



EVENT PLANNERS ALLIANCE
104 JOANNE CIR, CARY NC 27513



Registration Guidelines for Training Providers



104 Jo Anne Cir, Cary NC 27513: www.eventplannersalliance.com



1. Introduction

Background

Events Planners Alliance (EPA) is committed to advancing professional development and upholding high-quality standards in the event planning industry. As a leading regulatory body, EPA accredits training providers, ensuring that their programs meet industry standards and effectively enhance the skills of event planning professionals.

EPA Mission

Our mission is to support and elevate the event planning profession through the establishment of comprehensive training standards, rigorous accreditation processes, and ongoing quality assurance for training providers.

2. Purpose of Guidelines

Objective:

These guidelines aim to ensure that training providers align with EPA's standards for quality and consistency in event planning education, thereby fostering excellence in the field.

Scope

The guidelines detail the procedures for registration and renewal of training providers, covering requirements related to facilities, human resources, and training programs.

Training Categories

EPA acknowledges various training categories relevant to event planning. Approved providers may offer courses in areas such as:

- International Diploma in Event Management
- Certificate in Event Planning





3. Training Centre Approval and Support

Our Commitment to Training Excellence

At EPA, we are dedicated to empowering training centers with the essential tools and expertise needed to deliver exceptional event management and planning courses. Our team offers comprehensive support and a wealth of resources to ensure your training center provides an outstanding educational experience.

Support and Resources

We offer extensive support and resources to our partner centers. From industry expertise to access to a wide range of qualifications, we ensure you have everything required to succeed. Explore our resources and support options designed to enhance your training programs.

Becoming an EPA Training Center

If you are a college or private training provider interested in becoming an approved EPA center, we invite you to complete our Customer Application Form. Once submitted, our team will guide you through the approval process. With prompt submission of all required information and scheduling an External Quality Assurance (EQA) visit, your center could be operational within 30 days.

Approval Process

Becoming an EPA training center involves meeting specific conditions outlined in our "How to Become an EPA Training Center" guide. This guide provides a detailed overview of each step in the process, ensuring transparency and clarity.

4. Application process and guidelines

Create Your Online Profile:

Visit www.eventplannersalliance.com, log in, and set up your online profile, which will officially represent your status as an approved center and be visible to the world.

Payments



104 Jo Anne Cir, Cary NC 27513: www.eventplannersalliance.com



Pay the Approved Center fee and application fee using PayPal, credit card, or Bank of America direct RTGS payment.

You can pay online via Stripe or PayPal. Alternatively, you may opt for a direct bank transfer using the following details:

- **Account Name:** BACC Inc.
- **Bank:** Bank of America, Cary, North Carolina
- **Account Number:** 237052638633
- **Routing Number:** 053000196
- **SWIFT Code:** BOFAUS3NXXX

Form Completion:

Complete the EPA Registration Form (EPA/PIT 6) Complete the EPA Registration Form (EPA/PIT 6), the official onboarding form for all centers. This form provides detailed information about the applicant and is a crucial part of the approval process.

Documentation:

Submit the form along with all required documents, ensuring that each document is certified as a true copy of the original.

Legal and Business Registration

- **Legal Entity:** The training provider must be legally registered as a business entity (e.g., company, incorporated entity). Provide proof of registration such as a Certificate of Incorporation or Business Registration Certificate.
- **Training Function:** The business registration documents must reflect training as a core function.
- **Legal Mandate:** Provide documentary evidence supporting the organization's legal mandate to undertake training.

Organizational Requirements

- **Structure:** The organization must have a clear organizational structure.
- **Staff:** Employ qualified staff with relevant industry experience.
- **Policies and Procedures:** Establish documented policies and procedures for training delivery and assessment.





Facility Requirements

- **Office:** Must be operational, secure, and separate from residential areas.
- **Facilities:** Must be equipped with relevant tools, equipment, and materials. Should comply with health and safety regulations and be well-maintained.
- **Training Records:** Provide records of past training conducted.

Business Name and Exclusivity

- **Single Name:** Operate under a single business name.
- **Exclusive Use:** The Chief Trainer or facilities cannot be used for the registration of another Training Provider.

