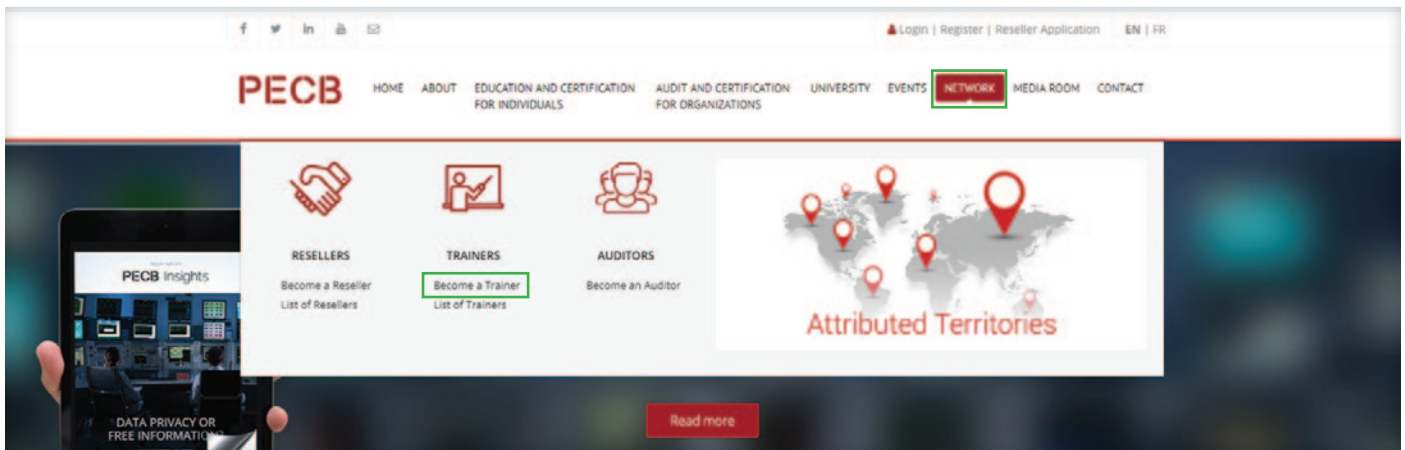


PECB TRAINER CERTIFICATION MANUAL

To find out if you are eligible to become a PECB Certified Trainer, please follow the instructions below to submit the eligibility form through your PECB account.

The PECB **Trainer Eligibility** form can be found within your PECB account following the steps below:

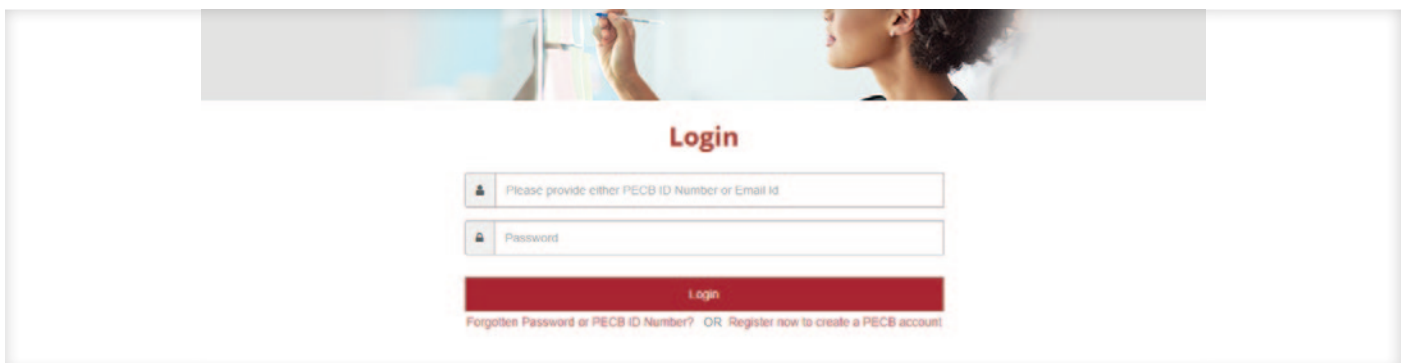
1. Login at your PECB account www.pecb.com
2. Click the **Network** option at the main menu
3. Click on **How to Become a Trainer** option



4. Scroll down and click on **Become a PECB Certified Trainer** link



5. Fill in the **Trainer Eligibility** Form



Once you log in with your **PECB ID**, the data you have provided earlier will also be shown in the Eligibility Trainer Application. You will only need to answer the question “**Why do you want to become a PECB Trainer?**”

Trainer Eligibility Form

Fields with * are required.

