

# European Knowledge Transfer Society, Aisbl

Accreditation and Certification for the Knowledge Transfer Profession

## **CERTIFICATION Of Knowledge Transfer Professionals by GRANDFATHERING**

### **RULES AND SPECIFICATIONS**

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# Welcome to EuKTS

EuKTS (European Knowledge Transfer Society - Aisbl) is an **international non-profit association** involving major knowledge transfer (KT) professional associations, training providers and policy makers.

It has been established to increase the standard and recognition of the KT profession across Europe by providing internationally recognised **certification for KT professionals** and a regulated quality and training framework for the **accreditation of training programmes**.

## EuKTS key points

EuKTS is a unique accreditation and certification system in the KT sector at European and international levels in the sense that it is:

**Authoritative.** Based on inputs from European groups of experts representing Member States and initially supported by European public funds, the EuKTS framework model has been developed by a large consortium of organisations from 9 countries representing all KT professional target groups: professional networks, training providers and public authorities including IP offices.

**Qualitative.** The EuKTS framework provides quality professional standards at European and international level in the KT sector. Such standards have been defined by experts of the EuKTS Consortium taking into consideration best practices at European and worldwide levels. The standards identify core professional skills and competencies which are the basis of a common KT curriculum, and criteria and procedures for accreditation and certification. The EuKTS framework is a system which can be amended and updated to reflect current practice and changing professional needs as the profession grows and develops.

**Complete.** The EuKTS framework is a unique certification system in the KT sector as it covers the complete career path of KT practitioners by providing three different certification levels and procedures, ranging from practitioners just entering or interested in the profession, to the most experienced and skilled professionals. The EuKTS framework includes accreditation for KT training courses in order to improve common quality standards in higher education and vocational training.

**Inclusive.** The EuKTS framework is open to stakeholders (Professional Networks, Training Providers, Public Authorities) who are interested in improving quality in the KT sector by actively participating in the EuKTS framework and promoting its implementation in their respective areas.

**Independent.** The representativeness of all stakeholders and the clear definition of functions and procedures concerning accreditation and certification ensure that the EuKTS framework will be able to avoid conflict of interests.

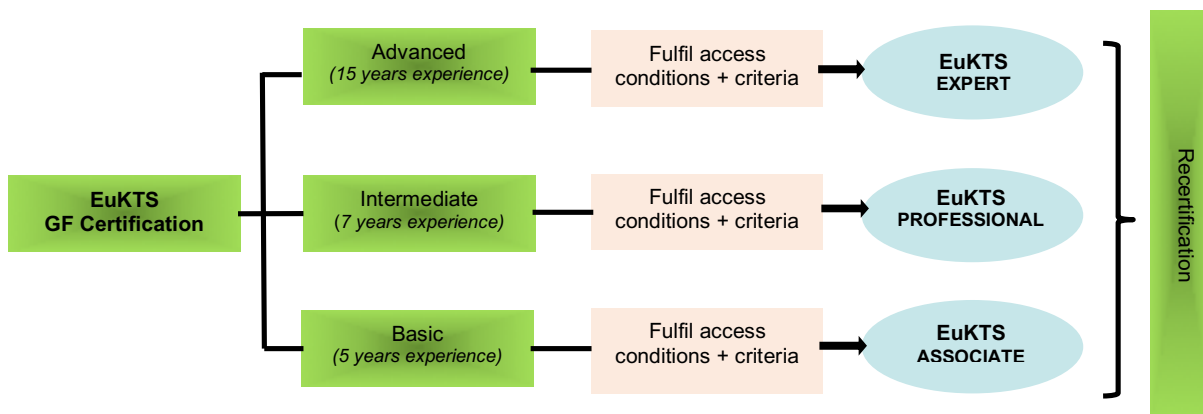
# EuKTS the Framework

The EuKTS framework includes a Curriculum, based on **8 core competencies**, necessary for all practitioners, irrespective for the country or sector in which they operate, together with accreditation and certification procedures.

## The 8 Core Competencies

- ➔ Intellectual property protection
- ➔ Strategy and IP Portfolio
- ➔ Information analysis and management
- ➔ Opportunity assessment and valuation
- ➔ Knowledge transfer and marketing of innovations
- ➔ Negotiation and contracting
- ➔ New business development and financing
- ➔ Project management

## The EuKTS Framework for Certification by the Grandfathering Route



Certification is offered at three levels:

- the basic level
- the intermediate level
- the advanced level

Certification is available via two routes:

- the Examination Route
- the Grandfathering Route

**The present document relates to rules and specifications of certification by the Grandfathering Route.**

**Note that, as there is no exam required, the access criteria are stricter via the Grandfathering Route.**

# EuKTS Certification – General Rules

## Objective and Scope

In order to accelerate the development of a network of recognised KT professionals, the EuKTS Aisbl has established Grandfathering procedures for each of the three levels: basic, intermediate and advanced.

