



# Monitoring and recertification procedure

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Revision No.	02
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## FIDIC CERTIFIED TRAINER (FIDIC-CT)

### Monitoring and recertification procedure

#### SECTION 1: Procedure

The certification is valid for three (3) years from the date of issuance. To maintain the validity of the credentials for the 3-year term and to renew their certification when it expires, certificate holders will need to follow the **Monitoring and recertification procedure** as described below:

1. **At the end of the 1<sup>st</sup> year of the certification:** (12 months from the date of the issuance of the certificate), certificate holders will need to provide evidence of:

- a. **Twelve (12) hours of continuous professional development** (CPD) completed within the preceding 12 months, in the form of conferences, courses and seminars (as attendee or speaker/trainer, in person or online), or non-executive positions on boards and committees, or presenting articles that are published, related to the scope of the category of the FIDIC Certified Trainer certification they hold.

**AND**

- b. **Payment of the yearly registration fees.**

The evidence of the CPD should be presented as certificates of attendance, signed self-attestation statements, or published articles, together with details including dates, duration and venues, which should be submitted to FCL ahead of the expiration of each monitoring period, through the online applicant tracking system (ATS) platform.

Candidates will receive an automated notification message to pay their fees once their CPD submissions have been **reviewed and approved** by FCL. The estimated timeline for the review of the submissions is five (5) working days from the time of submission. The payment of the relevant fees should be completed before the candidate's yearly certification anniversary.

2. **At the end of the 2<sup>nd</sup> year of certification** (24 months from the date of the issuance of the certificate), the certificate holders will need to provide evidence of:

- a. **Twelve (12) hours of continuous professional development** (CPD) completed within the preceding 12 months, in the form of conferences, courses and seminars (as attendee or speaker/trainer, in person or online), or non-executive positions on boards and committees, or presenting articles that are published, related to the scope of the FIDIC Certified Trainer certification's category they hold.

**AND**

- b. **Payment of the yearly registration fees.**

The evidence for the CPD requirements should be presented as certificates of attendance, signed self-attestation statements, or published articles, together with details of dates, duration, and venues, submitted to FCL ahead of the expiration of each monitoring period through the online applicant tracking system (ATS) platform.

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Candidates will receive an automated notification to pay their fees once their CPD submissions have been **reviewed and approved** by FCL. The estimated timeline for the review of the submissions is 5 working days from the time of submission. The payment of the relevant fees should be completed before the candidate’s yearly certification anniversary.

**3. At the end of the 3<sup>rd</sup> year of certification** (36 months from the date of the issuance of the certificate), certificate holders will need to complete their **recertification procedure** by providing evidence of:

- a. **Twelve (12) hours of continuous professional development** (CPD) completed within the preceding 12 months, in the form of conferences, courses and seminars (as attendee or speaker/trainer, in person or online), or non-executive positions on boards and committees, or presenting articles that are published, related to the scope of the FIDIC Certified Trainer certification’s category they hold.

**AND**

- b. **Ten (10) full days (totalling at least 80 hours) of training delivery** in the preceding 36 months, delivered in either a physical or virtual environment.

**AND**

- c. **Payment of the recertification fees.**

The evidence for the CPD requirements should be presented as certificates of attendance, signed self-attestation statements, or published articles, together with details of dates, duration, and venues, submitted to FCL ahead of the expiration of each monitoring period through the online applicant tracking system (ATS) platform.

The evidence of the training delivery should be presented in a form of a detailed attestation including a list with each training session’s topic, organizer, dates, duration, type (in-person or online) etc., OR a copy of a relative invoice OR any equivalent documentation and submitted to FCL ahead of the expiration of each monitoring period through the online ATS system. All training delivery evidence can be redacted to comply with any confidentiality requirements but must allow FCL to properly assess that the certificate holder fulfils the requested requirement(s) during any internal or third-party auditing processes.

Candidates will receive an automated notification message to pay their fees once their CPD and training delivery submissions have been **reviewed and approved** by FCL. The estimated period for the review of the submissions is five (5) working days from the date of submission. The payment of the relevant fees should be completed before the candidate’s yearly certification anniversary.

## SECTION 2: Process

### Process for certificate holders

One month before the expiry of the period of 12 months after the date of issuance of their certification (“the expiry date of the monitoring period”), the certificate holder will receive a notification from FCL reminding them of the need to provide evidence that they have complied with the yearly requirements, and they will be requested to pay the fee by the expiry date of the monitoring period. In the same notification, they will receive information on how they can submit the required evidence through the ATS platform.

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If a Certified Trainer meets the abovementioned requirements within the expiry date of the monitoring period, they will receive a notification from FCL informing them that their certification status is up to date and will continue to remain active until the second year of their certification cycle.

If a Certified Trainer fails to meet any of the abovementioned requirements, or fails to provide evidence of meeting such requirements, or fails to pay the fee by the expiry date of the monitoring period, then the consequence will be suspension or withdrawal (or non-renewal - as applicable for the recertification procedure) of the certification, in accordance with the “Consequences of non-compliance with the Monitoring and recertification procedure” as stated below.

The same process will be repeated at the end of the second and third year of their certification cycle.

