



EdTech Teaching Licence

Policy Framework, Licensing Regulations and CPD Course Details

1. Purpose and Scope

1.1 Purpose

This document sets out the policy, regulations, and operational framework for the EdTech Teaching Licence — a regulated, time-bound professional credential authorizing holders to teach using digital and virtual platforms.

The EdTech Teaching Licence is established by GenevaTech Business School (Switzerland) and is designed to provide:

- Professional accountability — a standard against which digital teaching can be measured
- Public assurance — confidence for parents, learners, and employers
- Career structure — a recognized professional pathway for digital educators
- Ethical standards — a binding code of professional conduct
- Continued competence — mandatory CPD for licence renewal

1.2 Scope

This document covers:

- The licensing policy and regulations
- The three licence tiers and their eligibility criteria
- The application and assessment process
- The Professional Ethics Framework
- CPD requirements and the CPD course catalogue
- Renewal, registry, discipline, and appeals procedures
- Governance and fees

The Certification Series and Diploma Series qualifications that underpin licence eligibility are specified in EdTech Certification Series and EdTech Diploma Series.

1.3 Intended Audience

Audience	Use
Prospective licensees	Understanding of requirements and process
Employers and institutions	Verification and recognition
Regulatory and professional bodies	Recognition and partnership
Licence holders	Compliance, renewal, and CPD obligations
Governance bodies	Administration and oversight

2. Executive Summary

The EdTech Teaching Licence is a regulated professional credential that authorizes holders to teach using EdTech tools in recognized educational settings. It is distinct from certification: while certification validates competence, licensing authorizes teaching.

Feature	Specification
Tiers	Associate, Professional, Advanced
Validity	3 years per cycle
Renewal	Mandatory; requires 30–42 CPD hours
Basis	Competency assessment + ethics + practicum
Governance	Professional Recognition Board of GTBS
Registry	Publicly verifiable online registry
Revocation	Possible for misconduct or competency lapse

Licence Tiers

Tier	Eligibility	Scope of Teaching
Associate EdTech Licence	Certificate in EdTech or equivalent	Teaching assistant; co-teaching in digital classrooms
Professional EdTech Licence	Diploma in EdTech & AI (EQF Level 4, 12 ECTS)	Independent teaching in virtual/blended settings
Advanced EdTech Licence	Professional Diploma (EQF Level 5, 18 ECTS) or Advanced Diploma (12 ECTS)	Lead teacher, mentor, curriculum designer, virtual school head

3. Definitions and Abbreviations

Term	Definition
Applicant	An individual applying for a licence or renewal
CPD	Continuing Professional Development
CPD Hour	One hour of structured professional learning
ECTS	European Credit Transfer and Accumulation System
EdTech	Educational Technology
GTBS	GenevaTech Business School, Switzerland
Licence Cycle	The three-year validity period of a licence
Licensee	A holder of a valid EdTech Teaching Licence
Practicum	An observed teaching demonstration using EdTech tools
Professional Recognition Board	The governing body for licensing decisions
Revocation	Withdrawal of a licence for cause
Suspension	Temporary withdrawal of a licence pending resolution

4. Policy Context and Rationale

4.1 The Professional Accountability Gap

The rapid expansion of digital and virtual education has created a significant gap: there is no mechanism to hold digital teachers professionally accountable. Unlike medicine, law, engineering, and accountancy — professions with established licensing regimes — digital teaching in most developing countries operates without a recognized licence. This creates risks:

Risk	Consequence
Unverified competence	Learners taught by underqualified individuals
No ethical standard	Vulnerability of minors; data privacy risks
No accountability	No mechanism to investigate or sanction misconduct
No currency of skill	Teachers may rely on outdated competencies
Employer uncertainty	Institutions cannot verify digital teaching competence

4.2 The Case for Licensing

Argument	Rationale
Public protection	Learners, especially minors, require assurance of competence and ethical conduct

Argument	Rationale
Professional standing	Licensing elevates digital teaching to a recognized profession
Employer confidence	Institutions can verify credentials reliably
Continuous improvement	Mandatory CPD ensures currency of teaching
International alignment	Aligns with teaching in the UAE, Singapore, and parts of Europe where digital teacher licensing exists

4.3 The Innoversity–GTBS Advantage

The partnership brings together:

