

Van Haren Learning Solutions Accreditation Education Partner (AEP)

A. Applying organization identification		
Organization name(s):	Application: <input type="checkbox"/> Become ATP <input type="checkbox"/> Become affiliate	
B. Person details of trainer		
First Name:	Last Name:	
City:	Country:	Postal Code:
Phone:	Mobile:	Email:
C. Requirements and commitments		
AEP	Van Haren Learning Solutions	
I. Do you have a quality management system <input type="checkbox"/> Yes (fill in C.) <input type="checkbox"/> No (fill in E.)	<input checked="" type="checkbox"/> Grant AEP status <input checked="" type="checkbox"/> Provide e-library to trainer (all Van Haren books) <input checked="" type="checkbox"/> Free courseware for the trainer (not for delegate) <input checked="" type="checkbox"/> Free (van Haren) exams for trainers <input checked="" type="checkbox"/> Basic training material (If available) <input checked="" type="checkbox"/> Recognition on http://www.vhls.global	
II. Do you have (a) qualified trainer(s) <input type="checkbox"/> Yes <input type="checkbox"/> No (trainer registration form 02)		
III. You will not violate any copy or IP rights <input type="checkbox"/> Yes <input type="checkbox"/> No		
D. Do you have a ISO/ICE or 3th party recognized accreditation listed here:		
<input type="checkbox"/> ISO 90001 <input type="checkbox"/> PeopleCert <input type="checkbox"/> EXIN <input type="checkbox"/> APMG <input type="checkbox"/> The Open Group <input type="checkbox"/> Other:		
E. Allocation quality management system requirements:		
E.1 Fields included in quality management system	E.2 Answer	E.3 Reference doc.
Does the organization contain management over processes?		
Which core processes does the organization maintain?		
Does the organization cover the following processes? - Evaluations - Complaints - Issues		
How does the organizations cover course administration?		
How does the organization manage GDPR?		
How does the organization check the quality of trainers?		
What are the minimum requirements of trainers?		
How does the organization manage the separation of responsibilities?		
F. Declaration		
The Training Partner (AEP) understand and have read the responsibilities and rights for training organizations. As described in the Van Haren procedures, they accept and declare the following:		
<ol style="list-style-type: none"> 1. The recipient of this form (the AEP) declares that they have filled out this form correctly, that all the information is correct, and that they meet all the Van Haren trainer requirements. The recipient agrees that Van Haren has the right to request additional allocation and evidence, including supportive documentation of the above, during the accreditation period. 2. The Training Organization is obliged to comply with the rules and regulations of Van Haren to their fullest ability, including all relevant laws, during the accreditation period. The Training Organization indemnifies Van Haren against any claims, costs, or expenses that Van Haren may incur as result of breach of any obligation during or after the trainer approval process. 3. Van Haren may disclose to third parties information in relation to the Training Organization, their status in relation to the audit and in particular to the IP Owner of the test. 4. If and when the accreditation is terminated, the Training Organization shall immediately cease to use all licensed materials and relevant intellectual property. 5. Personal data submitted in this application form will be processed in accordance with the privacy policy of Van Haren Learning Solutions. 		
Date	Authorized representative of Training Organization	Signature
Date	Van Haren Learning Solutions	Signature

Van Haren Learning Solutions Accreditation Training Partner (AEP)

Version: 1.1

All rights reserved. No part of this publication may be reproduced in any form by print, photo print, microfilm or any other means without written permission by the publisher.

Although this publication has been composed with much care, neither author, nor editor, nor publisher can accept any liability for damage caused by possible errors and/or incompleteness in this publication.

