Training
Recognition
Service

Unprecedented networking opportunities
A unique learning experience
An interactive classroom that’s open all hours

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www.icc.academy
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THE INTERNATIONAL CHAMBER OF COMMERCE

is the world’s largest business organization with a network of over 6.5 million members in more than 130 countries. We work to promote international trade, responsible business conduct and a global approach to regulation through a unique mix of advocacy and standard setting activities— together with market-leading dispute resolution services. Our members include many of the world’s largest companies, SMEs, business associations and local chambers of commerce.

We are the world business organization.

A WORLD OF INFLUENCE
GLOBAL BUSINESS ADVOCACY

A unique network with the power to influence policy in more than 130 countries

ICC INTERNATIONAL COURT OF ARBITRATION
THE WORLD’S LEADING ARBITRATION INSTITUTION

Over 21,000 disputes ADMINISTERED SINCE 1923...
IN VOLVING PARTIES FROM SOME 150 countries and territories

ICC RULES AND STANDARDS
SETTING GLOBAL RULES FOR GLOBAL BUSINESS

BANKING RULES THAT FACILITATE THE FINANCING OF AROUND 30% of world trade

INTERNATIONALLY RECOGNIZED COMMERCIAL TERMS AND TOOLS to make it easier to trade across borders

STANDARDS TO PROMOTE responsible and ethical business conduct worldwide

ICC ACADEMY
RIGOROUS AND RELEVANT BUSINESS EDUCATION

Unprecedented networking opportunities
A unique learning experience
An interactive classroom that’s open all hours
Goals and Mission: The ICC Academy

The unique value proposition of the ICC Academy is based on the premise that ICC is recognized as an industry authority, a source of expertise, and by extension, a credible provider of specialized education. The mission of the ICC Academy is to enhance the knowledge and expertise of practitioners across a wide range of business sectors, to champion and enable continuous learning opportunities, and to promote the highest standards of professional competency and ethical conduct.

The ICC Academy promotes the highest global standards of excellence in professional education – providing a wide range of certification programs that are recognized worldwide. In line with ICC’s mission to promote international trade and investment, the ICC Academy equips professionals with the skills required to address today’s business challenges.

Summary of ICC Academy Key Objectives:

- To leverage ICC excellence in standard-setting and policy-making to become a respected source of educational solutions for the industry.
- To be seen as a unique, premier and comprehensive training and education provider for professionals across the trade finance industry.
- To create an environment conducive to research and development, as well as thought leadership.

Training Recognition Service

The ICC Academy offers a training recognition service that enables students to receive Professional Development Credits (PDCs) towards ICC Academy certifications by attending ICC-accredited trainings from ICC itself, as well as from partner organizations. Under the term “training”, we collectively refer to workshops, seminars, conferences, Massive Open Online Courses (MOOCs) and other events that have a learning objective and deliver expertise, relating to ICC Academy certifications.

The main purpose of training recognition is to encourage ICC Academy Members to diversify their learning experience. We also want to give due recognition to the many existing events organized by our national committees and tertiary partners in order to bring them closer to our own Membership base.

Training recognition does not indicate Academy endorsement of an institution and it always refers to specific training courses and programmes. The Training Recognition Service is for training providers that believe they have an activity eligible for PDCs.

Approved trainings will be listed on the ICC Academy recognized training registry, along with a set number of PDCs. Providers are able to use the ICC Academy logo and a supporting statement in their course marketing material, which is subject to the terms of a restricted license agreement to be signed with ICC Academy (See Annex 2).

By using this training recognition service, ICC national committees, partner organizations and training providers will be able to offer their members and customers an opportunity to earn PDCs counting as ICC Academy credits for elective courses and for recertification. However, PDCs do not substitute for core courses.
### Application Process

Applications must be made by completing the application form in Annex 1, providing the requested supporting documents and paying the appropriate fee.

Documents must be sent with the application form at least 30 days prior to the event and must include:

- A detailed agenda or course syllabus;
- Faculty / instructor biographies;
- A copy of the course / programme participant evaluation form; and
- Application fee

The training must relate to subjects directly relevant to members of the ICC Academy or have current professional and practical content. The speakers/presenters must have significant professional or academic experience in their field of expertise.

