Flowchart of ECITB trainer & examiner approval process

The ATP selects their applicant to become an ECITB/CCNSG approved trainer/examiner

The ATP reviews the applicant's experience, skills, knowledge and qualifications against the APP02B criteria.

No

Yes

The ATP considers their applicant does not meet the APP02B requirements.

The ATP considers their applicant meets the APP02B requirements and has the required supporting evidence, i.e. relevant CV and qualifications.

The ATP collates all the applicant's required information, fully completes and signs the APP02A

The ATP checks and uploads the fully completed & signed APP02A with the applicant's supporting CV and copies of the required training/qualification evidence. Email to UK: **programme.admin@ecitb.org.uk** (International **grace.omit@ecitb.org.uk**)

Programme admin checks that the ATP has uploaded a completed application, tailored CV and required certificates.

Yes

No

ATP application not complete and ATP is informed.

Programme admin enters the application into the tracking spreadsheet and informs the ECITB approval manager.

The application will be reviewed, first week in the month and informs programme admin of their decision.

Programme admin informs the ATP of the Panel's outcome.

No

Approval

Yes

Programme admin informs the ATP by email of the approval and updates the Membership Services Portal (MSP).

The ATP's ECITB/CCNSG approved trainer/examiner can now deliver ECITB training and testing.

The ATP is required to conduct quality assurance activities on their new ECITB trainer/examiner. The ATP's ECITB Auditor will monitor that the ATP has fully inducted their newly approved trainer or examiner at their next ECITB audit.

The ATP informs the approved applicant and inducts them into the ECITB, ATP processes and SOP's requirements (there must be formal evidence of this taking place) before delivering any ECITB/CCNSG training/testing/invigilation.