Title *

First Name

Last Name

Company *

Address *

City

Country

State

Email

Resume *

No file chosen

Note: Please upload your latest resume or CV

Phone

Why do you want to become a PECB Trainer? *

Verify Code



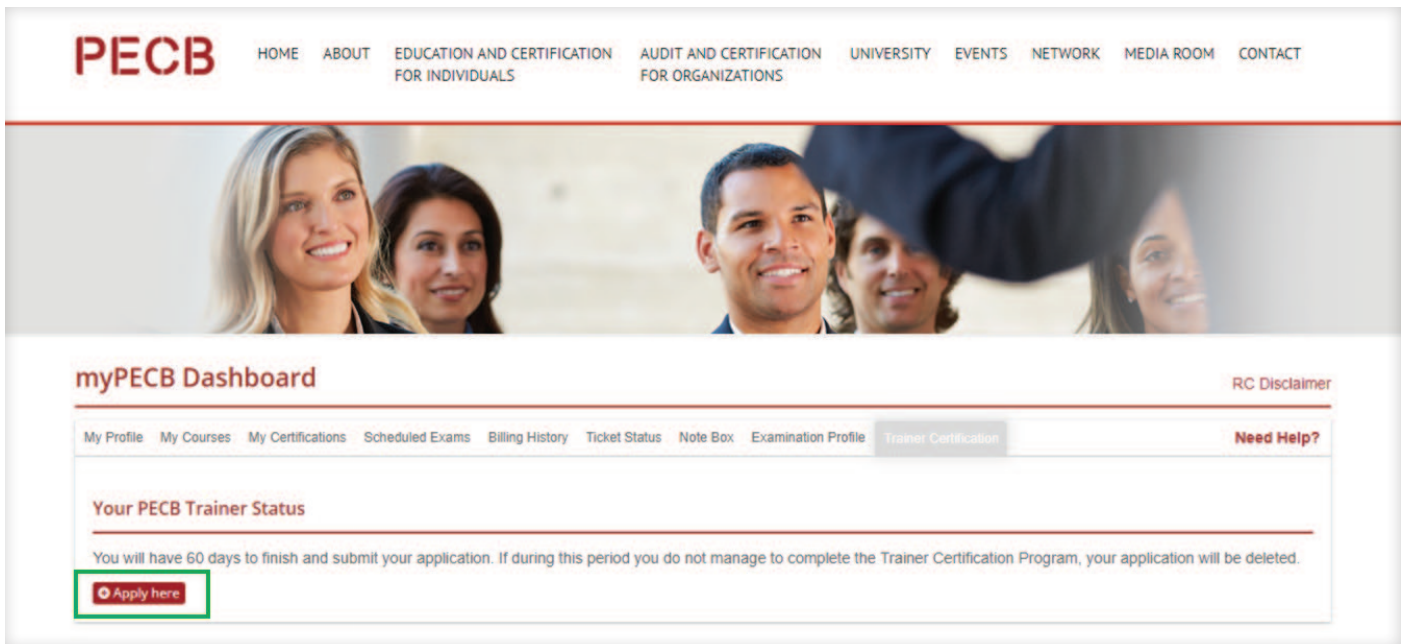
[Get a new code](#)

Please enter the letters as they are shown in the image above. Letters are not case-sensitive

☐ I agree to the PECB Terms and Conditions.

The eligibility forms are usually evaluated within 48 hours, and if your submission is evaluated positively, a notification will be sent to your associated email address stating that the Trainer Certification tab has become available at your *myPECB Dashboard*.

Once the Trainer Certification tab is active, you can start the Trainer Certification process at any time during the next 60 days. If the Trainer Certification application is not submitted within 60 Days, the Trainer Certification tab will be removed from your account.



Subsequently, by clicking on the **Apply here** option, the Trainer Certification Process will start.

The first step in the certification process is to fill out the Documentation section.

Please carefully input your data in the empty boxes to successfully complete the first step of the PECB Trainer Certification Program.

