



IN Certification Guidelines

A certificate with an IN title has to include the following:

1. the correct title*¹ of the qualification and the information regarding the amount of face to face training according to the IN respective curriculum in days and hours:
"NLP Communication, IN": 40 hrs./5 days
"NLP Practitioner, IN": 130 hrs./18 days
"NLP Master, IN": 260 hrs./36 days (incl. "NLP Practitioner, IN") *²
"NLP Trainer, IN": 390 hrs./54 days (incl. "NLP Master, IN") *³
2. the date of the first and last day of the training
3. the statement that all IN guidelines have been met
4. the IN seal (sticker with IN logo and seal number)
5. the signature of the "NLP Master Trainer, IN"

Please note that if you use an IN title on a certificate, an IN seal is required.

*¹: In addition to the already existing standard qualifications the following related qualifications: Life, Business, Executive, Sport, Health, systemic (e.g.: "NLP Life Communication Skills, IN", "NLP Business Practitioner, IN", "NLP Sport Master, IN", "NLP Health Trainer, IN") can be used. With a written approval of the IN Training Commission special new qualification can be created and used as well: www.nlp-institutes.net/about/curricula

*²: If for "NLP Master, IN" only the Master module time of 130 hrs./18 days is used on the certificate, then it is needed to include, that the entry requirements for this qualification is a valid "NLP Practitioner, IN" certificate. "NLP Master, IN" is sometimes as well correctly issued as "NLP Master Practitioner, IN".

*³: If for "NLP Trainer, IN" only the Trainer module time of 130 hrs./18 days is used on the certificate, then it is needed to include, that the entry requirements for this qualification is a valid "NLP Master, IN" certificate.

Optional

1. Training content for the qualification: We highly recommend to list the complete trained main content and the complete amount of training hours and days that is needed for the certified qualification in NLP on the backside of the certificate or on a separate signed document.

2. Entry Requirements with not IN sealed certificates: Certificates with a comparable amount of face to face training from a NLP Master Trainer with comparable qualification background as a "NLP Master Trainer, IN" can be accepted as entry requirement as well. In case of any ambiguity or uncertainties please contact the IN President in charge or the IN-Office.

3. For stating the academic value of an IN sealed certificate the following statement can be used: "Because of the high quality of this training it may be recognized as ECTS credit points in academic studies in psychology with a focus on NLP."

More Details regarding IN Certification and Training Standards:

A training hour has 60 minutes. Brakes longer than 30 minutes are not counted as training time. A training group has at least 6 members (counted without assistants or "NLP Master Trainer, IN").

We highly recommend assistants for trainings bigger than 10 participants. An IN-certification training with IN sealed certificates (sticker with IN logo and seal number) has to be conducted at least 80% of the time by an approved "NLP Master Trainer, IN". The remaining up to 20% of the training can be conducted under his supervision and responsibility.

The list of appointed "NLP Master Trainer, IN": www.nlp-institutes.net/mastertrainer

IN seals; For ordering IN seals please use the login area. In this online process you can define the correct address where the seals should be sent, the system sends you the invoice immediately, you can pay immediately, and everything goes faster this way. A seal costs 15 €. The IN pays the shipment. Every IN seal consists of the IN logo with a unique number.

We highly recommend to offer a Group Registration at the end of a training.

(Alternatively single registration is possible here: www.nlp-institutes.net/application)

Group Registration

Your sealed participants can join the IN for free and enjoy all the benefits that are listed here: www.nlp-institutes.net/about/benefits .

The group registration requires that you send to admin@in-ici.net

1. a copy (PDF, jpg) of one certificate as an example (with the sealed IN qualification)
2. please chose the language of the profile of the new member - the possible languages are: English, German, Portuguese or French
3. the following data from each sealed new member:

Forename	Surname	Gender	Seal-Number	Email	Country	City
Sally	Sample	f	13554	sally@sample.de	Germany	Berlin
John	Doe	m	154872	john@example.fr	France	Paris

Feel free to use one of the following table templates

Microsoft Excel: www.nlp-institutes.net/home/downloads/templateGroupUpload.xlsx

Open Office: www.nlp-institutes.net/home/downloads/templateGroupUpload.ods

Please tell your applying participants that the administrator will send each of them an email where they need to confirm their application, our European General Data Protection Regulation (GDPR) and the following **IN-Membership Statement**:

1. I abide by the Code of Ethics and the Quality Guidelines of the IN and when I use or offer NLP I do this only within the legal requirements of the relevant country.
2. I'm a point of reference for others who want information about the IN, actively support the good reputation of the IN and of NLP, and commit myself to the high quality promotion of NLP according to my own ways and resources.
3. I'm fully responsible for all content and links to other websites that I have placed on the IN website, and I keep my data on the IN website up to date.