

Development of CGBP Accreditation for Trainers & Programs

Prepared by the:
CGBP Accreditation Task Force
April 2009

What is Accreditation

- A process of **Quality Assurance**
- Granted by the responsible accreditation body.
- Recognizes that the course/program meets a set of criteria established by the accreditation body.
- Time limited recognition
- Course/program expected to meet the criteria throughout the specified time period.
- Normally voluntary

Why Accredit

1. Control the use of the NASBITE International & CGBP Logos to approved providers
2. Establish Best Practices
3. Raise the standards for CGBP training/trainers
4. Establish procedures for global (IATTO) accreditation of the CGBP
5. Create structured usage of Logo

The Process

1. CGBP Committee Formed – Jan 2009
 - List of goals and objectives identified
 - Accreditation process selected as top priority
2. Accreditation Task Force Structure Created by dividing into two(2) working groups:
 - Accreditation Committee Working Group (ACWG)
 - Accreditation Process Working Group (APWG)

Accreditation Task Force - ACWG

1. Developed:
 - Task Force Terms of Reference
 - Accreditation Committee Terms of Reference
 - Accreditation Committee Roles & Responsibilities
2. Presented to N.I. Board of Governors EC - Mar 12, 2009
3. Issues discussed & resolved
4. Resubmitted NI BOG EC- Mar 26, 2009
5. Submitted to NI BOG - April 18, 2009

Accreditation Task Force - APWG

1. Developed Accreditation Process
 - Documentation requirements
 - Accreditation Process
 - Fee Structure
 - Validity Period
 - Accreditation Survey for NI membership
2. Presented to N.I. Board of Governors EC Mar 26, 2009
3. Issues discussed & resolved
4. Resubmitted to NI BOG EC – April 18, 2009

Accreditation Committee

- Established Membership Requirements
 - Chair
 - Committee members
- Term of Service – 2 years (renewable)
- Roles & Responsibilities
 - Review, approve and/or deny CGBP Accreditation applications.
 - Maintain appropriate timelines as established for the committee.
 - Maintain appropriate documentation of application, approvals/denials as established for the committee.
 - Audit **X%** of CGBP Accreditation applications to verify accuracy of documentation submitted.
 - Respond to all appeals or complaints.
 - Review applications for renewal and continuation of accreditation status.
 - Review and update accreditation processes and procedures.

Accredited CGBP Program

- Available to :
 - Credit Programs – Colleges & Universities
 - Not for Credit Programs – Extension & Trade Training Organizations
- Review of:
 - Courses/Seminars Offered
 - Contact Hours
 - Materials Used
 - Trainers – experience, education, CGBP certification, accredited

Accredited CGBP Trainer

- Two levels
 - CGBP Trainer
 - Subject Matter Expert (Domain Specific)
- Review of:
 - Education
 - Experience
 - CGBP Training Success
 - References

Opportunities

- Initial Accreditation followed by Continuance
- NASBITE CGBP Logo Usage
- Income Stream

Issues to be Resolved

Based on feedback from the NI membership we must determine:

- Fees
- Validity Period