 year term) <input type="checkbox"/> PTC: PROFESSIONAL TRAINING CENTER (\$1,499 - 1 year term) <input type="checkbox"/> PTM: PROFESSIONAL TRAINING MATERIALS (\$499 +\$99/TITLE)	ADDRESS
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WEBSITE	EMAIL	PHONE	FAX
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PTC/PTM APPLICATION FEE

CHECK (ENCLOSED)

PAYPAL PAYMENT TO MEMBER@ITRAIN.ORG

DESCRIPTION OF CURRENT TRAINING RESPONSIBILITIES (PTT APPLICANTS)  
 DESCRIPTION OF TRAINING CENTER/MATERIALS (PTC & PTM APPLICANTS)

AVERAGE MONTHLY CLASSES	NR. TRAINERS ON STAFF	AVERAGE CLASS SIZE	CLASS DURATION
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FREQUENCY OF TRAINING	TRAINING SCHEDULE <input type="checkbox"/> DAY <input type="checkbox"/> EVENING	HARDWARE PLATFORMS	OPERATING SYSTEMS
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REQUIRED TRAVEL (overnight) <input type="checkbox"/> YES <input type="checkbox"/> NO	SOFTWARE APPLICATIONS
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GENERAL COMMENTS OR OTHER ITEMS TO BE CONSIDERED WHEN EVALUATING THIS APPLICATION FOR CERTIFICATION

ENCLOSE WITH THIS APPLICATION:

30-MINUTE VIDEO TAPE (PTT APPLICANTS)

10 STUDENT REFERENCES (PTT & PTC APPLICANTS)

EVALUATIONS FROM 10 CLASSES (PTT & PTC APPLICANTS)

SAMPLE OF EACH TRAINING PRODUCT (PTM APPLICANTS)

NONREFUNDABLE APPLICATION FEE (IF APPLICABLE)

_____	_____
APPLICANT MEMBER SIGNATURE	DATE SUBMITTED
_____	_____
MEMBERSHIP DIRECTOR SIGNATURE	DATE ACCEPTED