Notification of Changes

- **Updates:** Notify the Director General of EPA within thirty (30) days of any changes to previously submitted particulars.

Premises Inspection

- **Initial and Changes:** EPA will conduct a site visit to assess the training premises. Changes in premises require a fresh inspection.

Operational Arrangements:

- The training establishment must have functional and operational arrangements dedicated to meeting the training objectives for the industry workforce. This includes:
- An operational physical office.
- Separate access if the facility is within a residential premise; it should be distinct from living quarters.
- Relevant tools, equipment, materials, and requisite resources.
- A record of past training conducted by the organization within the last two years.

Quality Assurance

- Regular audits and evaluations will be conducted to ensure compliance with these guidelines.
- Providers must maintain records of training activities, assessments, and feedback.





- Providers must implement a mechanism for collecting and addressing feedback from trainees.

Compliance

- Providers must comply with all relevant local regulations and industry standards.
- Failure to meet compliance standards may result in suspension or revocation of registration.

Receive Final Approval

After successful completion, you'll receive your center number and approval certificate. The entire process typically takes up to 30 working days.

5. Renewal Process

Form Submission

- Re-submit the EPA Registration Form (EPA/PIT 6) along with the renewal fee.
- A registered Training Provider must complete Form EPA/PIT 6 to renew their registration by March 15th of the following year. Failure to renew by this date will necessitate a new registration application.

Inspection

- EPA will conduct an impromptu site visit to assess the training premises.

Communication

- EPA will notify the applicant in writing of the registration or renewal status within 30 days.

Appeals

If your center's approval is denied, you may submit an appeal at no cost by providing the necessary documentation and complying with the center's requirements. Appeals are processed free of charge.





6. What We Offer to Our Training Centers

Comprehensive Programmes

- **Expertly Developed Curriculum:** Programs designed by industry veterans with over 30 years of experience.
- **Flexible Learning Options:** Choices include digital, in-person, and blended formats.

Support and Resources

- **Dedicated Support:** Ongoing assistance with curriculum planning, certification, and assessment.
- **Innovative Technology:** Advanced digital platforms and tools for teaching and administration.

Qualification and Certification

- **Diverse Qualifications:** Covering various levels to meet industry standards.
- **Global Recognition:** Certifications that advance careers globally.

Funding and Partnerships

- **Funding Guidance:** Advice on maximizing financial support.
- **Partnership Opportunities:** Collaboration to enhance training programs.

Enhanced Learning Experience

- **Digital Credentials:** Modern certification with accessible, verifiable achievements.
- **Apprenticeship Solutions:** Support for apprenticeship programs and guidance on new standards.

Efficiency and Growth

- **Streamlined Administration:** Simplified management through the approved Centers portal.
- **Business Growth:** Resources to expand and meet market demands.



7. Why EPA Stands Out

1. **Rich Expertise**
 - **Legacy:** Despite being new in the market, our curriculum creators have over three decades of industry experience, ensuring high-quality and relevant training.
2. **Innovative Learning Solutions**
 - **Dynamic Curriculum:** Our training materials are updated regularly to reflect the latest trends and technologies in event management.
3. **Employability Focused**
 - **Practical Skills:** Programs are designed to enhance job readiness by equipping learners with in-demand skills.
4. **Comprehensive Support**
 - **Resources:** We offer extensive support resources, including guides and responsive support teams, to ensure effective program delivery.
5. **Streamlined Administration**
 - **Efficient Management:** Our user-friendly portal simplifies administrative tasks, making it easy to manage qualifications and track learner progress.
6. **Global Standards, Local Expertise**
 - **Best Practices:** EPA integrates global best practices with local industry insights to provide a training experience that meets both international standards and regional needs.
7. **Exclusive Exchange Programs**
 - **Benchmarking:** We offer unique exchange programs with our North Carolina office, providing tutors with opportunities for benchmarking and enhancing their skills through international exposure.
8. **Industry Collaboration and Feedback Mechanism**
 - **Industry Partnerships:** We Encourage and recommend partnerships with industry leaders and organizations to provide students with real-world insights and job placement opportunities.
 - **Feedback System:** EPA will implement a robust feedback mechanism to gather input from students, employers, and industry experts to continually improve the training programs.





