

A MANUAL ON HOW TO MANAGE PECB TRAINING EVENTS

We have been working on easing and improving our processes by developing digital modules based on our customer's needs and feedback. The updated system will increase the ease and effectiveness of accessing the information you need in one place. This manual has been drafted to help you understand the digital PECB Training Event Management processes from different perspectives.



In a dynamic world where technology is making everyone's operations easier, it is essential for PECB processes to also evolve into a digitalized and automated system. We have been working on easing and improving our processes by developing digital modules based on our Partner's needs and feedback. The improved system will allow you to access the information you need in one place, track your activity and performance, organize training courses, have access to our course materials, and stay updated with everything going on at PECB.

In addition to enhancing our processes, we have upgraded our KATE application to provide you with a better experience. By using KATE, your students will be able to access our course materials faster from any mobile device. Still prefer printed copies? No problem, we have increased the quality of the downloadable files, so they can be printed in perfect resolution.

Another very advanced application is our online examination application, the PECB Exams application. This application is one of the first accredited online examination applications that will enable candidates from all over the world to take exams online, as long as they have a working computer, internet connection, and a web camera. This application supports both essay-type and multiple-choice exams and helps to increase efficiency, satisfaction, and decrease costs associated to the training events.

Every major change has significant business

impacts, thus, we have provided detailed instructions through manuals, video tutorials, and one-on-one support to make your transition easier. In addition, the new process explained below will soon be the only trusted method in organizing PECB courses. As several steps within the new process are obligatory, we highly encourage you to go thoroughly through each step.

We truly believe in a continual improvement culture which we implement in every project and service to be delivered to our clients. We need your help and cooperation in order for our ecosystem to function properly and have our processes streamlined and digitalized, contributing thus to a greater efficiency.

This manual has been dedicated to all PECB Partners and Trainers to help you understand the digital PECB Training Event Management processes from different perspectives, including the perspective of an end customer. After reading this manual, we recommend that you login to your Partner Dashboard to test some of the features, so when we organize the live webinar, you can ask any questions you may have.

Thank you for your understanding.
PECB Team



The following scheme illustrates the process of Training Event Management, including the steps to be carried out from beginning to end alongside the actors responsible for executing each step. All steps depicted below should follow a consecutive order, requiring as such each preceding task to conclude in order for the successive one to initiate.

▼	PECB PARTNER	▼	PECB TRAINER	▼	END-CLIENT
01	Submit the Training Partner Request				
		02	Accept/Decline the Training Partner Request and Remove partner association		
03	Publish Training Event				
04	Enroll a client in a private training event / Send Activation Link			04	Enroll in the Public Training Event
05	Confirm Presence and Assign and/or Print Course Materials				
06	Complete/Submit Course				
PECB Course takes place					
				07	Submit the Course Evaluation form to get the Attendance Record
				09	Take the Exam online: Schedule an Exam Session
				10	Take the Exam online: Sit for the Exam Remotely
11	View Participant's Exam Results				
				12	Apply for the PECB Certificate

In order for a PECB Partner to add a training session on their Partner Dashboard, they have to be associated with a PECB Certified Trainer first. To do so, please follow the steps presented below.

1. Login with your PECB Partner Credentials;

/ Login

PECB

Welcome to the
Redesigned Dashboards

Login

Enter your PECB ID Number or Email ID

Password

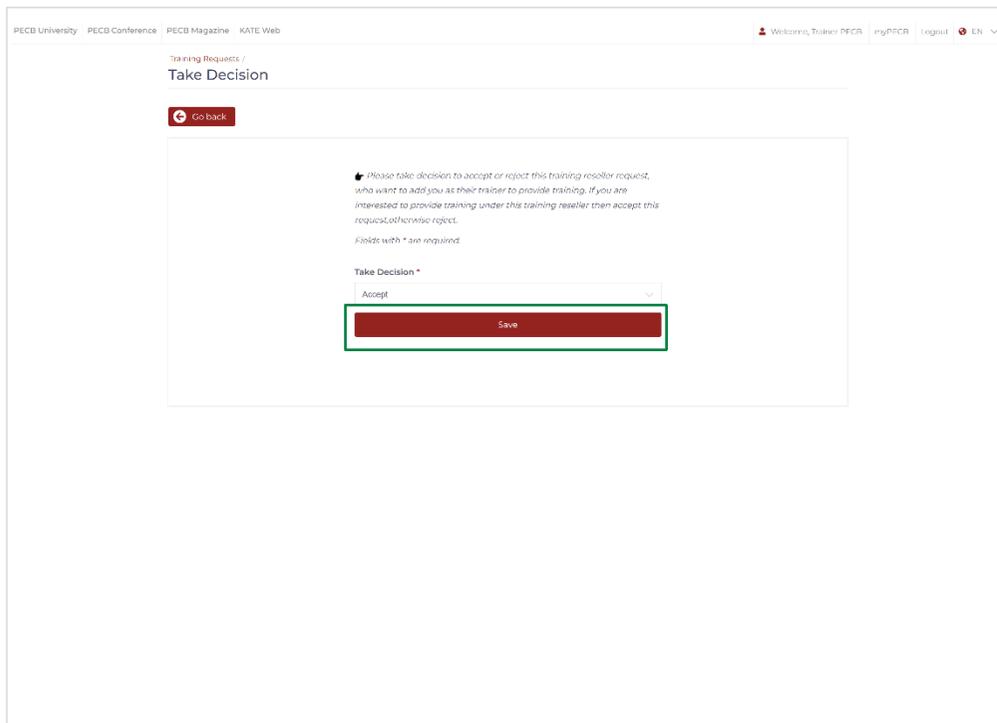
Login

[Forgot your password or PECB ID number?](#) OR [Register now to create a PECB account.](#)

2. Click the **Network** tab, and go to the **Add a New Trainer** tab;

The screenshot displays the PECB Partner Dashboard. On the left, a dark red sidebar menu contains the following items: Home, Company Profile, Training Courses, Network (highlighted with a red border), Trainers, Manage Trainer Requests, Add a New Trainer (highlighted with a green border), Invigilators, Manage Invigilators, Pending Requests, Invite a New Invigilator, and Billing History. The main content area shows a 'Welcome' message with the PECB logo, three summary cards: '47 TRAINERS', '136 ACTIVE AND CONFIRMED & PLANNED', and '115 COMPLETED TRAINING COURSES', and a 'News Releases' section with the headline 'PECB Selected as a 2022 IT and Technical Training Watch List Company'.

3. Select a Trainer and click the **Submit** button;



The screenshot shows a web interface for 'Take Decision' under 'Training Requests'. The page includes a 'Go back' button and a 'Save' button. The main content area contains the following text:

● Please take decision to accept or reject this training reseller request, who want to add you as their trainer to provide training. If you are interested to provide training under this training reseller then accept this request, otherwise reject.
Fields with * are required.

Take Decision *

Accept

Save

By submitting the request, the Trainer will receive a notification from the PECB System to either accept or decline the request. If the request is declined, the PECB Partner can resubmit the request.

After the initial association, the Partner can publish multiple Training Events with the associated Trainer.

To continue the process the Trainer must accept the invitation from the Partner. To do so, the Trainer should accept/decline the invitation through their Trainer Dashboard as shown below.

1. Login with your PECB Trainer Credentials;



PECB
Welcome to the
Redesigned Dashboards

Login

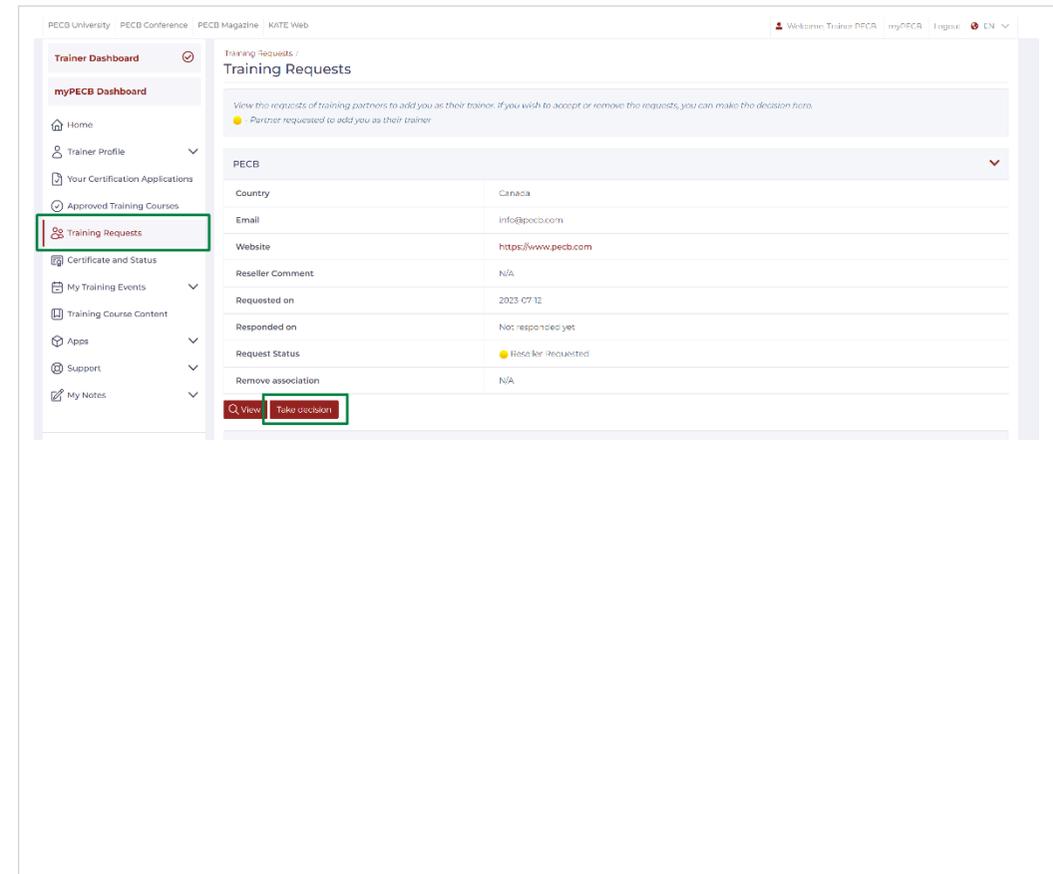
Enter your PECB ID Number or Email ID
customer@

Password
.....

