



**IPC PROFESSIONAL TRAINING AND CERTIFICATION  
POLICIES AND PROCEDURES FOR ASIA PACIFIC REGION**

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## **1 BACKGROUND**

This P&P Document is applicable to IPC's Professional Training and Certification Programs, including lecture-based discrimination-skills courses (such as IPC-A-600, IPC-A-610, IPC/WHMA-A-620, IPC-6012 and Designer Certification) and courses that include workmanship skills demonstration (such as J-STD-001 and IPC-7711/7721). This policy document is subject to change without notice and therefore all MIT, CIT and CID / CID+ trainers are required to visit the Training and Certification portal @ <https://certification.ipc.org> prior to each time a course is taught so as to review and confirm the most current policy document.

Furthermore, all new certification program revisions will be designed and released with a separate module focused on policies and procedures. When available, all trainers will need to use the latest module when delivering a class so as to ensure that the latest policies are being taught within a given certification program.

Questions regarding the program policies, procedures and application or requests for extension of Trainer certification should be directed to IPC Certification Program Office through the Certification Help Desk. The help desk is linked from the Online Certification Portal (<https://certification.ipc.org>).

## **2 REGIONAL RESTRICTIONS**

This Policy and Procedures (P&P) Document is applicable to IPC's Professional Training and Certification Programs within the following area of Asia Pacific Region:  
People's Republic of China, Hong Kong, Taiwan, Thailand, Vietnam (Hereinafter "the Region").

## **3 IPC ASIA PACIFIC OFFICES**

IPC Asia Pacific Offices are the ONLY licensed and authorized training centers in the Region. No other training centers are authorized to hold IPC training or conduct certification and recertification activities in the Region.

IPC Asia Pacific Offices are located at the following cities, see IPC Asia Pacific Website ([www.ipc.org.cn](http://www.ipc.org.cn)) for address and contact information:

Greater China:

Qingdao, Shanghai, Suzhou, Shenzhen, Beijing, Chengdu, Taipei

Southeast Asia (Thailand, Vietnam):

Bangkok

## **4 GOALS**

The goals of the IPC Professional Training and Certification Programs are to:

- a) Deliver a standardized set of industry developed, recognized, approved and traceable training programs to enhance understanding and appropriate application of criteria in the standard(s) specific to each course of instruction.
- b) Provide an understanding of accept/reject criteria to enhance an individual's motivation and ability to consistently and correctly apply the criteria in the applicable standards.
- c) Teach methods and processes to help improve an individual's skills and ability to achieve acceptable workmanship.
- d) Communicate methods and techniques how to use, navigate, locate and to apply the criteria contained in the applicable standard(s) to the appropriate class or classes of production.

## **5 IPC TRAINING AND CERTIFICATION PROGRAMS**

IPC's training and certification programs are developed by and through consensus of industry, including but not limited to members of IPC and many others such as representatives from academia, government agencies, original equipment manufacturers (OEM), electronic manufacturing service companies (EMS) and circuit board manufacturing companies, and are used worldwide.

Participation in any IPC training and certification program is voluntary. IPC member companies enjoy discounts that non-members do not. Training consistency and program integrity is maintained by establishing certification criteria and control on all levels of the program through industry consensus and the use of standardized training materials.

All Certified IPC Trainers and Master IPC Trainers are required to agree to these Policies and procedures, and must indicate that agreement by signature an understanding of, and agreement to the policies and procedures herein.

## **6 TRAINING AND CERTIFICATION TEAM MEMBERS**

### **6.1 IPC Certification Program Office**

The IPC Certification Program Office consists of employees of IPC. Including but not limited to the members of the IPC Certification Department.

The IPC Certification Program Office is an IPC function responsible for:

- a) Approval and administration of IPC training center licenses.
- b) Approval and administration of training program translation agreements.
- c) Facilitating certification program development meetings.
- d) Periodically auditing IPC Licensed Training Centers and Master IPC Trainers to assure compliance to applicable policies and procedures.
- e) Reproducing and distributing training material.
- f) Tracking certified program participants.
- g) Providing policy interpretation and problem resolution.

