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CREATE YOUR PECB ACCOUNT

1. Open the PECB Website: www.pecb.com;

2. Click the Register link at the top right corner;

3. Enter your email address that will be associated to your PECB account;
CREATE YOUR PECB ACCOUNT

4. Enter the verification code sent from the PECB system to the associated email address;

5. Complete the registration form and click submit;

6. A confirmation email will be sent to the associated email once the registration is completed;

BEYOND RECOGNITION

Security Code
Please use the following code for the register process.

Security Code: 216108

If you don't use the code in the next 5 minutes the code will not be valid anymore.

If you didn’t request this code, you can safely ignore this email. Someone else might have typed your email address by mistake.

Best regards,
PECB Team
CREATE YOUR PECB ACCOUNT

Having created your PECB account, please follow the next steps to successfully enroll into a PECB Training Event.

1. To login at your PECB account, click Login at the top right corner;

![Login page](image)

2. Please enter your ID Number/Email, Password and click Login;
1. At the Invitation sent by the PECB course organizer, find and click the Event link to find the “Enroll now” button.

2. Click the “Enroll Now” link to register in the course;

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 +1-844-4-P262 (7262).
USE PECB KATE TO ACCESS THE COURSE MATERIALS

1. To download the KATE App, go to www.pecb.com/kate;

2. Download the PECB KATE version that is compatible to your computer's operating system;
USE PECB KATE TO ACCESS THE COURSE MATERIALS

3. After downloading, login with your PECB account credentials;

4. Click the Link to this Device button to access the course materials;

5. To view the training slides, click any of the training days;
PECB KATE is available across multiple devices and operating systems. KATE is available for download at Apple Store, Microsoft Store and Play Store. KATE is also supported by Microsoft Windows 7.

1. Link to this device button;

You can login to KATE using multiple devices. However, the course can only be accessed through one of the devices at a time. To switch access from one device to another, simply click the “Link to this device” button to remove the access from the previous device and access the materials using your current device.

2. Send Feedback to PECB

Using KATE you can also send feedback regarding the PECB course materials. If you would like to provide feedback regarding a specific slide, or a course material in general, simply click the Add Feedback button to open the feedback submission form. Your feedback will be then received and reviewed by the PECB Course development division.
3. Notes

Using KATE you can also store notes regarding a specific course slide. To add a note while you have a course slide open, simply click the “Add Note” button to open the note saving form.

4. Download the course files

Using KATE you can also download the course files (PDF format) on your device. You can then open the course slides using your default PDF reader. Moreover, you can also download the course case study and exercise files (if applicable) in an editable file format.

To download the files while you have a course Linked, click the “View Course files” button to open the list of files and click the “Open File” button at the top right corner of KATE to download a file locally (Please select a file before clicking the “Open File” button).

Important Note: PECB KATE course files come with a watermark generated throughout the course slides at the footer section of the pages. The watermark is generated for PECB to ensure the copyright protection and the prevention of any potential misuse of the course materials.
COMPLETE YOUR PECB ONLINE EXAMINATION PROFILE

1. Login at your “PECB account” and click the “Examination Profile” tab;

![myPECB Dashboard](image)

2. Click the Examination Profile tab;

Candidates scheduling an online PECB exam should first submit their Examination Profile. The submission can be done through the “Examination Profile” tab within the PECB account.

The profile should be submitted respecting the guidelines set on the right side of the page. The application requires from the candidates to capture two pictures, one frontal profile picture and another one for a non-governmental ID document only showing the profile picture and the full name. Other information on the ID should be hidden and not captured in the picture.

Failure to submit the profile according to the guidelines available within the Examination Profile tab will result in the profile rejection.

In addition the candidate should also check select Yes or No when asked if English is their native language. The results will affect the online exam duration if the exam is in English language.

Candidates are also required to provide an emergency contact phone number. This due to the isolation the examinee is in during the exam session.

Note that during an exam session the examinees are required to:
- Remain alone in the exam room,
- Remove any electronic device (including smartphones, tablet computers).

If rejected, the profile can be resubmitted after reviewing the rejection message sent by a PECB Online Exam Invigilator.

The examination profile can be deleted using the “Delete” button within the examination profile tab after receiving the exam results.
1. Login at your PECB account;

2. Click the Exam Events option under the Events page at www.pecb.com;

3. Select the exam category;
4. Select the exam language;

5. Select the preferred exam date;

6. To schedule the exam, click the **Schedule Now** button;

If after providing the exam details, there are no results provided by the system, please contact our Customer Service team at [customer@pecb.com](mailto:customer@pecb.com) and they will help you in arranging the online exam session.

Each given exam session, also shows the number of free seats available within the session. A PECB online exam session has 20 online seats available and when they are all booked, the session will not be visible anymore.
7. Use the provided code to waive the scheduling fee;

8. Click the **Place your order** button;
1. General Requirements

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<th>Minimum Requirements</th>
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<td>Screen</td>
<td>Display must measure 24.6 cm (9.5 inches) diagonally and support resolution of at least 1024 x 768 at 32,000 colors.</td>
</tr>
<tr>
<td>Keyboard</td>
<td>Physical keyboard (wired or wireless) is required for desktop computers.</td>
</tr>
<tr>
<td>Pointing Device</td>
<td>Mouse, trackpad, touchpad or touch screen or other pointing device with which the candidate is familiar.</td>
</tr>
<tr>
<td>Network</td>
<td>The device should be connected to the internet with at least 1 Mbps upload and 1 Mbps download.</td>
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2. Operating systems and browsers
- Windows 7, 8, 10
- Macintosh OS X

