

PQ - Record of SKI INSTRUCTOR's tests

Common Training Test records in IMI

Guide for users of the Ski Instructor's module

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1 Logging onto IMI

When you are registered in IMI you receive two automatic e-mails informing you about your registration. The first one simply confirms that your account was created, while the second one includes a temporary password, which you will need for your first login.

The person, who registered you in the system, must communicate to you your IMI username outside the system.

You can log onto IMI as soon as you have both your username and temporary password. IMI is accessible via the IMI website (https://ec.europa.eu/internal_market/imi-net/) or via the following direct link: <https://webgate.ec.europa.eu/imi-net/>. The e-mail with your temporary password will also include a link to the system.

When **first logging on**, you will have to set your personal password and 12-digit security code. Users should consider the following recommendations:

- **When logging on with a temporary password, it is important to enter the username and the temporary password manually**, even if the fields on the login screen are prefilled. If then the browser asks if you would like it to store your password, you have to answer NO.
- Users first have to complete the logon process with the temporary password (set your password and security code). If they would like the browser to retain their password, they have to log out and login once again with the newly set password. Again, they should first enter the username and newly set password manually. This time the browser will ask again if they would like it to store/remember the password. This time the answer can be YES.
- **The usernames, passwords and security codes in IMI are case sensitive**, and you always have to pay attention to correctly enter capital characters.
- It is strongly recommended to enter temporary passwords manually in order to avoid the unfortunate mistake of copying additional characters in front of or after the password.
- **The temporary passwords always consist of 2 capital letters + 4 small case characters + 2 numeric characters** (i.e. the first two letter are always capital letters – this is important as a capital O can easily be confused with a number 0 or a small case l can easily be confused with a capital I)
- **The temporary passwords can only be used for a one-off login**. When logging on with a temporary password users need to set first a personal password and then a security code for themselves. (For ease of use you may consider recommending the setting up a simple security code that still meets the rules – these will be easy to enter for subsequent logins)

For subsequent logins you will have to use your personal username, password and security code.

If you have forgotten your IMI username, password or security code, please contact other colleagues, who are also registered in IMI and have been given administrator rights or get in touch with your National IMI Coordinator / the IMI support services of the European Commission. They will be able to tell you your username and reset your password if necessary.

When your password is reset, you will receive a new temporary password, which will allow you to log on and which will need to be changed, just like if you would be logging onto IMI for the first time (see details above).

2 Exchanging information on Common Training Test of ski instructors

Common Training Test (CTT) for ski instructors (Under Article 49b of Directive 2005/36/EC) is established by [Commission Delegated Regulation \(EU\) 2019/907](#). According to the provisions of this Delegated Regulation, the CTT shall comprise of a test certifying technical ability of ski instructors and a test certifying safety-related competences of ski instructors.

As per Article 4 of Regulation (EU) 2019/907, Member States shall recognise certificates attesting the successful completion of the CTT. The recognition of such certificates clearly requires administrative cooperation and mutual assistance between Member States enshrined in Articles 8 and 56 of the Professional Qualifications Directive.

The IMI System, since 2008, already supports the administrative cooperation for the recognition of professional qualifications, however representatives of Member States and in particular of the entities awarding a qualification to ski instructors expressed the need of a simple and easy way to exchange information on CTT. Therefore, a dedicated IMI module based on the technical functionality of IMI repositories have been implemented to support and facilitate administrative cooperation and the exchange of information on CTT of ski instructors.

By means of the repository functionality, information can be exchanged without unnecessary administrative burden, a minimal effort and without a risk of sending and receiving an unreasonably high number of IMI requests. I.e. entities who need to check that ski instructors fulfilled the CTT requirements are likely to verify qualifications on a regular basis in an almost systematic way. By means of the repository, IMI shall allow for a quick and easy check of a positive CTT outcome and thus authorities will not need to send IMI requests for such verifications and will neither need to wait for receiving an answer to their requests.

