

Appendix 5 to the Regulations on Multi-Level TRIZ Certification

**Regulations for the Status of Representatives of MATRIZ Council on Expertise and Methodology
for Certification of TRIZ Levels 1-3 Specialists**

*Approved by the President of the International TRIZ Association on December 9, 2010
In effect with additions as of May 1, 2017 according to the European calendar*

1. Certification of TRIZ Levels 1-3 specialists shall be organized and executed by the MATRIZ Council on Expertise and Methodology (hereinafter referred to as the CEM).
2. The authority to certify specialists of TRIZ Levels 1-3 shall be granted to the accredited Representatives of the MATRIZ Council on Expertise and Methodology (hereinafter referred to as the CEM).
3. The CEM Representatives shall be certified TRIZ specialists who:
 - belong to a currently active member-organization of the MATRIZ;
 - possess a CEM accreditation and a valid MATRIZ license for certification of TRIZ Levels 1-3 specialists;
 - normally possess a qualification of two Levels above the Level they are entitled to certify to.
4. The CEM Representatives shall:
 - certify TRIZ Levels 1-3 specialists in compliance with MATRIZ requirements using the certification system approved by the CEM;
 - bear personal responsibility to the MATRIZ for the quality of the specialists' certification they have performed;
 - represent the CEM at the locations within their authority and discharge the CEM commissions to the best of their ability;
 - maintain and keep records of certification documents (information on certified specialists and certification materials). Upon termination of their authority or upon request, the CEM Representatives shall forward the certification documents to the CEM.
5. Decision on accreditation of an applicant as a CEM Representative and on renewal of accreditation shall be made by the CEM Chairman on the basis of the members' vote and upon approval by the MATRIZ President.
6. For accreditation as a CEM Representative and obtaining a license to certify TRIZ Levels 1-3 specialists, an applicant shall submit to the CEM the following (in English):
 - application (Appendix 6 to the MATRIZ Regulations on Multi-stage Certification of TRIZ Users and Specialists);
 - CV (resume) with included public contact information;
 - lists of test questions and tasks for each level of certification;

- recommendations of at least two TRIZ Masters and/or CEM members;
- recommendations of a currently active MATRIZ member-organization to which he/she belongs.

Every CEM representative who certifies their students on Levels 1- 3, based on their training, must submit their educational materials, in English, to the CEM:

- training programs and plans,
- training slides, sanitized such that they don't contain confidential information,
- class notes, referenced textbooks, methodological guides, etc., which don't contain confidential information.

In order to facilitate and accelerate assessment of the candidate's ability to properly perform the duties of a CEM Representative, the applicant on his/her own or at the request of the CEM may also submit additional materials (if available and feasible) including:

- information on the candidate's publications for the past five years (including patents and patent applications);
 - selected materials on his/her practical activities, research and projects using TRIZ and value analysis (with no revealing of confidential information);
 - information on instruction activities (number and topics of training events, number of trained students, etc.);
 - reviews on the training sessions performed by the candidate (courses, lectures, seminars, trainings);
 - other information which may be deemed appropriate by the candidate or requested by the CEM.
7. For the renewal of the accreditation, not later than one month before the expiration of the license, the CEM Representative shall submit to the CEM (in English):
- application (Appendix 6 to the MATRIZ Regulations on Multi-stage Certification of TRIZ Users and Specialists);
 - CV (resume) with included public contact information;
 - Lists of test questions and tasks for each level of certification;
 - Recommendations of a currently active MATRIZ member-organization to which he/she belongs.

If an applicant provides training, as a result of which they also certify level 1-3 specialists, then in addition they must submit to CEM their training materials in English:

- educational programs and schedules,
- sets of demo slides (that do not contain confidential information).

If a CEM representative did not certify anybody during the validity period of their license, then for extending the accreditation they must provide to the CEM all of the documents in accordance with paragraph 6 of this Regulation.