Login

Forgot your password or PECB ID number? OR Register now to create a PECB account

2. Go to the **Training Requests** tab, and at the Partner click the **Take a decision** button;



PECB University | PECB Conference | PECB Magazine | KATE Web

Welcome, Trainer PECB | myPECB | Logout | EN

Trainer Dashboard

myPECB Dashboard

- Home
- Trainer Profile
- Your Certification Applications
- Approved Training Courses
- Training Requests**
- Certificate and Status
- My Training Events
- Training Course Content
- Apps
- Support
- My Notes

Training Requests / Training Requests

View the requests of training partners to add you as their trainer. If you wish to accept or remove the requests, you can make the decision here.

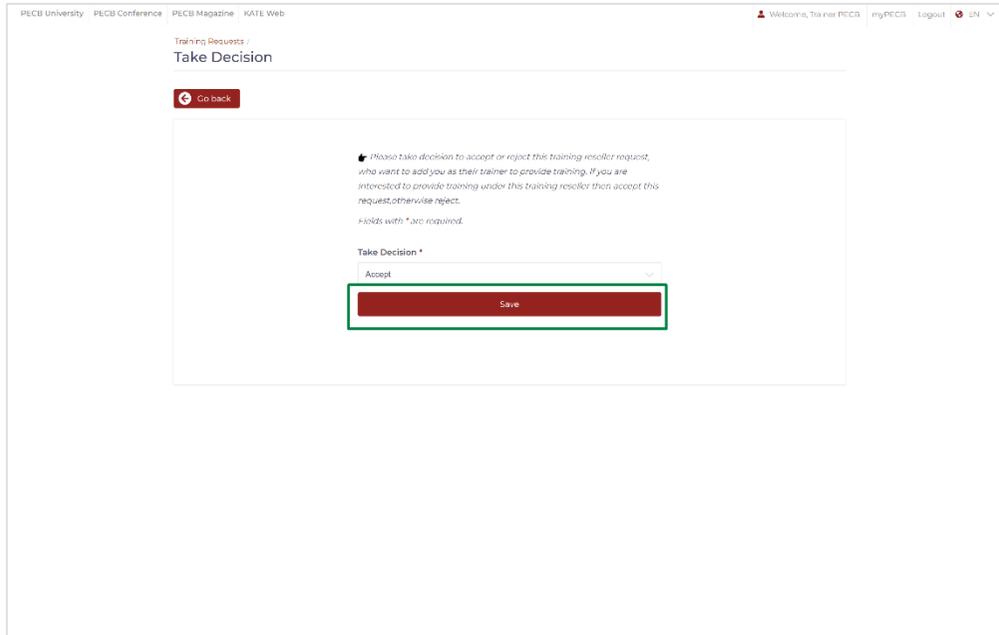
- Partner requested to add you as their trainer

PECB

Country	Canada
Email	info@pecb.com
Website	https://www.pecb.com
Reseller Comment	N/A
Requested on	2023-07-12
Responded on	Not responded yet
Request Status	Reseller Requested
Remove association	N/A

View Take a decision

3. Accept/Decline the request and click the **Save** button;



The screenshot shows a web interface for a trainer to manage training requests. At the top, there are navigation links for 'PECB University', 'PECB Conference', 'PECB Magazine', and 'KATE Web'. The user is logged in as 'Welcome, Trainer PECB' with 'myPECB' and 'Logout' options. The page title is 'Training Requests / Take Decision'. A 'Go back' button is visible. The main content area contains instructions: 'Please take decision to accept or reject this training reseller request, who want to add you as their trainer to provide training. If you are interested to provide training under this training reseller then accept this request, otherwise reject. Fields with * are required.' Below the instructions is a 'Take Decision *' dropdown menu with 'Accept' selected. A red 'Save' button is highlighted with a green border.

By submitting the decision, the Partner will receive a notification from the PECB System informing them about the Trainer's decision. The Trainer can submit one decision per request and if a request is declined the Partner can submit the request again.

After the initial association, the Partner can publish multiple Training Events with the associated Trainer.

Even though the Trainer has accepted the Partner's request, they can also disconnect from an associated PECB Partner using the Remove association column.

4. Click the "Remove reseller association" link;

PECB University | PECB Conference | PECB Magazine | KATE Web

Welcome, Trainer PECB | myPECB | Logout | EN

Trainer Dashboard ✓

myPECB Dashboard

- Home
- Trainer Profile
- Your Certification Applications
- Approved Training Courses
- Training Requests**
- Certificate and Status
- My Training Events
- Training Course Content
- Apps
- Support
- My Notes

Training Requests /

Training Requests

View the requests of training partners to add you as their trainer. If you wish to accept or remove the requests, you can make the decision here.

● - Partner requested to add you as their trainer

PECB	
Country	Canada
Email	info@pecb.com
Website	https://www.pecb.com
Reseller Comment	N/A
Requested on	2023-07-12
Responded on	2023-07-12
Request Status	Partner Request Accepted
Remove association	Remove reseller association

View

5. Update the association status, provide a comment and click the **Save** button;

PECB University | PECB Conference | PECB Magazine | KATE Web

Welcome, Trainer PECB | myPECB | Logout | EN

Training Requests / Remove reseller association with PECB

[Go back](#)

⚡ If you are no longer interested to work this 'PECB Reseller', please choose the 'Remove the Reseller' from the 'Status' dropdown menu. In the 'Comment' section, please provide the respective reason. The Reseller will receive a notification email regarding your decision.

Fields with * are required.

Pecb Reseller

PECB

Status *

Select the option to change the trainer status in your company

Comment *

Save

7. Once the status is changed, the Partner will receive a notification from PECB system;

PECB BEYOND RECOGNITION

Dear [REDACTED],

Please be informed that the PECB Trainer, namely [REDACTED], withdrew from the association with your company.

The reason of the declination is as the following: [REDACTED]

Thank you.

Regards,

PECB Customer Service

IMPORTANT NOTE: Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have questions please go to <https://www.pecb.com/customer>. You may also leave a voicemail at +1-844-IAM PECB (+1-844-426-7322)

1. Login with your PECB Partner Credentials;

Home / Login

PECB

Welcome to the
Redesigned Dashboards

Login

Enter your PECB ID Number or Email ID

customer

Password

.....

Login

Forgot your password or PECB ID number? OR Register now to create a PECB account

2. Go to the **Training Courses** tab, then go to **Classroom Training Courses** and click the **Add a New Classroom Training Courses** tab;

PECB University | PECB Conference | PECB Institute | KATE Web

Training Courses: Classroom Training Courses

Home | Company Profile | Training Courses | Classroom Training Courses | Self-Study Training Courses

Training Course Content

PECB Reduced Training Courses

Accessible Training Course

Request Access

Training Course Location

Manage Training Course Location

Add a New Location

Network

Filling History

Apps

My Notes

Support

Training Courses

Create view, update, and delete PECB Classroom Training Course events.

Please note that the number of Training Courses planned to start within a week is limited to 25, in the event of reaching this limit within a given week (Monday to Sunday), you will not have the option to create new Training Courses planned to start within successive weeks.

Add a New Classroom Training Course | Find Instructions | Export as CSV

Training Course	Company	From	To	Training Creation Date	Status	Event Type	Search
ISO 9001 Foundation					Completed		View Training Course
ISO/IEC 27001 Foundation (Firebrand)					Active And Confirmed		View Training Course
ISO/IEC 27001 Foundation					Completed		View Training Course
ISO/IEC 27001 Foundation					Completed		View Training Course
ISO 9001 Foundation					Completed		View Training Course

4. Add the required event details and click “Submit”;

Partner Panel - My Training Events
Add a Training Event

[Go back](#)

Important Notice | Course content distribution system updated on 2020-06-20. Please read our [press release](#) for more details for more details.
*Fields with * are required.*

Event Type [?]
 Private Public

Event Status [?]
Planned

Course Material Content [?]
The list displays all your assigned courses.
Please select any course

Course Language ^{*}

Language of Instruction [?]
Select language of instruction

Trainer Name ^{*} [Request a New Trainer](#)
Select Trainer Name

2nd Trainer (Optional)
Select Trainer Name

Start Date ^{*}

End Date ^{*}

Event Country ^{*} [Add a New Location](#)
Please select any location for the event

Address
Please select event's venue

Exam Type [?]
 Online Paper based Mixed session

First Attempt/Retake [?]
 First Attempt Retake

Exam Date
 Add an additional exam date

Exam Language [?]