3 Consent form for the processing of personal data of the ski instructors

Before sharing any personal data of a ski instructor by means of IMI, it is mandatory to request the professional's consent to the personal data processing. It is possible in IMI to record the data for a successfully passed technical test or the overall Common Training Test based on passing the technical test and the safety test or based on acquired rights. It is never possible to activate the entries (make it visible to other IMI users) if the consent of the professional has not been uploaded in the system.

A template has been provided in all relevant languages for recording the consent of the professional (see Annex I). The signed consent form needs to be uploaded in IMI complementing all mandatory information in the forms. It is also possible to download the template directly from the IMI System, following the steps below:

- **Create a draft entry** in IMI (you only need to fill in the fields marked with a red *)
- **Save** the entry (you will get a warning message indicating, which fields will need to be completed afterwards)
- **Click on Print** and select *“Consent form for the Common Training Test for ski instructors”*
- **Select the language** in which you would like the template to be generated (No need to request a digital signature) and **Confirm**
- Go to the **My reports** menu option and download the PDF template you generated (should be the first document on the top of the list)

Authorities may as well use their own consent forms, if those make it clear to the professional that his/her personal data is going to be processed by means of IMI.

4 Recording and sharing information about ski instructors, who have met Common Training Test (CTT) requirements

In order to share information about ski instructors, who have met the CTT requirements, i.e. passed the necessary tests you need to choose the **Repositories and Directories / Create entry** menu option. Under this option, two forms are available, depending on what you would like to record:

- **Ski instructors - Record of Technical Tests** - to be used for recording only the positive outcome of a technical test, necessary in cases when the ski instructor will subsequently need to pass the safety test or can rely on an exception for the safety test, which may be verified by another entity at a later stage. *(Some entities may only organise technical tests and thus will only need to record the outcome of these.)*
- **Ski instructors - Proof of Common Training Test (CTT)** – to be used to record the proof of CTT, including information about the technical test, where applicable.

If an entity not only organised a technical test, but can confirm that the ski instructor meets all CTT requirements, only this form should be filled in and it is not necessary to create a separate record of the technical test as information about the latter is incorporated in this CTT form.

The fields in the form are presented on a single tab. To record information you simply need to follow the steps below:

- **Fill in the fields** of the form and then click on **Save** – the system will then save a “Draft” of the record.
- **Click on Activate** – this action will make the record visible to other authorities.

When creating a record you must always provide the First name and Surname of the professional. These fields are mandatory and marked with a * (red colour).

Other mandatory fields in the form are marked with an * (in amber colour). You can save a draft record, even if you have not filled in all the mandatory fields. Should this be the case, the system will display a warning message indicating which mandatory information is still missing. In the **pop-up window** of the warning message, you can click **YES**, if you want to save the incomplete draft or **NO**, if you prefer to complete the record before saving.

Note that you will only be able to “Activate” entries, if all mandatory fields are properly filled in and a consent form has been uploaded.

In a few fields, you will have to upload documents (e.g. the proof of the qualification). You can also complement the records with free text information in the **Additional information** field. In this field, you should always make sure that, in the top right corner the selected language corresponds to the language in which you have written your text. This is necessary to ensure proper functioning of the machine translation in IMI. *(The dropdown list of languages is defaulted to your session language (the one selected on the top right corner of your IMI screen). If you write your text in that language, you do not need to modify the language selected for the free text boxes.)*

When you **Activate** the record in IMI, the system will generate the **unique CTT record id** that consists of “CTT-” followed by 9 alphanumeric characters.

4.1 Recording completion of CTT requirements based on the record of Technical tests stored in IMI

If you would like to record the completion of CTT requirements based on the record of technical tests stored in IMI, you should start creating your IMI entry as per below:

- **Open the record of the technical test in IMI** (from e.g. the “Search by form / Ski instructors - Record of Technical Tests” menu option)
- Click on the **Reuse data button** and select the **Ski instructors - Proof of Common Training Test (CTT)** form

The system will open a pre-filled form, which you simply need to complete with the missing information. Note that when in the “**CTT requirements met**” field you choose “**Based on technical and safety tests passed by the professional**” the system will also load the details of the technical test from the previously created IMI record.

