



**Professional Certified Trainer — PCT®**

A program by

**Canada Global Centre**

 Vancouver, BC, Canada

Version  
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**Your Guide to  
Professional Certified Trainer Membership (PCT®)**  
*17+ years of professionalism & credibility*

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## 1. Why the PCT® Membership?

*Reaching out to a global audience .. is an advantage to you and those around you.*

The PCT® program was founded 17 years ago in Vancouver, British Columbia, Canada as the first program to provide trainers with a global professional umbrella that cherishes training in its methodologies and techniques in a simplified and practical method.

Being a trainer with this professional body grants you:

- Access to decades of professional experience in this community.
- Answers and solutions in the training profession.
- New opportunities in the training industry.

Additionally, one of the many unique qualities of the PCT® program is providing you with up-to-date research, products, and services that create distinction in the trainer's performance.

This makes organizations and training departments in various industries pursue the PCT® title as an advantage for their trainers and a reliable training partner to develop, certify, and upgrade their trainers' career paths.



## 2. What Are the Advantages of Being a PCT® Member?

*Join an international training community .. and cherish the experience.*

Becoming a member of the Professional Certified Trainer (PCT®) program guarantees you numerous advantages from CGC® such as:

1. Accrediting your training courses and protecting their copyrights in the PCT® database - free of charge.
2. Issuing participation certificates to your trainees for a nominal fee after your training course completes the PCT® Course Approval process.
3. Having e-certificates credits valued at \$200 (redeemable in a single order).
4. Receiving technical and administrative support compatible with the nature of your work and training schedule.
5. Joining the ever-growing PCT® Members directory on CGC®'s website.
6. Choosing your membership renewal package between complete (physical + digital) or digital only.
7. Receiving your "My Profession as a Vocational Trainer" e-book - free of charge.
8. Receiving your membership card with your PCT® registration number.
9. Acquiring a professional title: "Professional Certified Trainer" with an authentic certificate from CGC®.
10. Receiving your official PCT® pin.
11. Receiving your annual report of your training activities with every membership renewal (for active trainers).
12. Receiving recognition with PCT® awards and trophies for reaching different milestones in your training career.
13. Exploring an opportunity for a professional follow-up to upgrade your training career path to acquire titles such as: Advanced, Expert, and/or Consultant Trainer.





## 4. What Are the Primary Evaluation Measures of Determining PCT® Members' Levels?

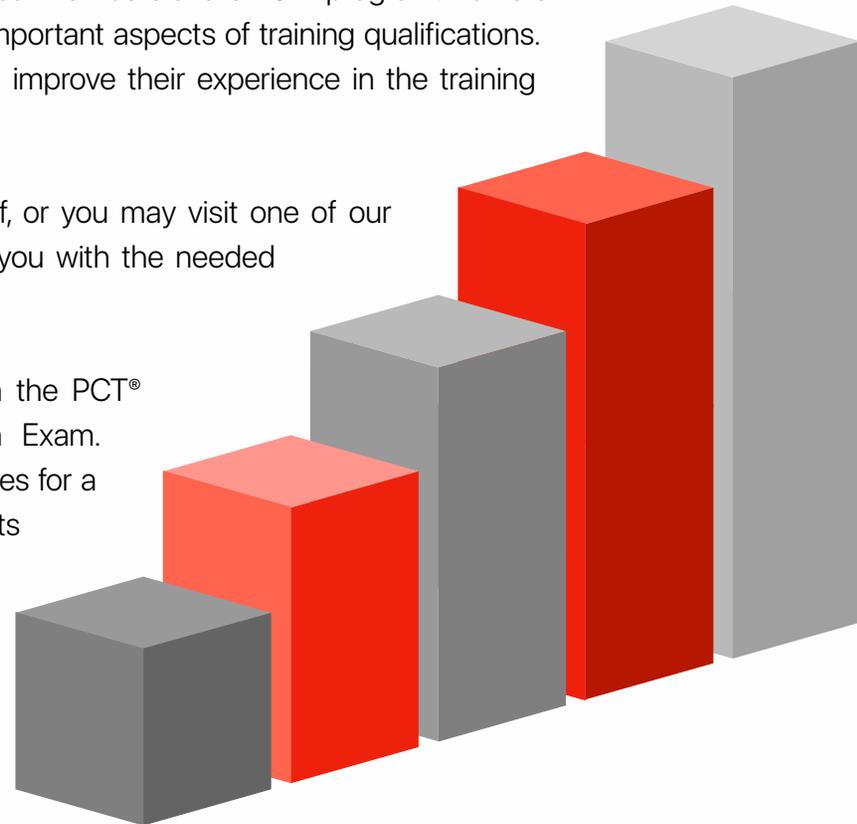
*Calculate your points ... and evaluate yourself.*

We have adopted the point evaluation method to evaluate the potential members of the PCT® program. Trainers may evaluate their training-related achievements to calculate the important aspects of training qualifications. This process presents an opportunity for trainers to enhance and improve their experience in the training industry in the short and long term.

You may perform the evaluation by calculating the points yourself, or you may visit one of our authorized centres to help you evaluate your points and provide you with the needed consultation on how to improve your total score.

Once you achieve 25 points or more, you will be eligible to join the PCT® program without the need to undergo the PCT® Qualification Exam. Otherwise, feel free to contact CGC® or any of our authorized centres for a free consultation on how to raise your score beyond the 25 points mark.

Please note that this evaluation method along with other measures of evaluation all play a role in determining the appropriate membership level of potential members.



