Application Requirements for Training Centers

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EDOCSI ®
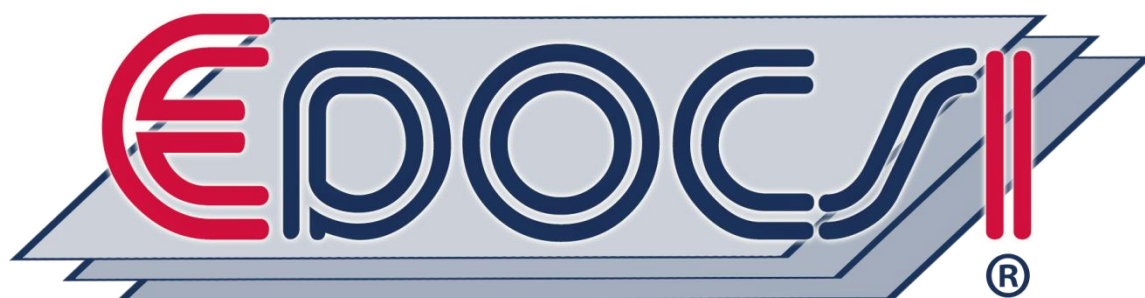
Electronic Documenting Service and IT

1. Introduction

Trainees use certificates as a proof of passing a training program or being qualified for some job. Certificates in an interview in most cases are viewed and assessed after assessing the value that the person really owes. However, expressive certificates that give the feeling of trust are a main factor in differentiation between candidates for some job. Most trainees search for accredited centers that offer trusted certificates and ask frequently about documenting type and center accreditation. EDOCSI begins the process of documenting by certifying the training center itself initially for minimum requirements, and then support the center to assure quality. The result is identical certificate that expresses what the trainee had really gained through training process.

Electronic documenting of certificates is globally used and recognized by all parties that declare for jobs. EDOCSI board thinks that the trust of certificate represented to any party or person comes from the recognition of the party or the person for the accreditation party. EDOCSI works on extracting identical certificates that bring out the real value of its holder without exaggeration.

We make the process and put the standards for which a documented paper or certificate should look like, considering principle of transparency.

2. Minimum Requirements

To get approval by EDOCSI, we shall find at your training center the minimum capabilities and standards required for serving good training. We will continue improving your center as you will find in the next section.

- The training center shouldn't have any bad reputation in extracting certificates or phishing in advertising. Our agent will search this point in the period between first and last audit.

- Documents that prove the center identity should be available, such as trading registration ID.

- Center mission and vision should be declared to trainees' audience.

- Administrative papers that help serving customers should be adequate, such as receipts, exchange permits, and booking forms.

- The center should be present on social media at least on two networks.

- Should at least contain two training labs, management room, reception for customers, WC, and buffet, all with good finishing.

- Training labs should contain primary educational tools such as data show, whiteboards, sound system, internet, and chairs. Computer labs if exist should contain well working computers or laptops.

- Requirements of the Occupational Safety and Health should be available.

- In the case of high floors students should be allowed to use the elevator.

- The management area should contain a color laser printer A4 and paper packaging machine.

- The administrative structure should consist of admin and not less than 3 other employees (not counting instructors) contracts for each employee should be available.

- At least one employee should be responsible for customer service. At least one employee should be responsible for training monitoring (QA). These employees will be in contact with EDOCSI if the audit result is approved.

- Training board should contain at least four instructors hired with contracts full time or part time.

If you feel that some requirements are not ready, you can prepare them in the period between first and last audit.

3. How We Will Help You

During Audits: EDOCSI agent will help you complete any inadequate conditions required for accreditation. EDOCSI agent will discuss all necessary steps and demonstrate all the ambiguous points. We hope that our cooperation be translated to higher success rates at accredited centers.

After success of audit result:

- Email and telephone links will be open with QA and customer service employees assigned by your center. You can ask our experts for advice any time. Basic training to your employees will be provided in the initial visits or webinars (three times each of two hours). Additional visits to your center or webinars are available upon your request. Also, there are webinars and visits that EDOCSI makes it free without centers request.

- EDOCSI will make a unique certificate design for your center that is appropriate to EDOCSI documenting standards. Our certificate design respects your center identity, and we just appear in the footer. You can freely request modifications related to colors, fonts, and theme, but the layout shall be fixed. EDOCSI don't force students to pay for documenting after training courses, but the service should be optional.