After filling in the form, you will simply need to **Save** and afterwards **Activate** the entry in IMI.

4.2 Scenarios for recording CTT requirements

The two IMI forms (Record of technical test and Proof of CTT) have to be used depending on what shall be recorded. In principle, the Delegated Regulation establishes a “standard venue” for benefitting from the principle of automatic recognition, which means a ski instructor needs to pass a technical test first and subsequently needs to pass a safety test.

In addition to that, the Delegated Regulation offers two additional venues, which include exemptions to parts of the CTT as well as certain acquired rights. All venues and the use of the relevant forms will be explained in more details below.

4.2.1 The standard venue

The standard venue requires ski instructors to first pass the technical test and subsequently the safety test. In practice, a ski instructor applies for participation in a technical test to an organising entity. Organizing entities are free to decide how to arrange this as this is not regulated by the Delegated Regulation. The professional is invited to a technical test and after he/she successfully passes it, the organising entity can create an entry in IMI confirming this fact. This is done by filling in the form: **Ski instructors - Record of Technical Tests**

If the same organising entity, immediately after the successful outcome of the technical test also organises the safety test, it is not necessary to create the record of the technical test. In this case, it is sufficient to create one entry by filling in the **Ski instructors - Proof of Common Training Test (CTT)** form in IMI. For this venue it is important that in the “**CTT requirements met**” field of the form the relevant value is selected: “**Based on technical and safety tests passed by the professional**”.

If a professional decides to do the technical test with one organizing entity, but continues to do the safety test with another entity or if he/she decides to do the safety test at a later stage the record of the technical test must be created as the future proof of the CTT will be issued based on it.

In the latter scenario, a ski instructor applies for participation in a safety test to an organising entity, which is free to decide how to arrange the test, as this is not regulated by the Delegated Regulation. The professional, in practice, is invited to a safety test and after success, the entity creates an entry in IMI proving the Common Training Test being successfully passed by the professional. (See section “[Recording completion of CTT requirements based on the record of Technical tests stored in IMI](#)”)

4.2.2 The exemption venue

This venue is for professionals that can benefit from exemptions. The exceptions include a previously passed Eurotest or sufficient number of FIS points, which exempts from completing the technical test, as well as a previously passed Eurosecurity test, which exempts from completing the safety test.

In practice, a ski instructor applies for participation in a technical test or a safety test to an organising entity, depending on which part of the CTT he/she still has to complete. Organising entities are free to decide how to arrange this, as it is not regulated by the Delegated Regulation. The professional is invited to a technical test or a safety test and after success, the organising entity creates an entry in IMI proving the professional successfully passed the Common Training.

In this scenario, the organising entity only has to fill in the **Ski instructors - Proof of Common Training Test (CTT)** form in IMI and after completion, activate the entry. It is however important that in the “**CTT requirements met**” field of the form the relevant exception is selected: “**Based on previously passed Eurotest or sufficient number of FIS points**” / “**Based on previously passed Eurosecurity test**”.

4.2.3 The acquired rights venue

This venue is for professionals that can benefit from acquired rights. Acquired rights are ensured for:

- a ski instructor, who either previously benefitted from the Memorandum of Understanding or who previously passed both the Eurotest and the Eurosecurity test;
- or
- a ski instructor, who can demonstrate professional experience of at least 200 days during the 5 years preceding the entry into force of Delegated Regulation (EU) 2019/907 and holds a qualification from a non-Memorandum of Understanding-signatory state.

Based on the Delegated Regulation, assessing the eligibility of a professional for this, lies with the home authority.

In practice, a ski instructor applies for acquired rights with the respective home authority, which is free to decide how to arrange this, as it is not regulated by the Delegated Regulation. After successful assessment by the home authority, the home authority will create a proof in IMI.

