



ASSOCIATION CONNECTING
ELECTRONICS INDUSTRIES®

IPC PROFESSIONAL TRAINING AND CERTIFICATION POLICIES AND PROCEDURES v1.2

1 Goals

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

- a. provide a standardized set of industry developed, recognized, approved and traceable training programs to enhance understanding and appropriate application of criteria in the standard.
- b. provide an understanding of accept/reject criteria to enhance an individual's motivation and ability to consistently and correctly apply the technical discrimination criteria.
- c. teach methods and processes to improve an individual's skills and ability to achieve acceptable workmanship.
- d. teach methods and techniques how to use, navigate, locate and to apply the criteria contained in a document to the appropriate class or classes of production.

2 Overview of IPC Training and Certification Programs

2.0.1 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, OEMs, EMS and IMS companies, and are used worldwide. Participation in any IPC training and certification program is voluntary. Membership in IPC is not required for use of any IPC Training and Certification Program. Training consistency and program integrity is maintained by establishing certification criteria and control on all levels of the program (through industry consensus) and this requires the use of specific instructor guides, training visuals/slides, student training material kits, test/measurement material and any other material that may be required by a specific training program.

2.0.2 There are two tiers to the Certification programs:

- a. Certified Master IPC Trainers (MIT) meeting specific background and training requirements provide training and certification to Certified IPC Trainers (CIT) on a standard. Specific content of the curriculum is determined by the Technical Training Committee, see clause 4.3. ("Certified IPC Trainers" includes individuals previously identified as Instructor/Inspector and Registered or Class A Instructors; these terms are no longer used.)
- b. Certified IPC Trainers provide Application Specialist (previously called operator/worker proficiency) training and certification to managers and supervisors, inspectors/quality program administrators, operators and any other individuals that need a consistent understanding of the criteria. In some programs, this level of training is modular. If so, the Technical Training Committee may define specific modules that are mandatory for everyone; the remaining modules are optional with training provided only as needed to support appropriate technology segments required by an individual.

2.0.3 The period of certification for Master IPC Trainer, Certified IPC Trainer and Certified IPC Specialist expires after two (2) years. Certification is valid through the last day of the month, regardless of the day of the month the certification was granted.

2.0.4 Challenge testing is an option for Certified IPC Trainer or Certified IPC Specialist certification, see clause 6.

2.0.5 Certification is a personal and portable credential—it is granted to the individual who successfully completes the training and not to the employing company. Certification conferred upon an individual is the property of that certified person and is retained (portable) even when changing employment.

2.0.6 This Policy and Procedures Document is applicable to IPC's Professional Training and Certification Programs, including Discrimination Skills (such as IPC-A-600, IPC-A-610 and IPC/WHMA-A-620) and Workmanship Skills (such as IPC/EIA J-STD-001 and IPC-7711/7721) training programs.

3 Obligations of participants

3.1 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 or an individual's certification.

3.2 The industry-approved curriculum 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 any curriculum content except as authorized in writing by IPC Director of Certification.

3.3 Certified IPC Trainers must be periodically recertified by a Certified Master IPC Trainer in order to retain certification. The purpose of recertification training is to ensure continuing trainer competence by reinforcing material taught in the original course and to update Certified IPC Trainers on corrections, amendments and additions to the Standard and the specific training and certification program. Certified IPC Specialist recertification may be provided by any Master IPC Trainer or Certified IPC Trainer. Recertification of Certified IPC Trainers or Certified IPC Specialists may be accomplished by attending certification or recertification training or through challenge testing.

3.4 If personal scheduling problems will delay timely recertification, IPC may grant an extension of up to ninety (90) days to a Certified IPC Trainer, allowing them an additional ninety (90) days in which to be recertified. This certification extension offers a grace period during which Trainers can still purchase training materials and conduct application specialist training. Certified IPC Trainers are authorized to grant, at their discretion and in accordance with ISO or other certification guidelines and restrictions that may be in place at a company, a single extension of up to ninety (90) days to Certified IPC Specialist. Such extensions should be noted on the certification document.

