



Certified Localisation Professional (CLP) Programme

Accreditation of Course Providers and Fee Structure

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Table of contents

TILP ACCREDITATION OF LOCALISATION TEACHING AND TRAINING ORGANIZATIONS	4
PROCEDURE	5
ACCREDITATION	6
ANNUAL AUDIT	7
FEE.....	7
TILP CERTIFICATION OF INDIVIDUALS.....	8
PROCESS	8
FEES.....	8
FEE STRUCTURE	8
ACCREDITATION OF COURSE PROVIDERS	8
APPLICATION FORM: TILP ACCREDITED LOCALISATION COURSE PROVIDER	9

TILP Accreditation of Localisation Teaching and Training Organizations

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TILP Certification Strategy
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TILP Accreditation of Localisation Teaching and Training Organizations

TILP accredits organisations offering courses relevant to localisation.

Procedure

- Organisations seeking TILP accreditation have to submit an application to TILP.
- Following the application, TILP will arrange an audit with the applicants.
- The TILP Council will review applications and decide whether or not to grant TILP accreditation.
- Accreditation will be granted for one calendar year.
- Organisations accredited by TILP are entitled to display “TILP accredited Localisation Course Provider” and the TILP logo.

The certification is administered by TILP.

TILP’s Accreditation Committee reviews applications and the material submitted by applicants.

One representative of each of the Professional Membership Review Committees and the TILP CEO will form the Accreditation Committee.

The Accreditation Committee recommends a decision to the TILP Council.

The TILP Council decides on the accreditation of teaching and training organizations.

Accreditation

The original accreditation involves a thorough review of the applicant's operation. This includes:

- Course material
 - Curricula
 - Sample of teaching material
 - Sample of laboratory exercises / tutorials
 - Sample examinations
- Facilities
 - Lecture theatres
 - Lab facilities
- Tutors
 - Selection process
 - Qualifications
 - Experience
- Administration
 - Registration procedures
 - Registration records
 - Attendance records
 - Examination records

The TILP Accreditation Committee will request applicants to submit material (samples) that will allow them to assess the operation of the applicant.

The Accreditation Committee will then arrange a meeting with the applicant, where feasible at the applicant's premises. During this visit, the applicant will allow the Accreditation Committee access to relevant material (see list above).

The applicant will also arrange meetings between the visiting Committee and the organization's:

- administrators
- lecturers / tutors/ instructors
- students

Following this meeting, the Accreditation Committee will issue a report to the TILP Council who will decide whether or not to accredit the applicant.

The Council will inform the applicant of its decision.

Annual Audit

TILP carry out an annual audit of the organisation and its course offering. The TILP Council will decide whether to renew the accreditation for the following year based on the audit report at its last meeting of a calendar year.

This audit will include:

- Review of attendance records
- Inspection of facilities
- Review course curricula
- Review of teaching material
- Review of examination standards

Fee

TILP will charge a fee to the applying organization to fund the accreditation process and the annual audit.

TILP certification of individuals

TILP certifies individuals as having successfully completed a localisation course provided by a TILP accredited organisation. This is separate from the admission as a professional member.

The successful completion of a TILP accredited course is a part-requirement for the admission as a professional member.

Process

Certificates are issued by TILP on the recommendation by the TILP accredited course provider.

Fees

There will be no separate fee for issuing certificates to course participants. Course providers, upon receipt of the certificates requested, will pay the fees due to TILP for individual certificates.

The fee for certificates includes associate membership of TILP for the calendar year in which the certificate was issued.

Fee structure

TILP charges for the accreditation of organisations and the issuing of certificates to individuals fees that will cover its costs. Fees and charges do not include a profit element.

Certificates will be provided by TILP to the accredited organisation. The fee due to TILP will be paid by the accredited organisation upon receipt of the certificates requested.

The certificates will be co-signed by TILP and the accredited organisation.

The accredited organisation and TILP will both keep a record of certificates issued.

All fees and charges are subject to review by TILP.

Accreditation of Course Providers

Accreditation of Course Providers	Original Accreditation (in euro)	Annual Audit (in euro)	Fee per certificate issued
Basic fees for 2006	5,100	700	50 (total) 15 per module

In addition to the basic fee, the applicant will cover the expenses of the visiting Accreditation Committee. The fixed amount will be agreed with TILP in advance of the visit.

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Application Form: TILP Accredited Localisation Course Provider

Name/Position _____

Organisation _____

Address _____

Tel _____

Fax _____

E-mail / WWW _____

Fees

Original Accreditation	€5,100
Annual audit	€700
Per certificate issued	€50

Note: Fees for certificates issued include the fee for TILP Associate Membership for the individual to whom the certificate was issued for the calendar year in which the certificate was issued. (For certificates issued to TILP members the fee will be reduced to 10 euro.)

Benefits

- Independent professional industry accreditation
- Professional certification for course participants
- Free TILP associate membership for course participants
- TILP Directory of Accredited Course Providers entry
- Right to display "TILP accredited Localisation Course Provider" and the TILP logo

I hereby apply to become a TILP accredited course provider. I enclose the relevant material as outlined in the TILP accreditation procedures. I enclose a cheque over €4,000 to cover the original accreditation fee. I agree for my organisation's details to be included and published in TILP's Directory of Accredited Course Providers.

Date: _____ Signed _____ Position: _____

For TILP use only

✓	Recommendation	Accreditation Committee / Date	Council / Date
	Accept application		
	Request further information Supporting documentation Further references Interview Other (specify)		
	Recommend re-application within (a) 6 months (b) 12 months areas where further evidence of expertise and experience will be required.		
	Reject application		

Accredited: O yes O no; Date: _____

Name: _____

Signature: _____