



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 respective IN curriculum in days and hours:
 - "NLP Communication, IN": 40 hrs./5 days
 - "NLP Technician, IN": 80 hrs./10 days (incl. 5 days "NLP Communication, IN")
 - "NLP Practitioner, IN": 130 hrs./18 days (incl. 10 days "NLP Technician, IN")
 - "NLP Master, IN": 130 hrs./18 days (prerequisite: "NLP Practitioner, IN") *2
 - "NLP Trainer, IN": 130 hrs./18 days (prerequisite: "NLP Master, IN") *3
2. **the date** of the first and last day of the training
3. **the statement** *4 that "all IN guidelines have been met" (please see details below under *4)
4. **the IN seal** (sticker with IN logo and seal number)
5. **the signature** of the "NLP Master Trainer, IN"
6. **In case Online Training is used:**

All "NLP Master Trainers, IN" may use **online interactive** training (e.g. Zoom with breakout groups) as long as they specifically write the days/hours that were online in the text of the certificate. Optional online **non-interactive** training hours (asynchronous training), up to 20% of course hours, is allowed only for Master Trainers who have received a written approval from our online commission. To submit your request for approval, please write to Online@nlp-institutes.net
Details are here: www.nlp-institutes.net/sources/commissions/commission-online-training

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.

***2:** Please include in the text of the certificate: Prerequisite was a high quality NLP Practitioner qualification with a minimum of 130 hours in 18 days. "NLP Master, IN" is sometimes as well correctly issued as "NLP Master Practitioner, IN".

***3:** Please include in the text of the certificate: Prerequisite was a high quality NLP Practitioner and NLP Master qualification with a minimum of altogether 260 hours in 36 days.

***4: The recommended sentence for the above certificate requirements 1 to 3 and 6:**

"The training comprised of ... hours in ... days on-site face to face training, from ...(date of first day) to ...(date of last day), in strict accordance with the high ethics and quality standards of the International Association of NLP Institutes (IN)."

For "NLP Master, IN" please add the sentence: "Prerequisite was a high quality NLP Practitioner qualification with a minimum of 130 hours in 18 days."

For "NLP Trainer, IN" please add the sentence: "Prerequisite was a high quality NLP Practitioner and NLP Master qualification with a minimum of altogether 260 hours in 36 days."

In case you used **online interactive** training this needs to be clearly stated on the certificate (see 6. above): "The training comprised of ... hours in ... days live interactive online training, from ..."

In case you mix on-site face to face training with online interactive training this mixture needs to be clearly

stated on the certificate (see 6. above): "The training comprised of ... hours in ... days on-site face to face training plus ... hours in ... days live interactive online training, from ..."

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

When you login, you can buy seals in your login area.

Here you find the options for:

1. physical seals (the old and most inconvenient way)
2. to use our wonderful designed online certificate (you find for this a video in your login area)
3. to use jpg or png seals that you can print on your own certificates

For ordering physical hardware IN seals, please use the login area. In this online process, you can define the correct address where the seals should be send, 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 digital online seals for download and in addition, if you like it, the option of our online certificates. You find this explained in detail in your login area.

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."

4. With more than 10 participants, it is highly recommended to involve an assistant who must be qualified at least at the level of the relevant training.

5. Individual or group supervision, buddies, peer coaching, and intervision are highly recommended.

Free membership with a sealed certificate

We highly recommend that you motivate your training participants to become a member for free. No admission fee and no yearly membership fee. Really totally free of cost. Registration has many advantages. First of all, it supports your marketing for all the members who come from you are listed in your profile. The benefits for the participants: www.nlp-institutes.net/about/benefits .

Your participants can register individual one by one at www.nlp-institutes.net/application

This application process is time consuming for your participants and requires them to upload their certificate for validation. Therefore, we recommend a more easily approach to register all of your participants at once without the need to upload individual certificates. Its quick and easy.

There are 2 methods to register all of your participants in one step:

Method A (recommended): Let your participants register with a simple magic link when you hand out the sealed certificates directly at the end of your training.

Method B (not recommended): Group Registration per E-Mail some days after the end of a training.

Please find all details here: www.nlp-institutes.net/pdf/registration.pdf

IN Invitation letter for your training participants: www.nlp-institutes.net/invitation