3.5 Recertification that is accomplished in a ninety (90) day window before OR 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 90-day (maximum) extension of certification add on to the two-year cycle. When recertification is accomplished more than 90 days before or after the existing expiration, new two-year expirations will be established from the actual month of recertification. Contact IPC's director of certification if special exceptions are requested.

3.6 All rights and permissions afforded to Certified IPC Trainers and Certified IPC Specialist are cancelled when the individual no longer meets certification requirements (expiration or administratively cancelled).

3.7 The individual programs have established time periods for completing written tests and workmanship skills demonstrations. Every effort should be made to adhere to the testing schedules. Each written test 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. If extenuating circumstances warrant, reasonable additional time may be authorized at the discretion of the proctoring trainer; questions or concerns should be directed to IPC director of certification. The time to complete any portion of the workmanship skills measurement exams during challenge or retesting 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.

3.8 Skills measurement through written and demonstration of capabilities and understanding are part of the learning process. All workmanship skills demonstration projects and written examinations for both classroom and challenge testing will be proctored by a currently certified Master IPC Trainer or Certified IPC Trainer for that program. Immediately on completion of a written exam the instructor is required to review only the correct answers to missed questions to reinforce the correct criteria. Wrong answers should not be reviewed as discussion of incorrect criteria can create confusion. Instructors should monitor workmanship practices during practice and graded projects to correct bad habits and reinforce good habits. Technical instruction is not required to be provided to individuals choosing to take the challenge option in lieu of classroom training. The instructor should provide information concerning test administration, explanation of terms, facility resources (shelter and evacuation procedures, etc.).

3.9 Program administrators including but not limited to Master IPC Trainers or Certified IPC Trainers must exercise due care in safeguarding access or loss of any written tests, answer keys or similar material so integrity of the certification programs is not compromised. Any lost or compromised material must be reported to IPC director of certification as soon as possible after discovery.

3.10 Questions regarding the program policies, procedures and application or requests for extension of Trainer certification should be directed to IPC's director of certification, preferably by email to certification@ipc.org.

4 Training and Certification Team Members

4.1 IPC Director of Certification The director of certification is an IPC staff member responsible for providing support to the training and certification programs by facilitating development meetings, reproducing and distributing training material, and tracking Certified IPC Trainers. The director of certification provides policy interpretation and problem resolution related to program administration. Only the IPC director of certification (or his/her agent) is authorized to grant extensions to the certification time of Certified IPC Trainers as defined in this policy and procedures document.

4.2 IPC Training and Certification Policy Advisory Committee

4.2.1 The role of the IPC Training and Certification Policy Advisory Committee, comprised of representatives from large and small industry user companies and training providers, is to represent the interests of various types of IPC Training and Certification program users by advising the IPC director of certification on program implementation and improvements.

4.2.2 This committee will provide resolution recommendations to IPC's President if a user of an IPC Training and Certification Program appeals a program policy or administrative decision.

4.2.3 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.

4.3 IPC Technical Training 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. The committee is responsible for defining the technical content specific to that training program and to ensure accuracy in instructional materials used in the program. This committee will submit its findings to the IPC director of certification. When appropriate (policy issues), recommendations/requests will be made available to the Training and Certification Policy Advisory Committee.

4.4 IPC Authorized Training Centers

4.4.1 IPC licensed training centers are identified by the title "IPC Authorized Training Center." Authorized training centers will operate such a Site pursuant to the terms and conditions of the License and this Policies and Procedures Document.

4.4.2 Each Training Center will have unlimited ability to hold training for Certified IPC Trainers and Certified IPC Specialists, within the guidelines established by this Policy and Procedures Document, the Technical Training Committee and the terms of the Certification Center License. They have total responsibility for administration and execution of their training classes.

4.4.3 The Training Centers and/or Certified IPC Trainers shall determine their own schedules and tuition fees for conducting IPC Training and Certification sessions, so long as they uphold the standards and quality of the program.

