

# **Turkish Testing Board**

## **Accreditation**

### **Application Process**

#### **Version 2019**

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## 1. Turkish Testing Board's Training Provider/Material Accreditation Procedure

Turkish Testing Board (TTB) is a recognized national board of International Software Testing Qualification Board (ISTQB), supporting the only not-for-profit, internationally recognized software testing certification program.

TTB assists with certification of candidates by accrediting qualified training providers and training material owners that support ISTQB software testing certification. We welcome your application and hope that you will succeed.

Accredited training providers/material owners are authorized to display the TTB and ISTQB logo and identify themselves as accredited according to ISTQB and TTB rules and regulations.

## 2. Training Providers/Material Owners Seeking Accreditation

Training providers/material owners must submit an application for accreditation to TTB.

### 2.1. The Accreditation Steps

#### Pre-application

Following are the steps defined for the pre-application stage (mainly for applicant preparations):

- 2.1..1. The applicant chooses the accreditation option(s) that he/she would like to apply for,
- 2.1..2. The applicant prepares the required materials, fills in the "Application for accreditation" form, and sends them to the TTB.

#### Response to the application

After getting the application form and material, the TTB Accreditation Panel members act as follows:

- 2.1..1. Registers the date and time of arrival of the materials.
- 2.1..2. Performs an initial check of the delivered form, materials and deposit fee.
- 2.1..3. Sends a reply to the applicant that the application and the material have been received.

### 2.2. Accreditation Evaluation Phase

- Three the accreditation panel members and two Review Panel members will follow the process. Each assessor team produces a report.
- After the review panel have evaluated the application, the training materials, and all other supporting materials, the Accreditation Panel will discuss the recommendations of the assessors and make the decisions.
- The Accreditation Panel will send the conclusions and recommendations for approval or rejection to the company authorities which applied.

### 2.3. Approval announcement

- Accreditation process should be completed in 90 days.
- The approval will be sent in a formal letter to the applicant by the TTB Accreditation Panel.
- The announcement shall be published within 1 week from the decision.

## 2.4. Rejection announcement

- The rejection will be sent in a formal letter to the applicant by the TTB Accreditation Panel with reasons stated.
  - There is no way to appeal.
  - The applicant can apply for re-accreditation only after a latency period of at least 6 months from the rejection declaration.

## 2.5. General

TTB will endeavor to process the application in the shortest possible time. The application will take no more than three months (90 days).

During the accreditation-processing period, training material owners or providers may mention that the training has been submitted for accreditation, but may not advertise the training as accredited or use the TTB or ISTQB logos.

Once accreditation is granted, the training material owner or provider will receive notification of the TTB Accreditation Panel's decision. Upon receiving accreditation, the training material owner or provider has permission to advertise the training as accredited. Once accredited, training material owners or providers may use the ISTQB Accredited Training Provider or Accredited Training Material logo for the accredited training.

## 2.6. Protecting the accreditation

TTB reserves the right to monitor the performance of accredited training providers in a variety of ways, e.g. by short notice audit visits to trainings in progress and by assessment of examination results. Training providers are therefore required to notify TTB of all training dates together with venue information. The training provider and the accreditation panel will receive a report from the auditor(s). The report is confidential and disclosed only to members of the TTB executive board and/or accreditation panel members, on a "need to know" basis.

## 2.7. Withdrawal of accreditation

The TTB may withdraw accreditation at any time in the case of behavior that undermines the integrity of the certification. Examples include substitution of unapproved trainers, deletion of required topics from the training materials, inadequate time devoted to required topics, providing confidential TTB or ISTQB materials to training attendees as study guides, or making misleading claims regarding the trainings. If TTB detects such behavior, the TTB alternatively may request immediate remedial action by the training provider as a condition of retaining accreditation.

## 2.8. Renewal of accreditation

At the end of each accreditation period, the training provider/material owner should apply for re-accreditation process.

## 2.9. Trainers

The TTB must approve all trainers prior to their teaching of an accredited training. The training provider should submit the candidate trainer's CV. The TTB will approve or reject a candidate trainer within 90 days. Rejected trainers, along with the training provider who nominated the trainer, will receive notification of the reason.

Skills required for Trainers;

- At least 5 years of practical experience in software testing
- 3 years practical experience in trainings of software knowledge
- Having ISTQB full advanced level certification
- High Level Turkish/English Language Skills
- Have a good comprehension content corresponded with Syllabus
- Good timing corresponded with Syllabus
- Dominate hands on exercises
- Good communication skills
- High level presentation skills

## 2.10. Languages

Training material owners or providers must submit all applications and information to the TTB in English or Turkish. Training materials submitted for accreditation must be in English or Turkish too.