No.	Area	Measurement	Points	Evaluate Yourself
1	Education	Undergraduate Degree	6	
		Masters Degree	8	
		PhD Degree or higher	10	
2	Non-Training Vocational Experience	2 years or less	4	
		3-7 years	6	
		7+ years	10	
3	Training Experience	2 years or less	4	
		3-7 years	6	
		7+ years	10	
4	Training History	Trained less than 5 courses OR less than 100 trainees	0-2	
		Trained 6 – 10 courses OR 100 – 200 trainees	4	
		Trained 11 – 20 courses OR 200 – 400 trainees	6	
		Trained 20+ courses OR 400+ trainees	10	
5	Vocational Relevance	Educational relevance to the trainer's courses	4	
6		Professional relevance to the trainer's courses	4	
7	TOT Diploma	Completed a comprehensive Training of Trainers diploma from CGC® or any other global centre	22	
8	Instructional Design (Designing Training Packages)	Trained one of CGC® certified training packages or courses	10	
9		Designed a training course	10	
10	General	Research and other contributions in the training field	10	
		<b>Total Score</b>	<b>100</b>	

## 5. How Do I Acquire a PCT® Membership?

*Step by step .. towards professionalism .. through one of the two services below.*



PROFESSIONAL  
CERTIFIED  
TRAINER

CANADA GLOBAL CENTRE  
CONSULTING AND TRAINING

Training & TOT  
Certification

# CERTIFIED TOT DIPLOMA

*Project-based & task-oriented training  
delivery method that shortens your path  
to become a successful trainer*



PROFESSIONAL  
PCT  
CERTIFIED TRAINER

Associate Trainer  
Membership: PCT 2000

Jane Doe  
1-778-271-3438

Member Since  
AUG 2005

# PCT ANNUAL MEMBERSHIP

*Join the PCT® society  
to jumpstart your training career*



[Contact us for more information](#)

## 6. Can I Issue CGC® Certificates to Participants of My Courses?

*Grant your participants ... a professional & certified recognition.*

Yes, as a PCT® member, you may request certificates for participants in your CGC®-approved training courses.

The PCT® Administration Team issues certificates while taking the following into consideration:

1. Certificates are available as stamped hard-copies or electronically-registered soft-copies.
2. Every certificate is authenticated in CGC®'s database with a unique serial number that can be reissued upon the trainer's or the participant's request.
3. Certificates are issued directly from CGC® with authentic stamps and anti-counterfeit measures.
4. As a PCT® member, you will have access to preferred rates and fees on issuing certificates.
5. Course titles on certificates are subject to approval to avoid any copyright conflicts.



[View samples for  
Certificates of Attendance](#) 

## 7. When Do I Upgrade to Higher Levels as a PCT® Trainer?

*We start with professionalism .. and we keep climbing higher.*

Based on our ongoing training efforts since 1995, our team established the three primary trainer classification levels. As our team and experience grew in 2010, PCT® founded the current classification system we use today, which improves and develops the trainers' PCT® Career Path that promotes a society of professional trainers.

Thus, we rely on an accurate methodology that reflects on our members' performance and achievements on-field. This system does not translate higher levels into superiority nor proficiency over other levels, but is an observation of the trainers' achievements before and during their membership.

When classifying trainers, the PCT® Administration Team takes the following factors into consideration:

1. Preliminary measurements for evaluating the membership application.
2. The final score of the PCT® Qualification Exam (if applicable).
3. Training achievements before joining the PCT® program.
4. Training achievements during the PCT® membership.
5. The trainer's contributions to the development of the training industry.

6. Organizations' and participants' feedbacks concerning the trainer's performance (customer satisfaction).

Based on the aforementioned factors, we classify our PCT® trainers based on the following hierarchy:



Note: after 6 months has lapsed while being in the same level, any member has the right to apply to advance to the next level. The application will be reviewed and evaluated in accordance with PCT® protocols and procedures.

## 8. What Is PCT® Qualification Exam?

*A comprehensive proficiency test .. for organizations to certify their trainers with.*

The PCT® Qualification Exam consists of two sections to test trainers:

1. Knowledge-based: measures the trainers' cognitive knowledge in training methodologies and techniques.
2. Application-based: measures the trainers capability of providing solutions that yields positive results and returns to the training and the organization.

To take the test and see what it offers your organization, please **contact the PCT® team** 



## 9. Do Participants & Organizations Inquire About Trainers' Accreditations?

*Verify the authenticity of your certificate .. that is your right.*

Yes, organizations and individuals commonly contact us to inquire about **three** types of accreditations:

1. Trainer accreditation at CGC® and their training schedule (if available)
2. Course validation and approval number at CGC®
3. Certificate authentication and credibility from CGC® issued by trainers to participants



## 10. What Are the Awards & Medals of PCT®?

*Stand out ... and join Canada Global Centre®.*

No.	Medal	Description	Recipient
1	PCT® Pin	An official pin with the PCT® logo; given to PCT® members once accepted in the program.	For individuals
2	Achievement Certificate	This certificate is awarded to members celebrating the 100, 500, and 1000 trainees milestones.	For individuals
3	GoExcellence Certificate	CGC® grants this certificate to honour the efforts of those who are working hard to elevate the quality and efficiency of the training profession.	For individuals and organizations
4	Training Mastery	CGC® presents this shield in honour of the outstanding efforts in raising the efficiency of the training industry, and is awarded to trainers who have attained the PCT® Consultant level.	For individuals and organizations
5	Merit Award	Exceptional award granted to training managers, specialists, and consultants for their significant contributions in the training field.	For individuals and organizations



## 11. How Do I Contact the PCT® Team?

*A professional team ... speaks professional training.*



To communicate directly  
with PCT®



For other ways to contact  
Canada Global Centre®