4.4.4 To ensure the personal attention required by the training, Discrimination Skills training sessions shall be limited to fifteen (15) students per trainer for initial certification and Workmanship Skills training sessions shall be limited to twelve (12) students per trainer for initial certification.

4.4.5 A limited number of copies of course material (instructor guides, training visuals and written tests) for training Certified IPC Trainers are made available for use by Master IPC Trainers at Authorized Training Centers. This material shall not be copied or otherwise reproduced/duplicated in any manner and remains the property of IPC. This material must be surrendered to IPC if a training center license is cancelled by either party or if the Master IPC Trainer certification is no longer valid for any reason; e.g. expired more than ninety (90) days or if the individual that was the Master IPC Trainer leaves that Authorized Training Center, see 4.5.1.

4.5 Master IPC Trainers (MIT)

4.5.1 Only employees of IPC authorized (licensed) training centers can be Master IPC Trainers. Master IPC Trainers receive their certification from the IPC director of certification. They are authorized and empowered by IPC to conduct training and grant IPC certification and recertification to Certified IPC Trainers. Master IPC Trainers are authorized to conduct Application Specialist training. Master IPC Trainers may conduct IPC training for any organization that desires such training within the constraints and in accordance with the policies and procedures defined herein.

4.5.2 Master IPC Trainers must maintain current certification as a Certified IPC Trainer. This includes, as a minimum, passing written examination(s) and, as appropriate to the program, acceptable completion of specific workmanship skill demonstrations. Additional requirements, unique to a specific training program, may need to be satisfied to qualify for Master IPC Trainer certification. If these are determined to be necessary, they will be defined in the curriculum by that program's Technical Training Committee. Master IPC Trainer certification periods and expiration dates are concurrent with their Certified IPC Trainer certification.

4.5.3 Master IPC Trainers provide the first level of technical and administrative support to Certified IPC Trainers and Certified IPC Specialist they have trained. This includes assistance with understanding of program policies and procedures and criteria of the standard(s).

To assure currency of program policies and technical requirements, Master IPC Trainers are strongly encouraged to participate in activities of the technical training committee(s) and the standard development committee(s). The minimum recommended level of participation is to review and provide comment on training outlines and issues circulated (via hardcopy and/or internet) to the technical training committee, and by review and commenting on document revisions through the standards development committee. Periodic attendance at committee meetings is encouraged but not required.

4.5.4 Certified IPC Trainer training material is provided to Master IPC Trainers by IPC. This material remains the property of IPC and must be surrendered when the Master IPC Trainer is no longer certified or authorized to conduct Certified IPC Trainer training, see 4.4.5.

4.5.5 Master IPC Trainers whose Certified IPC Trainers certifications have expired are not authorized by IPC to conduct IPC training or purchase IPC training materials until they are recertified.

4.5.6 Master IPC Trainers are granted and encouraged to use the MIT (Master IPC Trainer) designation on letterhead, business cards, and all forms of address. Appropriate use is all UPPER CASE with no periods or spaces.

4.6 Certified IPC Trainers (CIT)

4.6.1 Master Trainers at authorized training centers will train, test, and certify a cadre of highly qualified individuals to serve as Certified IPC Trainers. Certified IPC Trainers may be employees of companies that train only within their parent company; they may be faculty members of education and training institutions, such as community colleges that train a variety of current and future workers; or they may be independent consultants who work with a variety of companies. Certified IPC Trainers may conduct Application Specialist training for any organization that desires such training within the constraints and in accordance with the policies and procedures defined herein.

4.6.2 Certified IPC Trainers are authorized to grant certification credentials to Certified IPC Specialists that successfully complete the required program training and/or pass the minimum skills measurement criteria set by each program. This will include, as a minimum, passing written examination(s) and, as defined in the program, may require acceptable completion of specific workmanship demonstrations.

4.6.3 Certified IPC Trainers may schedule Application Specialist training classes based on the needs of the sponsoring company or companies, or the level of interest among individual current or future workers. The goal of these programs is to make Application Specialist training widely available.