Investigator ^{*}
Select Investigator Name

Event Description ^{*}

Submit

Select Training Event Type	A PECB Training Event can be Public or Private.
Public Training Event	Once published, the event will be visible at the PECB Training Events page. The interested clients can view event details and Enroll in the training event.
Private Training Event	This type of event will not be visible at the PECB Training Events page. Participants can only be registered by the course organizer through their PECB Partner Dashboard. Registration of participants, can be done using their PECB ID Number or email address associated with their PECB account. If the client does not have a PECB account, the Partner can create one on their behalf by sending an activation link following instructions on step 04 in this manual.
Event Status	<p>The Event status options that can be selected: Active and Confirmed, Planned, and Inactive.</p> <ul style="list-style-type: none"> • Active and Confirmed can be selected when Trainees have confirmed their participation, • Planned events with the status Planned, will remain planned until a course participant is enrolled in the event. Furthermore, Partners can select the event status to be Planned when data such as: Trainer, Invigilator, and Exam date are yet to be defined, and the training start date is not earlier than 2 weeks from the day the event is being published. • Inactive status can be selected when a PECB Course organizer cancels a course event.
Course Content	By filling the “Add a new Training Event” form, the PECB Partner is also officially submitting a Booking Form requesting the relevant course materials.
Course Content	Course scheme, Course Language, and Language of Instruction should be provided in order for the booking request to be processed by the PECB System. It is important that the data provided is accurate in order to avoid any possible inconveniences or delays by printing the wrong course material, language, or scheme.
Select Trainer	On a Public or Private Training Event on a public or private Training event the partner can select one of his trainers as a main trainer and a second trainer as optional.
Trainer Name	Before having the Trainer available for selection, the PECB Partner account should be first associated with a PECB Certified Trainer account. (See step 01 for details on how to associate with a PECB Certified Trainer). Once the association is setup, the Trainer will be available at the Trainer Name dropdown menu for selection.
Trainer presentation materials	If trainer presentation materials are also needed for the course, the PECB Partner can check-mark the " Trainer presentation materials " check box in order to provide the assigned PECB Certified Trainer with the download link, via email. Trainer presentation materials will be provided only temporarily during the transition period, as all course content will be distributed electronically via KATE.
Trainer Name	Before having the Trainer available for selection, the PECB Partner account should be first associated with a PECB Certified Trainer account. (See step 01 for details on how to associate with a PECB Certified Trainer). Once the association is setup, the Trainer will be available at the Trainer Name dropdown menu for selection.
Training Event Venue	Training venue details are also required when publishing a training event. A Training Venue does not have to be the PECB Partner’s address.

Course Start/End Date	The course start date can be defined using the embedded calendar. The end date is selected automatically based on the course scheme duration. If needed, the end date can be updated manually by the Partner using the "End Date" bar.
Event Location	<p>A Training event can be registered only at territories attributed to the PECB Partner. The event location should be registered at the Event Location tab in advance. If the training event is being organized at a new location from the ones used before, simply click the "Add a new location" link to add the location.</p> <p>Note: If you would like to organize a training event in a territory different from where you operate (e.g. if you operate in North America and want to organize a course in Germany), please contact the Distributor assigned to that territory to establish an agreement. The full list of all Attributed Territories can be found here: https://pecb.com/en/attributed-territories</p>
Select Exam Session Type	A training event can be followed by a paper-based exam session, or by allowing the candidates to take the exam online and individually.
Paper Based Exam Type	<p>If the paper based option is selected, a drop-down menu of approved Invigilators will be available for the Partner to select the respective Invigilator who will be receiving the exam materials download link. The selected Invigilator will receive the link to download the encrypted exam materials at the earliest one week before the planned exam date.</p> <p>On paper based sessions, the Partner should define if the session will also have examinees retaking the exam. If yes, then the Partner should provide the full name of the candidate(s) planning to retake the exam, and also the exam date when the candidate(s) sat for their first attempt, so that the PECB Examination department can verify the retake request.</p>
Exam Date	The paper-based exam date can be freely selected by the Partner. The partner will be able to select two exam dates also.
Online Exam Type	If the online exam type is selected, the PECB Partner will not be administrating the exam session. The online exam sessions are administrated directly by PECB through its remote exam invigilators. The PECB Partner should only provide the course participants with a coupon code they can use to schedule an exam session and then apply for the Certificate if the exam is passed successfully. Instructions on sending coupon codes to the course participants are provided at step 06 and instructions for PECB Clients on how to schedule an online exam session are provided at steps 08 and 09.
Mixed Session	Selecting the Mixed Session exam type , Partners are expected to define the exam type per each candidate at a later stage when the course is completed/ submitted. By selecting the Mixed Session exam type, the Partners will be required to also provide details such as: Exam Date, Exam Language, and Invigilator.
Event Description	Further details regarding the training event such as directive instructions on how to get to the event location, lunch details, etc. can be added at the Event Description text box.

1. Create a "PECB account";

The registration process consists of three main steps:

- Check Email Address:** The user enters their email address and clicks "Check Email Address".
- Confirmation:** The user receives a verification code and enters it into the "Enter the verification code sent to your email" field, then clicks "Confirm".
- Registration Form:** The user provides personal and contact information:
 - Gender: Male Female I would rather not specify.
 - First Name *
 - Last Name *
 - Birthday Year *
 - Password *
 - Confirm Password *
 - Home Phone *
 - Work Phone
 - Email Address *
 - Business Email Address (Personal email can be registered)
 - Home Address *
 - Please check this box, if Billing Address is same as Home Address
 - Billing address *
 - Verification Code (Get a new code)

At the bottom of the form, there are checkboxes for:

- I agree to receive valuable content from PECB, including special offers about products and other services.
- I agree to the PECB Terms & Conditions and Privacy Statement.

 A "Submit" button is located at the bottom right of the form.

2. Login with your "PECB account" credentials;

The login page displays the PECB logo and the message "Welcome to the Redesigned Dashboards". A modal window titled "Login" is shown on the right, containing the following elements:

- Header: Login
- Input field: Enter your PECB ID Number or Email ID (with "customer@" entered)
- Input field: Password (with masked characters "*****")
- Button: Login
- Link: [Forgot your password or PECB ID number? OR Register now to create a PECB account](#)

3. Go to the **Event** tab, and click the **Training Events** option;
https://pecb.com/en/partnerEvent/event_schedule_list

The screenshot shows the PECB website navigation. The 'Events' menu is highlighted in green, and the 'Training Events' option is also highlighted in green. Below the navigation, the 'Training Events' page is displayed, featuring a search filter on the left and a list of events on the right. The events listed are:

- ISO/IEC 27001 Lead Auditor**: Company Name: Global Business Promotion, Date: 2023-07-16 - 2023-07-20, City: Amman, Event Status: Active and Confirmed.
- GDPR - Certified Data Protection Officer (CDPO)**: Company Name: Aramis Training, Date: 2023-07-17 - 2023-07-21, City: Self paced e-Learning / Live online, Event Status: Active and Confirmed.
- ISO/IEC 27001 Foundation**: Company Name: Global Business Promotion, Date: 2023-07-18 - 2023-07-19, City: Amman, Event Status: Active and Confirmed.

4. Find the Training Event and click the **View Details**;

The screenshot shows the 'View Details' page for the 'Certified Management Systems Auditor (CMSA)' event. The 'View Details' button is highlighted in green. The event details are as follows:

Certified Management Systems Auditor (CMSA)	
Company Name: PECB	Event Country: Canada
Date: 2023-08-22 - 2023-08-26	Course Language: English
City: Online	Language of Instruction: English
Event Status: Active and Confirmed	

5. Click the **Enroll now**;

The screenshot shows the 'Event Details' page for the 'Certified Management Systems Auditor (CMSA)' event. The 'Enroll Now' button is highlighted in green. The event details are as follows:

Event Information	
Course	Certified Management Systems Auditor (CMSA)
Start Date	2023-08-22
End Date	2023-08-26
Course Language	English
Language of Instruction	English

By clicking **Enroll Now**, the Partner will receive a notification from the PECB System informing about the new enrollment. The course organizer will then confirm and assign course materials for the client to have access through KATE.

1. Login with your PECB Partner credentials;

PECB

Welcome to the
Redesigned Dashboards

Login

Enter your PECB ID Number or Email ID

customer@

Password

Login

Forgot your password or PECB ID number? OR Register now to create a PECB account

2. Click the **Training Courses** tab, go to the **Classroom Training Courses** and at the event click the **Enroll** button;

PECB Training | PECB Conference | PECB Magazine | XATE Web

Home | Company Profile | **Training Courses** | Classroom Training Courses | Self-Study Training Courses

Training Course Content

PECB Released Training Courses

Accessible Training Course

Request Access

Training Course Location

Manage Training Course Location

Add a New Location

Network

Billing History

Apps

My Notes

Support

Classroom Training Courses

Create view update and delete PECB Classroom Training Course events

Please note that the number of Training Courses allowed to start within a week is limited to 25 in the event of weekly job bids within a given week (Monday to Sunday), you will not have the option to create new Training Courses placed for start within respective week.

Add a New Classroom Training Course | Find instructions | Register CPO

Training Course	Company	From	To	Search
ISO/IEC 27001 Foundation (Firebrand)				Complete View Training Course
ISO/IEC 27001 Lead Auditor				Complete and Checkered View Training Course
Company	PRON 19871			
Training Course Creation Date	2025-07-02			
Training Course Status	Active and Confirmed			
Training Course Type	Private			
City	Montreal			
Training Start Date	2025-07-01			
Training End Date	2025-07-07			
Registered Trainers	N/A			
Marked Present	0			
Enroll Trainees to this Training Course				Enroll
Invoice	N/A			

In case of a private event, the Partner needs to enroll participants directly on the event list. To do so, go to the "Training Courses" tab and click the "Classroom Training Courses" tab, then click the "Enroll" button at the training event. Continue by typing the PECB ID Number or the email associated to the account and then click the "Enroll Now" button. The "Enroll" button is available until the training event is completed. If the Private Event is not created yet, please see step 03 for instructions on how to publish a

Upon clicking the "Enroll Now" button, the respective client will receive an automatic notification from PECB System informing him/her on the enrollment and the event details.

3. Input ID Number or Email address and click the "Enroll Now" button;

The screenshot shows a web interface for enrolling a trainee. At the top, it says "Training Courses / Classroom Training Courses / Enroll Trainee". There is a "Go back" button with a left arrow. Below this is a light blue box with instructions: "To enroll a course participant with an active PECB account, please provide their PECB ID or the email address associated to their PECB account. If the participant is not registered in the PECB system, please use the 'Enroll and send activation link' button to enroll the participant in the event, and have our system send an account activation link to the participant." Below the instructions, the following course details are listed: "Course Name: ISO/IEC 27001 Lead Auditor - English", "Start Date: 2023-07-13", "End Date: 2023-07-17", and "Event Location: Canada, Montreal, Jean Talon". There are three input fields: "PECB ID" with a placeholder "Add numeric value only", "Email Address", and "Your Message (Optional)" with a placeholder "Message the trainee". At the bottom right of the form is a red "Enroll Now" button.