Van Haren Learning Solutions

Accreditation Training Partner (AEP)

Table of Contents

Introduction	4
1. Education/Accredited Education Partnership.....	5
1.1. Partnership benefits & services	6
1.1.1. Included in basic and premium partnership.....	6
1.1.2. Products are included in the premium partnership only.....	7
2.1. Courseware Partner - basic partnership	8
2.2. Accreditation Training Partner (AEP) - premium partnership	9
3. AEP Accreditation process	10
3.1. Step 1 - Sign the Accreditation Training Partner agreement.....	10
3.2.1. Quality management system assessment.....	10
3.2. Step 2 - Register trainers	12
3.2.1. Trainer Requirements	12
3.2.2. Trainer registration Fee	12
3.3. Step 3 - Training/e-learning material accreditation (optional)	13
3.3.1. The audit	13
3.3.2. E-learning providers	13
3.4. Accreditation results	14
3.5. Feedback and possible re-assessment.....	14
3.6. AEP Fee	14
4. Affiliates & Resellers	15
4.1 Content license agreement - AEP & Affiliate Sponsor.	15
4.2. Conditions to Affiliates.....	16
4.3. Affiliation accreditation results	16
4.4. Feedback and possible re-assessment.....	16
4.5. Affiliates & Resellers Fee.....	16
5. Examination.....	17
6. Fees for organization accreditations.....	18
7 Requirements & restrictions overview	19

Van Haren Learning Solutions Accreditation Training Partner (AEP)

Introduction

This document is intended to describe the Van Haren Learning Solutions Accreditation process for Training Organizations, Organizations, and/or freelancers that would like to become a (Accredited) Partner with Van Haren Learning Solutions. To become an Accreditation Trainings Partner (ATO) with or by Van Haren Learning Solutions, there are some requirements that the Training organization needs to fulfill. Of course, as any partnership works, there are also some benefits.

This document explains all the requirements and options and services in order to make use of the accreditation regulation from Van Haren Learning Solutions. This also includes AEP Affiliates and exam distribution.

Van Haren Learning Solutions Accreditation Training Partner (AEP)

1. Education/Accredited Education Partnership

Van Haren Learning Solutions aims to be different and modern in our examination, accreditation but also in our partnership model. We aim to create a win-win model in the accreditation. Therefore, the accreditation is also seen as a partnership. Since we aim to provide value back.

Because there are different needs and different requirements, we aim to make a model that fits these needs. Therefore, there are two partnerships we offer which have grown from the past out. The Education partnership is an evolution of our previous courseware partnership. It can also be used to become accredited with other vendors as PeopleCert, The Open Group, EXIN and many more.

Our Accredited Education Partnership, the Accreditation Education Partnership (AEP) included the Education Partnership, but also includes the accreditation with Van Haren Learning Solutions.

Below is an overview of the benefits & services there are per partnership option.

Education Partner	Accredited Education Partner <small>POPULAR</small>
€ No Fee	€ 500 <small>P.A.</small>
<ul style="list-style-type: none"> ✓ Courseware License agreement ✓ Access to trainer materials ✓ 15% discount on courseware and VHLS exams ✗ VHLS Education Partner Accreditation ✗ Order Peoplecert, The Open Group etc. exams* ✗ Access to all our publications (value €395 P.P.) ✗ Free VHLS exams for trainers ✗ Free trainer registrations for VHLS 	<ul style="list-style-type: none"> ✓ Courseware License agreement ✓ Access to trainer materials ✓ 15% discount on courseware, 25% on VHLS exams ✓ VHLS Education Partner Accreditation ✓ Order Peoplecert, The Open Group etc. exams* ✓ Access to all our publications (value €395 P.P.) ✓ Free VHLS exams for trainers ✓ Free trainer registrations with VHLS
<p>*Distribution exams & Accreditations</p> <p><small>We enable to become our affiliate and become accredited with distribution certifications such as PeopleCert, The Open group, EXIN and Others. Additional license cost per provider may be required for this option. These exams can only be purchase after becoming an partner.</small></p>	

Figure 1 Partnership benefits & services

Van Haren Learning Solutions

Accreditation Training Partner (AEP)

1.1. Partnership benefits & services

Here you can find a more detailed explanation of what's included per service/benefit so you can make up your own mind of it's value.

1.1.1. Included in basic and premium partnership.

Stated below are services provided in both the basic and premium partnership.

- **Fast-track accreditation (external accreditations)**

In case you like to become accredited with external certification bodies like Peoplecert, EXIN, APMG-International, The Open Group, IPMA and more. We enable you to do the fast-track accreditation. Since the Van Haren Publishing courseware is already accredited (if possible). You can achieve the accreditation very fast and with much less trouble.