4.6.4 Certified IPC Trainers whose certifications have expired are not authorized by IPC to conduct Application Specialist training or purchase Application Specialist training materials until they have recertified.

4.6.5 To ensure the personal attention required by the training, Discrimination Skills training sessions shall be limited to fifteen (15) students per trainer and Workmanship Skills training sessions shall be limited to twelve (12) students per trainer.

4.6.6 Certified IPC Trainers are granted and encouraged to use the CIT designation on letterhead, business cards, and all forms of address. Appropriate use is all UPPER CASE LETTERS with no periods or spaces.

4.7 Certified IPC Specialist (CIS)

4.7.1 Certified IPC Specialist training programs will train, test and certify in the correct application of the criteria for all product classes. Certification is granted by a Certified IPC Trainer. Application Specialist training is appropriate for managers and supervisors, inspectors/quality program administrators, operators and any other individual (such as technology students) that will benefit by having a consistent understanding of the criteria in a standard. In some programs, this level of training is modular. If so, the Technical Training Committee for that standard may define some module(s) to be mandatory for everyone, and the balance optional only as needed to support appropriate technology segments required by an individual.

4.7.2 For modular training, the certificate will include endorsement blocks for each module of instruction. The Certified IPC Trainer will initial and add the date for each module that is successfully completed. Modules defined by a specific program as prerequisite (mandatory) training must be satisfactorily completed before certification to optional modules can be granted. The certification expiration date established by the mandatory modules will be applicable to all optional modules, regardless of when the optional module certification was granted.

4.7.3 Certified IPC Specialists are granted and encouraged to use the CIS (Certified IPC Specialist) designation on letterhead, business cards, and all forms of address. Appropriate use is all UPPER CASE LETTERS with no periods or spaces.

5 Program Materials

5.1 A number of materials are required for this program in addition to the published Standards. Except as specifically authorized, only original copies of the Standards, Instructor Guides, Training Visual (CDs or 35 mm slides), Student Training Materials, Written Examination Booklets and Official IPC Serialized Certificates Of Completion 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, e.g. student training materials (previously called student handbooks).**

5.2 Program materials are published and distributed by IPC to IPC Authorized (Licensed) Training Sites with Master Trainers and/or to Certified IPC Trainers, depending on the item; see 4.4.5. Training material for any program may only be purchased for use by a currently certified trainer in that program. Workmanship skills demonstration materials (PCB and component kits) that meet the practice and skills measurement requirements are available from IPC but may be procured from other sources.

5.3 Master Trainers (or the companies they represent) must purchase and provide Certified IPC Trainers with training materials to support the training they conduct. This material must be purchased from IPC and will only be sold to Master Trainers and the companies they represent. Certified IPC Trainers (or the companies they represent) must use Application Specialist Training Materials to support the training they conduct. Certificates must be purchased from IPC and will only be sold to Certified IPC Trainers and the companies they represent.

5.4 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.

5.5 Each candidate who enrolls in Certified IPC Trainer training will receive one (1) copy of the applicable Standard and an original copy of the Certified IPC Trainer Student Training Material Kit for use in the course.

5.6 Before leaving the training site, successful candidates in the trainer training program will receive an Instructor Guide, Training Visuals on CD-ROM, Written Tests, and reproducible copies in either hard copy or electronic format of forms and reports required for conducting Application Specialist training. These materials must be used when conducting training that will lead to IPC certification. 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 director of certification on a case basis.

5.7 Each Application Specialist training attendee will be provided with Application Specialist student training materials for use during the training class. Each training attendee shall have an original copy of the applicable Standard for use during the training. The Standards may be reused from class to class but each trainee is required to have their own student training materials (for review quizzes, project sheets and retention of notes taken during class). Unless otherwise noted on the material, written permission is required from IPC for local reproduction.

5.8 Material developed for use in IPC Training and Certification Programs is protected by copyright and may only be provided to attendees of certification training or certification challenge testing who satisfactorily complete the course examination criteria. Material developed for use in IPC Training and Certification Programs may not be resold or otherwise distributed.