- EDOCSI will make an account for your center with a username and a password on our documenting dashboard, with permission to document

and edit your certificates with ease. Your certificates data will appear on the verification page on EDOCSI website with the name of your center.

- Your center will have a page on EDOCSI website with directory, photos, and full information. You can send us data and photos related to the events you make to appear on EDOCSI home page frequently.

- We will train your QA employee(s) on the following: dealing with EDOCSI dashboard – writing certificate content – formatting certificates – online documenting – printing – archiving – training monitoring – dealing with EDOCSI membership.

- We will train your customer service employee(s) on the following: expressing the value of training – explaining courses contents – expressing the benefits of EDOCSI documenting – expressing the value of EDOCSI membership.

- The training center has the higher ratio of documenting fees. Documenting fees are proportional to training hours of courses, and EDOCSI receivables are calculated and collected periodically in the form of receipts. The good news is that all the initial payments and more are refunded as credit of documented training hours that you can use in the future.

- The refunded credit of documented training hours includes: Audit cost in case of success – initial visits or webinars cost – initial insurance payment – the cost of first prints of certificates and anti-rigging seal – the cost of bunners and prints completely related to EDOCSI – ratio of the cost of marketing prints related to center that contain notation to EDOCSI.

- EDOCSI offers printed and documented appreciation certificates for centers that offers excellent quality serving and training their customers,

depending on feedback of customers to EDOCSI an sudden checks performed by EDOCSI agents.

EDOCSI can't help you by providing data related to other accredited or unaccredited centers.

4. Process of Accreditation

Accreditation approval of any training center to use EDOCSI documenting service for certificates and memberships depends primarily on EDOCSI committee decision. EDOCSI committee has the right to refuse at all, agree at all, or postpone until completing some requirements.

EDOCSI committee doesn't prefer to certify nor support institutes with a clear religious or political orientation. There are also other reasons that might effect EDOCSI decision, such as bad reputation in extracting certificates. EDOCSI has the right to refuse and has no obligation to state the cause, and promise not to build the decision on intolerance.

Any Audit fees are directly paid to EDOCSI and are all disbursed to the agent assigned to audit. If the accreditation decision is negative, EDOCSI can't refund the audit fees at all. We promise to be flexible and to help, but center owner or admin should keep in mind that EDOCSI will never certify a center without completing all minimum requirements stated above.

Step (1): The training center or academy collects all required data and uploads to any cloud storage then provide EDOCSI the link by emailing to info@edocsi.com . The required data are as follows (* means essential):

- Full center contact: Tel numbers – emails – website(if there) – social media URLs	*

- Random sample of customer numbers	
- Marketing strategy	
- Declared mission and vision	*
- Center identity papers, such as trading ID	*
- Not less than 9 photos of center from inside and outside. (Try to focus on minimum requirements stated in section 2)	*
- Center location on Google Maps	*
- Scanned copies of administrative papers, such as receipts and registration forms.	*
- Administrative structure with job description for each employee and contact of each one.	*
- Database of instructors. (you can remove critical data from CVs such as contacts)	*
- Educating tools list. (include all capabilities that gives you advantages)	
- Request for audit form signed and sealed by training center. (Download from edocsi.com/documentation)	*
- Training center accreditors and partners proofs. (if exist)	*
- List of courses and training tracks that the center is interested in.	*
- List of contributions to social services with proofs.	
- Written paragraph of center description in English.	*

EDOCSI committee shall respond to your request within few days. Any missing data that is essential will be requested preparing for audit step. EDOCSI agent will contact you to discuss pricing, payment method, date of first audit, and any unclear information.

Step (2): First audit fees should be paid in advance. Audit date is arranged to be appropriate for the center and for EDOCSI agent. After audit, EDOCSI agent sends the result of chick list and evaluation to EDOCSI committee, and responds within two weeks.

EDOCSI committee decision will be one of the following: 1- Absolute rejection; 2- Agreement; 3- Postponing for completing requirements (decision 3 requires other audit arrangement).

Step (3): After full Agreement, the center should pay the initial insurance; it follows the granting process that takes place in the first initial visit. After granting, a phase of cooperation begins and we look forward to being at the best of our partners' expectations.

Make sure to read carefully our declared policy: edocsi.com/policy

Feel free to contact us: info@edocsi.com