



Accreditation Procedure – Face-to-Face Training, Conferences, Seminars, Webinars and Similar Events

As part of our new certification programmes, the ICC Academy will from time to time assess and accredit relevant face-to-face training sessions, conferences, seminars and/or similar events organised or endorsed by ICC National Committees, tertiary and other organisations. By attending such events, an ICC Academy Member will be able to earn credits towards obtaining full certification, for the purposes of re-certification as well as a renewal of their memberships.

The main purpose of accrediting such events is to encourage ICC Academy Members to diversify their learning experience and broaden their learning horizon using our e-Learning platform and beyond. Through this, we also want to be able to give due recognition to the many existing events organised by our National Committees and tertiary partners and bring them closer to our own Membership base.

How it relates to ICC Academy Certificates

Every registered Member of the ICC Academy must secure a required number of credits for initial 101 and 201-level certification (as well to retain this certification annually). Valid ICC Academy certifications may be renewed indefinitely, but will expire without timely renewal. To keep the certifications active, and thereby continue to use the ICC Academy certifications (ex: “GTC Accredited”), you must renew the certifications every 12 months by securing the requisite number of credits by:

- successfully completing / taking the 101 or 201 courses
- attending ICC Academy accredited events and seminars

We would consider the accreditation of the events and programmes according to the following criteria and subject to the completion of the relevant application process set out below:

| Training Workshop/Masterclass | | Conference/ Seminar / Webinar | | Networking Event |
|---|-----------|--|-----------|---|
| <ul style="list-style-type: none"> • Organising entity is an ICC NC or is part of an ICC NC or an institution with a mission to promote global trade or with a mission or purpose that relates to that of any of the ICC’s commissions. • Clearly defined syllabus and programme written or put together by industry experts or specialists. • Face to face format – ie: not done online or on an e-Learning platform. • Structured assessment or examination component to be built into the workshop or masterclass. | | <ul style="list-style-type: none"> • Organising entity is an ICC NC or is part of an ICC NC or an institution with a mission to promote global trade or with a mission or purpose that relates to that of any of the ICC’s commissions. • Conference, seminar or webinar must be open for public participation and should attract an international or regional audience. • Clearly defined agenda and has a panel of speakers comprising international or regional experts. | | <ul style="list-style-type: none"> • Organising entity is an ICC NC or is part of an ICC NC or an institution with a mission to promote global trade or with a mission or purpose that relates to that of any of the ICC’s commissions. • Ideally to include a keynote address by an internationally recognised expert or specialist, which touches on topic or topics relating to global trade or the work of any of the ICC’s commissions. • Global trade, professional, corporate and/or business related audience. |
| 5 credits | > 3 hours | 5 credits | > 3 hours | 5 credits |
| 10 credits | > 1 day | 10 credits | > 1 day | NOTE: ICC Academy Members may not accumulate more than 10 credits from Networking Events for the purposes of retaining his or her annual certification. |
| 15 credits | > 2 days | 15 credits | > 2 days | |
| (per workshop) | | (per event) | | (per event) |

Application Process

All materials and related documents must be submitted by completing the official application form to the ICC Academy for review. Such materials and documents will thereafter be considered and assessed by our Academic Committee or any such Faculty Group which it oversees for the purposes of accrediting an event. Where appropriate, the Academic Committee may appoint for one of the relevant Faculty Groups (or any of its members) which it oversees to go through a full educational review and assessment of the content provided:

1. Agenda, synopsis and all supporting documents or related materials such as outlines for training (30 days prior to event)
2. Description (100 words max) of the event, purpose and training methodology.
3. If approved, payment of ICC Academy accreditation fee as set out below shall be paid to the ICC Academy no later than 15 days prior to the event.
4. If approved, attendance list to be shared with ICC Academy after the event – without this list, no credits will be recorded through our online LMS system.

NOTE: The ICC Academy has absolute and final discretion in its consideration and assessment in relation to the accreditation of any event, its proposed programme, syllabus, materials, content and any other related documents. Such consideration and assessment is subject to the ICC Academy's internal benchmark which is aligned with industry and ICC standards. If an application is rejected, no cost will be incurred by the ICC NC or such other relevant entity.

EXAMPLE: The ICC Banking Commission annual conferences will be awarded 15 Credits due to their existing 2-3 day structure and agenda.

Accreditation Badge

Subject to the terms and conditions of use by the ICC Academy, the ICC Academy logo will be sent to the relevant ICC NC or such other relevant entity to be included in the official agenda/flyer or publicity materials, along with the tagline: "ICC Academy Accredited Event." The ICC Academy will promote all accredited events on its website, events calendar and/or such other publicity materials as it may deem fit from time to time.

Cost of ICC Academy accreditation : US\$ 250 per event for 12 months.

Bulk accreditation packages available upon request.