- **License material (optional)**

Simply license our high-quality courseware by doing the fast-track accreditation stated above. This requires no investments for you beforehand as you can pass the material cost to the user. Simply pay per user and you are ready to go.

- **Access to Trainer materials**

Additional to the license material (courseware) we provide the trainer material such as the (PPT) presentation and optional additional assignments and instructions to the trainer so he/she can provide the training.

- **Option to order exams**

After being our partner it's possible for you to order exams of Van Haren Learning Solutions but also of external certification vendors. Please note that the external certification regulations still apply. These vary per vendor, please reach out to us for more detailed information.

- **Discounts: Courseware & VHLS Exams.**

From the moment you become our partner we will provide you with a discount code that will enable you to purchase via the Van Haren shop www.vanharen/net/shop with a standard discount.

- **Right to misuse Van Haren copyright & IP**

The copyright & IP of Van Haren Publishing and Van Haren Learning Solutions and the certification bodies they serve and support, may not be violated. Usage of copyright needs to be in accordance with copyright & IP regulation. If a trainer has access to training material regarding a subject. This does not grant them the right to exploit it unless they have a license agreement, explicit permission or have granted access.

Van Haren Learning Solutions

Accreditation Training Partner (AEP)

1.1.2. Products are included in the premium partnership only.

Below is a service provided to members of only the premium partnership.

- **eLibrary for all trainers (value € 395,- per person)**

The eLibrary is an annual subscription service, including all Van Haren Publishing publications. This subscription normally requires an annual fee of € 395,- EX. TAX. Per year. This includes over 350x (up-to-date) publications that users can download without limitations. More information: <https://www.vanharen.net/elibrary/>

- **Access to all Van Haren Publishing content (Incl. books & courseware)**

This is a reference to the eLibrary above but also including courseware. To go to the actual library, you can go to: <https://elibrary.vanharen.net/>

- **Accredited with Van Haren Learning Solutions**

As a certification body Van Haren Learning Solutions executes professional accreditations on behalf of their certification vendors. Training organizations or training vendors can request such an accreditation when they meet all the quality requirements. These include, managing the internal quality of the organization, the trainers/teachers and the training material.

If an organization meets the requirements on all three fronts the organization can call itself an Accredited education Organization.

- **Free VHLS exams for trainers**

The Van Haren Learning Solutions exams are provided for free to trainers of Accredited education organizations. These trainers will need to register themselves as accredited trainers.

- **(X) Free trainer registrations**

Per trainer there is a one-time trainer registration fee required. This trainer registration fee is € 80,- (EX. VAT.). An audit will be executed to see if the trainer meets all requirements to provide training. Any Accredited education Partner needs to have a minimum of one accredited trainer registered with their organizations. Trainers can be registered with any Accredited education Organization.

- **(X) website exposure and referrals**

As an Accredited education Partner you will be listed on the www.vhls.global website. Any request for training will always be redirected via the website. If requested via direct mail we forward them based on the GEO location of the trainer and its availability.

Van Haren Learning Solutions Accreditation Training Partner (AEP)

2.1. Courseware Partner - basic partnership

Van Haren Publishing has taken the effort to make together with the IP owners official courseware which does not only cover the requirement specifications but is also intended to deliver a perfect training experience with a high didactive value that aims to deliver a maximum preparation for the exam. This material is made and reviewed by subject matter experts in de industry and then published by Van Haren Publishing.

Additionally, this material is accredited by Van Haren Learning Solutions and will be audited by an independent auditor that follows the same accreditation process.

Instead of investing in their own material, the organization can choose to purchase the accredited Courseware from Van Haren Publishing. This will enable them to execute the accreditation process at a faster pace. The benefit is that they will also outsource revision and accreditation activities through this official courseware.

Please provide:

01_Optional_courseware_license_agreement_Van_Haren_Publishing

Van Haren Learning Solutions

Accreditation Training Partner (AEP)

2.2. Accreditation Training Partner (AEP) - premium partnership

In the pages above it explains what an organization gains from the premium partnership with Van Haren Learning Solutions. Accredited education Partners represent a quality organization that provides training with a higher level of quality.