6 Challenge Tests and Re-Tests

6.1 Certified IPC Trainer Challenge Tests

6.1.1 Discrimination Skills Challenge testing, when qualified per 6.1.2.1 and if proctored by an IPC Master Trainer, may be acceptable for initial certification and subsequent recertification. Except as noted in the prequalification requirements of 6.1.2.2, workmanship Skills Challenge testing is not acceptable for initial certification but is acceptable for recertification when proctored by an IPC Master Trainer.

6.1.2 If required by law, an authorized training center must provide opportunity for any individual meeting the prequalification requirements to take a "challenge test" for Certification as a Certified IPC Trainer without taking the training course. Contact IPC's Director of Certification if additional information is required. A "challenge test" will involve the applicant satisfactorily completing the same Certified IPC Trainer examinations and skills demonstration(s) as is required of those taking the classroom course. Any challenger who successfully passes the written and workmanship skills demonstration examinations will be certified as a Certified IPC Trainer.

6.1.2.1 Discrimination Skills Certified IPC Trainer candidates shall meet at least one of the following:

1. Be currently or have previously been certified as a trainer in any (discrimination or workmanship skills) IPC training and certification program.
2. Provide documentation to the Authorized Training Center administering the exam of at least one year experience instructing a formal training program (not on-the-job training) in a program similar to the challenge topic (manufacturing and/or inspecting PCBs, electronic assemblies; cable/wire harness assemblies, related technologies).

6.1.2.2 Workmanship Skills Certified IPC Trainer candidates shall meet at least one of the following:

1. Are currently or have previously been certified as a trainer in an IPC workmanship skills training and certification program.
2. Provide documentation to the Authorized Training Center administering the exam of at least one year experience instructing a formal hands-on training program (not on-the-job training) in a program similar to the challenge topic (rework and repair, general hand soldering; related technologies).

The Technical Training Committee for any program may establish additional prequalification requirements specific to that program.

6.1.3 Individuals wishing to take a challenge test may purchase a copy of the appropriate Standard and the Certified IPC Trainer course handouts from IPC or from an authorized training center or, for Certified IPC Specialists, from Certified IPC Trainer.

6.1.4 Certified IPC Specialist instructional materials shall be provided by the training center to each Certified IPC Trainer candidate who passes a challenge test. Exceptions may be authorized by request to IPC's director of certification.

6.1.5 Certification Centers may charge fees for the cost of administering a challenge test and for providing Application Specialist training materials to attendees that successfully complete all required examinations. The fee for administering a challenge test, to be set by each Certification Center, shall not be set at a level that will, or is intended to, discourage applicants from taking a challenge test.

6.2 Certified IPC Trainer Retesting

6.2.1 Each Certification Center must permit any individual who completes the Certified IPC Trainer course but fails to pass the Certification Examination(s) at the completion of the course, on request of such an individual, to attempt a retest of the Certification Examination(s) if completed within ninety (90) days following the original testing. A retest will be administered no sooner than thirty days after the date of the initial test except as otherwise authorized by the IPC Director of Professional Development. No Certification Center is required to permit any individual to take more than a single retest in the ninety (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.

6.2.2 An individual who fails a Challenge Test shall be permitted, upon request, to take a retest of the Examination(s) if completed with ninety (90) days following the original testing. Any challenge retest will be administered no sooner than thirty days nor more than ninety (90) days after the date of the initial challenge test except as otherwise authorized by the IPC Director of Professional Development. No Certification Center is required to permit any individual to take a challenge test more than once in the ninety (90) day retest period.

6.2.3 Certification Centers may charge fees for the cost of administering a retest and for providing Application Specialist training materials to Trainer candidates that successfully complete all required examinations. The fee for administering a retest, to be set by each Certification Center, shall not be set at a level that will, or is intended to, discourage applicants from taking a retest.

6.2.4 An individual who fails the Certification Examination and/or a retest will not receive the instructional materials used by Certified IPC Trainers.

