



# **PECB TRAINER CERTIFICATION PROGRAM**

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# About PECB

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PECB is a certification body which provides education<sup>1</sup> and certification in accordance with ISO/IEC 17024 for individuals on a wide range of disciplines. As a global provider of training, examination, and certification services, PECB offers its expertise on multiple fields, among others, Information Security, Privacy and Data Protection, Business Continuity, Quality and Service Management, Risk Management, Health and Safety, Environment, and Sustainability.

We help professionals show commitment and competence by providing them with valuable education, evaluation, and certification against internationally recognized standards. Our mission is to provide our clients with services that inspire trust, demonstrate competence, and benefit the society as a whole.

Our key objectives are:

1. Building a profile as an expert
2. Reviewing and verifying the qualifications of candidate to ensure they are eligible to apply for certification
3. Developing and maintaining reliable certification evaluations
4. Granting certifications to qualified candidates, maintaining records, and publishing a directory of the holders of a valid certification
5. Establishing requirements for the periodic renewal of PECB certificates and ensuring compliance with those requirements
6. Ensuring that candidates meet ethical standards in their professional practice
7. Representing its members, where appropriate, in matters of common interest
8. Promoting the benefits of certification to organizations, employers, public officials, practitioners in related fields, and the public

<sup>1</sup> Education refers to training courses developed by PECB, and offered globally through its network of partners.



# Why Become a PECB Certified Trainer?

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All PECB training courses worldwide are delivered by PECB Certified Trainers who go through a rigorous certification process that evaluates their knowledge, skills, experience, and competences for a given scheme. Trainer certification is a mandatory process that all PECB Trainers must go through. Any individual that meets the criteria and requirements set forth in this document can become a PECB Certified Trainer.

The role of a PECB Certified Trainer is to provide trainees with the knowledge and skills to perform better in their role or position. To do so, trainers should be well-prepared and organized, stay up to date with current trends, have strong communication and interpersonal skills, and display loyalty to their trainees and PECB.

## The benefits of becoming a PECB Certified Trainer are:

- ✓ Building a profile as an expert
- ✓ Obtaining well-paid training mandates
- ✓ Delivering top-quality training course materials
- ✓ Meeting a wide range of professionals from the same field
- ✓ Gaining worldwide teaching opportunities
- ✓ Increasing visibility among other trainers as a PECB Certified Trainer
- ✓ Obtaining various benefits as per the PECB Trainer Level Scheme





# Prerequisites

To be eligible to become a PECB Certified Trainer, a candidate needs to fulfill the following criteria:

## Education

The candidate must have a documented evidence of their Bachelor's degree or equivalent academic education. As an alternative, candidates with secondary level education may be considered for trainer certification if they can document having at least ten (10) years of professional experience in the respective scheme in which the training course will be delivered.

## Work Experience

The candidate must have five (5) years of professional work experience, two (2) of which are relevant to the field of training courses to be delivered.

## Teaching Experience

The candidate must have two (2) years of teaching<sup>1</sup> experience or at least five (5) training courses delivered, the total duration of which should be a minimum of 160 hours.

To illustrate scenarios possible, assuming an eight (8) hour course per day:

- Four (4) Lead level courses of 5 days. Total:  $40 \times 4 = 160$  hours
- Three (3) Lead level courses of 5 days + three (3) Foundation level courses. Total:  $120 + 48 = 168$  hours

## PECB Lead Certification

The candidate must have at least one (1) PECB Lead certification for the training course they intend to deliver. A PECB Lead certification can be a Lead Implementer, Lead Auditor, or Lead Manager depending on the scheme.

<sup>1</sup> ISO 21001:2018, clause 3.39 Teaching: working with learners to assist and support them with learning



# Trainer Certification Requirements and Application



Besides the prerequisites, candidates need to go through the Trainer Certification Program. After submitting the [Eligibility Form](#), and in case of an initial application approval, each candidate needs to make sure to fulfill the following steps:

## Step 1: PECB Certification

Each candidate needs to have the PECB Certification of the respective training course(s) intended to be delivered (e.g., to be able to deliver the ISO/IEC 27001 Lead Auditor training course, the trainer must have the ISO/IEC 27001 Lead Auditor certification issued by PECB).

