



INTERNATIONAL CLEANROOM EDUCATIONAL BOARD

Course Accreditation Guidelines -2009

Introduction

At the ICCCS Council of Delegates Meeting held in Beijing in September 2006 it was agreed to set up an International Cleanroom Educational Board (ICEB) to promote the preparation and accreditation of internationally-recognised educational courses for people who design, construct, test, monitor, operate, and work as operators in cleanrooms. It was agreed that member societies should develop courses of a high standard and this should be achieved through an accreditation process. Each course would be accredited through a submission sent to the ICEB that would provide information about the course and demonstrate that the course conformed to an accreditation framework. Guidelines for the accreditation submission were agreed at the Beijing meeting, but at the ICEB meeting in Paris in 2007 it was suggested that an updated version should be written as a 'stand alone' document. Further small changes were agreed in Chicago, November, 2007.

Accreditation Submission

A member society that wishes a course accredited by the ICEB should prepare and submit an accreditation submission. The submission should be written in English, but if course notes or books are submitted then they may be in the original language. The submission (excluding course notes and books) would normally be about 6-7 pages in length, and no longer than 25 pages. Examples of accreditation submissions are available from the Secretary of ICEB.

The accreditation submission should be sent to the Secretary of the ICEB. The Secretary, in co-operation with the Chairman, and any member of the ICEB that they may wish to appoint to assist them will check if all requirements are fulfilled. This review shall be carried out within 4 weeks, although resubmissions may extend this period. If the submitted course fulfils the requirements for accreditation, the Secretary will send the accreditation documents to all members for their approval or rejection. If a society does not approve of a course the rejection must be accompanied by written reasons which will then be sent by the Secretary to all members. The accreditation request will be put on the agenda of the next meeting of the ICEB. At this meeting the requesting society can present their request again. At this meeting a course certification can be accepted by a 2/3 majority. The ICEB council of delegates will consider each course at its first meeting after the submission and at regular intervals (every 5 years). It has the power to withdraw the course accreditation if it considers it has fallen below the required standard.

For a course to be accredited by the ICEB, a member society must provide a submission conforming to the following requirements:

1. A summary containing information about the type of course to be accredited and an abstract of the information contained in the submission.
2. A section entitled 'Conformity of the course to the ICEB accreditation framework', which will show how the course conforms to the accreditation framework given below. The information supplied may be supplemented by annexes that expand on the information supplied. The information should show that the course conforms to each part of the following accreditation framework:
 - a. A list of the subjects to be covered in the course, along with information on the course notes or books provided. The students must be issued with, or have access to relevant, and up-to-date notes, or text books. These should be based on the ISO cleanroom technology standards. These are best issued to the student before the course, so that the candidates may be familiar with the information contained within them, and perform better in the exam. A description of the content of the notes or text books should be given in the accreditation submission; this information may be the same as the 'list of subjects covered in the course'.

- b. An example of an application form issued to the candidates for entry into the course. It is expected that this will establish the following minimum requirements:
- The student's educational qualifications
 - The student's position in their company, and their experience and knowledge in the subject(s) to be studied in the course.
 - The required level of experience required for entry into the course. This will vary according to the type of course.
 - If required, an agreement signed by the student to be attentive and studious during all teaching periods, to study efficiently, and to accept the outcome of any exam appeals procedure,
- c. Information should be supplied on the competency of those involved in the teaching of the course. It is the responsibility of the national cleanroom society who runs the course to accredit the trainer/lecturers. Trainers/lecturers should be used that have little or no commercial interest in teaching i.e. they should not promote sales or services they are involved in. Trainers/lecturers must have the following educational qualifications:
- Certificate of graduation from a University or Institute of Further Education, or,
 - Master Craftsman in a technical field, or,
 - Person acting in a managerial capacity with greater than 10 years' experience in Cleanroom Technology, or,
 - In the case of the Basic Cleanroom course, a person who has passed the Advanced Course in Cleanroom Technology.
 - In addition, the person must have a minimum of 5 years' experience in Cleanroom Technology.
- d. An example of the written examination paper(s) and, where relevant, information on the practical exam or, assessment of candidate's ability to carry out relevant tasks.
- e. Information on a quality assurance system for the exam procedure. This should demonstrate the following:
- the setting of clear and unambiguous exam questions,
 - suitable exam marking practices,
 - secure examination supervision to ensure that there can be no cheating, and that the environment of the examination room is appropriate,
 - an examination board (this can be drawn from the Advisory Board) to oversee the examination procedure and appeals procedure,
 - an appeals procedure for students who are unsatisfied with the examination result.
- f. Information about the Advisory Board, its membership, and function. It expected that the Advisory Board will meet at least once a year and will function to ensure a continuing high standard, and review the information contained in the course notes or books, the teaching standards, and the examinations.
- g. Information about the time the certification will last e.g. a given number of years, or forever. Also, what method would be employed to recertify a person, where required, e.g. resit the exam, or by means of their continued professional development.
- h. What information about the certified person will be placed on the ICEB web site in order to provide public traceability e.g. an address of person or their company, and a photograph or not.