If the course participant results not registered in the PECB system, the Partner can use the **"Enroll and send activation link"** button to create an account on behalf of the client which will be activated only after the client clicks on the activation link sent by the PECB system.

To enroll the client in the event, and send the activation link, the Partner is required to provide the client's email address, first name, last name, country of residence, and province/state/region.

5. Send Activation Link using the **"Enroll and send activation link"** button; 6. Provide the client's details;

Training Courses / Classroom Training Courses
Enroll Trainee

[Go back](#)

To enroll a course participant with an active PECB account, please provide their PECB ID or the email address associated to their PECB account. If the participant is not registered in the PECB system, please use the "Enroll and send activation link" button to enroll the participant in the event, and have our system send an account activation link to the participant.

Course Name: ISO/IEC 27001 Lead Auditor - English
Start Date: 2023-07-13
End Date: 2023-07-17
Event Location: Canada, Montreal, Jean Talon

PECB ID
Add numeric value only

Email Address
Member Email is not a valid email address.

Your Message (Optional)
Message the trainee

To enroll a participant without an active PECB account, please use the Enroll and Send Activation link button. After providing the details, you can proceed to enroll and submit the activation link to the course participant. The link will be sent from our system on your behalf to the participant, and the participant can activate his/her PECB account, by simply clicking on the link and providing a password for the account.

Enroll and send activation link

Enroll Now

Email Address *

First Name *

Last Name *

Country *
Select your country ▼

Province | State | Region
Select your state ▼

I agree to the Enrolling Course Participants Policy. If you do not agree to the Enrolling Course Participants policy, please use the Invite to register link for the participants to complete the registration and enrolling process on their own.

Enroll

If the PECB Partner does not agree with the PECB Enrolling Course Participants Policy, as an alternative, the Partner can invite the client to open one by using the "Invite Trainees" button. Clicking the button, the Partner will be prompted to provide the client's full name and the email address which will be associated with the PECB account. Once the client opens the account, the enrollment in the Private Training Event will be completed automatically, and the Partner can proceed confirming the presence and assigning the course materials.

7. Go to the **Training Courses** tab, at the **Classroom Training Courses** tab, click the **Invite Trainees** button to provide the course participant's full name and email address, and click **Send**;

The screenshot displays the 'Classroom Training Courses' page in the PECB University system. The left sidebar contains navigation options such as 'Home', 'Company Profile', 'Training Courses', 'Classroom Training Courses', 'Self Study Training Courses', 'Training Course Content', 'PECB Released Training Courses', 'Accessible Training Course', 'Request Access', 'Training Course Location', 'Network', 'Billing History', 'Apps', 'My Notes', and 'Support'. The 'Classroom Training Courses' section is active, and the 'Invite Trainees' button is highlighted with a green box. The main content area features a form with two input fields: 'Email' and 'Name And Surname', followed by a 'Send' button, also highlighted with a green box. Below the form, there is a section for 'Add a New Classroom Training Course' with a 'Find Instructions' link and an 'Export as CSV' button. The form includes dropdown menus for 'Training Course', 'Company', 'From', 'To', 'Training Creation Date', 'Status', and 'Event Type', along with a 'Search' button.

1. Click the **Training Courses** tab and go to the **Classroom Training Courses** tab;

The screenshot shows the Partner Dashboard interface. The left sidebar is expanded to the 'Training Courses' section, with 'Classroom Training Courses' highlighted. The main content area displays the 'Classroom Training Courses' page, which includes an 'Invite Trainees' button, a note about the number of training courses per week, and an 'Add a New Classroom Training Course' button. Below this, there are input fields for 'Training Course', 'Company', 'Training Creation Date', and 'Status'.

2. Click the **“View Trainees(x)”**

The screenshot shows the 'View Trainees' page for a training course titled 'ISO/IEC 27001 Lead Auditor'. The page displays various details about the course, including the company (PECB TEST1), creation date (2023-07-12), status (Active and Confirmed), and training dates (2023-07-13 to 2023-07-17). A 'View Trainees (1)' button is highlighted with a red box, indicating the next step in the process.

Company	PECB TEST1
Training Course Creation Date	2023-07-12
Training Course Status	Active and Confirmed
Training Course Type	Private
City	Montreal
Training Start Date	2023-07-13
Training End Date	2023-07-17
Registered Trainers	View Trainees (1)
Marked Present	0
Enroll Trainees to this Training Course	Enroll
Invoice	N/A
Training Course Approval	Approved
Course Evaluation Report	N/A
About this Training Course	View Update Delete

Once participants have been registered, using the Partner Dashboard you can confirm their presence and grant them access to the course materials digitally. To mark the participants as present and assign the course materials you can use the User Confirmation button which becomes available at the training start day.

Note: To provide the course participants with printed copies of the course materials, please use the Course Content tab or KATE to download the materials for printing purposes.

3. Click the “User Confirmation” button;

Training Courses / Classroom Training Courses / View Trainees

Go back

Registered Trainees

TRAINING COURSE DETAILS

Course Name ISO/IEC 27001 Lead Auditor	Start Date 2023-07-15	Training Course Location Canada, Montreal, Jean Talon
Trainee TTT TTT	End Date 2023-07-17	

The assigned course participants can be marked as [present](#) and be provided with access to the digital courseware through PECC KATE starting from the first training day.

Send Event Confirmation Mail

Member ID	Full Name	PECC Account Email	Trainee Status	Course Content Access Status	Course Evaluation	Applying Date
47648	Dea Salihu	deasalihu@gyromar.com	Just Applied	N/A	Not Evaluated	2023-07-17

Exam Results: No data [View](#) [User Confirmation](#)

4. Update Trainee and Course Content Access Statuses;

Partner Panel / My Training Events / User Presence Confirmation

Go back

Course Name : ISO/IEC 27001 Lead Auditor
 Course Content Name : LA27001-EN
 User Name : Dea Salihu
 Course Content Access Status : Not Assigned

Trainee Status

Select Course Status

[Save](#)

5. Client receives a notification from the PECB System via email;

PECB BEYOND RECOGNITION

Dear Full Name,

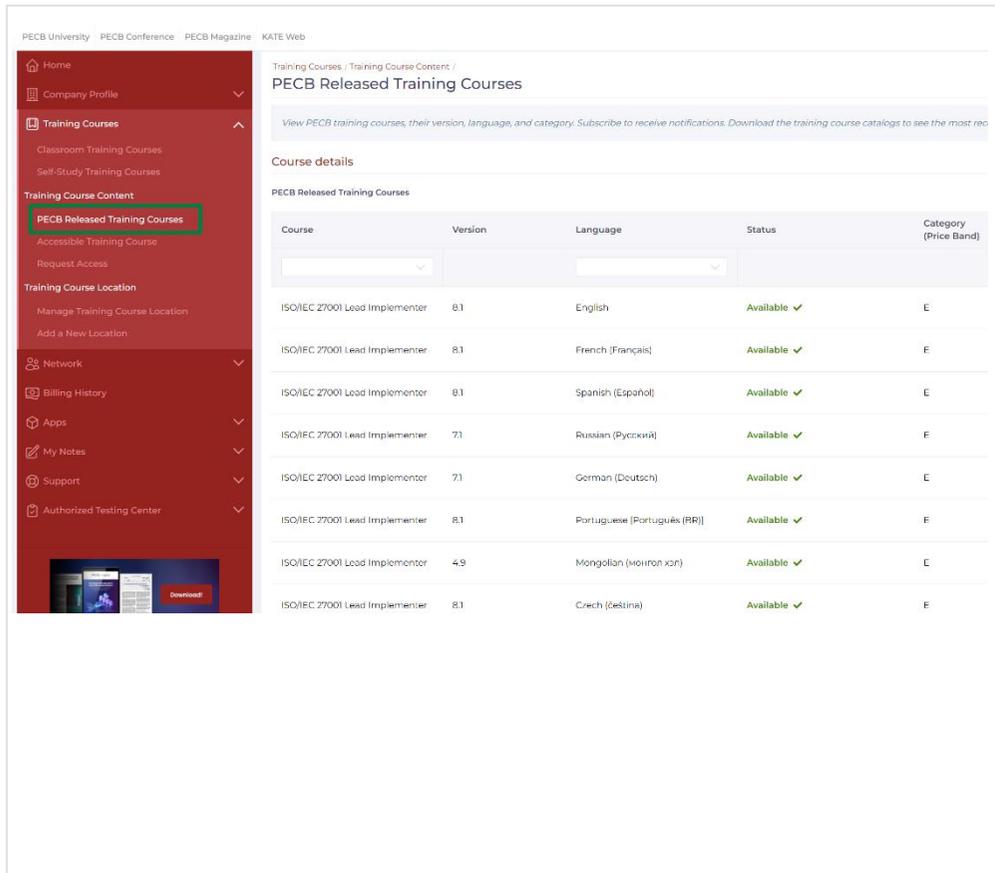
Please be informed that the ISO/IEC 20000 Foundation content has been assigned to your account.

You can now easily access the course material using our KATE application <https://pecb.com/kate-app>.

Kindly login to KATE with your main email: [redacted] and PECB account credentials. Once logged into KATE, you can link the course directly to your preferred device. If you have any problem please click [here](#).

If you require more information or are in need of any assistance, feel free to contact us at any time by dropping a Service Ticket at PECB Customer Service Center.