In this scenario, the organising entity only has to fill in the **Ski instructors - Proof of Common Training Test (CTT)** form in IMI and after completion, activate the entry. It is however important that in the “**CTT requirements met**” field of the form the relevant value is selected: “**Based on acquired rights**”. In addition, in the “**Acquired rights based on**” you must also select what is applicable: **Memorandum of understanding / Previously passed Eurotest and Eurosecurity test / Professional experience of at least 200 days during the 5 years preceding the entry into force of Regulation (EU) 2019/907**

4.2.4 Proof of benefitting from the CTT

When the **Ski instructors - Proof of Common Training Test (CTT)** form is filled in and the entry is activated in IMI, the professional will have his/her own personal reference number as proof that he/she meets the CTT requirements

- by having passed both parts of the CTT including relevant exemptions;
- based on acquired right.

The system will always generate a unique ID for the proof. With this ID he/she can benefit from automatic recognition. A PDF of the proof can be generated and printed or sent to the professional.

The IMI entry will be the sole and final proof of benefitting from the CTT based on the “all 3 venues”. If a ski instructor applies for recognition for establishment purposes or makes a declaration for the temporary provision of services, he or she can simply submit the unique reference number.

Host authorities can then look up the professional and his entry in IMI to see whether he or she benefits from automatic recognition precluding any checks of qualification. (See section “Deactivation of IMI entries”)

5 Updating or modifying IMI entries after activation

After activating a record in IMI, you will still see the **Edit** button, which if clicked allows for the editing of non-critical information in the record, such as **contact details of the professional** or **those of the entity issuing the qualification**, or the **additional information** you have provided. If you wish to modify these simply click on **Edit**, make the necessary changes and click on **Save**.

If you wish to modify or change critical / core information in the record you will have to create a new version of it by clicking on **New version**.

- You will need to justify briefly in free text why you are creating the new version.
- Make the necessary changes in a pre-filled form and **Save** the new version of the entry.
- Last you will need to **Activate** the draft new version, which will automatically deactivate the previous version of the entry, which no longer will be visible to any other entity than your own.

When a new version is created, The IMI entry number will remain the same with a .2/.3/.4 etc. extension replacing the previous .1/.2/.3 extension in the entry number. The new version of the entry however, will have a new unique CTT record ID.

6 Deactivation of IMI entries

The IMI module also allows for the deactivation of IMI entries. (You can see the “status” of an entry on the “management information” tab of the full view as well as in the search result lists.) Entries should be **Deactivated** in IMI, if they are no longer valid or for some reason should no longer be visible to other entities in your own or in other Member States.

Inactive entries can only be found via the search function and only by the owner of the entry, i.e. the entity, which created and deactivated the record in IMI. Note that if you decide to deactivate an entry/record in IMI you will need to justify in free text why you take the action.

The “**Reuse data**” function will remain available also for **Inactive** (deactivated) **records** for a period of 6 months after deactivation. Therefore, it is possible to take an existing entry, even when inactive, and reinstate the data in a new entry within six months after deactivation.

7 Removal of personal data from IMI

Deactivation of an entry in IMI is considered as the formal closure of the administrative procedure, therefore, for data protection reasons, **personal data from Inactive** (deactivated) **entries** will be blocked six months after deactivation and deleted 18 months thereafter.

8 Finding proofs of CTT or records of Technical test in IMI – Search in IMI and the Dashboard

Recently activated records are easily accessible from the IMI Dashboard (landing page after login). You simply need to click on the corresponding row in the box of Repositories & Directories. The same box will also provide for quick access to any draft entries of your own entity, which have not been activated yet.

The **best way to find and check proofs of CTT or records of Technical tests**, however, is via the “**Repositories & Directories**” / “**Search by form**” menu option:

- **Select the relevant form** depending on what you are searching for
- **Set the most relevant search criteria** (e.g. Surname / CTT record ID) and click on **Search**.
- From the search result list open the details of the entry, if the preview in the bottom part of the screen does not give you sufficient information.

For certain search criteria, it is sufficient to put in a string of 3-4 character, pay attention however to any special character in names etc. as the search will only return exact matches.

When the result of your search is displayed, you can export it in Excel by clicking on the corresponding button above the list. The export will be delivered and downloadable under the ‘**My reports**’ menu option.