Additionally, the attendance list must be shared with the ICC Academy after the training to ensure that PDCs are awarded to each individual and recorded in the online LMS system. (Please note that all user information will be used exclusively for accreditation purposes in the LMS system, and not for promotional purposes.)

Such materials and documents will be assessed and considered by our Academic Committee for the award of PDCs. The process should take approximately 2-3 weeks.

### How do PDCs relate to ICC Academy certificates?

Every Member of the ICC Academy must secure a certain number of credits in order to acquire any of our certifications. For instance, the Global Trade Certificate is obtained as follows:

<table>
<thead>
<tr>
<th>90 total credits required</th>
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</thead>
<tbody>
<tr>
<td><strong>The 6 core courses</strong></td>
</tr>
<tr>
<td>1. Introduction to Trade Finance</td>
</tr>
<tr>
<td>2. Introduction to Documentary Credits</td>
</tr>
<tr>
<td>3. Introduction to Collections</td>
</tr>
<tr>
<td>4. Introduction to Guarantees or Standbys</td>
</tr>
<tr>
<td>5. Introduction to Receivables Finance</td>
</tr>
<tr>
<td>6. Introduction to Distributor/Buyer Finance</td>
</tr>
<tr>
<td>10 credits each = 60 total</td>
</tr>
</tbody>
</table>

Once the ICC Academy certification is acquired, a total of 30 ICC Academy credits or PDCs is needed every 24 months to maintain the credentials (i.e. to continue to say you are “GTC accredited”).

Therefore, renewal of ICC Academy certifications can be earned by:

- Successfully completing ICC Academy online courses, or
- Attending trainings recognized by the ICC Academy (and earning a sufficient number of PDCs)
Award of PDCs

The number of PDCs to be awarded (ranging from 1 to 15) depends on the level of content and the number of training hours available to the individual. Please note that no more than 15 PDCs can be given for each training.

Our assessment of your PDC provision will consider the following for each activity:

1. The subject and content of the training, such as the learning objective covered, an overview of the subject to be studied, or an agenda for the course / programme.

2. Method of delivery, such as a seminar, workshop, MOOC, or webinar, etc.

3. Learning validation, such as tests, exams, online testing, reflective statements during, at the end or throughout the training, interactive workbooks, case studies, etc.

**DISCLAIMER:** The ICC Academy has absolute and final discretion in its consideration and assessment in relation to the recognition of any training.

Use of ICC Academy “Accredited” Logo

Once a training is officially recognized by the ICC Academy, the partner organization will receive the confirmation in writing and be provided with the logo and branding material to be used on promotional material.

It should be noted that service providers and partner organizations cannot use ICC Academy branding and intellectual property material unless it is specifically authorized in writing.
Price

Fees per training are: US$250.

The payment methods are:

**Bank Transfer Payment:**

If you wish to submit payment by bank transfer, please use the details below:

Beneficiary: ICC Academy Private Ltd.
Account: 260-149521-178
Bank: HSBC, 21 Collyer Quay, HSBC Building Level 1, Singapore 049320
Bank Code: 7232
Swift Code: HSBCSGSG

**Credit/Debit Card Payment:**

If you wish to submit payment by card credit or debit card, the following are accepted:

American Express / Euro/Master Card / Visa

Number ____________________________________________

Expiry date _________________________________________

Cardholder name __________________________________

Three Digit Security number __________________________

(last three digits on the signature strip)

Contact Information

Thomas Paris
Head of Production
ICC Academy

32 Maxwell Road #03-05
Singapore 069115
Telephone: +65 6805 9451
Email: thomas.paris@icc.academy
Website: http://icc.academy/
### Annex 1: Application Form

**Training Recognition – ICC Academy**

#### Basic Information

<table>
<thead>
<tr>
<th>Organization</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Event name</td>
<td></td>
</tr>
<tr>
<td>Location(s)</td>
<td></td>
</tr>
<tr>
<td>Event dates</td>
<td></td>
</tr>
</tbody>
</table>

ICC national committee? Yes ☐ Annual event? Yes ☐

Type of event (Circle one): Training/Workshop / Conference / Webinar / Networking Event