### **6.2 IPC Training and Certification Advisory Committee**

The IPC Training and Certification Advisory Committee is comprised of industry representatives from large and small user companies and training providers. As IPC training and certification programs evolve, the Advisory Committee's composition may be changed to ensure that it remains representative of all parties active and interested in the purposes and operation of the programs.

This committee represents the user's interests for the IPC Training and Certification program by advising the IPC Certification Program Office on program implementation and improvements.

### **6.3 IPC Technical Training Advisory Committee**

Each IPC Training and Certification Program has a unique Technical Training Committee chaired by a representative of the IPC user community and consisting of representatives from large and small industry user companies and training providers.

These committees:

- a) Review the technical content specific to that training program to ensure accuracy in instructional materials used in the program.
- b) Recommend prerequisite training and skill requirements.

- c) Recommend minimum testing/skills measurement requirements necessary for certification in that specific course; e.g. number of test questions and workmanship projects, passing grades
- d) Recommend definition of mandatory and optional module breakdown for CIS training.
- e) Help establish the “industry developed, approved, and traceable” integrity of the training program.

#### **6.4 IPC Authorized (Licensed) Training Center**

IPC licensed training centers are identified by the title of IPC Authorized Training Center. Authorized Training Centers will operate such a site pursuant to the terms and conditions of a License Agreement between IPC and the Training Center. The Training Center Licenses have separate and specific Riders for each IPC training and certification program.

An IPC Authorized Training Center for an IPC training and certification program will have unlimited ability to hold training for Designer Certification, Certified IPC Trainers and Certified IPC Specialists for any licensed program, within the guidelines established by this Policy and Procedures Document, the Technical Training Committee and the terms of the Training Center License. They have total responsibility for administration and execution of classes they conduct.

Training and Certification prices in the Region will be set for each country separately by IPC Asia Pacific Offices taking into consideration the cost level in different areas.

#### **6.5 Marketing Partners**

Only the authorized IPC Marketing Partners are permitted to market IPC training programs in the Region. See IPC Asia Pacific website ([www.ipc.org.cn](http://www.ipc.org.cn)) for the authorized IPC Marketing Partners in the Region.

#### **6.6 Master IPC Trainer (MIT)**

Only full-time, part-time or contracted employees of IPC Asia Pacific Offices can be Master IPC Trainers. MITs receive their certification from the IPC Certification Program Office. MITs are required to meet specific qualifications. The MIT credential is directly tied to an IPC Asia Pacific office unless otherwise approved by IPC.

The MIT Credential will be cancelled when he/she is no longer employed by any of IPC Asia Pacific offices.

Separate MIT credentials are required for each IPC training and certification program. Every MIT for a standards-based program shall maintain certification as a CIT for that program. Additional MIT qualification requirements may be established by the technical training committees. The MIT period of certification will coincide with the CIT certification for standards-based programs. The certification period for Design MITs and Design or Design+ CITs is undefined. An MIT is authorized and empowered by IPC to conduct training and grant IPC certification to Certified IPC Trainers (CIT) on behalf of IPC.

An MIT for an IPC training and certification program may also conduct Certified IPC Application Specialists (CIS) training and certification to standards-based programs. Design MITs may conduct either Design CIT or Design+ CIT training or certification.

MITs provide the first level of technical and administrative support to CITs and CISs they have trained. This includes assistance with understanding of program policies and procedures and criteria of the standard(s) or courses.

#### **6.7 Certified IPC Trainer (CIT)**

CIT training, certification, recertification in the Region can only be granted by MITs from IPC Asia Pacific Offices.

Separate CIT credentials are required for each IPC training and certification program. A CIT for an IPC standards-based training and certification program may conduct Certified IPC Application Specialist (CIS) training and certification only to that program. CITs are qualified and authorized to perform all CIS tasks for that program following to the restrictions below:.