- Innoversity's validated competency assessment framework, developed through the e-School impact assessment, jointly undertaken with GTBS
- GTBS's Swiss governance, European quality assurance standards, and international recognition
- A proven qualification ladder — Certification Series and Diploma Series — that provides the competency foundation for licensing

5. Certification versus Licensing

Aspect	Certification	Licence
Purpose	Validates competency	Authorizes teaching
Nature	Voluntary professional development	Regulated, mandatory for teaching
Issuing authority	GTBS (certification body)	GTBS + Recognized Professional Body
Validity	Lifetime (renewal optional)	Time-bound (3 years) with mandatory renewal
Revocation	Not applicable	Possible for misconduct or competency lapse
CPD obligation	None	Mandatory
Public registry	Certificate verification only	Full licence status, tier, and standing
Ethical obligation	Advisory	Binding code of conduct
Employer reliance	Indicative	Authoritative

Key principle: certification is a statement of what a person has achieved. A licence is a statement of what a person is authorized to do.

6. Legal and Regulatory Framework

6.1 Institutional Basis

The EdTech Teaching Licence is issued under the joint authority of GenevaTech Business School, administered by the Professional Recognition Board and the Innoversity.

6.2 Recognition Strategy

For the licence to carry practical weight, recognition agreements will be pursued with:

Body	Purpose
Ministries / Departments of Education	National / provincial policy alignment; Recognition for public school teaching
Private School Associations	Adoption across private and virtual school networks
Higher Education Commissions (HEC)	Recognition within teacher education programs
Swiss and European professional bodies	International recognition

6.3 MoU Requirements

Each recognition agreement will define:

- Scope of recognition (which teaching roles require the licence)
- Renewal cycle alignment
- Reciprocal quality assurance arrangements
- Verification and information-sharing protocols
- Complaints and disciplinary cooperation

7. The Licence Framework – Tiers and Standards

7.1 The Three Tiers

ASSOCIATE EdTech LICENCE Eligibility: Certificate in EdTech or equivalent · Scope: Teaching assistant; co-teaching in digital settings · CPD: 30 hours per 3-year cycle ↓
PROFESSIONAL EdTech LICENCE Eligibility: Diploma in EdTech & AI (EQF 4, 12 ECTS) · Scope: Independent teaching in virtual/blended settings · CPD: 35 hours per 3-year cycle ↓
ADVANCED EdTech LICENCE Eligibility: Professional Diploma (EQF 5, 18 ECTS) or Advanced Diploma (12 ECTS) · Scope: Lead teacher, mentor, curriculum designer, virtual school head · CPD: 40 hours per 3-year cycle

7.2 Tier 1 – Associate EdTech Licence

Element	Specification
Eligibility	Certificate in EdTech or equivalent qualification
Scope of Teaching	Teaching assistant; co-teaching in digital classrooms; supervised instruction
Restrictions	May not independently lead a virtual classroom; may not design accredited curricula
Practicum	30-minute observed co-teaching session
CPD Requirement	30 hours per 3-year cycle
Validity	3 years

7.3 Tier 2 – Professional EdTech Licence

Element	Specification
Eligibility	Diploma in EdTech & AI (EQF Level 4, 12 ECTS)
Scope of Teaching	Independent teaching in virtual, blended, and technology-enhanced settings
Restrictions	May not supervise other licensed teachers; may not lead institutional transformation
Practicum	45-minute independently delivered lesson with observation
CPD Requirement	36 hours per 3-year cycle
Validity	3 years

7.4 Tier 3 – Advanced EdTech Licence

Element	Specification
Eligibility	Professional Diploma in EdTech (EQF Level 5, 18 ECTS) or Advanced Diploma in EdTech (12 ECTS)
Scope of Teaching	Lead teacher; mentor; curriculum designer; virtual school head; institutional EdTech leadership
Restrictions	None (full scope)
Practicum	60-minute lesson plus a leadership presentation
CPD Requirement	42 hours per 3-year cycle
Validity	3 years

7.5 Scope of Teaching Matrix

Activity	Associate	Professional	Advanced
Co-teach in digital classroom	✓	✓	✓
Independently teach online	—	✓	✓
Design accredited digital curricula	—	Limited	✓
Mentor other teachers	—	—	✓
Lead virtual school	—	—	✓
Supervise licensed teachers	—	—	✓
Conduct institutional EdTech audits	—	—	✓
Represent institution in EdTech policy	—	Limited	✓