9. EPA Policy framework

INTRODUCTION

These guidelines establish the framework for registering training providers who offer the International Diploma in Event Management and the Certificate in Event Planning. They ensure that providers adhere to necessary standards for delivering high-quality, relevant education in the event management sector.

PURPOSE

The purpose of these guidelines is to:

- Define registration criteria for training providers.
- Ensure providers have the necessary resources and qualifications.
- Maintain the quality and relevance of training programs in Event Management and Event Planning.

FUNCTIONS OF EVENT PLANNERS ALLIANCE (EPA)

1. **Facilitating Event Planning Training:** Organizing and supporting programs to enhance event planning skills.
2. **Assessing & Collecting Fees:** Evaluating and collecting fees to fund training initiatives.
3. **Regulating Trainers:** Setting and monitoring standards for trainers and training programs.
4. **Developing Curricula:** Creating and updating educational content relevant to event planning.
5. **Integrating Market Information:** Using market trends and industry data to shape training programs.
6. **Harmonizing Curricula and Certification:** Standardizing training programs and certification processes.
7. **Assessing Training and Awarding Certificates:** Evaluating training effectiveness and certifying skills.
8. **Accrediting Institutions:** Recognizing institutions that provide event planning training.
9. **Collaborating with Other Organizations:** Partnering with entities to advance EPA's goals.
10. **Charging for Goods and Services:** Setting fees for EPA's services and products.





11. **Performing Additional Duties:** Carrying out responsibilities as stipulated by relevant laws and policies.

Rationale for the Guidelines

In alignment with its mission, the EPA is committed to ensuring high standards in training for event planning professionals. Training providers who meet EPA's criteria are registered and must renew their registration annually. It is important to note that EPA registration is not a business license; business licensing remains the responsibility of other regulatory authorities.

Key Objectives of EPA's Quality Assurance Guidelines

- **Clarity and Simplicity in Qualifications:** Registration and renewal criteria are straightforward and clear.
- **Uniform and Transparent Procedures:** Procedures are consistently and fairly applied to all applicants.
- **Protection of Stakeholder Interests:** Safeguards the interests of trainers, learners, and industry partners.
- **Access to Lifelong Learning:** Provides opportunities for continuous education and professional development.
- **Safe and Effective Training Environments:** Ensures secure and effective training environments and methodologies.
- **Promoting Innovation:** Encourages the incorporation of new technologies and methodologies in training.
- **Enhancing Industry Standards:** Aims to elevate the overall standards and practices within the event planning industry.
- **Ensuring Compliance:** Monitors adherence to established guidelines and regulations to maintain quality and integrity.
- **Fostering Collaboration:** Facilitates cooperation between training providers, industry professionals, and regulatory bodies for shared growth and improvement.

10. WHAT'S NEXT

- **Welcome Pack Dispatch**
Upon receipt of the signed agreements, your Welcome Pack will be dispatched. This pack includes:
 - **Marketing Materials:** Resources to promote your training center.





- **Recognition Certificate:** Official certification of your status as an EPA-approved training center.
- **Access Information:** Details on how to access all EPA resources.
- **Enrollment of Learners**
Once you have received your Welcome Pack, you can begin enrolling learners in your courses.
- **Student Registration**
The center must submit student details and enrollment information by completing the designated form.
- **Training Program Implementation**
Start delivering your approved training programs according to the EPA guidelines and standards.
- **Ongoing Support and Communication**
Maintain regular communication with the EPA for updates, support, and compliance checks. Reach out if you have any questions or need assistance.
- **Performance Review and Feedback**
Participate in periodic performance reviews and provide feedback to help improve the EPA training programs and support services.
- **Renewal and Reassessment**
Prepare for the annual renewal process by ensuring all documentation is up-to-date and compliance with EPA standards is maintained.

11. Categories of Training

The Events Planners Alliance (EPA) offers a range of training programs tailored to different aspects of event planning. These programs are continually updated to align with industry trends and emerging demands. To ensure marketability and relevance, all courses include practical, real-time event planning projects. This hands-on experience is essential for students to apply their learning in real-world scenarios.