#### Description (100 words max, English)


#### Contact Information

<table>
<thead>
<tr>
<th>First name</th>
<th>Last name</th>
<th>Job title</th>
<th>Email</th>
<th>Phone #</th>
<th>City and country</th>
</tr>
</thead>
</table>

I hereby acknowledge that all of the above information is correct and up to date: Yes ☐

Please email this form to Thomas Paris: thomas.paris@icc.academy

The following documents should also be attached:

- A detailed agenda or course syllabus;
- Faculty / instructor biographies; and,
- A copy of the course / programme participant evaluation form

**For any questions, contact:**

Thomas PARIS  
Head of Production, ICC Academy HQ (Singapore)  
thomas.paris@icc.academy / Telephone: +65 6805 9451
Annex 2: Limited License Agreement

This Agreement is made on ____________.

Between

(1) ICC Academy; and

(2) ____________ (the “Provider”)

(each a “Party” and collectively, the “Parties”).

Whereas upon the Provider’s application, ICC Academy grants the Provider a non-exclusive, non-transferable and revocable license to use its recognition logo (the “Logo”) and recognition statement, “This is a training recognized by ICC Academy” (the “Statement”), in course marketing materials in accordance with the terms and conditions set out below.

Now it is hereby agreed as follows:-

1. Definitions and interpretations

“Agreement” means this agreement;

“Application Form” means the form and its appended document submitted by the Provider to ICC Academy for training recognition; and

“Products” means the Logo and the Statement, as amended and notified to the Provider from time to time.

2. Terms and Conditions

2.1 This Agreement becomes effective as of the date hereof and shall continue in force until (a) the expiration of the approval for the training recognition (which shall be no later than 12 months from the date hereof or such later date subject to reapplication by the Provider) or (b) as otherwise terminated in this Agreement, whichever is the earlier.

2.2 The Provider acknowledges that (a) ICC Academy remains the sole owner of the Products and any goodwill attached thereto and (b) no title to the Products shall pass hereunder or through the Provider, and only the rights expressly granted in or pursuant to this Agreement are provided to the Provider.

2.3 ICC Academy may terminate this Agreement at any time, with or without cause, upon written notice to the Provider. Upon the termination of this Agreement, the Provider shall promptly discontinue every use of the Products and any language stating or suggesting that the Provider is a representative of ICC Academy or any word of term resembling such names, marks, logos, identities or styles which, in the opinion of ICC Academy, would be likely to cause confusion or deception.

2.4 The Provider shall not use and shall not permit or cause the use of, the Products except in the manner and to the extent specifically licensed to the Provider by this Agreement. In particular, the Provider shall not use and shall not permit or cause the use of, the Logo for any programme or services other than that named in its Application Form, as approved by ICC Academy.

2.5 The Provider agrees to display the Products in accordance with the brand guidelines provided by ICC Academy, as amended and notified to the Provider from time to time.

2.6 The Provider agrees not to alter the Statement, “This is a training recognized by ICC Academy”, in any way unless directly instructed to do so by ICC Academy.

2.7 The Provider agrees that the Logo shall not be positioned or sized in a way that distorts the true dimensions of the Logo.
2.8 The Provider agrees that it shall seek prior final approval [of ICC Academy] of all wording in advance of publication wherein any of the Products are used.

2.9 The Provider agrees that it shall not do anything which it ought reasonably to know may adversely affect the goodwill associated with ICC Academy and the Products.

2.10 The Provider shall not assign or transfer any rights or obligations under this Agreement without ICC Academy’s prior written consent.

2.11 If any provision of this Agreement or part thereof is rendered void, illegal or unenforceable by any legislation to which it is subject, it shall be rendered void, illegal or unenforceable to that extent and no further.

2.12 This Agreement embodies all the terms and conditions agreed upon amongst the Parties hereto as to the subject matter of this Agreement and supersedes and cancels in all respects all previous agreements and undertakings, amongst the Parties hereto with respect to the subject matter hereof whether such be written or oral.

2.13 This Agreement shall be governed by, and construed in accordance with, the laws of [Singapore] and the parties hereto submit to the non-exclusive jurisdiction of the [Singapore] courts.

Signed by

_____________________________
[Name of Signee]
[Designation of Signee]
for and on behalf of
[Provider Name]
ICC Academy Training
Recognition Service

Guiding principles for building a successful value client relationship

www.icc.academy