1. Click the **Training Courses** tab, and go to the **PECB Released Training Courses** tab;



PECB University | PECB Conference | PECB Magazine | KATE Web

Home
Company Profile
Training Courses
Classroom Training Courses
Self-Study Training Courses
Training Course Content
PECB Released Training Courses
Accessible Training Course
Request Access
Training Course Location
Manage Training Course Location
Add a New Location
Network
Billing History
Apps
My Notes
Support
Authorized Testing Center

Training Courses / Training Course Content /
PECB Released Training Courses

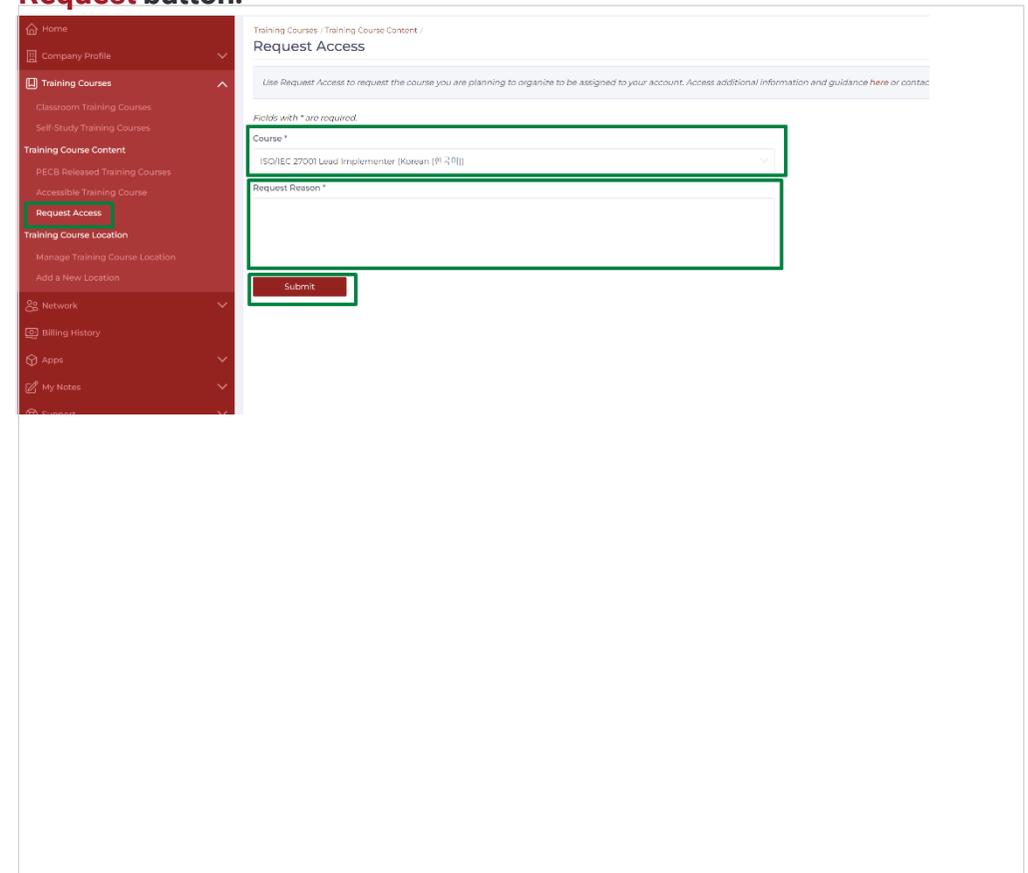
View PECB training courses, their version, language, and category. Subscribe to receive notifications. Download the training course catalogs to see the most recent.

Course details

PECB Released Training Courses

Course	Version	Language	Status	Category (Price Band)
ISO/IEC 27001 Lead Implementer	8.1	English	Available ✓	E
ISO/IEC 27001 Lead Implementer	8.1	French (Français)	Available ✓	F
ISO/IEC 27001 Lead Implementer	8.1	Spanish (Español)	Available ✓	E
ISO/IEC 27001 Lead Implementer	7.1	Russian (Русский)	Available ✓	F
ISO/IEC 27001 Lead Implementer	7.1	German (Deutsch)	Available ✓	E
ISO/IEC 27001 Lead Implementer	8.1	Portuguese (Português (BR))	Available ✓	E
ISO/IEC 27001 Lead Implementer	4.9	Mongolian (Монгол хэл)	Available ✓	E
ISO/IEC 27001 Lead Implementer	8.1	Czech (Čeština)	Available ✓	F

2. At the **Request Access** table, use the drop-down menu to select the course being requested, provide a reason and click the **Submit Request** button.



Home
Company Profile
Training Courses
Classroom Training Courses
Self-Study Training Courses
Training Course Content
PECB Released Training Courses
Accessible Training Course
Request Access
Training Course Location
Manage Training Course Location
Add a New Location
Network
Billing History
Apps
My Notes
Authorized Testing Center

Training Courses / Training Course Content /
Request Access

Use Request Access to request the course you are planning to organize to be assigned to your account. Access additional information and guidance [here](#) or [contact](#) us.

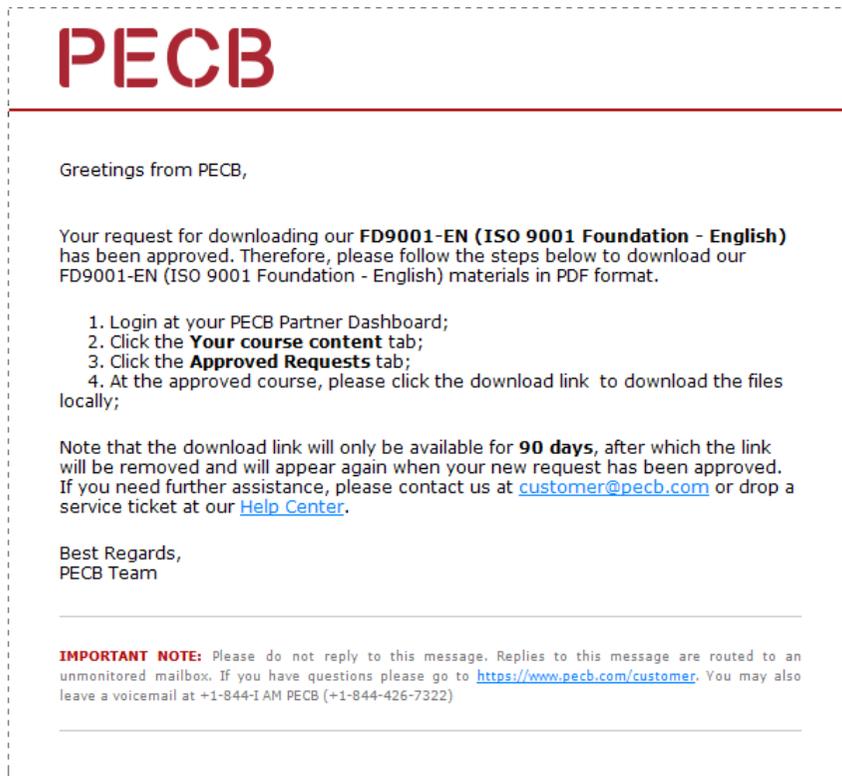
Fields with * are required.

Course *
ISO/IEC 27001 Lead Implementer (Korean (한국어))

Request Reason *

Submit

3. When your request is approved, a notification via email will be sent from our system to confirm that your request has been approved;



4. To download the PDF format materials, click the **“Approved Requests”** tab;

PECB University | PECB Conference | PECB Magazine | KATE Web

Welcome, F101actape@pecb.com

Home | Company Profile | Training Courses | Classroom Training Courses | Self-Study Training Courses | Training Course Content | PECB Released Training Courses | Accessible Training Course | Request Access | Training Course Location | Manage Training Clients Location | Add a New Location | Network | Billing History | Apps | My Notes | Support | Authorized Testing Center

Training Courses | Training Course Content | Accessible Training Course

Access the training courses assigned to your account and download the complete course materials package in PDF.

Course Content*

FD2000-EN ISO 2000 Foundation - English

Search

Course Details

Course name	Days	Latest version
FD2000-EN	2	4.0

File Name | Download

Day 1	Download
Day 2	Download

File Name | Download

01a 2000FD-EN-CP-V4.0-20200208	Download Exercise
02 2000FD-EN-ES-V4.0-20200208	Download Exercise
03a 2000FD-EN-Index-V4.0-20200208	Download Exercise
03 2000FD-EN-DICK-V4.0-20200208	Download Exercise
01 PECB Corporate Profile	Download Exercise
Digital Experience Infrastructure-EN	Download Exercise

PECB University | PECB Conference | PECB Magazine | KATE Web

Welcome, Eric Lachapelle | myPEC

Home | Company Profile | Training Courses | Classroom Training Courses | Self-Study Training Courses | Training Course Content | PECB Released Training Courses | Accessible Training Course | Request Access | Training Course Location | Manage Training Course Location | Add a New Location | Network | Billing History | Apps | My Notes | Support | Authorized Testing Center

Training Courses / Training Course Content / Accessible Training Course

Access the training courses assigned to your account and download the complete course materials package in PDF.

Course Content *

FD22000-EN (ISO 22000 Foundation - English)

Search

Course Details

Course name	Days	Latest version
FD22000-EN	2	4.0

File Name	Download
Day 1	Download
Day 2	Download

File Name	Download
01a_22000FD-EN-CP-V4.0_20210528	Download Exercise
02_22000FD-EN-Ex-V4.0_20210528	Download Exercise
01b_22000FD-EN-Index-V4.0_20210528	Download Exercise
03_22000FD-EN-Ex-Ck-V4.0_20210528	Download Exercise
01_PECB-Corporate-Profile	Download Exercise
Digital-Experience-Instructions-EN	Download Exercise

5. On the right side of the course files list, there is a Download link for each file. Click on the download link to select the local directory/folder you would like to save the course file in.

For course sessions lectured using PECB KATE, Partners should provide the examinees with hard-copy course materials if the paper-based exam session is open book. To do so, the Partners should use the **“Request Access”** tab to request the materials for printing. When a request is submitted, PECB Customer Service team will review and process it. Having the request approved, the download links per each course day will appear under the **“Accessible Training Courses”** table.

Downloaded course materials will be stored locally on your computer storage. Course materials will be downloaded with a watermark generated on each course page.

