

Appendix 2

Level 4 TRIZ Specialists Certification Regulations (Certified TRIZ Specialist)

Approved for use
by MATRIZ Presidium
on March 21, 2013

1. General provisions

1.1. TRIZ Level 4 Specialist Certificate, issued by the International TRIZ Association (MATRIZ), confirms that the holder is a high level TRIZ specialist, who possesses profound knowledge of TRIZ and advanced skills in using TRIZ tools.

1.2. The main goals of introducing the TRIZ Level 4 Specialist Certification are:

- Official recognition of high qualification of certified TRIZ specialists and confirmation that TRIZ Level 4 Specialists have acquired profound theoretical knowledge of TRIZ and possess required skills for practical use of TRIZ tools;
- Ensuring open access to the information about certified specialists capable of conducting methodological developments in TRIZ and solving real life problems with the use of TRIZ tools.

1.3. To qualify for Level 4 certification TRIZ Specialists must meet the following criteria:

- They should demonstrate the results, obtained while performing TRIZ based projects, for various clientele as project managers and/or as a TRIZ researcher;
- They should demonstrate their participation in various TRIZ and innovation conferences, writing and publishing theoretical and practical TRIZ based works, case studies and such.
- It is desired that they demonstrate good results in training new TRIZ practitioners.

1.4. Certified TRIZ Level 4 Specialists have the following rights:

- They may be elected as members of:
 - MATRIZ Presidium;
 - MATRIZ Council on Expertise and Methodology (CEM);
 - Other MATRIZ governing bodies, which require appropriate qualification.
- To individually conduct certification of TRIZ specialists (of up to Level 2) after obtaining accreditation from MATRIZ CEM.

2. Candidates for certification as Level 4 TRIZ Specialist and their qualification materials must meet the following requirements:

2.1. Candidates for TRIZ Level 4 Certificate must have:

- Level 3 TRIZ Practitioner Certificate issued, as a rule, not earlier than one year prior to filing an application for Level 4 TRIZ Specialist Certification;

- Experience of practical inventive activity (which can be certified by patents for inventions, implementation of obtained solutions, and so forth);
- Not fewer than three published works on TRIZ (including abstracts of papers presented at conferences);
- Experience of conducting training seminars on TRIZ, supported by a list of conducted seminars, programs of such seminars plus case studies and tests for attendees (desirable).

2.2. To pass Level 4 TRIZ Specialist Certification, the candidates must prepare and defend a qualification work at an open session of the Certification Committee (CC) of the Council on Expertise and Methodology (CEM) - either in person or via teleconference. The qualification work should be defended in one of the official MATRIZ languages (English or Russian). If a candidate lacks knowledge of any of these two languages, he/she must arrange for an interpreter.

Note. Qualification work can be prepared by a candidate under scientific supervision of an experienced TRIZ Specialist, who is at least a Level 4 TRIZ Specialist. In this case, a scientific supervisor can attend the session of the Certification Committee (CC), introduce the candidate to CC members and briefly describe the qualification work prepared by the candidate.

2.3. To initiate the process of TRIZ Level 4 Expert Certification, a candidate should send a set of documents in electronic form (namely, files with extensions doc(x), ppt(x), pdf, jpeg, etc.) to the MATRIZ (addressed to CEM Chairman) in one of the official MATRIZ languages. The set of documents should include:

- A letter addressed to MATRIZ President, requesting Level 4 TRIZ Specialist Certification;
- Personal information;
- Contact information;
- Recent Photograph;
- The Number of Level 3TRIZ Specialist Certificate;
- List of patents and applications for patents, evidence of invention implementation, and so forth;
- References to published works on TRIZ;
- Information on papers and reports presented at TRIZ conferences plus information about other kinds of activities associated with TRIZ (enabling CC members to obtain better understanding of candidate's qualification);
- Qualification work and available reviews.

2.4. Qualification work of a candidate for the Level 4 TRIZ Specialist Certification should include:

- Brief summary of a project (not exceeding 1 000 characters);
- A report on a project prepared in compliance with the "Requirements to Term and Graduation Papers on TRIZ" (Appendix 1 to the "Regulations on MATRIZ Multi-Level Certification of TRIZ Specialists");
- Presentation materials for the report on a project;

- Presentation materials for 2-3 hour lecture or practical training exercise on one of the subject matters indicated in the TRIZ Qualification Standard (Appendix 1 to the "Regulations on MATRIZ Multi-Level Certification of TRIZ Specialists".

2.5. Project report should include:

- Technical description of an object (this description should be sufficient to provide an insight into the subject and to enable the analysis of the solutions;
- Brief background for the problem in question and attempts to solve this problem;
- Project goals and constraints;
- Description of work conducted at the analytical stage of the project:
 - Substantiation for the selection of analytical procedures for the analysis of the initial situation and identification of problems to be solved to accomplish the project goals;
 - Detailed description of application of several most efficient (from author's standpoint) analytical procedures;
 - List of problems resulting from the analytical stage;
- Description of methodologies used for solving identified problems:
 - Detailed descriptions of at least two most illustrative problems (from author's standpoint) with explanations on the issue of TRIZ tool selection;
 - Verification of feasibility of obtained solutions by references to at least one of the documents listed below:
 - Statement of introduction;
 - Results of calculations/experiments;
 - Opinions of qualified experts;
 - Obtained patents for inventions and filed applications for patents for inventions;
 - Other kinds of documents verifying feasibility of proposed ideas for solutions.

Note: a candidate must be a full participant in a project - "general administration", "supervision", "participation in discussions" and the like are not considered to be full participation in work on a project.