CITs can only:

- 1) Be employee of a company site that train only within their company site to the company site's employees only:
  - a) Site means a legally registered location of a company. If a company have multiple locations, they are different sites.
  - b) CIT must not train in multiple sites unless approved by IPC.
  - c) CIT must not train students who are not employee of the CIT's employed site.
- 2) Be faculty members of academic institutions, such as technical schools or community colleges that conduct CIS training to their full time students.

Contact IPC Certification Program Office for exceptions.

The CIT's employing company must maintain IPC membership. IPC reserve the right to audit the CIT activities.

CITs are authorized to deliver, administer and grant CIS or CID / CID+ certification credentials to individualsthat successfully complete the required program training and/or pass the minimum skills measurement criteria set by each program's Technical Training Committee. This will include, as a minimum, passing all required examination(s) and, as defined in the program, may require acceptable completion of specific workmanship demonstrations.

CITs whose certifications have expired are not authorized by IPC to conduct CIS or CID / CID+ training, grantCIS or CID / CID+ certification or purchase CIS or CID / CID+ training materials until they have recertified.

Any CITs may be periodically observed during class instruction by IPC staff or MITs to ensure that quality of instruction is maintained.

CITs, CIDs and CID+ are granted and encouraged to use the CIT or CID / CID+ designation on letterhead,business cards, and all forms of address. Appropriate use is all UPPER CASE LETTERS with no periods orspaces.

The certification expiration date for the add-on space certificate for CIT is established by the matching base certification.

## **6.8 Certified IPC Application Specialist (CIS) and Certified Interconnect Designers (CID and CID+)**

Separate CIS or CID / CID+ credentials are required for each IPC training and certification program. Thetraining programs will train, test and certify in the correct application of the criteria for all acceptance classes.CIS or CID/CID+ certification may be granted by:

- 1) MITs from IPC Asia Pacific offices
- 2) CITs from the student's employed company site for that program.
- 3) CITs of academic institutions such as technical schools or community colleges which are authorized by IPC for that program.

Certified IPC Application Specialist training and certification is appropriate for any individual that will benefit by having a consistent understanding of the criteria in a standard.

CID and CID+ training and certification is appropriate to provide and enhance knowledge on how to transform an electrical circuit description into a PCB design that can be manufactured, assembled, tested.

Standards-based CIS training is modular. The Technical Training Committee for each program will define the course module(s) that are mandatory or optional for that program. Upon successful completion of the mandatory modules, optional modules may be selected as appropriate to support various technology segments. Participants will need to determine which optional modules to pursue in order to meet specific skills objectives.

The required modules for each CIS program are as follows:

- a) J-STD-001 – Introduction, Policy & Procedures, and Module 1 – General Requirements
- b) J-STD-001 Space Addendum – J-STD-001 (revision specific) required modules plus 1 additional, Optional Module
- c) IPC-A-610 – Module 1A - Introduction, Module 1B - Policy & Procedures, Module 2 – Forward, Applicable Documents, and Handling
- d) IPC/WHMA-A-620 – Module 1 – Course Introduction
- e) IPC/WHMA-A-620 Space – IPC/WHMA-A-620 (revision specific) certification to all modules
- f) IPC-A-600 – Modules 1 and 2 – Policies Procedures and Introduction
- g) IPC-6012 – Single Module Course – Space is Optional
- h) IPC-6012 Space – IPC-6012 (revision specific) certification.
- i) IPC-7711/7721 – Module 1 – Policies & Procedures, Common Procedures
- j) CID – No Optional Modules
- k) CID+ – No optional modules

The CIS certificates include endorsement blocks for each module of instruction. Each module that is successfully completed will be listed on the certificate. The certification expiration date established by the mandatory module(s) will be applicable to all optional modules, regardless of when the optional module training and certification was granted.

The certification expiration date for the add-on space modules for CIS are established by the mandatory modules.

The CID credentials are two levels, Certified Interconnect Designer (CID) and Advanced Certified Interconnect Designer (CID+).