7.6 Licence Conditions

All licensees are bound by:

1. The EdTech Professional Ethics Framework (Section 10)
2. The CPD requirement for their tier
3. The scope of teaching restrictions for their tier
4. The notification obligation — licensees must notify the PRB of any criminal conviction, professional sanction, or material change in circumstances
5. The cooperation obligation — licensees must cooperate with any PRB investigation

8. Eligibility Criteria

8.1 General Eligibility Requirements

All applicants must:

Requirement	Detail
Age	Minimum 18 years
Identity	Verified government-issued identification
Qualification	Meet the tier-specific qualification requirement
Character	Declare any criminal convictions; provide clearance where required
Language	Working proficiency in the language of instructions
Fitness to Practise	Declare any condition that may affect fitness to teach

8.2 Tier-Specific Qualification Requirements

Tier	Qualification Requirement
Associate	Certificate in EdTech (Innoversity/GTBS) or equivalent as determined by the Equivalency Committee
Professional	Diploma in EdTech & AI (EQF Level 4, 12 ECTS)
Advanced	Professional Diploma in EdTech (EQF Level 5, 18 ECTS) or Advanced Diploma in EdTech (12 ECTS)

8.3 Equivalent Qualifications

For the Associate tier, the Equivalency Committee may accept:

- A recognized teaching qualification with demonstrated EdTech components
- A bachelor's degree in Education, Computer Science, or a related field with EdTech coursework
- Minimum 2 years of teaching experience in a technology-enhanced environment, supported by a portfolio of teaching

8.4 Character and Fitness

Applicants must declare:

Declaration	Purpose
Criminal convictions (where applicable)	Safeguarding of learners
Professional sanctions or licence revocations	Professional standing
Ongoing investigations	Risk assessment
Health conditions affecting fitness to teach	Duty of care

8.5 Grounds for Refusal

The PRB may refuse an application where:

1. The applicant does not meet the qualification requirement.
2. The applicant has been convicted of a relevant offence.
3. The applicant has had a professional licence revoked elsewhere.
4. The applicant has failed the assessment on the maximum permitted attempts.
5. The applicant has provided false or misleading information.
6. The applicant has failed to demonstrate fitness to practise.

9. Application and Assessment Process

9.1 Application Process

1	Online Application <i>Submit personal details, qualification evidence, declarations</i>
2	Document Verification <i>Identity, qualifications, character declarations</i>
3	Eligibility Determination <i>Equivalency Committee review (where applicable)</i>
4	Competency Assessment <i>Online assessment (tier-specific)</i>
5	Ethics Assessment <i>Online assessment on the Professional Ethics Framework</i>
6	Practicum <i>Observed teaching demonstration (tier-specific)</i>
7	PRB Decision <i>Approval, conditional approval, deferral, or refusal</i>
8	Licence Issuance <i>Digital licence certificate; entry in the Licence Registry</i>
9	Onboarding <i>CPD platform access; ethics framework acknowledgement</i>

9.2 Assessment Components

Component	Weight	Pass Mark	Description
Competency Assessment	40%	70%	Tier-specific online assessment of EdTech teaching competence
Ethics Assessment	20%	80%	Assessment of knowledge and application of the Professional Ethics Framework
Practicum	40%	70%	Observed teaching demonstration
Overall	100%	70%	Must pass each component

9.3 Competency Assessment by Tier

Tier	Assessment Focus
Associate	Foundational digital teaching competency; classroom technology integration
Professional	Independent digital teaching; LMS; online pedagogy; assessment
Advanced	Leadership; strategy; mentoring; institutional transformation; advanced analytics

9.4 Ethics Assessment

The ethics assessment covers:

1. Safeguarding and duty of care
2. Learner data privacy and protection
3. Professional boundaries and conduct
4. Digital citizenship and responsible use
5. Integrity in assessment
6. Equity, inclusion, and accessibility
7. Conflict of interest and transparency

9.5 Practicum Requirements

Tier	Duration	Requirements
Associate	30 minutes	Co-teaching session; observation by approved assessor
Professional	45 minutes	Independently delivered lesson; observation by approved assessor
Advanced	60 minutes + presentation	Lesson plus leadership presentation; observation by panel

Practicum assessors are drawn from GTBS faculty, Innoversity master trainers, and partner institutions. All assessors complete an assessor training and calibration program.