The CEM shall take a decision on extending the accreditation upon consideration of the following additional materials:

- Letter of Opinion towards the quality of official documents submitted by the CEM Representative, which shall be prepared by the CEM member responsible for the relevant activity;
 - Selected summary reports of specialists certified by the CEM Representative;
 - Results of monitoring of the CEM Representative's activities;
 - Reviews of the CEM Representative's activities submitted to the CEM;
 - Other data related to the CEM Representative's activities available to the CEM.
8. A positive decision on the CEM Representative's accreditation or its renewal shall be confirmed by a license that entitles the CEM representative to certify TRIZ Levels 1-3 specialists, issued in due form for a period of 2 years.

Upon a positive decision on the CEM Representative's accreditation or its renewal and prior to obtaining a license, the CEM Representative shall pay a fee. The fee, its form and payment procedure shall be determined by the MATRIZ Presidium (Appendix 16 to the MATRIZ Regulations on Multistage Certification of TRIZ Users and Specialists).

9. The MATRIZ President may decide on early termination of the CEM accreditation upon request of the CEM, on the grounds of monitoring, scheduled or extraordinary inspection results of the CEM Representative's activities. The grounds for early termination of accreditation may be as follows:
- personal wish of the CEM Representative to abandon the authority;
 - absence of activity in the field of certification during one year without justifiable reasons (e.g. illness, extended business trips, etc.);
 - gross violations of the CEM requirements for certification procedures and/or registration of its results;
 - repeated failure to comply with CEM request to present test materials on certified specialists and other information relating to the activities of the CEM Representative;
 - absence of due records in the CEM Representative's possession;
 - repeated negative comments on the activities of the CEM Representative, whose genuineness has been verified;
 - activities damaging the CEM and/or MATRIZ reputation.

The CEM Representative may file a complaint against the decision on early termination of his/her accreditation and the MATRIZ Presidium may revoke such a decision.

10. Renewal of the CEM Representative's accreditation (in case of inobservance of extension terms or early termination) shall be executed with the procedure for primary accreditation.
11. The CEM shall provide continuous monitoring of the certifications performed and other results of the CEM Representative's activities. With this aim in view:
 - 11.1. The ability to control the quality and performance of the CEM Representative shall be granted to:
 - members of the CEM and MATRIZ Advisory Board;
 - TRIZ Masters, who have recommended the CEM Representatives;
 - representatives of the MATRIZ member-organization, to which the CEM Representative belongs.
 - 11.2. The CEM Representative shall provide the monitoring inspectors all the requested materials available excluding confidential information.
 - 11.3. The monitoring shall be carried out by familiarization with the final assessment materials and interviews with certified specialists. The monitoring results may be sent to the CEM in the form of reviews on the activities of the CEM Representative.
 - 11.4. Scheduled and extraordinary inspections of the CEM Representative's activities shall be carried out on the decision of the MATRIZ President, the MATRIZ Presidium or the CEM. Reports on scheduled and extraordinary inspections of CEM Representative's activities with recommendations and findings shall be forwarded to the CEM.
12. During the certification of TRIZ Levels 1-3 specialists:
 - the CEM Representative shall forward information on the certification procedure in the prescribed form to the CEM (Appendix 7 to the MATRIZ Regulations on Multi-stage Certification of TRIZ Users and Specialists);
 - the CEM shall conduct a formal verification (within 3-5 working) days and inform the MATRIZ President of the need to issue an invoice for certification fee (Appendix 10 to the MATRIZ Regulations on Multi-stage Certification of TRIZ Users and Specialists);
 - request the CEM Representative to forward randomly selected CEM certification materials on 10-20% of the certified applicants, but not less than one person. These materials shall be submitted to the CEM in the form that excludes presentation of confidential information;The CEM Representative (within approximately 5 working days) shall:
 - provide for settlement of the rendered account;
 - forward the requested certification materials to the CEM.Upon receipt of the payment (within approximately 5 working days), the CEM shall:
 - record, register and dispatch the certificates to the address specified by the CEM representative;
 - place information on the latest certificate issuance on the MATRIZ official website.

Upon receipt of the certificates, the CEM Representative shall provide for their handing over to the specialists and shall accordingly notify the CEM.

13. The CEM shall maintain records and publish the list of active CEM Representatives on the MATRIZ official website.

May 5, 2017

Chairman of the MATRIZ Council on Expertise and Methodology

Yuri Fedosov