## SECTION 3: Non-compliance

### Consequences of non-compliance with the Monitoring and recertification procedure

1. The consequences of a failure to provide evidence or pay the registration fee are as follows:
  - a. On the expiry date of the monitoring period: The day after the expiry date of the monitoring period (“the suspension date”), their certification as Certified Trainer will automatically be suspended, unless they have made a challenge or appeal in accordance with the FCL Challenges and Appeals Procedure by that date - on the basis that FCL has not accepted as being evidence which complied with the CPD requirements or there is dispute about whether they have paid the fee.
  - b. By 30 days after the expiry date of the monitoring period: The day after 30 days from the expiry date of the monitoring period (“the withdrawal of certification date”), their certification as Certified Trainer will automatically be withdrawn unless they make an application to the FCL Management Team for an exemption from the CPD requirements submission by that date or have made a challenge or appeal in accordance with the FCL Challenges and Appeals Procedure by that date, in which case, their certification as Certified Trainer will remain suspended, but their certification will not be withdrawn.
2. The consequences of the certification of a FIDIC Certified Trainer being suspended:
  - a. From the suspension date onwards, they can no longer present themselves as being FIDIC Certified Trainer for any future work for which they are not yet appointed;
  - b. They must notify the relevant parties in any appointments where they are currently acting on the basis that they are FIDIC Certified Trainer that their certification has been suspended;
  - c. Their status as a FIDIC Certified Trainer under suspension shall be noted on the FCL website.
3. The consequences of the certification of FIDIC Certified Trainer being withdrawn:
  - a. They are no longer a FIDIC Certified Trainer for any current or future work and must not present themselves as being a FIDIC Certified Trainer;
  - b. They must notify the relevant parties in any appointments where they are currently acting on the basis that they are FIDIC Certified Trainer that they are no longer a FIDIC Certified Trainer;
  - c. Their status as a FIDIC Certified Trainer will be removed from the FCL website and it shall be noted for the remaining period of their withdrawn certification that their certification has been withdrawn on the FCL website.
4. An application for exemption:
  - a. If a FIDIC Certified Trainer is unable to undertake the CPD requirements by reason of an unforeseen event or circumstance beyond their control (“force majeure event”) they may apply for an exemption from undertaking those requirements for an additional period of 2 months, that would extend the suspension period to a total of 3 months.

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- b. If a FIDIC Certified Trainer considers that they have undertaken the CPD requirements but there has been a procedural irregularity or an error in producing evidence or if the evidence is not accepted by FCL as being evidence which complied with the CPD requirements or if there is a dispute as to whether they have paid the fee, they may make a challenge or appeal and this shall be done in accordance with the FCL Challenges and Appeals Procedure within 30 days of becoming aware of the matter which they seek to challenge or appeal against.
  - c. The application shall be made in writing to the FCL Management Team and sent to [fcl@fidic.org](mailto:fcl@fidic.org) as soon as reasonably practicable after the Certified Trainer becomes aware of the fact that they will not be able to undertake those requirements by reason of a force majeure event. Any such application shall contain evidence of the force majeure event and when it started and, if it has ended, when it ended, together with reasons or evidence that the force majeure event prevented them from undertaking the relevant requirements.
  - d. The FCL Management Team will determine the validity of the application for exemption within 15 days. If an exemption is granted, the certificate will remain suspended for an additional period of 2 months, that would extend the suspension period to a total of 3 months from the yearly certification anniversary. Once that person has complied with those requirements and provided the required evidence, the suspension of that person's certification as a FIDIC Certified Trainer will be lifted. If no exemption is granted, the certification will be withdrawn 30 days after the expiry date of the monitoring period or with immediate effect if the 30 days after the expiry date of the monitoring period has already lapsed.
  - e. If a Certified Trainer wishes to challenge or appeal against the FCL Management Team's determination of the application for exemption, they shall do so in accordance with the FCL Challenges and Appeals Procedure within 30 days of receipt of the FCL Management Team's determination.
5. Following a withdrawal of certification, a candidate may become a FIDIC Certified Trainer again by applying for such certification, as any other new candidate would.
  6. If a Certified Trainer is unable to undertake the practical training delivery element by the end of the expiration period of their certification (36 months after the date of issuance of their initial certification), they will be allowed to participate in the Phase 2 assessment of the FIDIC Certified Trainer certification programme, within a maximum of 3 months from the expiration date of their initial certification, to renew their certification. Successful participation in the recertification assessment will renew their certification. In the case of a FIDIC Certified Trainer who has unsuccessfully participated in the recertification assessment, this will mean that the FIDIC Certified Trainer's certification will not be renewed. In such an instance, the candidate can apply to be certified as a new candidate and participate from the beginning in the initial assessment.
  7. The consequences of the certification of the Certified Trainer not being renewed:
    - a. They will no longer be a FIDIC Certified Trainer for any current or future work and must not present themselves as being a FIDIC Certified Trainer;
    - b. They must notify the relevant parties in any appointments where they are currently acting on the basis that they are a FIDIC Certified Trainer that they are no longer a FIDIC Certified Trainer;
    - c. Their status as a FIDIC Certified Trainer will be removed from the FCL website.

Whenever the status of any certificate holder's certificate changes, the FCL Management Team shall make a relevant update in the programme's registry of certificate holders. This information is public.

Please note that FCL maintains the right to change the monitoring and recertification procedures in the future, due to changes in legislation and/or practices.

This document is effective from 16 January 2023.

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