In our accreditation Van Haren Learning Solutions aims to be a partner where the accreditation should become a win-win for both parties. We can guarantee high quality training in the Van Haren Learning Solutions accreditations. To ensure the quality we provide free content for the trainers so they can prepare themselves as good as possible.

We also aim to eliminate unnecessary bureaucracy and let the organization focus on their core activities. We check if the organization already holds some sort of accreditation or quality certification to prevent unnecessary work. Our certification activities are fully ISO 170025 compliant, but without the unnecessary complications that are not even required.

What does an Accredited education organization get from Van Haren Learning Solutions?

Services	Quality
Fast-track accreditation	Organization Accreditation on quality management
License material (optional) - High-quality courseware - Up-to-date - Of the self-ready	Training material Accreditation - Syllabus - Demo & Practice exam - Basic material
Access to Trainer materials - Trainer presentations - Literature - Trainer notes	Train-The-Trainer Webinar (s) Literature
Option to order exams - Online examination	Quality exam
Discounts: Courseware & VHLS Exams	Certificate and social badge
eLibrary included for all trainers (value €395 P.P.)	(Trainer) evaluation procedure
Access to all Van Haren Publishing content (Including books & courseware)	Feedback & Complaint procedure
Accredited with Van Haren Learning Solutions	Accreditation statement & Accreditation logo
VHLS exams for trainers	Candidate appeal process
Trainer registrations	Trainer Audit

Van Haren Learning Solutions

Accreditation Training Partner (AEP)

3. AEP Accreditation process

The Van Haren Learning Solutions accreditation process is efficient and not complicated. Enabling organizations to register and deliver Accredited education courses to candidates making it possible for them to do the examinations and become certified.

Accreditation Trainings Organization (AEP) high-over process

The accreditation process can be executed and completed by following the steps below:

1. Provide the completed and sign the Accreditation Training Partner agreement (this document).
2. Registrant trainers
3. (Optional) provide courseware license agreement

Be accredited and register your accreditation online.

A detailed explanation per accreditation step will be allocated below.

In the explanation below, the accreditation steps are provided with additional context,

3.1. Step 1 - Sign the Accreditation Training Partner agreement

Completing and signing the Accreditation Training Partner agreement, the training or education organization is tested on three main qualities:

- I. Does the organization have a quality management system?
- II. Does the organization have one or several qualified trainers?
- III. Does the organization violate any copyrights or IP rights?

These steps are explained below in more detail.

3.2.1. Quality management system assessment

The quality manual audit is a more thorough check to see if all systems are in place to deliver the training, provide the exam vouchers in the correct way. It provides support that violation of the regulations has not occurred which would enable or encourage cheating and relevant practice of male behavior. Originations will also be checked and accounted on their behavior in the market and will have to act according to market ethical standards.

3.2.1.1. *Pre-existing accreditation with thirst party*

As mentioned previously, if you already hold an accreditation or have achieved a quality ISO/ICE standard. We don't re-accredit your internal organization. If this is the case, we ask you to inform us which accreditation you have and provide a statement guaranteeing this accreditation.

3.2.1.2. *Not having an accredited quality management system*

If you don't have an accreditation at this point. We test the organization on the following points stated below. This is also to protect the candidates that do our certification and to protect the IP owners that we support. Our required quality system is less extensive than other providers since we want to prevent you to waste time and create something you will never really use.

Van Haren Learning Solutions

Accreditation Training Partner (AEP)

For the points below we ask you to inform us if you comply and provide if needed, supportive documentation. We have allocated what we mean per point here:

I. Does the organization contain management over processes?

Here we like to know if the organization defines its process and executes management over it. For example, to you define the candidate order process. Is it written out, defined and reviewed. There are no requirements how the organizations execute this. It can be done in writing, via flowcharts or any other way seemed fit.

II. Which core processes does the organization maintain?

What is, or are, the core processes of your organization.