The records can also be retrieved via the “Search all forms” sub-menu option under “Repositories & Directories”, however this only offers a very limited number of search criteria, thus **for searching it is recommended to use the “Search by form” sub-menu option**.

9 Creating a PDF report of an IMI entry

It is possible to generate PDF reports with all recorded information. This PDF report can be used as a certificate in the sense of Article 8 of Delegated Regulation (EU) 2019/907 and should be transmitted to the ski instructor concerned. Ski instructors have the right to request a new copy of this document at any point in time. The PDF report can either be printed or it can be stored externally. Furthermore, PDF reports can be generated in any official EU language and may as well include a digital signature, proving that the PDF was downloaded from the IMI System.

To generate a PDF report of an entry:

- In the full view of an individual IMI entry, **click** on the **Print** button (with a PDF icon) and select the IMI Print-out option (presented as CTT Record (IMI Print-out) / Record of technical test (IMI Print-out))
- In the pop-up window, **select the language** in which you would like to create the PDF report and tick the box if you need the report with a **digital signature** of the IMI system.
- Once you clicked **OK**, the system generates a PDF that is delivered and downloadable under the ‘**My reports**’ menu option.

10 Using Machine translation for free text information

The forms to record positive outcome of ski instructors’ technical tests and proofs of CTT may only include translatable free text information in the “**Additional information**” field. If any text has been inserted in this field, you can use the machine translation service to translate it. Simply click on the **speech bubble icon next to the text** and its language code, select the language to which you would like to translate it and

wait until the translation gets displayed below. *(This may take even 30-60 seconds depending on the length of the text, the selected language and eTranslation service providing the machine translation output.)* Alternatively, you can also click in the banner the **Translate all** button, but then you cannot select a language and the translation will be returned in the language of your screen as indicated in the top-right corner of your browser tab.

IMPORTANT!

For training and testing purposes only the Training Database should be used. Test cases or trials should never be created in the real system as they would affect the statistics. The IMI Helpdesk, without prior notice will delete all identified test cases from the real IMI System.

Annex I – Template consent form

Consent form for the Common Training Test for ski instructors

With my consent, I permit the competent entity below to process my personal data by means of the Internal Market Information (IMI) System, as described in this consent form and in the [IMI record DPR-EC-00373](#)¹. The data shall be processed for the purpose of recording that I benefit from the principle of automatic recognition pursuant to Article 4 of [Commission Delegated Regulation \(EU\) 2019/907](#) and for exchanging this record with competent entities of other Member States based on the administrative cooperation and mutual assistance between Member States enshrined in Articles 8 and 56 of [Directive 2005/36/EC](#).

Competent entity details:

Name of the competent entity:

Address:

Telephone number:

E-mail address:

The personal data and documents that will be recorded and processed based on my consent are:

- Identification details (Name, date of birth, place of birth, national ski instructor number where applicable);
- Contact details (address, e-mail address, telephone number);
- A copy of relevant qualification in Annex I of Commission Delegated Regulation (EU) 2019/907;
- Where applicable the results of technical and/or safety test;
- Where applicable a proof for benefiting from an exception or from acquired rights pursuant to [Commission Delegated Regulation \(EU\) 2019/907](#).

I provide my consent by signing this form. I confirm that I accept that my data will be processed as mentioned above.

I also confirm that I understand that I can freely withdraw my consent at any time, e.g. if I no longer want my personal data to be exchanged. In that case, all processing operations that were based on my consent and took place before the withdrawal of consent remain valid, however my personal data can no longer be used for further exchanges, as they will be blocked and deleted from the IMI System in accordance with Article 14 of [Regulation \(EU\) No 1024/2012](#).

First name, surname:

Place, Date:

Signature:

The personal details contained in the present consent form will be kept as proof of the consent. To exercise the rights of the data subject under [Regulation \(EU\) 2016/679](#), the competent entity responsible for the processing activity shall be contacted.

¹ Register of the Data Protection Officer (DPO), <https://ec.europa.eu/dpo-register/detail/DPR-EC-00373>.