9.6 Assessment Attempts

Component	Maximum Attempts
Competency Assessment	2
Ethics Assessment	2
Practicum	2

Failure after the maximum attempts requires a waiting period of 6 months before reapplication.

9.7 Timeline

Stage	Indicative Timeline
Application to eligibility decision	10 working days
Assessment scheduling	15 working days from eligibility
Assessment to PRB decision	15 working days
PRB decision to licence issuance	5 working days
Total	Approximately 6–8 weeks

9.8 Appeals

Applicants may appeal any adverse decision within 30 days of notification. Appeals are heard by the Appeals Panel (see Section 15).

10. The EdTech Professional Ethics Framework

10.1 Status

The EdTech Professional Ethics Framework is binding on all licensees. Breach may result in conditions, suspension, or revocation of the licence.

10.2 Core Principles

#	Principle	Description
1	Learner Welfare First	The safety, wellbeing, and educational interest of learners is the primary consideration in all professional decisions
2	Competence	Licensees practise only within their scope and maintain currency of skill through CPD
3	Integrity	Licensees act honestly, transparently, and in accordance with the law
4	Respect and Inclusion	Licensees treat all learners and colleagues with dignity, respecting diversity and promoting equity
5	Privacy and Data Protection	Licensees safeguard learner data and use it only for legitimate educational purposes
6	Professional Boundaries	Licensees maintain appropriate boundaries in online interactions with learners
7	Accountability	Licensees accept responsibility for their professional conduct and decisions
8	Digital Citizenship	Licensees model responsible, ethical, and safe use of technology

10.3 Standards of Teaching

10.3.1 Safeguarding and Duty of Care

- Licensees must prioritize learner safety in all online and digital interactions.
- Licensees must follow safeguarding protocols and report concerns promptly.
- Licensees must not engage in any form of abuse, harassment, or exploitation.
- Licensees must maintain professional boundaries in all communications, including social media.

10.3.2 Learner Data Privacy

- Licensees must comply with applicable data protection law.
- Licensees must use learner data only for legitimate educational purposes.
- Licensees must secure devices, accounts, and platforms holding learner data.
- Licensees must not share learner data with third parties without lawful basis.
- Licensees must be transparent with learners and parents about data use.

10.3.3 Assessment Integrity

- Licensees must conduct assessment fairly, accurately, and without bias.
- Licensees must not falsify assessment records or outcomes.
- Licensees must declare any conflict of interest in assessment.
- Licensees must use AI-assisted assessment tools responsibly and transparently.

10.3.4 Responsible Use of AI

- Licensees must be transparent with learners and institutions about their use of AI tools.
- Licensees must not use AI to generate assessment judgements without human oversight.
- Licensees must be alert to bias in AI tools and mitigate where possible.
- Licensees must not input confidential learner data into unapproved AI systems.

10.3.5 Equity and Inclusion

- Licensees must design and deliver instruction that is accessible to learners with disabilities.
- Licensees must address the digital divide and support learners with limited access.
- Licensees must avoid discriminatory language and teaching.
- Licensees must actively promote inclusive participation in online settings.

10.3.6 Professional Conduct Online

- Licensees must maintain the same standard of professional conduct online as in person.
- Licensees must use institutional communication channels for professional matters.
- Licensees must not engage in inappropriate personal relationships with learners.
- Licensees must be mindful of their digital footprint and public professional persona.

10.3.7 Collegiality and Collaboration

- Licensees must treat colleagues with respect and collaborate constructively.
- Licensees must support the professional development of peers.
- Licensees must not undermine colleagues or misrepresent their work.
- Licensees must raise concerns about competence or conduct through proper channels.

10.3.8 Compliance with Law and Regulation

- Licensees must comply with all applicable laws and regulations.
- Licensees must comply with institutional policies and procedures.
- Licensees must cooperate with lawful investigations.

- Licensees must notify the PRB of any criminal conviction or professional sanction.

10.4 Ethical Decision-Making Framework

When facing an ethical dilemma, licensees should apply the following sequence:

Step	Question
1	What are the facts and who is affected?
2	What are the relevant ethical principles and legal obligations?
3	What are the possible courses of action?
4	What are the consequences of each option for learners and others?
5	Which option best upholds learner welfare and professional integrity?
6	Can I justify this decision transparently?