Individuals with CIS or CID/CID+ credentials are granted and encouraged to use the CIS or CID/CID+ designation on letterhead, business cards, and all forms of address. Appropriate use is all UPPER CASE LETTERS with no periods or spaces.

## **7 TRAINING AND CERTIFICATION PROGRAM STRUCTURE**

### **7.1 Training Levels**

There are two tiers to the IPC training and certification programs which include:

- a. An MIT provides training and certification to CIT, Design CIT or Design+ CIT and to CIS, CID or CID+.
- b. A CIT provides training and certification to CIS, CID or CID+.

### **7.2 Certification Ownership**

The certification (IPC Certificate) is granted to each individual who successfully completes the training, not to the employer. CIT, CIS or CID/CID+ Certification is a personal and portable credential. While it is appropriate for the employing company to have a copy of an individual's certificate for training and audit records, the original should be retained by the certified individual.

MITs and CITs are encouraged to provide each trained individual a copy of the certificate along with the original either in hard copy or electronic format. For companies wishing to protect their investments in those for whom they pay for training, IPC staff may be consulted regarding various successful methodologies that have worked toward this end.

A CIT, CIS or CID/CID+ retains their certification even when changing employment (portable).

### **7.3 Certification Term**

Standards-based CIT or CIS certification are valid for two (2) years. This term may be shorter when required by company policy. An extension can be granted to extend the period of certification as defined within these policies and procedures. Certification is valid through the last day of the month, regardless of the day of the month the certification was granted. There is no specified term for CID/CID+.

### **7.4 Certification Extension**

A single extension of 90 days beyond the two-year certification term may be granted unless precluded by company policy. This certification extension offers a grace period during which a CIT or CIS may perform the functions authorized by their certification. Such extensions shall be documented.

(1) CIT certification extensions are granted only by IPC; the extension request is online through <https://certification.ipc.org>

(2) CIS certification extensions are granted by any currently certified MIT or CIT for that program, using the extension form that is downloadable from the Online Certification Portal FAQ section.

*\*Note that no extension will be granted past the 90 days listed above.*

### **7.5 Recertification**

Recertification for CID/CID+ is not required.

Certification for standards-based programs must be periodically renewed (two-year cycle). The purpose of recertification training is to ensure continuing user competence by reinforcing material taught in the original course and to update users with corrections, amendments and additions to the Standard and the specific training and certification program. CIT renewal is provided by an MIT. CIS renewal may be provided by any current MIT or CIT for that program following the restrictions (see 6.8). A minimum of 1 class (CIS or CIT course) in any of the certifications held by the trainer, per trainer, per year is required for a trainer to be eligible for a recertification or challenge test for a program.

To be eligible for recertification or challenge test in a discrimination course, the courses presented may be either a discrimination course or a workmanship course.

To be eligible for recertification or challenge test in a workmanship course, one of the required 2 courses presented must be a workmanship course.

If this minimum class presentation is not met, full certification is required.

It is the responsibility of the individual holding the certificate to verify eligibility for recertification before contracting with a training center for recertification or challenge test.

Certification renewal for standards-based programs can be accomplished using any of the following processes:

- Successfully complete the certification program.
- Successfully complete recertification training for that program where a unique recertification program is available
- Successfully complete the challenge testing for that program

Recertification that is accomplished in a 90-day window before the existing certification expiration date will be granted a new certification expiration date that is exactly two years following the existing expiration date.

Recertification that is accomplished within a 6-month window after the existing certification expiration date will be granted a new certification expiration date that is exactly two years following the existing expiration date.

That is, early recertification of up to 90 days will not incur a penalty on the two-year cycle nor will recertification within the 6-month window after certification add on to the two-year cycle.

When recertification is accomplished more than 90 days before the existing expiration, a new two-year expiration date will be established from the actual month of recertification.

When the term of certification has expired, the CIT or CIS is not authorized to perform the functions of a certified CIT or CIS.

Any MIT or CIT whose certification has been expired more than 6 months will not be eligible to take the recertification course or challenge test. In such cases, to re-establish certification the MIT or CIT must attend the full certification course.