There are two ways to obtain the PECB Certification:

- Taking a PECB training course through a PECB Reseller and passing the exam. Passing the exam is mandatory to apply for certification.
- Sending the professional certification(s) issued by a certification body accredited under ISO/IEC 17024. For this, an equivalency process follows, and if successful, the candidate will be invited to apply for the PECB Certification.

\*The candidate must have at least one PECB Lead certification.

## Step 2: Trainer Agreement

The trainer should read, agree, and sign the PECB Trainer Agreement. The matters below and more, must be acknowledged in the agreement.

- Misrepresentation or unauthorized possession of PECB certificates
- Usage of PECB Certification Mark/Logo
- Compliance with the [PECB Code of Ethics](#)

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*For the step-by-step description refer to [PECB Trainer Certification Program Manual](#).*





### Step 3: PECB Trainer Role Introduction

Each candidate is required to watch the PECB Trainer Role Introduction video which provides a closer look into the PECB services, including what PECB expects from its Trainers. Watching the entire video is mandatory, and candidates cannot proceed until the video is finished.



### Step 4: Quiz

Each candidate must take a short quiz consisting of questions entirely based on the content of the PECB Trainer Role Introduction video. Passing the quiz is mandatory to proceed with further steps. The quiz can be retaken up to three times. Candidates can retake the quiz two times.



### Step 5: Questionnaire

Each candidate must complete a short questionnaire consisting of questions related to their previous work experience, any related experience to delivering trainings, and general knowledge of ISO standards.



### Step 6: Trainer Demo Presentation

Each candidate must submit a short video demonstration of their presentation skills and knowledge on the chosen standard. The language of the video and presentation must be only in English, French, or Spanish. The video can be recorded multiple-times, but only one video can be submitted as a final step.

Once all steps have been completed, the application will be automatically submitted to the PECB Trainer Program Manager for review. The evaluation process can take up to two (2) weeks and is based on the following criteria:

- **Teaching abilities**
- **Communication skills**
- **Professional experience**
- **Familiarity with the ISO standards**

Depending on the evaluation results, a candidate can be asked to submit additional documentation or comply with additional requirements such as following a training session, delivering a training course under supervision, or passing an exam.

For candidates whose applications are accepted, a profile will be automatically created, and they will receive the “PECB Certified Trainer” certificate.



# Trainer Certificate

## Applying for the Certificate

Candidates who successfully complete all steps and meet the criteria, will be awarded with the official PECB Certified Trainer designation and certification as shown below.



# Recertification of Trainers

## Recertification Requirements

The trainer recertification process can be performed three (3) months prior/after the expiry date. If recertification has not been performed during this period of time, the trainer may be required to start the certification process from the beginning. To be able to renew the certificate, trainers are required to fulfill these requirements:

### 1. PECB Certification

For each scheme for which the trainer wants to get recertified, he/she should have the respective PECB certification, which should be valid and in good standing.

\*The candidate must have at least one PECB Lead certification

### 2. Delivering a PECB Training Course

The trainer should have delivered at least one (1) PECB training course during the past three (3) years.

### 3. Positive Feedback

The trainer should have maintained a positive average rating of 3.5 or above on the training courses delivered throughout the three (3) year tenure as a Trainer.

### 4. PECB Trainer Agreement

The trainer should read, agree, and sign the PECB Trainer Agreement.

\*For the trainers who did not manage to get recertified, a waiting period of one (1) year is applied, until they can reapply again.

\*If after three years the recertification requirements are met, the certificate will be renewed.







## Suspension of Trainer Certificate

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PECB reserves the right to suspend a certificate in case of:

- Unsatisfactory performance and/or low feedback from trainees
- Failure to provide to PECB the evidence outlined in this document
- Excessive or serious complaints by stakeholders, until the investigation has been completed and a decision can be taken

## Revocation of Trainer Certificate

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PECB reserves the right to revoke a certificate in case of:

- Misrepresentation of PECB
- Falsification of trainer certificate
- Misrepresentation of PECB certificate or unauthorized possession or use of PECB Mark and Logo
- Breach of the [PECB Code of Ethics](#)





If you have questions and/or comments regarding the Trainer Certification Program, please contact:

**Trainer Program Manager:** [trainer@pecb.com](mailto:trainer@pecb.com)

**Customer Service:** [support@pecb.com](mailto:support@pecb.com)

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