10.5 Breach and Consequences

Severity	Example	Possible Consequence
Minor	Late completion of CPD	Written reminder; condition on renewal
Moderate	Breach of data privacy protocol	Condition on licence; mandatory training
Serious	Failure to report safeguarding concern	Suspension; investigation
Severe	Abuse, exploitation, or fraud	Revocation; referral to authorities

11. Continuing Professional Development (CPD)

11.1 Purpose

CPD ensures that licensees maintain and enhance their competence throughout their licence cycle. It reflects the rapid pace of change in educational technology and the professional obligation to remain current.

11.2 CPD Categories

#	Category	Description	Min. Hours / Cycle
1	Emerging EdTech Tools	New platforms, tools, and technologies	6
2	AI in Education	AI tools, ethics, and applications	6
3	Digital Safeguarding and Data Privacy	Learner safety and data protection	6

#	Category	Description	Min. Hours / Cycle
4	Inclusive and Accessible Digital Teaching	Accessibility, equity, universal design	6
5	Pedagogical Innovation	New methods for virtual and blended learning	6
6	Professional Teaching and Reflection	Peer observation, mentoring, reflective teaching	6

11.3 CPD Delivery Modes

Mode	Examples	Hours Credited
Innovarsity/GTBS CPD courses	Structured online modules	1:1 hour
External accredited courses	Recognized provider courses	1:1 hour (subject to approval)
Professional teaching	Peer observation; mentoring; reflective journal	Up to 10 hours per cycle
Conference attendance	Relevant EdTech conferences	Up to 8 hours per cycle
Publication or presentation	Articles, conference papers, webinars	Up to 8 hours per cycle
Action research	Classroom-based research	Up to 10 hours per cycle

11.4 CPD Recording and Verification

- Licensees maintain a CPD portfolio on the GTBS platform.
- Evidence must be uploaded for each CPD activity (certificate, reflection, artefact).
- A minimum of 50% of CPD hours must be from Category 1–5 activities.
- CPD is reviewed at renewal; incomplete CPD may result in a conditional renewal.

11.5 CPD Support

- CPD platform access is included in the licence fee.
- Licensees receive an annual CPD planning tool and reminders.
- Discounted rates apply for GTBS CPD courses.
- Employers may sponsor CPD hours.

12. CPD Course Catalogue

The following CPD courses are offered by GTBS for licensees. Each course carries CPD hours and maps to CPD categories.

12.1 Category 1 – Emerging EdTech Tools

Code	Course Title	CPD Hours	Level	Mode
CPD-101	Immersive Learning: VR and AR in Education	8	Intermediate	Online
CPD-102	Adaptive Learning Systems: Design and Deployment	8	Advanced	Online
CPD-103	Next-Generation LMS: Features and Integration	6	Intermediate	Online
CPD-104	Collaborative Digital Tools for the Classroom	4	Foundation	Online
CPD-105	Gamification and Game-Based Learning	6	Intermediate	Online

12.2 Category 2 – AI in Education

Code	Course Title	CPD Hours	Level	Mode
CPD-201	AI Foundations for Educators	6	Foundation	Online
CPD-202	Generative AI for Lesson Planning and Content	8	Intermediate	Online
CPD-203	AI-Assisted Assessment and Feedback	8	Intermediate	Online
CPD-204	Ethical AI in Education: Bias, Fairness, and Transparency	6	Advanced	Online
CPD-205	AI for Personalized Learning Pathways	8	Advanced	Online
CPD-206	AI and Learner Data: Privacy and Governance	6	Advanced	Online

12.3 Category 3 – Digital Safeguarding and Data Privacy

Code	Course Title	CPD Hours	Level	Mode
CPD-301	Safeguarding Learners in Online Environments	8	Foundation	Online
CPD-302	Data Protection for Educators: Law and Teaching	6	Intermediate	Online
CPD-303	Managing Online Behavior and Cyberbullying	6	Intermediate	Online
CPD-304	Digital Consent and Learner Rights	4	Intermediate	Online
CPD-305	Incident Response and Reporting in Digital Settings	6	Advanced	Online

