

## Applications to become an Accredited Training Organization (ATO)

**Accreditation of a training organization for ITIL requires that you follow some key demands of the international standard ISO 9001.**

Organization name:	
Registered Number:	
VAT Number:	
Registered at (name of authority)	
Name of CEO:	
Company Address:	
Type of organization:	
Organization Size (number of permanent employees and the number of temporary employees):	
Number of offices:	
Name and place of test centers to implement ATO activities within the framework of this application (also known as ATO Affiliates Scheme)	
Name, position and telephone number of contact person:	
E-mail to contact:	
Company website:	
Signatories:	

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[www.dfcertifiering.se](http://www.dfcertifiering.se)

Application to become an ATO\_v1.0  
Version 1.1 Ågare Anna Svartbo Lundquist



Estimated number of ITIL Certification within the next 12 months:	
The company has already and accreditation of other EI?  If yes, what EI?	
Which date the company became accredited to the other EI?	
Please briefly describe your organization's experience in education:	
Describe your quality management system (QMS) according to ISO 9001?	
Briefly describe your premises to keep the training:	
Information about courses, materials and teachers:	

**NOTE!**

The accreditation fee includes one (1) teacher of the accreditation fee. Additional trainers cost 1 050 SEK per trainer and course.

**Please mark with a cross (x) which ITIL courses you want to implement, courseware and trainers for each course (verified by attaching pdf):**

ITIL Course	Cross (X)	Courseware	Trainer
ITIL Foundation V2			
ITIL V2-3 Foundation Bridge			
ITIL V3 Foundation			
ITIL V3 Service Strategy			
ITIL V3 Service Design			
ITIL V3 Service Transition			
ITIL V3 Service Operation			
ITIL V3 Continual Service Improvement			
ITIL V3 Operational Support & Analysis			
ITIL V3 Planning, Protection & Optimization			
ITIL V3 Release, Control & Validation			
ITIL V3 Service, Offerings & Agreements			
ITIL V3 Managing Across the LifeCycle			
ITIL V 2-3 Manager Bridge			
ITIL Service Manager Certificate			

I hereby declare that we have documented the following in order to become an ATO:

1. An organizational structure, management structure, status and economic viability.
2. A Quality Management System (QMS), including management review, internal audits, as well as procedures for appeal and fault reporting.
3. A course quality to ensure the delivery of ITIL teacher training and materials.
4. A registration system for all courses.
5. An information package to the customers before the course starts with the necessary information.
6. An organizational structure to ensure the procedures on DFC.
7. A documented control system (Document Control).
8. Named and proposed ITIL teachers who face up to the demands of the EIN for the accreditation of teacher.
9. A full set of training materials covering all Syllabus points for the ATO: n seek accreditation for.
10. Have the right to use ITIL marks according to rules.

## Declaration

I declare that the ATO applicant organization named above meets the following minimum eligibility criteria for ITIL Course Accreditation:

1. The organization must be a legally constituted and recognized body according to the laws of the country In which it is based.
2. The organization must be able to Demonstrate, through audited accounts, its financial viability to operate and maintain the scheme for a reasonable period in the future.
3. The organization must have or be capable of Establishing a set of documentation, aligned with the key requirements of International Standards ISO9001 (in relation to their Quality Management Systems).
4. All approved proctors / invigilators / exam supervisors must agree to Maintain the confidentiality and integrity of the process.
5. Education offered by the ATO must be open to all candidates who meet the entry criteria defined in the examination specification.
6. The organization shall only refer to its examinations as being part of the ITIL Qualification Scheme where those examinations are recognized by the ITIL Qualifications Board as being part of the Scheme.
7. The organization shall, in the case of examinations for Certificates recognized by the ITIL Qualifications Board, use only examinations that conform to the format approved by the ITIL Qualifications Board.
8. The organization shall, upon Achieving accredited status, automatically earn a place in ITIL Forum and will be expected to contribute to the ITIL Forums's decision-making processes; and shall respect the property, rights and reasonable interests of the members of the ITIL Forum.
9. The organization will notify DF Certification at the Earliest Opportunity (request 3 months notice) of any intention to withdraw from the scheme. Each ATO will sign a 3 year licensing agreement.
10. The organization will inform DF Certification when the organization enters into a commercial agreement with the organization, to enable the organization to work in different countries or in different regions of their own country through a third party agreement.
11. The organization has a documented quality management system (QMS).

I further declare that the information on this Application Form and any other information given in support of this application is correct to the best of my belief.

I have received, read and understood the documents listed above detailing the requirements for training and accreditation organization under take that the organization will Comply with all of these requirements. I under take that the organization will pay all fees due to DF Certification AB, Whether or not ATO Accreditation is granted.

I confirm that we will not infringe the Intellectual Property Rights or Copyright of materials owned by any other organization or individual.

I confirm that I understand by signing this application form I declare to give DF Certification access to all documents, records, relevant insurances, internal audit results, complaints logs etc on request and as needed for the assessment process.

I confirm that I have read the DFC's Accreditation and Certificate-manual.

Please send a copy of last year's Audited Account or a Director's statement that the company is solvent and not the subject of proceedings for a declaration of bankruptcy, for compulsory winding-up or management.

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Name : \_\_\_\_\_

Position : \_\_\_\_\_

Signature : \_\_\_\_\_ Date : \_\_\_\_\_