

APPLICATION PROCEDURE FOR EBTN ACCREDITATION OF PROFESSIONAL QUALIFICATIONS

Introduction

Since 2016, EBTN has been successfully providing Accreditation for qualifications in the Financial Services Sector. **EBTN Accredited** is a quality standard for qualifications in the European financial services industry and internationally, with a focus on the banking and finance sector. EBTN Accredited is an evolution of the Triple E Standard, which has been aligned to EU strategy on Lifelong Learning and Vocational Education and Training (VET). It specifies how a non-formal qualification should be designed and executed. It is a process that recognises the quality of qualification(s) offered by training providers, education/training organisations and other relevant institutions. EBTN Accreditation:

- aims to support students and their labour market mobility by providing an insight into the quality, the level and substance of accredited EBTN qualifications through a public register run by EBTN, and
- provides transparency and mobility in that it facilitates a comparison of qualifications nationally and internationally as it recognises existing national good practices and accepts the levels and institutional accreditations already awarded by national competent authorities.

Only qualification owners can apply for EBTN Accreditation. Applications are based on self-evaluation by the applicant, using a special accreditation application form. The technical decision on EBTN Accreditation for a qualification is vested in the **EBTN Accreditation Committee**. In order to safeguard the independence of the technical decision on an application, the first review of the application will be made by one of the external expert members of the Committee, who is independent of providers of training and/or qualifications. The second reading will be conducted by one of the internal members after a unanimous decision of the Committee confirms the person.

The Committee reports to EBTN's Board of Directors, which gives official approval of the decision made by the EBTN Accreditation Committee.

For the appraisal of the applications EBTN has developed:

- An application procedure (see below)
- An application form (see [online](#))

1. Costs of accreditation

Application without levelling	EURO (excluding VAT)
EBTN Members	3.000,00
Non-EBTN Members	6.000,00
International qualification by an umbrella organisation (a minimum threshold; accurate quotation available on request based on the evaluation of the complexity of the qualification and its scale)	10.000,00
Renewal of accreditation every three years (including rebranding)	1.000,00
Levelling	
EBTN Members	2.000,00
Non-EBTN Members	3.000,00

The costs are due upon Accreditation application and payable to EBTN against an invoice issued by the EBTN Secretariat. There is an entrance fee applicable of €250,00. Once the application is accepted, the applicant should pay the remaining amount (HSBC Bank account number: MT56 MMEB 4406 0000 0000 0621 3375 050). The accreditation procedure is initiated upon the receipt of the payment by EBTN.

2. How to fill in the application form: important considerations

Your application for EBTN Accredited will be evaluated ONLY on the basis of the information and documentation you have submitted. In this procedure, EBTN will assess your answers and how they are evidenced by the supporting documents provided. In writing the application, please assume EBTN does not know anything about your organisation and your qualification.

3. Procedure

1. You submit your completed application form by email to the EBTN Secretariat at office@ebtn-association.eu (do not forget to include the bank statement for the deposit of the accreditation fee). Keep all original documents. If necessary, upon request of the Committee, the applicant should also submit them by post/courier.
2. Please use the EBTN Accreditation Guidelines as reference when filling in the application form.
3. The EBTN Secretariat checks the submitted documentation for administrative completeness. If the application is incomplete, you will be notified accordingly and asked to provide the missing information within a specified timeframe. If the application is complete and accepted, the Secretary of EBTN will forward the request to the EBTN Accreditation Committee, and you will receive official confirmation of successful submission of the application and start of the accreditation procedure.

4. The EBTN Accreditation Committee formulates a justified decision concerning EBTN Accreditation based on the completed application form and the submitted evidence.
5. Should any problem/discrepancy/omission be noted during the processing of the application by EBTN's Accreditation Committee, the EBTN Secretariat will contact the applicant asking for the related issue to be resolved in a specified timeframe. Any delays of the applicant in submitting the requested documentation proving the solution of the issue will result in equal delays in the decision for the Accreditation.
6. Accreditation or rejection of the qualification for EBTN Accredited is formally approved by EBTN's Board of Directors upon the recommendation of EBTN's Accreditation Committee. Any rejection is accompanied by an explanation.
7. You will be informed of the decision of the EBTN Board of Directors regarding the accreditation of your qualification within 120 calendar days after submitting the application.
8. The applicant may appeal against the decision of the EBTN Board within 30 days from receipt of the decision. The EBTN Board will give the final decision within 90 days after receipt of the appeal.
9. The positive decision to grant EBTN Accreditation is valid for three years. In the third year EBTN will ask for updated information on the qualification for the accreditation renewal. Should you fail to provide this information on time, the accreditation will be withdrawn, together with all related rights including any further unauthorized use of the EBTN Accredited logo.

4. What information should you provide?

1. You need to fill in and submit the “**Application form for EBTN Accredited**”. This form can be downloaded from the website of EBTN: <https://ebtn-association.eu/wp-content/uploads/2023/07/EBTN-Accredited-Application-Form-2023.docx>
Make reference to numbered appendices in the application form.
2. Attach all necessary **Annexes**.
For the annexes use the following filenames: 1. {file name}, 2. {file name}, 3. {file name}.
Number attachments only on the main level (1, 2, 3 etc) and not on the sub-level (not 1.1, 1.2, 2.1, etc).
Use short and concise file names without special signs. Just point (.) and dash (-) are permitted.
3. Add a **table of contents** and a **list of the annexes** to your application form.

The EBTN Accredited Guidelines and the related annexes, downloadable from EBTN website <https://ebtn-association.eu/wp-content/uploads/2023/07/EBTN-Accredited-Guidelines-2023-2.pdf>, contain all details and requirements for EBTN Accreditation.

You must submit your application digitally to office@ebtn-association.eu and printed only upon request.

5. Substantial changes after EBTN Accreditation

The procedures of EBTN Accreditation require that the owner of a qualification has to inform EBTN concerning substantial changes to the organisation or the content of the qualification, in order to maintain or reassess EBTN Accreditation.

What is a substantial change?

Any change that can be reasonably expected to be considered by EBTN Accreditation Committee as influencing the granting of EBTN Accredited.

Examples of significant changes:

Institutional accreditation (light blue pillar)

A change is substantial in the case of one or more changes in:

- The legal status of the applicant;
- The title of the qualification;
- The assessment /examinations (e.g., change in external validation, separation of training and examination is accomplished in another way, significant changes in examination regulations);
- Quality assurance (e.g., change in applied quality assurance system).

The body of the qualification (dark blue pillar)

A change in the qualification is significant if:

- There is a major change in key learning outcomes and/or unit structure of a qualification) and/or the related examinations/assessments
- There is a major change in the workload to acquire the qualifications
- The qualification is merged or split.
- It concerns a change in the requirements and/or methods concerning CPD.

Method

Please report any substantial changes to EBTN via email: office@ebtn-association.eu. The above list is not exhaustive. When in doubt as to whether a modification is substantial, it is recommended to inform EBTN. EBTN will then specify whether a new accreditation process is necessary.

EBTN Secretariat is available for any enquiries or clarifications at office@ebtn-association.eu.