## 2.11. Accreditation Panel Commitments & Rights

- Accreditation panel will endeavour to process the application in the shortest possible time. The application process will take no more than 90 days.
- Once accreditation is granted, the training provider will receive notification of the TTB accreditation panel's decision. Upon receiving accreditation, the training provider has permission to advertise the course as accredited and use the TTB and ISTQB logos in their applicable marketing and training materials. The TTB will issue a formal certification of the accreditation for that training provider.
- Accreditation panel has the right to make changes to the accreditation process.

## 3. Call for Syllabus Update (Reaccreditation)

- TTB will inform training course owners to determine the level of reaccreditation required in case ISTQB changes the syllabus.
- Accredited Companies will have 6 months to update the content. If the process is not completed in 6 months, TTB will have the rights for suspension, cancellation or withdrawal of the accreditation.
- The applicant has to send documentation of changes made to the material (Training Course Owner) or to its infrastructure (Training Course Provider). The changes are checked by the accreditation panel. In case of major changes, a Re-evaluation at least on the changes must be performed. If the accreditation lapses applicant re-evaluation needs to be performed.
- **Rules for Reaccreditation:** Impact of the syllabus changes or changes in the training material. Reaccreditation is determined by the changes to learning objectives only. Three levels of reaccreditation are differentiated: FULL, PARTIAL, NONE
  - The level of reaccreditation is determined in two steps:
  - Each changed LEARNING OBJECTIVES (LO) as part of a new version of a syllabus will be classified on their impact to examination questions as IMPACT or NO IMPACT:
    - IMPACT (Impact of changed LO on at least one exam question): these changes include: K-Level changes, explicitly referring to new content in the content part of the syllabus.
    - NO IMPACT (No impact of changed LO on any exam questions): spelling, wording, readability, and understandability
  - The level of reaccreditation depends ONLY on the relative number of LOs changes that do not require to write new/updated exam questions. The classification is:
    - FULL: Full re-accreditation is required if more than 20% of LO with IMPACT changed

- PARTIAL: Partial re-accreditation is required if more than 5% LO and less than or equal to 20% with IMPACT changed
- NONE: Equal to or less than 5% of LO with IMPACT changed.
- Rule to determine the level of reaccreditation in case of material changed by the provider
  - FULL: Full re-accreditation is required if more than 20% of the training material changed
  - PARTIAL: Partial re-accreditation is required if more than 5% and less than or equal to 20% of the training material changed
  - NONE: Equal to or less than 5% of the training material changed.
- **Reaccreditation Requirements**
  - Full: Reaccreditation of training material follows the accreditation process for a new accreditation.
  - Partial: The TRAINING COURSE OWNER requires to send all training material affected by the changed LEARNING OBJECTIVES or by changes to the material to the Member Board as well as the updated coverage matrix, initially supplied for the accreditation review.
  - None: The TRAINING COURSE OWNER submits a letter of confirmation to the Member Board that initially performed the accreditation. In there the TRAINING COURSE OWNER confirms that it has reviewed all training material and adapted it to the new release of the syllabus (in case of changed syllabus) or that the changes are minor enough not to have impact on the examination requirements respectively (in case of changes by the provider, example: changes in the company logo, etc.).

#### 4. Documents Needed for Accredited Training Material Application

Applicant seeking Accredited Training Material certification should submit an application by filling-in the Application for accreditation form. This will include the following data:

1. Organization/Company profile.
2. At least two CVs of authors of the training materials, showing at least five years of practical experience in SW testing and each having ISTQB full Advanced Level certification. (In addition to having ISTQB full advanced level certifications, authors of applicant seeking Agile Tester Accredited Training Material certification must have Agile Tester Certifications)
3. Detailed Course Agenda (showing details of topics) cross-reference coverage matrix: ISTQB syllabus vs. provided training materials, showing 100% syllabus coverage. (Please provide the following details: chapters, topics, hands-on / practice, the exact location in the provider's materials and the duration for the above).
4. Detailed durations for each training topic showing adequate time devoted to each section of the syllabus. (Include: topics, chapters, hands-on sessions and their duration K2 and K3 should be associated).
5. All training material and supporting material for trainers to be provided in both hard and soft copy (on a CD); including trainers' presentation slides with notes (in order to ensure that the right messages are going to be given when the training is running).
6. Additional materials (books, references, exercises etc.)
7. A signed TTB Mutual Non Disclosure and Confidentiality Agreement.

