

IGTA CERTIFIED TREASURER DIPLOMA.

PROCEDURE GUIDE.

FINAL VERSION 2004.

The basis for the IGTA approval process is the IGTA Education Guide. If a local education program meets the criteria of the Guide then the program will be approved by the IGTA educational approval board as meeting the scope needed to reach the IGTA Certified Treasurer Diploma level. However, a program is considered for approval only when the local IGTA member (or local institute) attests that all requirements listed below are fulfilled. The IGTA Education Guide is published on the IGTA website (www.igta.org) and will be submitted to each association on request.

A request for IGTA approval for a specified education program is made by submitting the application form in the IGTA Education Guide (including the syllabus listed in the Guide) with the following documents:

1. The official program information documents available for students for the programme seeking IGTA approval.
2. An outline of the whole curriculum of the program in such a detail and in such terms that the program can be tested against the IGTA syllabus in the IGTA Education Guide. The curriculum should be shown in the structure used for the local program.
3. A cross-referencing of the whole curriculum against the program structure described in the IGTA syllabus. Indicate for each topic of the syllabus how it is covered by the local program.
4. A short note about the specific local content concerning local accounting, fiscal, legal and other aspects.

Only requests submitted and signed by a local treasury organisation that is a member of IGTA, or a local education institution with a letter of acknowledgement from the local IGTA member, are accepted. Where an education provider offers the program under the responsibility of the local association or local educational approval board this provider must also sign.

The IGTA educational approval board will designate two committee members as referees. These members will not be representatives of the local association involved with the request or be in any other way related to the program. The referees prepare a recommendation for the educational approval board and make a reasoned and documented proposal to grant or refuse IGTA approval. The full Board makes the final decision in a regular meeting, using majority voting. The referees and the Board have the right to ask for additional information or to suggest modifications in the program in all stages of the approval process.

However, when both accreditors are in support of the request a procedure using email, letters and/or telephone may be used, on condition that every Board member has a four week period to react to the proposal by the referees. Under this procedure (i.e. in which there is no actual meeting of the Board) a decision to grant approval is only valid and final with a majority of 2/3. In all other cases the final decision is left to the full Board in a regular meeting.

Theo van der Nat.

25 March 2004