The watermark will define the licensed party and a copyright notice issued from PECB, prohibiting unauthorized use of the course materials.

Important Note: Partners should print course materials, if the exam type is open-book.

6. View the “List of PECB Published courses” section;

Through the Course Content tab, Partners can also view the complete list of courses available using the List of PECB Published courses section.

The list besides providing information on what courses are available and new courses release dates. It also gives the Partners the opportunity to subscribe for receiving notifications via email when a course: is updated and/or is released.

Furthermore, the table also provides additional information in regards to our courses such as: Latest Version, Training Language, Course Category, and the Change log.

List of PECB Courses

Displaying 1-10 of 263 results.

Course	Latest Version	Training Language	Available	Course Category (Price Brand)	Subscribe to receive notifications	Change logs
ISO/IEC 27001 Lead Implementer	6.0	English	Available ✓	E	Subscribe	-
ISO/IEC 27001 Lead Implementer	5.5	French (Europe)	Available ✓	F	Subscribe	-

1. Login with your PECB Partner Credentials;

Home / Login

PECB

Welcome to the
Redesigned Dashboards

Enter your PECB ID Number or Email ID

customer@

Password

.....

Login

Forgot your password or PECB ID number? OR Register now to create a PECB account

2. Click the **Training Courses** tab and go to the **Classroom Training Courses** tab;

PECB University | PECB Conference | PECB Magazine | KATE Web

Home

Company Profile

Training Courses

Classroom Training Courses

Self-Study Training Courses

Training Course Content

PECB Released Training Courses

Accessible Training Course

Request Access

Training Course Location

Manage Training Course Location

Add a New Location

Network

Billing History

Apps

My Notes

Support

Training Courses / Classroom Training Courses

Invite Trainees

Create, view, update, and delete PECB Classroom Training Course events.

Please note that that the number of Training Courses planned to start within a week is limited to 25, in the event within respective week.

Add a New Classroom Training Course | Find Instructions

Training Course | Company | From

Training Creation Date | Status | Ever

Certified Management Systems Auditor (CMSA)

ISO 9001 Lead Implementer

3. Click the “View Trainees(x)”

ISO/IEC 27001 Lead Auditor Active And Confirmed View Training Course

Company	PECB TCST1
Training Course Creation Date	2023-07-12
Training Course Status	Active and Confirmed
Training Course Type	Private
City	Montreal
Training Start Date	2023-07-13
Training End Date	2023-07-17
Registered Trainers	View Trainees (2)
Marked Present	
Enroll Trainees to this Training Course	Enroll
Invoice	N/A
Training Course Approval	Approved
Course Evaluation Report	N/A
About this Training Course	View Update Delete

5. Select the participants that should be provided with coupon codes, and select their exam type individually;

Send discount coupon to all trainees

Below is the list of all the trainees marked as present in this event. Please select/deselect all trainees whom you want to send the coupon

User	<input type="checkbox"/> Coupon Code	<input type="checkbox"/> Promotional Code	Exam type
Dea Sallhu (42648)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Paper base
Dea Sallhu (41103)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Online

Through this list you are sending a final confirmation to PECB about the course attendants. This list will be confirmed by PECB and your company will be invoiced based on this. Are you sure you want to send this confirmation?

[Confirm](#)

4. Click the “Complete/Submit course” link;

Training Courses / Classroom Training Courses / View Trainees

[Back](#) [Refresh](#)

Registered Trainers

TRAINING COURSE DETAILS

Course Name ISO/IEC 27001 Lead Auditor	Start Date 2023-07-13	Training Course Location Canada, Montreal, Jean Talon
Trainer TTTTT	End Date 2023-07-17	

The enrolled course participants can be tracked on present, and be provided with access to the digital courseware through PECB NASS, starting from the first training day.

[Send Event Confirmation Mail](#) [Complete/Submit Course](#)

Member ID	Full Name	PECB Account Email	Trainee Status	Course Content Access Status	Course Evaluation	Applying Date
42648	Dea Sallhu	deasallhu@qypmail.com	Candidate Present	Assigned	Not Evaluated	2023-07-12
Exam Result: No data	View	Mail Confirmation				
41103	Dea Sallhu	deasallhu@qypmail.com	Candidate Present	Assigned	Not Evaluated	2023-07-12
Exam Result: No data	View	Mail Confirmation				

Important Note: The final two steps are mandatory to be performed by Partner in order to complete a training event:

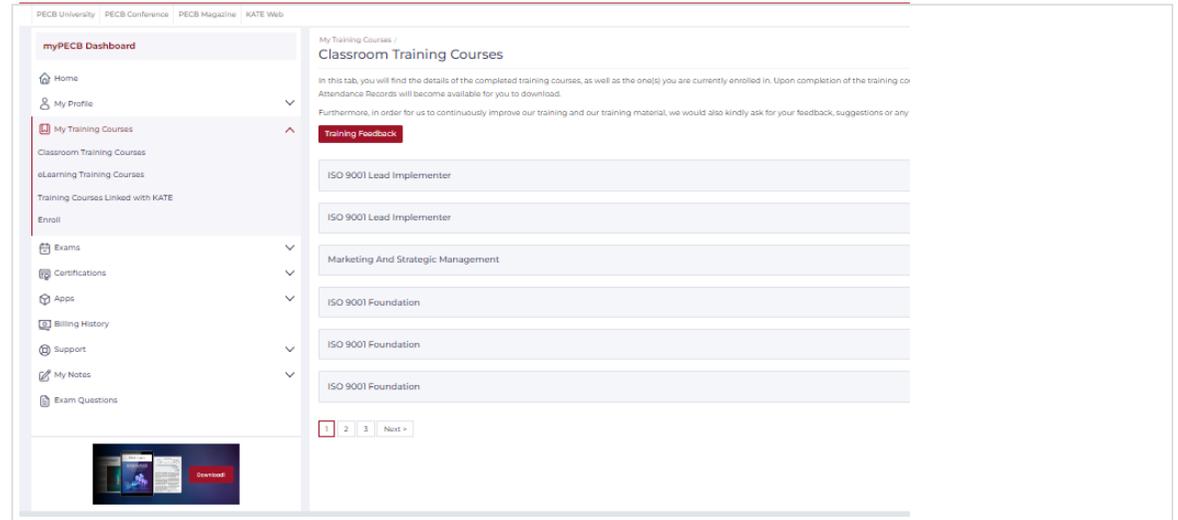
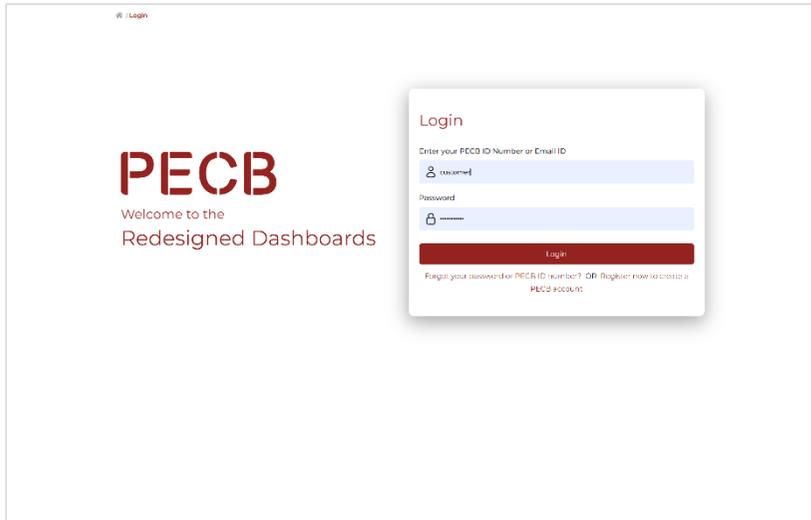
- The Partner must **confirm** each course participant as present. Participants that have not been marked as present, will not be provided with coupon codes they need to waive the online exam scheduling fee, and the certificate application fee.
- The PECB Partner must click the “**Complete/Submit Course**” link after all participants are marked as present, have been granted with access to the course materials and have completed the course. This is a mandatory process.

Once the course has been completed/submitted, PECB system will provide all course participants with a **unique coupon code**, which they will use to schedule an online exam session and then apply for certification if the exam is passed successfully. Additionally an invoice will be generated and sent to the Partner based on the number of course participants.

- If the exam type is Mixed Session, at this stage, the Partner is required to declare the exam type per each candidate. The exam type will affect the coupon code validity the course participants will receive.

1. Login at your "PECB account";

2. Click the **Training Courses** tab, go to the **Classroom Training Courses** tab;



3. Scroll down to find the completed course and click the "Training Evaluation" link;

ISO/IEC 27001 Lead Auditor	
Company Name	PECB TEST 1
Start Date	2023-07-13
End Date	2023-07-17
Application Date	2023-07-12
Training Evaluation	Training Evaluation
Download CCC	N/A
Coupon Code	22139889
View All	View

4. Complete the evaluation form and click "Submit";

[Go back](#)

Thank you for taking part in our training course. Serving our clients is our main priority. Please help us to improve our services by rating the following statements.

Course Name: *ISO 14001 Foundation*
 Instructor: *Self Study*

Fields with * are required.

