

The list of documents to be submitted for CEM Representative accreditation

Name of the Applicant

IMPORTANT: The set of documents has to be submitted **in English** (except educational materials**).
 Complete set of documents should be addressed directly to CEM Chairman: cem@matriz.org.

	document	comment	check
A	Application form for a candidate to become an authorized MATRIZ CEM Representative	Available here: https://matriz.org/wp-content/uploads/2024/08/MATRIZ-Representatives-Application-template.pdf	<input type="checkbox"/>
B. Personal data			
B1	CV / resume	<i>including e-mail</i>	<input type="checkbox"/>
B2	L3 certificate number		<input type="checkbox"/>
B3	L4 certificate number <i>(if applicable)</i>		<input type="checkbox"/>
B5	L5 certificate number <i>(if applicable)</i>		<input type="checkbox"/>
C. Substantive materials			
C1	Lists of test questions and tasks for L1	<i>minimum 20</i>	<input type="checkbox"/>
C2	Lists of test questions and tasks for L2 <i>(if applicable)</i>	<i>minimum 30</i>	<input type="checkbox"/>
C3	Lists of test questions and tasks for L3 <i>(if applicable)</i>	<i>minimum 50</i>	<input type="checkbox"/>
C4	Educational materials* <i>(if applicable)</i>	<p><i>For example:</i></p> <ul style="list-style-type: none"> • <i>training programs and plans;</i> • <i>training slides, sanitized such that they don't contain confidential information;</i> • <i>class notes, referenced textbooks, methodological guides, etc., which don't contain confidential information, etc.</i> <p><i>If the candidate intends to conduct training in a language other than English, the training materials should be developed in the language in which the training will be conducted.</i></p>	<input type="checkbox"/>
C5	<i>information on the candidate's publications for the past five years (including patents and patent applications) **</i>		<input type="checkbox"/>

C6	<i>selected materials on the candidate's practical activities, research and projects using TRIZ and value analysis (with no revealing of confidential information) **</i>		<input type="checkbox"/>
C7	<i>information on instruction activities (number and topics of training events, number of trained students, etc.) **</i>		<input type="checkbox"/>
C8	<i>reviews on the training sessions performed by the candidate (courses, lectures, seminars, trainings) **</i>		<input type="checkbox"/>
C9	<i>other information which may be deemed appropriate by the candidate or requested by the CEM **</i>		<input type="checkbox"/>
D. Recommendations			
D1	Recommendations of at least two TRIZ Masters and/or CEM members		<input type="checkbox"/>
D2	Recommendation of a currently active MATRIZ member-organization to which the candidate belongs		<input type="checkbox"/>

* *Mandatory for those who will certify the students they have trained.*

** *Optional materials applied to facilitate and accelerate assessment of the candidate's ability to properly perform the duties of a CEM Representative.*