III. Does the organization cover the following processes:

a. Evaluations

Is there an evaluation process, for example over the candidates that join a training or take an exam.

b. Complaints

Are complaints registered, reviewed and resolved. And which functions or roles in the organization are involved.

c. Issue's

In case of an issue, is there an existing process or procedure how to address and resolve this. What are the most regular or likely Issue's and how are these addressed?

IV. How does the organizations cover course administration?

Most likely, one of the core processes described at point II. is course administration. Please verify if or how this is addressed.

V. How does the organization manage GDPR?

GDPR, is a very relevant regulation and law in these times. Please verify how the organization aims to protect candidates and ensures that their privacy is secured.

VI. How does the organization check the quality of trainers?

Please verify how the trainer's quality is assured, this can be done via a Train-The-Trainer program or only hiring accredited trainers.

VII. What are the minimum requirements of trainers?

What is the organizations minimum requirement for a professional to provide training. (Hint, the Trainer registration documentation of section 4.2.2. *Registrant trainers* clarifies our trainer requirements.

VIII. How does the organization manage the separation of responsibilities?

How does the organization manage the different responsibilities? The main risk covered by separation of responsibilities is that the risk of IMPARTIALITY or FRAUD can be prevented and mitigated.

Van Haren Learning Solutions

Accreditation Training Partner (AEP)

3.2. Step 2 - Register trainers

For the trainer registration we forward the partner to the Trainer Application form. As mentioned before trainers are required to register themselves only once and can be registered for several organizations at a time.

3.2.1. Trainer Requirements

The registration requirements are the following.

I. Updated, detailed CV in English

Please provide the trainers (updated) CV in English. Via their CV, trainers can show that they have training experience or the required didactic skills to provide training. If they do not yet have this experience or skills, they need to demonstrate how they will acquire these skills. This can be done by doing specific training in this skill and/or by participating in a trajectory where they do training and thereby are then educated in didactic requirements to give the training. Their tutor (a qualified trainer) then needs to sign off on this. Van Haren Learning Solutions will audit these requirements to ensure they are both sufficient at this sublevel or will be filled.

II. Exam certificate

You are required to include the official certification of the course that you or your trainer would like to take.

III. Required passing rate statement

Please provide the statement that displays your passing rate.

The Accreditation and Examination Guide states the required minimum passing rate for trainers.

IV. Proof of training experience (D or E is required, not bought.)

The trainer needs to display that they have a minimum of 3 years' experience in providing quality training in a didactic format.

This can be done by displaying knowledge and experience in the subject, and experience in providing training and/or education by completing Table D.

V. Proof of following train-the-trainer experience for junior trainers, if (D) is not possible

Clear argumentation and evidence of motivation are required in this case.

For new junior trainers, a train-the-trainer program needs to be included and motivation demonstrated.

3.2.2. Trainer registration Fee

The trainer registration cost is described below in this document and can be executed online [here](#).

Van Haren Learning Solutions

Accreditation Training Partner (AEP)

3.3. Step 3 - Training/e-learning material accreditation (optional)

For the Van Haren Learning Solutions it is usually not required to use the official Van Haren Publishing courseware. Organizations are also not required to have their training material for classical courses accredited as long as they follow the restriction to provide an accredited trainer with the course.

The training material check is executed by a third party that has been appointed by Van Haren Learning Solutions and the IP owner to do the material audits. They will check the material to see if it covers all the required specifications of the Syllabus. They will come back to the recipient with feedback (if any). This feedback will have to be executed and resubmitted. If the material is correct the training material check will be completed.

3.3.1. The audit

If an organization prefers to have their training material accredited, that is possible. The *03_Optional_Accreditation_Material_Audit_VHLS* document shows how the material will be audited. The audit will always be executed to see to what extent the training material matches the content that has to be covered against the syllabus.

3.3.2. E-learning providers

For e-learning providers it is a requirement to have their e-learning course accredited. This is because the trainer alone will not be able to guarantee the quality of the course via digital learning.

Be aware:

Even though training material (courseware) accreditation is not required to provide Accredited education with Van Haren Learning Solutions certification. It is not allowed to violate the copyright of Van Haren Publishing, Van Haren Learning Solutions or the IP owner of the certification without explicit permission.