Question	Evaluation				
	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Course Materials :					
1. The course materials were clear and easy to read, follow and understand *	<input type="radio"/>				
2. The course materials presented allowed me to gain practical knowledge *	<input type="radio"/>				
3. The course supporting material (case study, exercises, quizzes) helped me understand concepts more clearly *	<input type="radio"/>				
The Instructor :					
4. The instructor was well prepared and organized *	<input type="radio"/>				
5. The instructor stimulated my interest in the subject *	<input type="radio"/>				
6. The instructor had good ability to explain and illustrate concepts *	<input type="radio"/>				
7. The instructor encouraged student participation *	<input type="radio"/>				
8. The instructor provided answers to my questions *	<input type="radio"/>				
9. The instructor was helpful during practice time *	<input type="radio"/>				
The Facility/Room :					
10. The room/set-up was conducive to learning *	<input type="radio"/>				
11. Overall, the logistics were satisfactory *	<input type="radio"/>				
General Comments :					
12. The training course met my expectations *	<input type="radio"/>				
13. Overall this training session was worth my time *	<input type="radio"/>				
14. I will be able to apply what I have learnt in this training course in my role/position *	<input type="radio"/>				

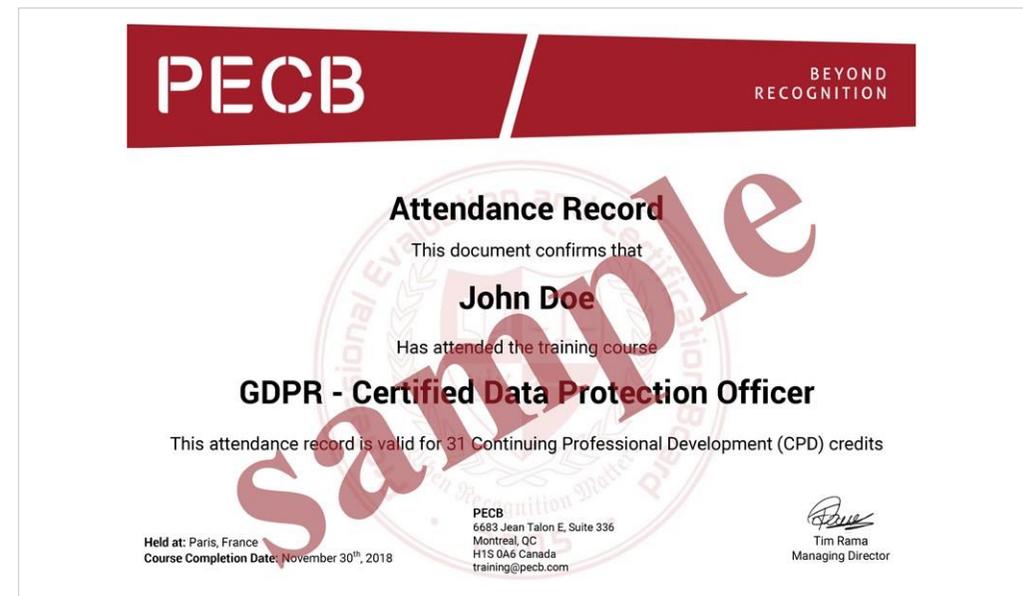
Submitting the PECB Course Evaluation Form is mandatory. The submission is linked to the Attestation of Course Completion. The PECB Course Attendance Record will be available for downloading at the myPECB Dashboard only after the course evaluation form has been submitted.

5. Download the Attestation of Course Completion by clicking the "Download CCC" link;

GDPR - Certified Data Protection Officer (CDPO)

Company Name	PECB Sample Reseller - Testing Account
Start Date	2022-04-05
End Date	2022-04-09
Application Date	2022-01-01
Training Evaluation	Evaluated
Download CCC	Download CCC
Coupon Code	77555968
View All	View

Sample of the Attestation of Course Completion;



1. Login with your "PECB account" credentials;

Home / Login

PECB

Welcome to the
Redesigned Dashboards

Login

Enter your PECB ID Number or Email ID

customer@

Password

.....

Login

Forgot your password or PECB ID number? OR Register now to create a PECB account

2. Go to PECB Exam Events; <https://pecb.com/en/eventExamList/schedule>

PECB HOME ABOUT EDUCATION AND CERTIFICATION FOR INDIVIDUALS AUDIT AND CERTIFICATION FOR ORGANIZATIONS UNIVERSITY EVENTS NETWORK MEDIA ROOM CONTACT

Find Exam

Select exam category

Language

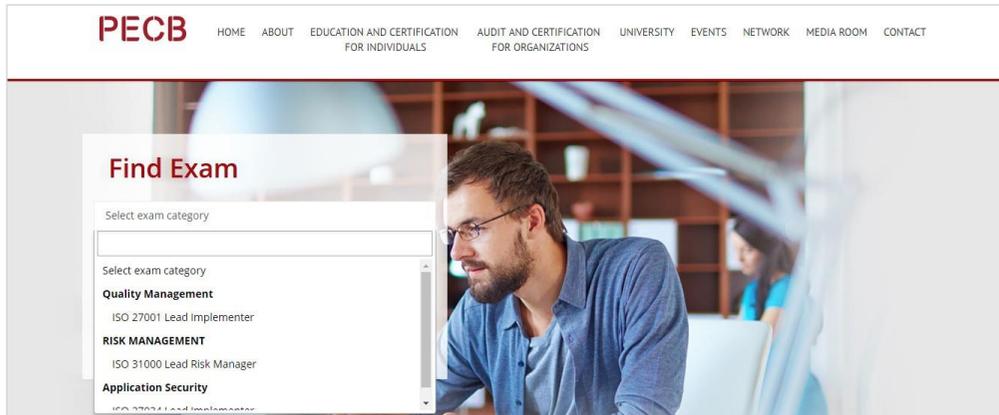
Choose Exam Slot

i If you cannot find the exam or time feasible for you, please contact our Customer Services.

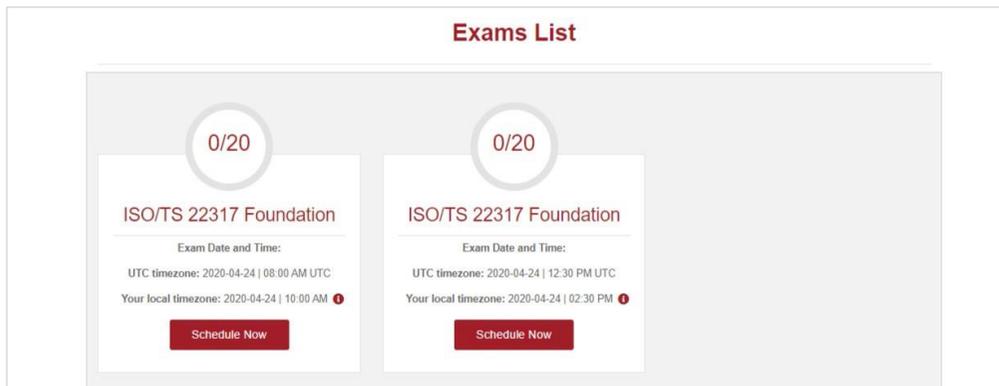
Home | Terms, Conditions and Policies | Privacy Policy | Contacts | Help Center

Copyright © Professional Evaluation and Certification Board 2019 All rights reserved

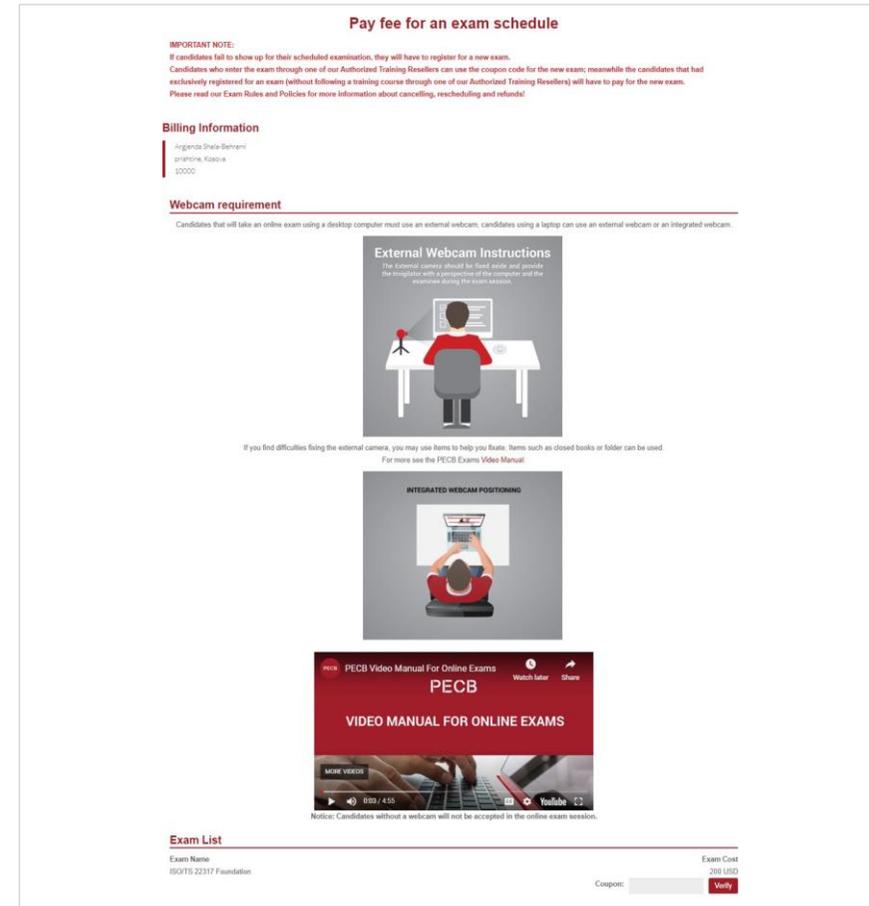
3. Find your exam scheme and convenient time, and click **“Schedule Now”**;



4. At the exam list, click **“Schedule Now”** at the convenient time slot;



5. Use the coupon code provided by the PECB Course Organizer to waive the scheduling fee;



Note that the candidate when taking an online exam having a web camera is a mandatory step, Without the web-camera, the remote PECB invigilator will not accept examinees in the exam session.

1. Once the seat is confirmed, you will receive a notification from the PECB System;

Hello

We are pleased to inform you that your exam schedule application has been approved. The information regarding this schedule is as follows:

EXAM: ISO/IEC 27032 Lead Cybersecurity Manager

DATE: 2017-07-28 **Time Zone:** UTC

TIME: 01:00 PM to 04:00 PM

Please make sure to download and install the Online Examination Tool (PECB Exams) at least 24 hours before the exam. It can be downloaded from this link: <https://pecb.com/pecbexams/>.