12.4 Category 4 – Inclusive and Accessible Digital Teaching

Code	Course Title	CPD Hours	Level	Mode
CPD-401	Universal Design for Learning in Digital Contexts	8	Intermediate	Online
CPD-402	Accessibility Standards for Digital Content	6	Intermediate	Online
CPD-403	Supporting Learners with Disabilities Online	8	Intermediate	Online
CPD-404	Bridging the Digital Divide: Equity in Teaching	6	Foundation	Online
CPD-405	Multilingual and Culturally Responsive Digital Teaching	6	Intermediate	Online

12.5 Category 5 – Pedagogical Innovation

Code	Course Title	CPD Hours	Level	Mode
CPD-501	Flipped Learning Design and Teaching	8	Intermediate	Online
CPD-502	Project-Based Learning in Virtual Environments	8	Intermediate	Online
CPD-503	Synchronous and Asynchronous Blending	6	Intermediate	Online
CPD-504	Designing for Engagement in Live Online Classes	6	Foundation	Online
CPD-505	Learning Analytics for Instructional Improvement	8	Advanced	Online
CPD-506	Micro-Credentials and Stackable Learning Design	6	Advanced	Online

12.6 Category 6 – Professional Teaching and Reflection

Code	Course Title	CPD Hours	Level	Mode
CPD-601	Peer Observation and Constructive Feedback	6	Intermediate	Online + Teaching
CPD-602	Mentoring Early-Career Digital Teachers	8	Advanced	Online + Teaching
CPD-603	Reflective Teaching for Digital Educators	4	Foundation	Online
CPD-604	Building a Professional Digital Portfolio	4	Foundation	Online
CPD-605	Action Research in Your Classroom	8	Advanced	Online + Teaching

12.7 CPD Course Format

Parameter	Specification
Duration	Variable (4–8 CPD hours)
Delivery	Fully online; self-paced with facilitated elements
Assessment	Reflective task or artefact submission
Certification	CPD Certificate issued on completion
Recognition	Hours credited to the licensee's CPD portfolio
Fee	Discounted for licensees; some courses free at Advanced tier

12.8 Custom CPD

Institutional partners may commission custom CPD courses tailored to their context. Custom courses are developed by GTBS and accredited for CPD hours.

13. Licence Renewal

13.1 Renewal Cycle

Element	Specification
Validity	3 years
Renewal window	Opens 6 months before expiry
Late renewal	Up to 3 months after expiry (with late fee); licence suspended during this period
Lapse	After 3 months past expiry, licence lapses; reapplication required

13.2 Renewal Requirements

Requirement	Detail
CPD completion	Minimum CPD hours for the tier
CPD portfolio	Submitted with evidence
Ethics declaration	Signed declaration of continued compliance
Character declaration	Updated declaration of any convictions or sanctions
Fitness declaration	Declaration of fitness to practise
Fee payment	Renewal fee

13.3 Renewal Decision

Outcome	Condition
Approved	All requirements met
Conditional approval	Minor CPD shortfall; conditions specified with deadline
Deferred	Insufficient evidence; applicant invited to supplement
Refused	Serious non-compliance or fitness concern; appealable

13.4 Upgrade at Renewal

Licensees may apply to upgrade their tier at renewal where they have acquired the necessary qualification:

From	To	Requirement
Associate	Professional	Diploma in EdTech & AI
Professional	Advanced	Professional Diploma or Advanced Diploma

Upgrades require the relevant assessment components for the higher tier.

14. The EdTech Licence Registry

14.1 Purpose

The EdTech Licence Registry is a publicly accessible online database enabling employers, institutions, and the public to verify a licensee's status.

14.2 Registry Contents

Field	Detail
Licensee name	As registered
Licence number	Unique identifier
Licence tier	Associate / Professional / Advanced
Issue date	Date of current licence
Expiry date	Date of licence expiry
Status	Active / Suspended / Lapsed / Revoked
CPD compliance	Compliant / Non-compliant
Disciplinary actions	Recorded where applicable

14.3 Verification Service

Service	Access
Basic verification	Free, public
Detailed verification	For registered employers
Bulk verification	For institutional partners

14.4 Data Protection

Registry data is published in accordance with applicable data protection law. Licensees consent to publication as a condition of licensing. Personal contact details are not published.