The criteria for admittance are stricter than the regular admittance criteria because there is no exam required. Criteria of certification by the Grandfathering Route are established by the Certification Committee under supervision of the Board of EuKTS.

Certification at Basic level provides certified practitioners with the title of “EuKTS Associate”.

Certification at Intermediate level provides certified practitioners with the title of “EuKTS Professional”.

Certification at Advanced level provides certified practitioners with the title of “EuKTS Expert”.

## Overview of the Certification by the Grandfathering Process

The Certification criteria, rules and procedures are managed by a Certification Committee nominated by the Board of Directors.

The applications are assessed against the defined criteria by a Certification Panel of independent KT specialists chaired by a Certification Committee member.

applicants seeking certification by the Grandfathering Route will be asked to complete an application form (Annex 2) and supply all relevant supporting materials to EuKTS.

## Certification and recertification

Certification at all levels is subject to renewal. The term of certification is of three years. For recertification, the applicant will be required to submit a new application form. Conditions for recertification are detailed in the next section.

## Fees

In the normal procedure, applications for certification and recertification are subject to the payment of fees.

Fees are due at the stage of application upon acceptance of the request as complete. Fees cannot be refunded.

	Fee for certification by Grandfathering	Fee for recertification
Basic Level - Title of EuKTS Associate	250 Euros (206.50 Euros + 43,40 Euros VAT)	75.00 Euros (62.00 Euros + 13.00 Euros VAT)
Intermediate Level - Title of EuKTS Professional	500 Euros (413.00 Euros + 87.00 Euros VAT)	250 Euros (206.00 Euros + 44.00 Euros VAT)
Advanced Level - Title of EuKTS Expert	750 Euros (620.00 Euros + 130.00 Euros VAT)	375.00 Euros (310.00 Euros + 65.00 Euros VAT)

\* Comment on the EuKTS curriculum and system would be greatly appreciated. For more information, please contact: [info@eukts.eu](mailto:info@eukts.eu)

# EuKTS Certification by Grandfathering – Specifications

In order to accelerate the development of a network of recognised KT professionals, the EuKTS Aisbl has established Grandfathering procedures for each of the three levels: basic, intermediate and advanced.

## Certification by the Grandfathering Process

Certification by the Grandfathering Process follows six steps.

### 1. Application

Each individual applicant will be asked to complete the application form (Annex 2) and supply all relevant supporting materials to EuKTS ([certification@eukts.eu](mailto:certification@eukts.eu)).

The applicant must complete the application form for one level only.

The language of application is English.

### 2. Initial review

EuKTS certification staff will ensure that the application is completed and that all information necessary for substantive assessment is provided.

Should there be missing information, then the EuKTS certification staff will contact the applicant requesting the information necessary to complete the file. The applicant should reply within two weeks.

The application file is completed and considered as valid when:

- All the necessary information is made available by the applicant
- The applicant has signed the commitments included in the application form
- The certification fee is paid.

### **3. Substantive assessment**

After the initial review, the complete application form will be assessed by the Certification Panel of independent KT specialists against the EuKTS training and quality framework (see Certification criteria below and Annex 1).

The Certification Panel will normally seek to deal with complete applications within six weeks of receipt of such applications.

### **4. Decision**

After assessment against the relevant criteria, the Certification Panel will decide:

- To award the certification
- To refuse the certification

### **5. Confirmation**

On confirmation of certification by the EuKTS Panel, the successful applicant will be encouraged to use the EuKTS certification abbreviation on their professional identification materials. Data related to the successful applicant will be published in the EuKTS certification Register.

### **6. Recertification**

The certification is valid for 3 years. The certified person should renew their certification after 3 years, after submission of a recertification application before the end of the period for which the certification is valid.



## Certification by Grandfathering - Criteria

There are three key elements to the substantive assessment of applications for certification by Grandfathering:

- 1) Access.** Certification by Grandfathering is subject to certain conditions, notably a minimum experience in the field of KT. The level required is higher for the certification by the Grandfathering Route than by the Exam Route.
- 2) Conditions for certification by Grandfathering.** For each level of certification, a certain number of conditions have to be fulfilled by the applicant. These conditions are related to the experience and practice in KT activities, managing IP portfolios, litigations, training or publication activities. The applicant is requested to provide sufficient information and to prove their declaration by providing track records, attestations, etc.