You need to have an **external, stand-alone webcam**, as internal (built-in) webcams are not accepted. If you do not have an external webcam, you will be terminated from the exam session.

Also, please login to the system (PECB Exams) 30 minutes before the beginning of the exam, so you can be authorized by our invigilator to take the exam. The invigilator will validate if the exam profile matches your present profile.

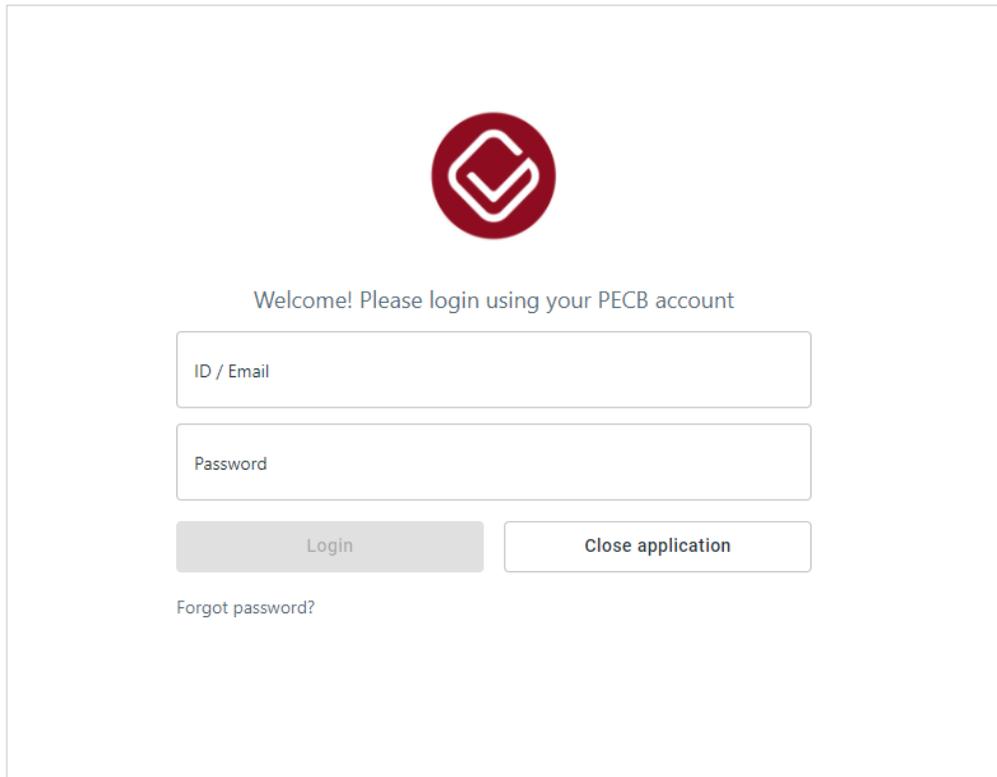
For any difficulties, please contact us at <https://www.pecb.com/customer> or our Help Center: [Link](#)

We wish that you pass with flying colours.

PECB

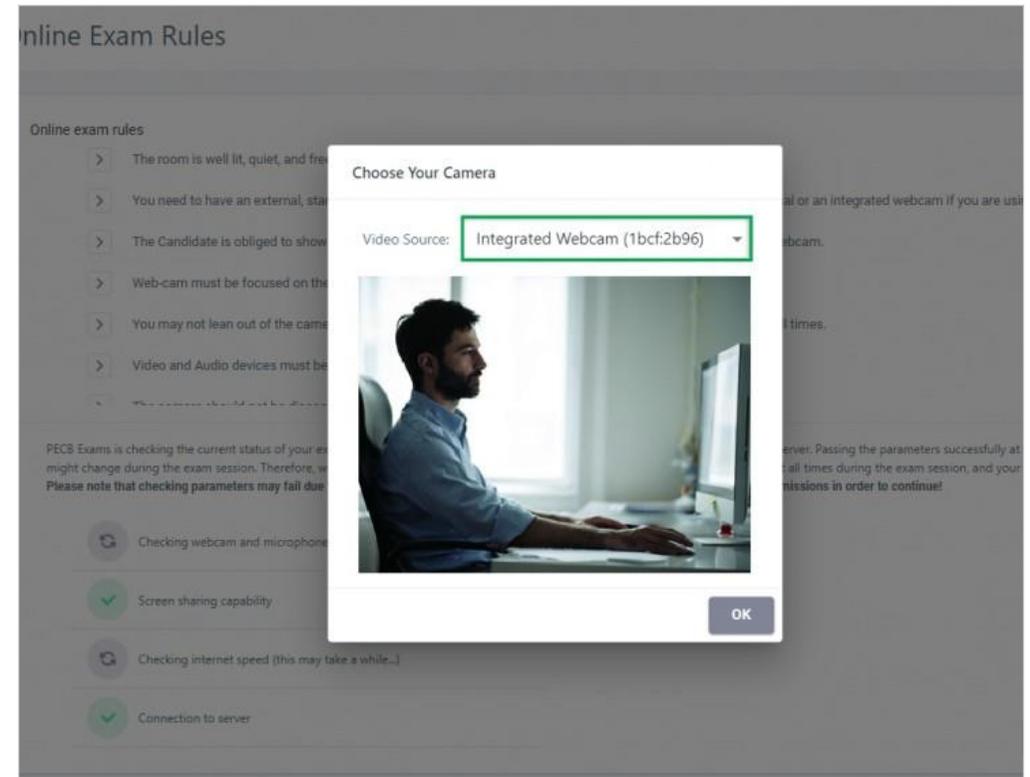
2. The notification will also contain a PECB Exams Application Download link; <https://pecb.com/pecbexams/>

3. Download the application and login with your PECB account credentials 30 minutes before the exam start time;



The screenshot shows the login interface for the PECB application. At the top center is the PECB logo, a red circle containing a white stylized 'P' and 'C' intertwined. Below the logo, the text reads "Welcome! Please login using your PECB account". There are two input fields: "ID / Email" and "Password". Below these fields are two buttons: "Login" and "Close application". At the bottom left, there is a link that says "Forgot password?".

4. A remote PECB Invigilator will verify your Identity and enroll you in the session;



The screenshot displays the "Online Exam Rules" screen. The background is a list of rules, including "The room is well lit, quiet, and free of distractions", "You need to have an external, standard webcam or an integrated webcam if you are using a laptop", "The Candidate is obliged to show their face at all times", "Web-cam must be focused on the candidate", "You may not lean out of the camera frame", and "Video and Audio devices must be working". Below the rules, there is a status bar with several indicators: "Checking webcam and microphone" (loading), "Screen sharing capability" (checked), "Checking internet speed (this may take a while...)" (loading), and "Connection to server" (checked). A modal dialog titled "Choose Your Camera" is overlaid on the screen. It has a "Video Source:" dropdown menu with "Integrated Webcam (1bcf:2b96)" selected. Below the dropdown is a video preview window showing a man sitting at a desk with a computer. An "OK" button is at the bottom right of the dialog.

1. Login with your "PECB account" credentials;

Login

Enter your PECB ID Number or Email ID

customer

Password

.....

Login

Forgot your password or PECB ID number? OR Register now to create a PECB account

2. Click the "Apply for Certification" tab;

myPECB Dashboard

Home

My Profile

My Training Courses

Exams

Certifications

My Certifications

Apply for Certification

Apps

Billing History

Support

My Notes

Exam Questions

My Training Courses / Classroom Training Courses

In this tab, you will find the details of the completed training courses, as well as the one(s) you are currently enrolled in. Upon completing the Training Evaluation link. After submitting the training evaluation form, an Attendance Records will become available for you. Furthermore, in order for us to continuously improve our training and our training material, we would also kindly ask for your feedback. [Training Feedback](#)

GDPR - Certified Data Protection Officer (CDPO)	
Company Name	1PECB Sample Reseller - Testing Account
Start Date	2022-04-05
End Date	2022-04-09
Application Date	2022-04-04
Training Evaluation	Evaluated
Download CCC	Download CCC
Coupon Code	77383868
View All	View

ISO 9001 Foundation

3. Fill in the required information to submit the application;

Apply for Certification

1 2 3 4 5 6 7 8

Certification type Certification Exam Work Experience Education and Certification Professional References Declaration Revision Certification Payment

CERTIFICATION SCHEMES

ACCI	ACCIDENT INVESTIGATION
AS9100	AEROSPACE QUALITY MANAGEMENT
ISO 37001	ANTI-BRIBERY
ISO 27034	APPLICATION SECURITY
ISO 55001	ASSET MANAGEMENT
IATF 16949	AUTOMOTIVE QUALITY MANAGEMENT
ISO 22301	BUSINESS CONTINUITY
ISO/TS 22317	BUSINESS IMPACT ANALYSIS
ISO 19600	COMPLIANCE MANAGEMENT
CF	COMPUTER FORENSICS
ISO 10004	CUSTOMER SATISFACTION MANAGEMENT
ISO 27032	CYBER SECURITY

4. Use the coupon code sent by the PECB Partner to waive

Apply for Certification

1 2 3 4 5 6 7 8

Certification type Certification Exam Work Experience Education and Certification Professional References Declaration Revision Certification Payment

Certification Payment

IMPORTANT NOTE:
If you have followed the training and the examination with one of PECB's Authorized Training Partners, you do not need to pay the certification application fee. Please check your email for the coupon code provided to waive this fee.
Application fees are non-refundable!

Billing Information

Argjenda Shala-Behrami
Prishtine, Kosova [Update Billing Address](#)

Certification List

Certification Name	Certification Cost
ISO 22301 Lead Implementer	500 USD

Coupon: [Verify](#)

Total: 500 USD

Payment Type Credit Card Bill Me

[Go Back](#)
[Place your order](#)



**If you need further assistance, please contact
PECB Customer Service at customer@pecb.com or drop a
service Ticket at our [Help Center](#)**