This means that organizations that make their own training material will have to do so themselves without copying from Van Haren Publishing, Van Haren Learning Solutions or the IP owner of the certification without explicit permission.

Please provide:

03_Optional_Accreditation_Material_Audit_VHLS v1.0

Van Haren Learning Solutions

Accreditation Training Partner (AEP)

3.4. Accreditation results

After you have provided us with all the required documentation, we will get back to you within a period of 10 working days.

If all requirements above are met, the Accreditation contract will be signed by both parties. The contract will be the same in case of an affiliation, a license agreement of the sponsor will have to be included. Once all parties have signed the contract, the accreditation will be granted.

The ATO in this case will be provided with:

- The accreditation certificates.
- Accreditation badge

The accreditation is valid for a standard period of three (3) years, after which a reaccreditation will have to take place.

In case the accreditation terms are not met, we will provide feedback on how the organization can train their recipient to try in a second or possible third (3) trial.

3.5. Feedback and possible re-assessment

Van Haren Learning Solutions separates itself from other examination institutes because we execute a direct feedback session per candidate. In doing so, we can measure the quality of the exam, our service and the ATO's.

If out of the feedback from the students, or once the three (3) year period is passed, there might be a need for re-accreditation. The ATO will have to be compliant with this process. The audit can include a request to execute any steps provided above or by an audit on location. In this case, we will provide an auditor who will join a training session to check the quality of the training.

Depending on how these steps are executed by the training organization, they can be granted accreditation for another three (3) years.

It is also possible that we will ask them to restart the accreditation process, in which case we would provide them with sufficient feedback regarding what they are required to do.

3.6. AEP Fee

The Accreditation Training Partnership (AEP) fee is € 495,- euro per year. We charge this fee always the next year in January.

The first year the fee (until January) is therefore for free. Organizations can try out the accreditation the two months to test our service.

Van Haren Learning Solutions

Accreditation Training Partner (AEP)

4. Affiliates & Resellers

Training organization can take affiliates under their wings. This means that their affiliate, is also a training organization or organization that would like to execute training activities under an accredited label. Meaning they would like to be accredited by Van Haren Learning Solutions but prefer to outsource the Quality Management system, training material (also known as courseware) and possibly the trainer to their AEP. The AEP would then execute this and carry with them the responsibilities on their behalf.

We refer to this AEP here as the Affiliate Sponsor.

The Affiliate Sponsor will always need to be registered as an AEP with Van Haren Learning Solutions. The financial agreement between the AEP and affiliate is of no interest Van Haren Learning Solutions.

However, the process of registering an affiliate is easier than becoming accredited. What is needed is a license agreement between the two parties of their collaboration.

4.1 Content license agreement - AEP & Affiliate Sponsor.

In this agreement the following Affiliate regulations will need to be covered:

1. The Affiliate Sponsor carries the responsibilities of the Affiliate in regards to the Van Haren Learning Solutions certification regulation and guidelines.
2. The Affiliate Sponsor guarantees that the training activities of the affiliate are executed according to their own approved quality manual.
3. The Affiliate Sponsor is the only one that can order exams with discount. The affiliate themselves cannot do this. Therefore, the Affiliate Sponsor will do this on their behalf.
4. The Training material that will be used for the Affiliate training is the (accredited) training material of Affiliate Sponsor or the official Courseware.
5. The trainer, if registered with Van Haren learning Solutions, may be of the Affiliate Sponsor or the Affiliate.
6. Also, the affiliate will be paying the required fees to Van Haren learning Solutions.

Van Haren Learning Solutions

Accreditation Training Partner (AEP)

4.2. Conditions to Affiliates

To become an affiliate there are a few conditions that have to be met that vary from becoming an AEP.

The conditions are:

I. Request for trainers go via AEP

If Van Haren Learning Solutions receives a request for training, it will be provided to the AEP and not the affiliate.

II. No license fees

A benefit is that there are no direct license fees from the IP holder.

III. Accreditation cost the same

The accreditation cost and affiliation cost are the same.