The details of the certification criteria by the Grandfathering Route are available in Annex 1.

- 3) Recertification conditions.** Applications for recertification must be submitted by applicants before the end of the period for which their certification is valid. Once granted, the validity of the recertification will be identical to the original certification. Recertification will not be examined without simultaneous payment of the appropriate fee (which is not refundable). Recertification can only be obtained at the level achieved previously. If a higher level is required, the applicant will have to complete a new application for certification at that level according to the rules in force at the time.

## The Certification Panel

The Certification Panel is appointed by the EuKTS Board and shall report, through the Panel Chairman, to the Certification Committee and to the Board.

### 1. Duties

The Certification Panel shall scrutinise all complete applications for certification by EuKTS. The Certification Panel will normally seek to deal with complete applications within six weeks of receipt.

The Certification Committee draws up the rules and guidelines for how the criteria should be applied and will present them to the EuKTS Board. Upon experience, the Certification Panel may propose some changes to the criteria to the Committee for discussion and approval by the EuKTS Board.

## 2. Membership

The Certification Panel shall comprise a Chair and not less than two and no more than eight members, who shall be drawn from a representative range of backgrounds. The Certification Panel shall have the right to call upon local experts when necessary. The Chair and members of the Certification Panel will be appointed by the Certification Committee and approved by the EuKTS Board. The quorum for voting of certification shall be two plus the Chair. The Chair may (with the approval of the Certification Committee) appoint a Vice-Chair to act in his/her stead. The Chair and members of the Certification Panel shall be appointed for two years, renewable upon the agreement of the Certification Committee and the EuKTS Board.

### Appeals procedure

If an Applicant appeals against a decision of the Certification Panel, that applicant shall be requested to make a written appeal setting out their case within 30 days after the receipt of the decision of non-approval of the Certification Panel. The appeal will be considered by the President of EuKTS, acting in consultation with the Chairs of the Certification Committee and Panel. Their decision will be final and will normally be conveyed to the applicant within 30 days of receipt of the appeal. All such cases will be reported to the Board of EuKTS.

### Revocation of Certification

Voluntary revocation: in the case of voluntary revocation, the certified person shall send a written notice to EuKTS. The revocation shall be acknowledged within 30 days of receipt of the notice.

Misuse of EuKTS Certification: Certification will be revoked if it is misused by the recipient. Should an organisation, recipient or any other person misuse EuKTS Certification, the EuKTS Board shall take any legal action that it considers appropriate. EuKTS shall maintain a public registry of EuKTS-certified practitioners.

No refund is possible in case of revocation.

# EuKTS Certification – Commitments

## **Commitments of EuKTS in the Certification and Recertification Process**

The EuKTS undertakes an independent and impartial assessment of all applications for accreditation and certification.

The EuKTS standard of certification will be maintained at the highest level.

EuKTS will publish information on successful applicants. Subject to the approval of successful applicants, the information published will include:

- Name of certified person and EuKTS title
- Year and level of certification
- Country of practice
- Name of employer

## **Commitments of the Applicant and certified individuals**

During the application phase, the applicant provides useful and fair information to EuKTS and, during the whole certification period, informs EuKTS about developments in their career.

The applicant replies to information requests from EuKTS during the certification process and certification period.

Certified or recertified professionals will be encouraged to use the “EuKTS” abbreviation on their professional identification documents. The use of this abbreviation is free of charge for certified individuals. Abusive or incorrect use of the EuKTS abbreviation may be subject to legal procedures.

Certified professionals will be asked to act as ambassadors for the EuKTS certification system.

# Your EuKTS Contacts:

## Chair of Certification Panel

Ivan Dvorak, ILA Consulting

## EuKTS Certification by Grandfathering Contact Person and Office

EuKTS Certification by Grandfathering

c/o IPIL GIE

134 route d'Arlon

8008 Strassen

Luxembourg

Contact: Cyrille Dubois, [certification@eukts.eu](mailto:certification@eukts.eu)

## EuKTS Legal Address

EuKTS Aisbl

Rue Abbé Cuypers 3

1040 Brussels

Belgium

Contact: Kristin Speck, [director@eukts.eu](mailto:director@eukts.eu)

**To send your application or to request for more information by e-mail:**

[certification@eukts.eu](mailto:certification@eukts.eu)