## **8 OBLIGATIONS OF PARTICIPANTS**

Any party choosing to participate in any IPC Professional Training and Certification Program is obligated to follow the Policies and Procedures stated herein. IPC will not permit anyone to state that they are providing IPC training or IPC certification unless they follow these policies. Failure to comply with this policy may result in cancellation of a training center license and/or an individual's certification. Other legal remedies including but not limited to damages and recovery of lost income may also be considered as determined by IPC legal counsel.

### **8.1 Maximum Class Size**

To ensure the personal attention required by the training, standards-based training sessions programs that have only lecture presentations are limited to fifteen (15) students per trainer.

Standards-based programs that have workmanship skills training shall be limited to twelve (12) students per trainer.

Design certification courses are limited to thirty (30) students per instructor.

### **8.2 Required Course Materials**

The industry-approved course materials available through IPC must be used to conduct training that will lead to IPC



certification. These copyrighted materials are the intellectual property of IPC and may only be used to conduct training that leads to issuance of an Official IPC Serialized Certificate. It is not acceptable to delete or modify, duplicate, broadcast or sell any curriculum content except as authorized in writing by the IPC Certification Program Office.

Each Application Specialist training attendee must be provided with documents and other reference material required for use during the training class. This includes the requirement for each attendee to have access to either an original electronic or printed Standard for use during the training. Unless otherwise noted on the material or permitted by IPC in written, any reproduction of IPC materials is forbidden.

In addition to the original published Standards and reference documents, only original publications of the instructor guides, training visuals and supplemental training materials as developed and revised by the specific IPC Technical Training Committee and obtained from IPC may be used in the IPC Training and Certification Programs. Materials authorized for reproduction by the user will be so identified and provided by IPC in electronic format in the course digital files or through download from the trainer support pages on the IPC website at [www.ipc.org/certification](http://www.ipc.org/certification).

Only IPC Asia Pacific Offices are authorized to use the course materials to train CITs. CIS/CID/CID+ course material for any program may only be purchased for use by a currently certified trainer in that program (or their employing company). Workmanship skills demonstration materials (PCB and component kits) that meet the practice and skills measurement requirements are available from IPC Asia Pacific offices and should be purchased from IPC and provided to each student.

The purchased training materials are only authorized for use by Certified Trainers. The Instructor's guides may not be purchased, copied, studied, or otherwise used by anyone who is not a currently certified Master IPC Trainer or Certified IPC Trainer.

### **8.3 Course Material Ownership**

Any course material shall not be copied or otherwise reproduced/duplicated in any manner and remains the property of IPC.

Materials (documents) used in IPC Training and Certification Programs bear copyright notices affixed by the originating party and those notices must be honored by the receiving party or parties and must appear on all copies that may be further distributed.

Unauthorized translation of IPC material, use, or sale of unauthorized translated IPC materials without written permission from IPC is strictly prohibited.

### **8.4 CIT Kits to Train CIS (Standards-Based Programs)**

Upon certification or recertification as appropriate, the IPC Training Center is required to provide every successful CIT candidate in the training program with a CIT Instructor Kit to train CIS, consisting of an instructor guide, training visuals and electronic files of reproducible forms and reports on CD-ROM, and any other material specified by the applicable Technical Training Committee for that program. Requests for exceptions to the requirement to provide this training material, i.e. multiple attendees from the same location or subsequent recertification to the same program, must be approved in writing by the IPC on a case by case basis. Any CIT candidate that fails the written (electronic or hardcopy) and/or workmanship exams will not receive a certificate of completion or the instructional materials used by Certified IPC Trainers. See section 9 regarding retesting.

Each Application Specialist training attendee will be provided with documents and other reference material required for use during the training class. This includes the requirement for each attendee to have access to either an original

electronic or original hard copy Standard for use during the training. Each trainee is required to have their own original standard and student training materials (for review quizzes, project sheets and retention of notes taken during class). Reproduction of IPC standards or training materials is strictly forbidden.