3. Minimum technical specifications for devices

**Windows and MAC**

**Hardware**
- Minimum 200MB available space.
- Webcam and built-in Microphone
- Internet access (Recommended minimum of 1 Mbps upload/ 1 Mbps download) Ping must be below 200 ms

**Installed Applications**
- Ports Opened: 80 AND 443
4. Webcam Requirements

**Important note:** A webcam is mandatory to successfully enter an online PECB exam.

**External webcam requirements:**
- Minimum Video Resolution of 720p with a frame rate of 30 fps.
- High Speed USB 2.0 connection – Plug and Play preferred.
- Built-in microphone is highly recommended.
- External cameras with a heavy base and flexible neck to allow easier placement are highly recommended.
- Cord length of 6’ (2m) or more.
- You have to place your camera on your left or right side of your desk in order for the invigilator to be able to see you and your PC.

**Integrated webcam requirements:**
- Minimum Video Resolution of 720p with a frame rate of 30 fps.
- Built-in microphone is highly recommended.

Digital Camcorder, Smartphone, Tablet, additional Laptops/computers are not acceptable as camera alternatives. You have to place your camera on your left or right side of your desk in order for the invigilator to be able to see you and your PC.

**Important Notes:**
- You must be on time for all your examinations.
- You must strictly avoid engaging in any unfair or dishonest practice in any part of the examination.
- PECB Exams might face technical difficulties when running on computers that are part of a corporate network. Therefore, we highly recommend you to use a private computer when taking a PECB Online exam.

**Please ensure the following:**
- Your computer is powered and the keyboard and mouse are working properly.
- Get comfortable with the computer before you begin writing the test.
- You can navigate and look through the questions.
USING COURSE MATERIALS DURING A PECB ONLINE EXAM

Using Course Materials during a PECB online exam

PECB exam candidates are always advised to refer to the relevant Exam Preparation Guide to find out whether the exam is an open or closed book type of online exam.

On open book online exam sessions, we recommend the clients to print the course materials before the exam session. The PDF format course materials can be downloaded for printing through KATE. To do so, please follow the steps below:

1. Login to KATE;
2. Click the “Link to this device” button;
3. Click the “View Course files” button;
4. Select a file and click the “Open file” button located at the top-right corner of KATE;
5. The file will be saved locally and available for you to print;

PECB Exam Preparation Guides are available here.

PECB Online Examination Policy

PECB exam candidates are recommended to read carefully the PECB Online Examination Policy to find out more about:

- PECB Online Examination Rules
- Canceling, Rescheduling, missing the exam, Refund and Retake Policy
- Examination Security
- Receiving Exam Results

PECB Online Exam Tips

- Plan to sit for the exam at least 30 minutes prior to your scheduled exam.
- Get a good night’s rest the night before.
- Exams can last up to 3 ½ hours, therefore eat a well-balanced meal and avoid excessive stimulants such as caffeine.
- Read and follow the instructions carefully. Ask the invigilator if you require additional clarifications.
- Periodically check your progress. This will allow you to make any adjustments in time. Pay attention to the time you have left to finish the exam.
- There are no penalties for answering a question incorrectly, or leaving a question unanswered. Try identifying the correct answer by eliminating as many options as possible.
| APPLY FOR A PECB CERTIFICATE |

1. Login at your PECB account;

2. Click the My Certifications tab;

3. Click the “Apply for a Certification” button;
4. Select a Certification Scheme;

![Certification Scheme List]

5. Click the Save and Continue button;

![Apply for Certification]

6. Provide the Exam Number;

![Exam Schedule]

PECB Training, Examination, and Certification digital platform manual
7. Provide the Exam Date;

8. Type "PECB" in the Exam Issuer box;

9. Upload the Attendance Record, if obtained;
10. Provide your **Work Experience and Reference** email addresses;

![Apply for a Certification](image)

11. Select a maximum of 9 **activity sectors** and click **Continue**;

![Activity Sectors](image)

12. Provide your **Education** details and click **Continue**;

![Education & Certification](image)
13. Declare that you agree with the **PECB Code of Ethics, PECB Rules and Policies, and the PECB Certification Maintenance program** and click **Continue**;

![Apply for Certification](image)

14. Revise the provided information and click **Continue**;

![Revision](image)
15. Provide the code to waive the Certificate application fee and click *Verify*;

16. Once your code has been verified, please click the *Place your order* button;

By clicking the "Place your order" button, your Certification application will be submitted to PECB. The PECB system will automatically contact your provided references to verify your experience through an online questionnaire. If your references will not respond to the online questionnaire, the PECB system will contact them again within three days. If your references do not respond even after another three days, you will be contacted directly and be advised to update the contact details of your references.
1. Login at your PECB account;

2. Click the “My Certifications” tab;

3. Click the “Reference Pending” button(s);
UPDATING PECB CERTIFICATION APPLICATION REFERENCE CONTACT DETAILS

4. Click the “Change Reference” button;

5. Provide an alternative email address of your current reference, or provide a new reference;

Having your respective References responding to our online questionnaire link, the PECB Certification Department will review your Certification application and get back to you with a decision. Note that PECB Certification Department can always ask for further details, if necessary to successfully process your Certification application.
If you need further assistance, please contact the PECB Customer Service at customer@pecb.com or drop a service Ticket at our Help Center.