6.3 Certified IPC Specialist Challenge Tests

6.3.1 Challenge testing, when proctored by an IPC Trainer, is acceptable for Discrimination and Workmanship Skills initial certification and subsequent recertification.

6.3.2 Any individual shall be permitted to take a "challenge test" without taking the training course. A "challenge test" will involve the applicant completing the same skills measurement examinations as is required of those taking the course. Any challenger successfully passing the required written and performance examinations will be certified and will enjoy the same benefits and privileges as all other Certified IPC Specialists that have successfully completed the same training modules.

6.3.3 Individuals wishing to prepare for a challenge test may purchase a copy of the appropriate Standard and the Application Specialist student handbook/training materials from IPC, from an IPC authorized training center or from a Certified IPC Trainer in that program.

6.3.4 Certification Centers and Certified IPC Trainers may charge a fee for the cost of administering a challenge test. This fee, to be set by each Certification Center or Trainer, shall not be set at a level which will, or is intended to, discourage qualified applicants from taking a challenge test. No Certification Center or Trainer is required to permit any individual to take a challenge test more than once in any twelve-month period.

6.4 Certified IPC Specialist Retesting

6.4.1 Any individual who completes the Application Specialist training 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 sooner than 24 hours nor more than ninety (90) days following the original testing, except as authorized in writing by IPC's director of certification. At the discretion of the Certified IPC Trainer, retesting may be limited to only the specific written examination or workmanship projects that were previously failed. Examples: On a module by module basis, 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 to a turret terminal satisfactorily.

6.4.2 Certification Centers or Certified IPC Trainers may charge a fee for the cost of administering a retest. This fee, to be set by each Certification Center or Certified IPC Trainer, shall not be set at a level which will, or is intended to, discourage individuals from taking a retest. No Certification Center or Certified IPC Trainer is required to permit any individual to take more than a single retest in the ninety (90) day retest period.

7 Distance Learning

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

7.1 Discrimination Skills Distance Learning (IPC-A-600; IPC-A-610; IPC/WHMA-A-620)

7.1.1 Interactive Distance Learning for Trainers (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. No other type of distance learning training is authorized for Certified IPC Trainers.

7.1.2 Interactive Distance Learning for Certified IPC Specialists (video conferencing or training conducted over the internet with a live trainer) is acceptable for initial certification and subsequent recertification. No other type of distance learning training is authorized.

7.2 Workmanship Skills Distance Learning (J-STD-001; Rework, Repair & Modification to IPC-7711/7721)

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

8 Forms and Documentation Requirements

8.0.1 A training report form shall be completed and submitted to IPC on completion of each training session or challenge certification/recertification class. (The same report forms are required for classroom training and challenge certification.) Every effort should be made to submit these reports as email attachments within two weeks. Whenever possible, electronic reporting is requested. The completed report forms are to be sent as email attachments to: certification@ipc.org. In addition, a “missed question report” shall be completed and forwarded to IPC when separately required for specific program.

8.0.2 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, but comments significant to the curriculum should be transcribed to the appropriate fields on the Training Report. They will help IPC and the technical training committees manage the course content to assure it is meeting user needs.

8.0.3 Forms such as training report forms, student critique forms, and examination answer sheets that are not a part of the student training material kit may be printed or copied by the users (that is, they do not have to be purchased each time from IPC). Templates of the required electronic report forms and instructions for completing the forms will be available for download from the IPC website and will be provided to all IPC Approved Training Centers and all Certified IPC Trainers.

8.0.4 Written examination answer sheets, workmanship grading sheets and student critique 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 and be available for review on request by the IPC Training and Certification Policy Advisory Committee.

8.0.5 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.

9 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 director of certification. The appeal will be provided to the IPC Training and Certification Policy Advisory Committee for review. This committee will provide resolution recommendations to IPC’s President. Such appeal must be submitted in writing within 15 days of the aggrieved action. The recommendation(s) of the Committee shall be issued to IPC’s President within ten days of receipt of the final submissions of the parties. The decision by IPC’s President will be issued within five days and will be final.