

Criteria for CECRA Accreditation

Annex 9

The basics:

- CECRA is a product (brand/label) of the IALB.
- CECRA is sponsored by the IALB in cooperation with the AGBS.
- The training institutions of the AGBS involved at the project stage need not be accredited.

All additional and future providers must meet the following criteria:

Accreditation criteria:

- The providers are an institutional member of the IALB and offer further-education events in rural areas.
- The trainers used are methodologically trained, have experience in adult education with rural-area target groups, and comply with the IALB standards formulated in the CECRA Guidelines; they provide evidence of this in a suitable manner.
- If further trainers are used at a later time, the IALB office is to be informed of this immediately. Here, and as with the application for accreditation, the qualifications earned and, as a rule, the events held in the last two years are to be stated
 - You must submit a concept for CECRA modules 1 and 2 (compulsory modules) and for a minimum of 3 elective modules, including, specifically:
 - The learning objectives/action competencies, contents and methodologies, as well as the time frames
 - The documents and resources to be used
 - The terms and conditions
- You undertake to carry out an evaluation after each event; the evaluation and the lists of attendees are to be made available to the IALB office upon request.
- You undertake to use the CECRA confirmation of attendance (with your own logo added); a specimen copy is to be lodged at the IALB office within four weeks of receipt of the CECRA Confirmation of Attendance template.
- You agree to the review and issuing of the CECRA Certificate being the exclusive responsibility of the IALB office.
- Accreditation must be applied for in writing to the IALB office, enclosing the aforementioned documents and evidence; all criteria must be met at the time of accreditation.
- Accreditation is announced via a written decision containing the rights and duties associated with accreditation. It is valid for 3 full calendar years, beginning with the date of the decision. Re-accreditation for a further 3 years after expiry in each case is possible.
- If obligations are not met, and after a request to take remedial action has failed, the IALB is entitled to revoke accreditation.
- This regulation enters into force as of 01-01-2013.

IALB-Geschäftsstelle:

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Deutschland**

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www.cecra.net**

**Tel.: +49 (0)871/9522-318
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Accreditation fees are as follows:

- EUR 300 (provider accreditation)
- EUR 200 for re-accreditation of the provider every 3 years
- EUR 50 per module for the term of the provider accreditation is charged for the accreditation and supplementary-accreditation of the requested modules (module accreditation).
- Fees become due after a successful review and before the issuing of the notification of accreditation. They are to be transferred to IALB Account No. 7241216 at the VR-Bank Landshut, Sort Code (BLZ) 743 900 00 (IBAN: DE72 7439 0000 0007 2412 16, BIC: GENODEF1LH1) quoting the provider and the heading "Akkreditierungsgebühren" (= "Accreditation fees").
- Fees cannot be refunded.

Rights and Duties of the Accredited Provider:

- Admission to the annual CECRA Programme
- Linking of the provider's homepage to www.cecra.net
- Permission to advertise your educational course(s) at all official IALB and CECRA events in agreement with the organisers
- Use of the IALB and CECRA logos to advertise the CECRA modules
- Within the program of a module offered, it must be clearly recognizable from the title and the objectives that this is a corresponding to a CECRA module. The current CECRA logo is to use mandatorily.
- The CECRA Confirmation of Attendance template is made available; additions are to be made at your own expense.
- At the end of the year
 - a statistical overview about the CECRA modules conducted and the number of participants for the calendar year needs to be transferred to the IALB-office (ialb@fueak.bayern.de),
 - 10,- € per calendar year and issued certificate needs to be paid to IALB. The fee shall to be transferred to the account of IALB at VR-Bank (IBAN: DE72 7439 0000 0007 2412 16, BIC: GENODEF1LH1) under XY the provider and the XY „Gebühren Modulbestätigungen <Anbieter> <Jahreszahl>“.

This regulation enters into force on 2017-01-01.

Progress of accreditation:

The application for accreditation is to be submitted to the IALB office with all of the required documents. The decision is taken unanimously by the CECRA WG (Working Group) after a review. To qualify for inclusion in the CECRA annual programme, your application for accreditation must have reached us no later than 1 July of the previous year. The deadlines for inclusion of the module dates in the annual programme must be observed.

The submitted accreditation documents remain within the circle of the members of the CECRA WG and of the IALB office.