2.6. Procedures based on function analysis represent analytical procedures recommended by CEM for use in the analysis of source situation. However, other procedures could be also used (e.g., procedures recommended by MATRIZ Council on Research and Developments and agreed upon with CEM).

2.7. Deviations from the standard structure of technical report on a project are admissible, but such deviations must be substantiated convincingly by a candidate.

2.8. All materials submitted to MATRIZ should not contain any confidential data and it should be possible to publish them in open sources of information. MATRIZ is not responsible for the disclosure of confidential information, if such information is included in submitted materials by a candidate.

Note: Candidates may submit adapted reports on "made up" problems, which are based on real problems modified in such a way as to avoid disclosure of confidential information. In

this case, the general approach to problem solving should be retained and meet the requirements of the present Regulations. In this case a candidate should notify CEM that he/she is going to present an adapted report on a "made up" problem for the defense purposes.

3. Certification procedure organization

3.1. CEM Chairman

- Appoints Chairmen of various Certification Committees (CC) from the current CEM members with indication of areas of expertise for all Committees.
- Appoints members of Certification Committees upon recommendations from CC Chairmen.
- Approves reviewers proposed by CC Chairmen.
- Conducts formal examination of package of documents submitted by a candidate with the aim to ensure that these documents meet the requirements currently in effect and forwards it to CC Chairman for consideration on its merits.
- Monitors the work on consideration of applications by Certification Committees, terms and quality of work.
- Approves decisions of Certification Committees and informs MATRIZ President and MATRIZ Executive Office about such decisions.
- Upon approval of CC decision (both positive decision and negative one), forwards the following documents to MATRIZ Executive Office for the purpose of subsequent publication:
 - Abstract and presentation of qualification project;
 - CC decision (conclusion),
 - Opinions of reviewers, without naming them (if any).

3.2. Certification Committee (CC)

- CC consists of five members who are at least Level 4 TRIZ Specialists. At least three CC members (including its Chairman) should be current CEM members.
- CC members are approved by CEM Chairman upon recommendation from CC Chairmen.
- CC evaluates knowledge and skills of candidates and makes decisions on awarding Level 4 TRIZ Specialist qualification to them on behalf of CEM.
- CC takes decisions on candidate certification on the basis of simple majority of votes of CC members.

3.3. Certification Committee Chairman:

- Proposes candidates for CC members to be approved by CEM Chairman.
- When necessary, invites independent reviewers, who are at least Level 4 TRIZ specialists and/or specialists in the field of activity, which is the source of the problem dealt with in the qualification work submitted by a candidate. A list of such reviewers should be agreed upon with CEM Chairman.
- Communicates with a candidate on the following subjects:
 - Beginning and tentative dates of review and examination of his/her qualification work;

- Questions, comments and remarks from CC members and reviewers;
 - Defense, if deemed necessary, format (in person or via teleconference) and agreed upon date for final decision on qualification work;
 - Decisions of CC.
- Organizes and conducts in person or via teleconference sessions of CC.
 - CC Chairman sends candidates materials to all members of CC not later than 5 business days after receipt of the package, and not less than 15 days prior to the first session of the CC.
 - During CC sessions:
 - Organizes preliminary discussion and decision making on the issue of advisability and form of defense;
 - Conducts discussion of candidate's work with CC members, compiles list of questions regarding submitted work and informs CC members regarding answers to questions and amendments received from the candidate;
 - When necessary, invites reviewers, who are on the list agreed upon with CEM Chairman. In this case, CC Chairman sends technical report of a candidate without indication of author's name (the submitted presentation can be also send to reviewers);
 - Informs CC members about answers to questions and amendments received from the candidate and about reviewers' opinions without naming the reviewers;
 - Agrees upon the date of intermediate and/or final examination of qualification work at CC session (taking into account whether a candidate can attend the session or not).
 - Compiles voting list and protocol containing the decision of the final CC session and forwards these documents to the CEM Chairman no later than in five business days after the final CC session.
 - In the case of negative decision taken by CC, drafts and mails (within 14 days) CC conclusion with indication of specific reasons, due to which his/her qualification work was rejected.
 - Prepares information and materials on conducted certification for open publication and forwards them to the CEM Chairman.
- 3.4. A candidate, who failed to defend his/her qualification work, has the right to make next attempt no earlier than in three months. In this case, he/she should submit qualification work for consideration with corrections of those issues, which were indicated in CC decision after previous defense.
- 3.5. In the case of failure to defend his/her qualification work for the second time, the next attempt can be made no earlier than after 12 months. In this case, a candidate must prepare new qualification work (or new project, or another lecture).
4. Awarding Level 4 TRIZ Specialist Certificate and issuance of certificates.

- 4.1. Based on approved positive decision of the Certification Committee, MATRIZ President awards Level 4 TRIZ Specialist qualification to the candidate and requests MATRIZ Executive Office to prepare and issue an appropriate certificate.
- 4.2. Candidates, who successfully defended their qualification works, pay for the certification according to the approved rates.
- 4.3. MATRIZ Executive Office:
 - Mails the Certificate, signed by MATRIZ President and sealed with MATRIZ seal, to the candidate within 14 days after confirmation of the payment.
 - Posts the following information about conducted certification on MATRIZ web site and publishes it in printed MATRIZ media:
 - Abstract and presentation of qualification project;
 - Decision of CC;
 - Opinions of the reviewers, without indication of their names (if any).

Note: An open access to this information on MATRIZ web site should be provided for a period of at least three months.