International Diploma in Event Management

Summary:

The International Diploma in Event Management is an in-depth program designed for individuals aiming to advance their careers in the event planning industry. This diploma provides comprehensive training on planning, executing, and managing successful events on a global scale.





Course Objectives:

- **Develop Professional Skills:** Equip students with essential skills for effective event planning, coordination, and management.
- **Understand Global Standards:** Familiarize students with international standards and practices in event management.
- **Strategic Planning:** Teach students to create detailed event plans, manage budgets, and oversee event logistics.
- **Client and Stakeholder Management:** Enhance skills in managing client expectations, communicating with stakeholders, and handling negotiations.
- **Problem Solving:** Prepare students to address and resolve common challenges and issues during event planning and execution.

Marketability Enhancements:

- **Real-Time Event Planning Project:** Students must complete a real-time event planning project to demonstrate their ability to apply theoretical knowledge in practical settings. This project involves planning, executing, and evaluating a live event, providing hands-on experience and showcasing their skills to potential employers.

Certificate in Event Planning

Summary:

The Certificate in Event Planning is tailored for individuals interested in specializing in event planning. This certificate offers practical training in organizing, coordinating, and managing events, providing a thorough understanding of the event industry and client needs.

Course Objectives:

- **Event Planning Fundamentals:** Introduce students to the core elements of event planning, including venue selection, vendor coordination, and timeline management.
- **Client Consultation:** Teach students how to consult effectively with clients to understand their vision, preferences, and requirements.
- **Budget Management:** Provide strategies for creating and managing event budgets to ensure financial control and cost-effectiveness.
- **Design and Decor:** Educate students on designing and implementing event themes, decor, and layouts that align with client expectations.
- **Troubleshooting and Coordination:** Prepare students to handle unforeseen issues and coordinate all aspects of the event to ensure smooth and successful execution.





Marketability Enhancements:

- **Real-Time Event Planning Project:** Similar to the International Diploma, students in this program are required to complete a real-time event planning project. This project involves working on a live event, allowing students to gain practical experience and demonstrate their ability to manage events effectively.

12. General Operating and Training Venues Requirements

Venue Declaration:

- A training provider with multiple training or operating venues must declare all such venues to EPA.

Venue Approval:

- Each training or operating venue must receive approval from EPA.

Lease Agreement:

- For rented premises, the management must have a lease agreement registered with the relevant land authorities.

Non-Transferability:

- Registration of training providers is not transferable between physical premises.

Premise Change Notification:

- Any change of premises must be communicated to EPA within 30 days and will require re-inspection.

Venue Safety:

- The training venue must be secure, safe, and comfortable for participants.





Facilities for Skills Training:

- The venue should have appropriate facilities for psychomotor skills training.

Facilities and Equipment:

- Training venues must be equipped with facilities, equipment, and infrastructure that match the number of trainees.

Course-Specific Requirements:

- Facilities and equipment should be suitable for the nature of the courses or training conducted.

Health and Safety Standards:

- All operating and training facilities must adhere to acceptable public health and safety standards.

13. Specific Operating and Training Venues Requirements

Training Category: Diploma in Event Management

Chief Trainer:

- Must hold a Diploma or degree relevant to the courses from a recognized institution.
- Must have 5 years of relevant experience in training.

Other Resource Persons:

- Must hold a degree or diploma relevant to the courses from a recognized institution, or a degree plus a relevant postgraduate diploma or certificate.
- Must have 3 years of relevant field experience.

Training Category: Event Planning





Chief Trainer:

- Must have 5 years of relevant experience in training.
- Must hold a minimum relevant Diploma or equivalent from a recognized institution.
- Must have proficiency in Information Communication Technology.

Other Resource Persons:

- Must have 3 years of relevant experience in training.
- Must hold a minimum relevant Diploma or equivalent from a recognized institution, or a proficiency certificate and an instructor certificate from a recognized institution.
- Must have proficiency in Information Communication Technology.

Accessibility and Inclusion

- **Inclusive Training:** Ensure that training programs are accessible to individuals with disabilities, providing necessary accommodations and support.
- **Diverse Learning Needs:** Address diverse learning needs by offering various learning modalities and support services.

