

**Applying organization identification data**

Organization name (s):

**Person details of trainer**

I am an existing trainer registered with Van Haren.

I am NOT a registered trainer with Van Haren.

First Name:

Last Name:

City:

Country:

Postal Code:

Phone:

Mobile:

Email:

**Please indicate the training course you are applying a trainer for:**

Course(s):

**Please submit the following documentation with your application (mark if delivered):**

**A. Updated, detailed CV in English**

**Only required for  
VHLS Certifications**

**B. Exam certificate**

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

**C. 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.

**D. 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.

**E. 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.

**Table D. Proof of trainer experience (Option D - min. 3 years )**

Date (From-to, MM/YYYY)	Function/Role	Organization

**Declaration**

The Trainer, and the Training Organization (TO) who employ the Trainer, understand and have read the responsibilities and rights for trainer(s) and training organizations. As described in the Van Haren procedures, they accept and declare the following:

1. The recipient of this form (the Trainer) 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 Trainer and Training Organization are obliged to comply with Van Haren's rules and regulations to their fullest ability, including all relevant laws, during the accreditation period. The Trainer and Training Organization indemnify 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. The Trainer and Training Organization will make all necessary and possible efforts to guarantee that the information submitted by and about the Trainer is true and correct, and that the Trainer complies with all regulations and requirements specified by Van Haren. The Training Organization indemnify Van Haren against any claims, costs, or expenses that Van Haren may incur from fraudulent, negligent, or intentional misconduct by the TO, with regard to matters covered by this agreement.
4. Van Haren may disclose to third parties information in relation to the Trainer, their status in relation to the audit, and in particular to the IP Owner of the test.
5. If and when the accreditation is terminated, the Trainer shall immediately cease to use all licensed materials and relevant intellectual property and shall return them to the TO or to Van Haren.
6. Personal data submitted in this application form will be processed in accordance with the Van Haren Learning Solutions' Privacy Policy.
7. For PeopleCert Invoices, these need to be paid upon registration. And afterward annually at the start of every new year in January.

Date	Authorized representative of Training Organization	Signature

Date	Trainer Applicant	Signature