15. Disciplinary Procedures and Appeals

15.1 Grounds for Investigation

The PRB may investigate a licensee where there is reason to believe:

1. The licensee has breached the Professional Ethics Framework.
2. The licensee has practised outside their scope.
3. The licensee has failed to maintain competence.
4. The licensee has failed to complete CPD requirements.
5. The licensee has obtained the licence through false information.
6. The licensee has been convicted of a relevant offence.
7. The licensee's fitness to practise is impaired.

15.2 Investigation Process

1	Complaint / Referral
2	Preliminary Assessment <i>Conducted by the PRB</i>
3	Investigation <i>If warranted</i>
4	Licensee Response <i>Opportunity to respond</i>
5	PRB Determination
6	Sanction <i>If applicable</i>
7	Appeal <i>If requested</i>

15.3 Interim Measures

Where there is a serious risk to learners, the PRB may impose interim suspension pending investigation.

15.4 Sanctions

Sanction	Applicable To
No further action	Insufficient evidence
Written warning	Minor breach
Condition on licence	Moderate breach; remedial action required
Mandatory training	Competence or knowledge gap
Suspension	Serious breach; time-limited
Revocation	Severe breach or persistent non-compliance

15.5 Appeals

Element	Specification
Right of appeal	Any applicant or licensee subject to an adverse decision
Time limit	30 days from notification
Grounds	Procedural error; new evidence; disproportionate decision
Appeals Panel	Three members, none of whom were involved in the original decision
Panel composition	Independent chair; academic member; practitioner member
Outcome	Uphold; vary; remit for reconsideration; overturn
Finality	The Appeals Panel decision is final

16. Governance – The Professional Recognition Board

16.1 Composition

Member	Role
Dean, GTBS (or nominee)	Chair
Head of Programs, Innoversity	Member
External academic member	Member
Practitioner representative	Member
Safeguarding/ethics specialist	Member
Regulatory liaison (when appointed)	Observer

16.2 Functions

1. Approve licence applications and renewals.
2. Determine conditions on licences.

3. Hear disciplinary cases.
4. Impose sanctions, including suspension and revocation.
5. Review and update licensing standards.
6. Approve the Professional Ethics Framework and its revisions.
7. Approve CPD requirements and the CPD catalogue.
8. Report annually on licensing activity.

16.3 Meetings

Element	Specification
Frequency	Quarterly (minimum); additional meetings as required
Quorum	Three members
Decisions	By majority; chair has casting vote
Records	Minutes maintained; decisions recorded in the Registry

16.4 Conflicts of Interest

Members must declare any conflict of interest and recuse themselves from related decisions.

17. Fees

17.1 Fee Structure (Indicative)

Item	Basis	Fee in CHF
Application + Competency assessment, including practicum	Per assessment	100
Initial licence	Per licence issuance	500
Renewal (after 3 years)	Per renewal cycle	200
Late renewal (each 1 year delay)	Additional charge	100
Upgrade	Per tier upgrade	200
Replacement licence	Per replacement	100

Specific fee amounts are determined by management and communicated through official fee schedules. Institutional partner rates are available for bulk applications.

17.2 Financial Support

- Employers may sponsor application, assessment, and CPD fees.
- Institutional partners receive discounted bulk rates.
- Partial scholarships may be available for candidates from underserved regions.

18. Annexes

Annex A – Licence Application Form (Summary)

Section	Fields
Personal details	Name, date of birth, nationality, contact
Identity verification	Government ID upload
Qualification evidence	Certificate upload; transcript where applicable
Tier applied for	Associate / Professional / Advanced
Declarations	Criminal convictions; professional sanctions; fitness to practise
Consent	Registry publication; data processing
Fee payment	Confirmation

Annex B – Professional Ethics Framework Acknowledgement

“I acknowledge that I have read and understood the EdTech Professional Ethics Framework. I agree to be bound by it as a condition of my licence. I understand that breach may result in conditions, suspension, or revocation of my licence.”

Annex C – Practicum Observation Form (Summary)

Criterion	Rating Score (1-5)	Comments
Planning and preparation		
Use of EdTech tools		
Learner engagement		
Assessment and feedback		
Inclusion and accessibility		
Professional conduct		
Reflection and self-evaluation		

Annex E – Licence Certificate

The licence certificate shall state:

- Licensee name and photograph
- Licence number, tier and scope of teaching
- Issue and expiry dates
- Issuing authorities (Innoversity and GTBS)
- Verification QR code linking to the Registry