14. CURRICULUM AND TRAINING

Curriculum Provision and Delivery

EPA provides a comprehensive curriculum for each course, which includes:

- **Course Objectives and Outcomes:** Clear statements of what learners are expected to achieve by the end of the course.
- **Course Duration and Schedule:** Detailed information on the length of the course and the schedule of sessions.
- **Detailed Course Content and Learning Materials:** In-depth content coverage and a range of learning materials to support effective teaching and learning.
- **Methods of Assessment and Evaluation:** Various assessment techniques and evaluation methods to measure learners' progress and understanding.





Additionally, EPA supports centers with:

- **Instructor Training and Resources:** Guidance and resources to ensure instructors are well-prepared to deliver the curriculum effectively.
- **Curriculum Updates:** Regular updates to the curriculum to keep it relevant and aligned with industry standards and best practices.
- **Support and Consultation:** Ongoing support and consultation to address any questions or challenges related to curriculum delivery and implementation.

. Facility and Students requirements

Uniforms for EPA Students: A Mark of Excellence

During industry benchmarking trips and formal training sessions, EPA students are required to wear their official uniform. This uniform fosters a sense of unity and professionalism, distinguishing our students as part of a prestigious global network. It is not intended for everyday wear but is crucial for representing the high standards of our approved centers and training programs.

- **Blazer:** Black or Gray color.
- **White Shirt/Blouse:** Suitable for formal occasions.
- **Trousers/Skirt:** Black or Gray
- **Black Closed Shoes:** Comfortable for long hours.
- **Neck Tie:** Center's official color.
- **Clipboard or Organizer, Notepad, and Pens:** For note-taking and organization.
- **Smartphone, Tablet, or Laptop:** For course-related activities and research.
- **Name Badge:** For identification.
- **Passport Size Photos:** 3 photos.
- **Tape Measure:** For setting up event spaces.
- **Scissors:** For various tasks.
- **USB Flash Drive:** For presentations or file transfers.
- **Personal Cleaning Items:** Towels or cleaning cloths.
- **Portfolio Binder:** For organizing and tracking event planning activities.

Facility and Venue Requirements

General Requirements

- **Declare All Training Venues:** Provide a list and details of all venues used for training or events.





- **Secure and Safe Facilities:** Ensure the facilities are secure and safe, accommodating the number of trainees.
- **Compliance with Health and Safety Standards:** Facilities must meet all public health and safety regulations.

Specific Requirements

- **Event Management Spaces:** Facilities should include areas for workshops, meetings, and practical sessions related to event management.
- **Logistics and Equipment Storage:** Provide adequate space for storing and managing equipment and resources used in event setup.

15. Online Learning and Digital Resources for EPA Training Centers

In today's world, where digital learning is increasingly vital, training centers are often approached with inquiries about online learning options. To support this evolving need, it is essential for training providers to integrate digital resources and ensure their platforms are up-to-date.

1. Digital Resources and Requirements:

- **Digital Access:** Training programs should include access to crucial digital resources such as e-books, online databases, and virtual classrooms.
- **Tech Requirements:** Ensure that online learning platforms are compatible with a range of devices and internet browsers to accommodate all students.

2. Training Centers without Online Platforms:

If your approved training center does not have its own online learning platform, students can still access the EPA eLearning portal at no additional cost.

- **Eligibility:** Students must have met all payment obligations and adhered to their training center's policies.
- **Access:** Provided the eligibility criteria are met, students will be granted access to the EPA eLearning portal.





- **Process:** The training center will confirm eligibility and facilitate access to the EPA eLearning portal.

16. Administration Fees

- **New Center Application (On Application):** \$999
- **Learner Registration:** FREE
- **Replacement Result Slip (Per Series):** \$15.00
- **Replacement Certificate:** \$30.00
- **Transcript Fee:** \$25.00
- **Approved Center Renewal – After 2 years** \$150

Note: All fees listed above are accurate at the time of publishing and may be subject to review. EPA will aim to dispatch requested documentation within 5 working days upon receipt of payments and associated fees.