Any CIS candidate that fails the written (electronic or hardcopy) and/or workmanship exams will not receive a certificate of completion. See section 9 regarding retesting.

Material developed by and industry approved for use in IPC Training and Certification Programs may not be copied, scanned, decompiled to prepare other training programs, resold or otherwise distributed.

Materials (Training kits) used in IPC Training and Certification Programs to teach CIS may be considered the property of the company, person, or entity that funded the purchase of the materials.

## **9 TESTING**

Skills measurement through exams and demonstration of workmanship capabilities and understanding are part of the learning process. All workmanship skills demonstration projects and examinations for both classroom and challenge testing shall be proctored in person by a currently certified MIT or CIT for that program. Trainers are required to monitor workmanship practices during practice and graded projects to correct bad habits and reinforce good habits.

Upon successful completion of all the certification program requirements a candidate will be issued a certificate.

Each exam taken shall be completed in a single contiguous and continuous time block; exception is permitted for reasonable short breaks that are determined not to compromise the integrity of the examination. The individual programs have established time periods for completing exams and workmanship skills demonstrations. Every effort should be made to adhere to the testing schedules. If extenuating circumstances warrant, reasonable additional time may be authorized at the discretion of the proctoring trainer; questions or concerns should be directed to the IPC Certification Program Office through the Certification Help Desk.

### **9.1 CIT Retesting (Standards-Based Programs)**

An individual who completes the CIT course but fails to pass the Certification Examination(s) at the completion of the course, on request of such an individual, shall be provided the opportunity to retest the failed portion(s) of the certification examination, if completed within 90 days following the original testing. A retest will be administered no sooner than thirty (30) days after the date of the initial test except as otherwise authorized by the IPC Certification Program Office. No Training Center is required to permit any individual to take more than a single retest in the 90-day retest period. At the discretion of the Master Trainer, retesting may be limited to only the specific written examination or workmanship projects that were previously failed.

Example: if the open book test was satisfactory but the closed book test was failed, only the closed book test needs to be retested. If there is a requirement to attach two wires to a turret terminal and only one was completed satisfactorily, on retest two wires need to be attached satisfactorily.

IPC Asia Pacific offices may charge fees for the cost of administering a retest and for providing Application Specialist training materials to Trainer candidates that ultimately complete all required examinations. The fee for administering a retest shall not be set at a level that will, or is intended to, discourage applicants from taking a retest.

### **9.2 CIS Retesting (Standards-Based Programs)**

Any individual who completes the CIS course but fails to pass the certification measurement criteria at the completion of the course, shall, on request of such an individual, be provided the opportunity to attempt a retest of the

certification measurement examination(s) not more than one test/retest of an individual module per calendar day following the original testing. At the discretion of the CIT, retesting may be limited to only the specific written examination or workmanship projects that were previously failed. An example would be if there is a requirement to attach two wires to a turret terminal and only one was completed satisfactorily, on retest two wires need to be attached to a turret terminal satisfactorily.

IPC Asia Pacific offices may charge a fee for the cost of administering a retest. This fee shall not be set at a level which will, or is intended to, discourage individuals from taking a retest. Permitting a student to take more than one retest in a 90-day period is at the option of the trainer.

### **9.3 CID/CID+ Retesting**

Any individual who completes the CID course but fails to pass the certification measurement criteria at the completion of the course, shall, on request of such an individual, be provided the opportunity to attempt a retest of the certification measurement examination(s).

IPC Asia Pacific offices may charge a fee for the cost of administering a retest. This fee shall not be set at a level which will, or is intended to, discourage individuals from taking a retest.

### **9.4 CIT Challenge Testing**

Challenge testing is not acceptable for the first CIT certificate sought by an individual in any individual IPC certification program. Challenge testing is acceptable for recertification in a program provided that the minimum of conducting 1 class per year has been met and the previous certification has not been expired more than six months.