## 5. Documents Needed for Accredited Training Provider Application

Applicant seeking Accredited Training Provider certification should submit an application using the Application for accreditation form including the following data:

1. Organization/Company profile.
2. Detailed durations for each training topic showing adequate time devoted to each section of the syllabus. (Include: topics, chapters, hands-on sessions and their durations, K2 and K3 should be associated).
3. Proof of relations with an accredited training material owner or accredited training provider. (Show that the training materials are accredited). Formal letters required:
  - a. Approval of accreditation given to the training material owner and/or the training provider by official and acting ISTQB national board.
  - b. Relationships declaration between the applicant and the training material owner, both from the applicant and the training material owner.
  - c. Relationships declaration between the applicant and the training provider, both from the applicant and the training provider.  
*Note: This is needed when the applicant receives training services of an already accredited training provider.*
4. At least two trainer CVs showing at least 5 years of practical experience in software testing, 3 years practical experience in trainings of software knowledge and each having ISTQB full advanced level certification. (In addition to having ISTQB full advanced level certifications, trainers of applicant seeking Agile Tester Accredited Training Provider certification must have Agile Tester Certifications)
5. Video of the trainer's performance (Optional).
6. A signed TTB Mutual Non Disclosure and Confidentiality Agreement.
7. Details about the course locations. Course provider should follow the course location standards given below.
  - At course location air condition/flow systems should work properly. Room temperature should be between 22-23 Celsius.
  - Course room should have sound insulation.
  - The room has to be in compliance with emergency evacuation standards.



## 6. Accreditation Fees

ISTQB Qualification scheme	Fee
CTFL Accredited Training Material ( <i>valid for two years</i> )	4000 USD
CTFL Accredited Training Material Renewal ( <i>valid for one year</i> )	1500 USD

ISTQB Qualification scheme	Fee
CTFL Accredited Training Provider ( <i>valid for two years</i> )	4000 USD
CTFL Accredited Training Provider Renewal ( <i>valid for one year</i> )	1500 USD

ISTQB Qualification scheme	Fee
Agile Tester FL Extension Accredited Training Material ( <i>valid for two years</i> )	4000 USD
Agile Tester FL Extension Accredited Training Material Renewal ( <i>valid for one year</i> )	1500 USD

ISTQB Qualification scheme	Fee
Agile Tester FL Extension Accredited Training Provider ( <i>valid for two years</i> )	4000 USD
Agile Tester FL Extension Accredited Training Provider Renewal ( <i>valid for one year</i> )	1500 USD

ISTQB Qualification scheme	Fee
CTAL - Test Analyst Accredited Training Material ( <i>valid for two years</i> )	4000 USD
CTAL - Test Analyst Accredited Training Material Renewal ( <i>valid for one year</i> )	1500 USD

ISTQB Qualification scheme	Fee
CTAL - Test Analyst Accredited Training Provider ( <i>valid for two years</i> )	4000 USD
CTAL - Test Analyst Accredited Training Provider Renewal ( <i>valid for one year</i> )	1500 USD

ISTQB Qualification scheme	Fee
CTAL - Technical Test Analyst Accredited Training Material ( <i>valid for two years</i> )	4000 USD
CTAL - Technical Test Analyst Accredited Training Material Renewal ( <i>valid for one year</i> )	1500 USD

ISTQB Qualification scheme	Fee
CTAL - Technical Test Analyst Accredited Training Provider ( <i>valid for two years</i> )	4000 USD
CTAL - Technical Test Analyst Accredited Training Provider Renewal ( <i>valid for one year</i> )	1500 USD

ISTQB Qualification scheme	Fee
CTAL - Test Manager Accredited Training Material ( <i>valid for two years</i> )	4000 USD
CTAL - Test Manager Accredited Training Material Renewal ( <i>valid for one year</i> )	1500 USD

ISTQB Qualification scheme	Fee
CTAL - Test Manager Accredited Training Provider ( <i>valid for two years</i> )	4000 USD
CTAL - Test Manager Accredited Training Provider Renewal ( <i>valid for one year</i> )	1500 USD

### Account details for payment:

Account Holder: Yazılım Test ve Kalite Derneği İktisadi İşletmesi  
 USD IBAN number: TR35 0006 2000 4620 0009 0941 50  
 Account Number: 909 41 50  
 Bank: Garanti Bankası (62)  
 Branch Office: Yeniköy Şubesi (462)

Accreditation fees should be paid upon Accreditation Confirmation announcement. Payment term is 15 days. If it is not completed, TTB have rights to suspend or cancel The Accreditation.

## 7. Accreditation Process Flow

### 7.1. Documents to be used during accreditation process:

- TTB Accreditation Application Form
- TTB Accreditation Review Process Check List
- Document Checklist
- Interview Checklist for each Trainer
- TTB Accreditation Missing Materials Form
- TTB Training Provider Onsite Form
- Non- Disclosure Agreement

### 7.2. Documents to be Submitted During The Application for Accreditation:

- TTB Accreditation Application Form
- Trainer Cv's
- Short Information About The Company
- Signed NDA
- Detailed Course Content
- Training Material Invoice or Certificate

### 7.3. Documents to be Used After Accreditation Approval:

- Training Registration Confirmation Form
- Trainer Registration Confirmation Form
- TTB Logo Usage Standarts

### 7.4. Accreditation Process Authorities:

- TTB Authorities
- Accreditation Panel Working Group
- Review Panel

### 8. Accreditation Process Flow Chart