17. Contact Information

Events Planners Alliance (EPA), DBA BACC Inc

- **Address:** 104 Jo Anne Circle, Cary, NC 27513, USA
- **Phone:** +1 (919) 638-3053
- **Email:** info@eventplannersalliance.com
- **Website:** www.eventplannersalliance.com



104 Jo Anne Cir, Cary NC 27513: www.eventplannersalliance.com



Form 6: Application form for approved Centers

Declaration

1. I hereby declare that I have read and understood the Registration Guidelines and the Code of Conduct, and I shall adhere to the same.
2. The information provided herein is true and correct to the best of my knowledge and belief. I understand that any false or incorrect representations shall disqualify this application.
3. I shall manage the firm/organization/institution to the satisfaction and requirements of EPA; failure to do so will render me liable for de-registration.
4. I understand that I am required to promptly update EPA and other related institutions on any changes relevant to this application.

Name: _____

Signature: _____

Designation: _____

Date: _____

Type of Application (Tick appropriately)

- New Application
 Renewal Application
-

Category of Training Applied For (see section 3.0 of Guidelines. Tick appropriately)

- Event Management
 Event Planning
 Other (please specify): _____





PART 2

Particulars of the Organization

- a) Name of organization: _____
- b) Date of Registration/Incorporation: _____
- c) Certificate No.: _____
- d) Tax ID No.: _____
- e) Employer registration number (if applicable): _____
- f) EPA Payment receipt number: _____

NB: Attach a copy of Registration/Incorporation certificate, Tax ID, Memorandum & Articles of Association/Constitution, EPA registration certificate, and EPA payment receipt and company profile.

Address Details

- a) Physical Location: _____
- b) City/Town: _____
- c) State/Province/Region: _____
- d) Postal/Zip Code: _____
- e) Country: _____

For multiple center locations, provide details below:

- f) Additional Center Address 1: _____
 - g) Additional Center Address 2: _____
 - h) Additional Center Address 3: _____
-





Contact Information

- a. Post Office Box No.: _____
 - b. Telephone No.: _____
 - c. E-mail: _____
 - d. Website: _____
 - e. Social Media Handles _____
-

8.0 Proprietor(s) Particulars

No.	Name	Nationality	Tax ID No.
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

9.0 Lead Trainer's Particulars

(Attach a copy of letter of appointment, CV, ID Card/Passport, and copies of relevant certificates)

Name: _____

ID/Passport Number: _____

Qualifications: _____

Years of Relevant Experience: _____

Date of Appointment to the Position: _____

Lead Trainer's Signature: _____





Full-Time Resource Persons

(Attach copies of letters of appointment, CVs, ID Cards/Passports, and copies of relevant certificates)

No.	Name	ID/Passport No.	Qualifications	Signature
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Part-Time Resource Persons

(Attach copies of contractual agreements, CVs, ID Cards/Passports, and copies of relevant certificates)

No.	Name	ID/Passport No.	Qualifications	Signature
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Other Types of Courses Offered (You can use extra paper)

No.	Course Title	Certification Level (if any)	Target Group
1.	_____	_____	_____



S/No.	Document	Submitted (tick as appropriate)	Certified (tick as appropriate)
5.	EPA Registration Certificate		
6.	EPA payment receipt		
7.	Registered lease/Sub-lease or Title Deed		
8.	Appointment letter for the Lead Trainer		
9.	CV for the Lead Trainer		
10.	ID card/Passport for the Lead Trainer		
11.	Academic and professional certificates for the Lead Trainer		
12.	Appointment letter for all full-time resource persons		
13.	CVs for all full-time resource persons		
14.	ID cards/Passports for all full-time resource persons		
15.	Academic and professional certificates for all full-time resource persons		
16.	Contractual agreement for all part-time resource persons		
17.	CV for all part-time resource persons		
18.	ID card/Passport for all part-time resource persons		





S/No.	Document	Submitted (tick as appropriate)	Certified (tick as appropriate)
19.	Academic and professional certificates for all part-time resource persons		
20.	Training programs		
21.	Training conducted within the last 2 years		
22.	Audited financial statements		

15.0 EPA reserves the right to request any additional information it may deem necessary.

16.0 Completed forms should be forwarded to:

Event Planners Alliance

104 Jo Anne Street,
Cary, NC 27511
USA

FOR OFFICIAL USE ONLY

Serial No.: _____

Date Received: _____

Received by: _____

Signature: _____