The time to complete any portion of the skills measurement exams during CIT challenge testing shall not be greater than the typical time allocated for that same skills measurement action if it were completed in classroom training for that program.

Technical instruction is not required to be provided to individuals choosing to take the challenge option in lieu of classroom training; e.g., don't provide exam-based review in advance to testing. The instructor should provide information concerning test administration, explanation of terms, facility resources (shelter and evacuation procedures, etc.).

### **9.5 Recertification (Discrimination or Workmanship Skills Courses)**

A current CIT or previously certified CIT whose certification has not been expired more than six months and who has trained a minimum of 1 class per year may challenge CIT recertification in that program. Individuals who are recertifying in a program that has been updated due to document revision or has been significantly changed are encouraged, but not required, to take the recertification course.

### **9.6 CIT Challenge Test Requirements**

A CIT challenge test will involve the applicant satisfactorily completing the same examinations and skills demonstration(s) required of those taking the classroom course. It is not acceptable for a CIT to challenge certification or recertification by completing less workmanship projects than the classroom course they are challenging. Individuals challenging recertification shall successfully complete at least the minimum number of projects of the classroom recertification class.

IPC Asia Pacific offices may charge fees for the cost of administering a challenge test and for providing Application

Specialist training materials to Trainer candidates who successfully complete all required examinations. The fee for administering a retest shall not be set at a level that will, or is intended to, discourage applicants from taking a challenge test.

Any challenger who successfully passes the exam and workmanship skills demonstration examinations will be certified as a Certified IPC Trainer. An individual who fails the certification examination and/or a retest will not receive a certificate or the instructional materials used by Certified IPC Trainers.

## **9.7 CIS Challenge Testing**

Challenge testing without taking the training course is not acceptable for CIS discrimination or workmanship skills initial certification, but is acceptable for recertification. Contact the IPC Certification Program if additional information is required. Prequalification is limited to discussion with the individual or supervisor to assure a reasonable level of knowledge and experience related to the training topic.

A CIS challenge test recertification will involve the applicant satisfactorily completing the same examinations and skills demonstration(s) required of those taking the classroom course for any given CIS classroom course module.

IPC Asia Pacific offices may charge a fee for the cost of administering a retest. This fee shall not be set at a level which will, or is intended to, discourage individuals from taking a retest. IPC Asia Pacific offices are not required to permit any individual to take more than a single retest of a failed challenge test in the 90-day retest period.

The time to complete any portion of the skills measurement exams during CIS challenge testing shall not be greater than the typical time allocated for that same skills measurement action if it were completed in classroom training for that program.

Technical instruction is not required to be provided to individuals choosing to take the challenge option in lieu of classroom training; e.g., don't provide exam-based review in advance to testing. The instructor should provide information concerning test administration, explanation of terms, facility resources (shelter and evacuation procedures, etc.).

## **9.8 Partially Completed Testing**

In the event that an instructor is no longer available to complete any exams or workmanship for which the results have not been entered into the online certification portal, a CIS may complete the testing as a challenge.

## **9.9 Challenge Test Preparation**

Individuals wishing to prepare for a challenge test may purchase the appropriate Standard and reference material from IPC Asia Pacific offices.

## **10 DISTANCE LEARNING**

Training processes other than specifically defined herein shall not be used to conduct IPC Training and Certification.

### **10.1 CIT Lecture-Based Distance Learning**

Interactive Distance Learning for Trainers by attending lectures (video conferencing or training conducted over the internet with a live trainer) is not acceptable for initial certification but is acceptable for recertification. The recertification course may not be used to attain initial certification.

Remote administration of testing is not acceptable.

Examinations shall be proctored in person. Access to a certified MIT must be available to the student during the exam in person, by webcam, phone, or other live connection.

No other type of CIT distance learning training is authorized for Certified IPC Trainers.

### **10.2 CIT Workmanship Skills Distance Learning**

Distance learning of any type is not acceptable for either initial certification or recertification of CITs in any Workmanship Portion of any program requiring hands-on demonstration of skills and workmanship.