IV. QMS via AEP

The Affiliate will not have to go through the QMS. The AEP will be responsible for this process.

V. Administration via AEP

Administration and discounted examination purchases will go through the AEP.

VI. Website reference

On the website and in the visuals, the organization will be referred to as affiliate.

4.3. Affiliation accreditation results

After you have provided us with all the required documentation, we will get back to you within a period of 10 working days.

If all requirements above are met, the agreement will be signed by both parties.

The Affiliate in this case will be provided with:

- The accreditation certificates.
- Accreditation badge

4.4. Feedback and possible re-assessment

Van Haren Learning Solutions separates itself from other examination institutes because we execute a direct feedback session per candidate. In doing so, we can measure the quality of the exam, our service and the AEP's.

Van Haren Learning Solutions collects feedback from exam sessions. If it seems there is a complaint, we will contact you and might re-accreditate your organization or your affiliate sponsor. You will then both be tested on your quality.

4.5. Affiliates & Resellers Fee

The Accreditation Training Partnership (AEP) fee is € 495,- euro per year. We charge this fee always the next year in January.

The first year the fee (until January) is therefore for free. Organizations can try out the accreditation the two months to test our service.

Van Haren Learning Solutions

Accreditation Training Partner (AEP)

5. Examination

Professionals want to display their expertise and there are several ways to express this. By excelling at their field of interest is one way such as: writing blogs, white papers, a book or uploading a vlog or webinar. There are many ways to radiate your skills and knowledge to others. One of the more direct methods is proving to the bar your knowledge level by passing an exam in a specific topic or subject. This directly compares you against others and enables a professional to quickly display his or her level of experience and expertise compared to those who have or have not passed this certification.

Examinations and the resulting certifications enable professionals to distinguish and position themselves compared to others and to help them enrich and grow their careers.

All guidelines instructions and process regarding examination are described in the *VHLS Examination Guidelines*.

To all exams of Van Haren Learning Solutions the *VHLS General Examination Conditions* are applied.

Instructions for candidates to take their exam and find information about how to obtain their social badge, they can consolidate *VHLS EXAM and Social Badge Guidelines*.

Van Haren Learning Solutions Accreditation Training Partner (AEP)

6. Fees for organization accreditations

Fees for organizations accreditations	price	Frequency
Organization Accreditation fee (Option A or B)		
- Annual fee	€ 499, -	(P.A.)
Course Accreditation Fee (not required in case that the official courseware is being used)	€ 950, -	(P.A.)
Annual Affiliate Accreditation and audit fee (Including for eLearning provider) (Annual fee)	€ 495, -	(P.A.)
BIAN Membership license	€ 5.000, -	(P.A.)
Trainer audit fee - Onetime This is the trainer fee upon trainer registrations of a Van Haren Learning Solutions Certification (Not required for already qualified trainers that work for several organizations)	€ 80, for EP Free for AEP	One-time
Partner trainer registration fee (Trainer registration for partner products such as ITIL or PRINCE2 from Peoplecert.)	€ 180, -	(P.A.)
Official Courseware	See list price	Per candidate
Digital Exam voucher (Entitles anytime digital exam incl. practice exam.)	See list price	Per candidate
Pre-order exam voucher	See list price	Per candidate
On-site hardcopy exam		
Supervisor fee	€ 1050, -	Per exam
Additional administration fee	€ 50 -	Per candidate
- Travel cost supervisor over 250 KL from Amsterdam	XXX	Overall cost
-		
- Initiate Appeal procedure upon request	€ 80, -	Per appeal

Van Haren Learning Solutions Accreditation Training Partner (AEP)

7 Requirements & restrictions overview

	Courseware License/ e-learning	AEP	AEP – e-learning	(AEP) - Affiliate
	Basic Partnership	Premium Partnership	"	"
<i>Can purchase exam(s)</i>	✓	✓	✓	✓
<i>Can provide training</i>	✓	✓	+/-	✓
<i>Can provide e-learning</i>	+/-	+/-	✓	✓
<i>Accredited education provider</i>	X	✓	✓	✓

Legend:

✓ : Yes

X : No

+/- : If conditions are met, Yes