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
CGBP 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
<table>
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<tr>
<th>Opportunities</th>
<th>Issues to be Resolved</th>
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<tr>
<td>• Initial Accreditation followed by Continuance</td>
<td>Based on feedback from the NI membership we must determine:</td>
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<tr>
<td>• NASBITE CGBP Logo Usage</td>
<td>• Fees</td>
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<td>• Income Stream</td>
<td>• Validity Period</td>
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