### **10.3 CIS Lecture-Based Distance Learning**

Interactive Distance Learning for CIS by attending lectures (video conferencing or training conducted over the internet with a live trainer) is acceptable for initial certification and subsequent recertification.

Remote administration of testing is not acceptable.

Examinations shall be proctored in person. Access to a certified MIT or CIT must be available to the student during the exam in person, by webcam, phone, or other live connection.

No other type of CIS distance learning training is authorized.

### **10.4 CIS Workmanship Skills Distance Learning**

Distance learning of any type is not acceptable for either initial certification or recertification of CIS in any program requiring hands-on demonstration of skills and workmanship.

## **11 FORMS AND DOCUMENTATION REQUIREMENTS**

### **11.1 Training Reports**

A report of completed training shall be submitted to IPC on completion of each training session or challenge certification/recertification class. This must be completed using the on-line reporting functionality within one week after the completion of the class. Failure to submit on-line reports will be considered a breach of policy and may result in the suspension or revocation of a Trainer's credentials.

When required by a Technical Training Committee and advised by IPC, a scan of the online print student answer sheet to gather exam statistical data shall be completed and forwarded to IPC.

### **11.2 Student Feedback**

All students should be encouraged to complete a standardized evaluation form at the end of the course. These comments are of most value to the trainer to identify opportunity for instruction improvement. Comments significant to the curriculum should be transcribed to the appropriate fields on the training report submitted to IPC. They will help IPC and the technical training committees manage the course content to assure it is meeting user needs. The student evaluation may be a printed form provided by the trainer or an on-line form.

### **11.3 Authorization to Reproduce Forms**

Forms, such as student critique forms, that are provided in electronic format are authorized for local printing/reproduction by the users (that is, they do not have to be purchased each time from IPC).

No other reproduction of IPC training materials is authorized without written permission.

#### **11.4 Retention of Exams**

Test answer sheets and workmanship grading sheets (and optionally student evaluation forms) shall be retained by the Certified IPC Trainer or training site for at least two (2) years following the completion date of the training. It may be necessary to produce this data to support an appeal or to validate a certification for ISO or other type of company or customer audit. Exams delivered via IPC electronic testing will be electronically captured. Retention of all materials beyond 2 years shall be according to company policy.

#### **11.5 Student Workmanship Examples**

If required by a company's quality management program, workmanship samples shall be retained and available for review for the duration of the individual's certification period.

### **12 LIMITATION OF LIABILITY**

In no event shall IPC be liable for any indirect, special, incidental, or consequential damages, including lost profits, of any kind regardless of the form of action, whether in contract, tort (including negligence), strict liability, or otherwise, even if IPC has been advised of the possibility of such damages. This limitation will apply notwithstanding any failure of essential purpose of any limited remedy provided herein. IPC's maximum liability under this agreement shall not exceed the exam fee you paid to IPC for your most recent exam.

### **13 APPEAL**

Any user of the IPC Training and Certification Programs defined herein shall have the right to appeal any administrative decision or action to the IPC Senior Director of Certification. Such appeal must be submitted in writing within 15 days of the aggrieved action. The appeal must be submitted to the IPC Certification Program Office for review. This IPC Certification program Office reserves the right to refer the matter to the Certification Advisory Committee and key IPC staff members who may assist in providing recommendations or resolutions. The IPC Certification Program Director will issue a final decision within ten days.

IPC P&P Agreement Form

I have reviewed the IPC PROFESSIONAL TRAINING AND CERTIFICATION POLICIES AND PROCEDURES. By signature, I agree to abide by these policies and procedures. I recognize that the policy document is subject to change without notice and agree to visit the Training and Certification portal @ <https://certification.ipc.org> prior to each time a course is taught so as to review and confirm the most current policy document. I understand that failure to comply with this policy may result in cancellation of my certification and that other legal remedies including but not limited to damages and recovery of lost income may also be considered as determined by IPC legal counsel.

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Signature CIT

CIT Company

Date (MM/DD/YY):