**Are you training or thinking of registering your organization to become an ICAZ Training Office in the near future or do you have Articled Clerks who are under your training?**

If your answer is YES, then you need to be a holder of an ICAZ Assessor’s Certificate. This is the certificate given to Qualified members of ICAZ to enable them to train students under the new training programme. It is a requirement for all Accredited Training Offices to have Registered Assessors who are in charge of the training programme. A training office stands to lose its accreditation if it does not meet this minimum condition. We urge all those who are not yet registered to undergo this important 2-Day course which also attracts 12 hours worth of CPD. kindly contact the registry@icaz.org.zw for more information with regards to training dates.

**Information on how to become an Accredited Training Office of ICAZ**

The prospective training office should have at least one individual who is a member of ICAZ {CA(Z), AA(Z) or PSPA(Z) who is in good standing with the institute. Completion of the accreditation application documents which include the TR01 application form and the generic training manual should be done and registration documents are submitted to registry@icaz.org.zw . The prospective training officer should be a certified assessor of ICAZ, if not they will need to attend the next assessor training session to be facilitated by ICAZ and ensure they attain their certification to train students under the ICAZ training programme.

**De-accreditation**

**Possible grounds for de-accreditation:**

* Achievement of an overall poor rating of “4” in two successive re-accreditation visits;
* Failure to participate in re-accreditation activities (refusal or failure to confirm/receive visits);
* Failure to comply with the ICAZ training regulations; and
* Failure to pay training office and training contract-related fees.

All de-accreditation decisions are taken by the Accreditation and Monitoring Subcommittee of EC, on submission of motivation and supporting documents from the Secretariat.

De-accredited training offices can lodge an appeal against the de-accreditation decision with the EC. If the EC denies the appeal, and the de-accredited training office is aggrieved by this decision, they can appeal to Council. The decision by Council is final and binding.

Should a previously de-accredited training office wish to participate in the ICAZ training programme, the normal application process will be followed.