- a. Enter your **Training Experience** hours and your **Professional Experience** in years
- b. Select a **Certification Category** from the drop down menu and enter your **Certification Body**
- c. Click **Choose a File** to upload your certificate
- d. Enter your **Experience Information** for the respective Certification Category

If you have other certificates that you would like to add, please click on Add another document at the end of the page on the right side. Click **Next** to proceed further.

The screenshot shows the 'Documentation' step of the PECB Trainer Certification Program. At the top, a progress bar indicates eight steps: 1. Documentation (active), 2. Trainer Agreement, 3. PECB Trainer Presentation, 4. Trainer Quiz, 5. Interview, 6. Live Presentation, 7. Declaration, and 8. Revision. The main form area is titled 'Documentation' and includes a note: 'Fields with * are required.' The form is divided into three sections: 'Teaching and Professional Experience', '1. Certificates', and 'Experience Information'. In the 'Teaching and Professional Experience' section, there are two dropdown menus: 'Teaching experience *' with '2+ years' selected, and 'Professional experience *' with '5+ years' selected. The '1. Certificates' section contains 'Document Information' with a 'Certification Category *' dropdown set to 'ANTI-BRIBERY - ISO 37001', a 'Certification Body *' text box containing 'ISO', and an 'Upload Document *' section with a 'Choose File' button and the text 'ISO 22000 standard.pdf'. The 'Experience Information' section has two text boxes: 'Training Experience (hours) *' with '500' and 'Professional Experience (years) *' with '500'. At the bottom right of the form, there is a link 'Add another document' and a red 'Next' button.

The next step is the confirmation that you have read and agreed with the PECB Trainer Agreement. Check the box and click **Next**.


PECB TRAINER PRESENTATION

In this step in order to watch the presentation you need to press the **Play** button. Please be noted that when watching the presentation for the first time, you will not be able to fast forward or rewind the video. After the presentation has ended, the press bar will appear and you will be able to use the respective options.



In this section you will take the Trainer Quiz that is based on the PECB Trainer Presentation.

Please be informed that you will have 3 attempts to pass the quiz. Choose one of the answers by checking the options below each question.

PECB Trainer Certification Program

1
Documentation

2
Trainer Agreement

3
PECB Trainer Presentation

4
Trainer Quiz

5
Interview

6
Live Presentation

7
Declaration

8
Revision

Trainer Quiz

In this section you will undergo the Trainer Quiz that is based on the PECB Trainer Presentation.

Please be informed that you will have 3 attempts to pass the quiz.

The passing score is 80 %.

Good luck!

Based on your answer on the first question you will be shown additional questions. You need to write your answers in a box below the questions. Once you have submitted your answers click on **Next**.

1 2 3 4 5 6 7 8

Documentation Trainer Agreement PECB Trainer Presentation Trainer Quiz Interview Live Presentation Declaration Revision

Interview

Welcome to the Interview Section.

In this part of the PECB Trainer Certification process we would like to know more about your knowledge and general experience.

We have prepared some questions for you, so please make yourself comfortable and proceed with our first question.

Do you have experience as a Trainer/Lecturer? *

☐ Yes

☐ No

Go Back Next

In this part of the PECB Trainer Certification process we would like to know more about your knowledge and general experience.

We have prepared some questions for you, so please make yourself comfortable and proceed with our first question.

1. Which training methods have you used and which of these methods have proven to be the most effective in your experience?

2. Which topic is different and most challenging for you?

3. Which do you usually do in a classroom and how do you manage that you do not lose time in class?

4. Which are you interested in teaching? (Add another topic?)

Go Back Next

In order to complete the Trainer Live Presentations step, follow the steps below

1. Please choose a course sample from the dropdown menu. You can also download it.
2. Click on the **Camera Icon** in order to start the recording.
3. Click on the **White Dot** if you want to **record**, **review** your recording or if you want to **record it again**

Once you are satisfied with your presentation, click on **Next** and proceed further.

PECB Trainer Certification Program

1 2 3 4 5 6 7 8

Documentation Trainer Agreement PECB Trainer Presentation Trainer Quiz Interview **Live Presentation** Declaration Revision

Live Presentation

Trainer Live Presentation is an online session where you will have the chance to demonstrate your teaching and presentation skills. Please make sure that you have a stable internet connection, a working audio (mic and headset) and video (camera) equipment. Once you choose a course sample from the dropdown menu, please click on the camera icon and find a right angle for your presentation. When you are all set and ready, click on the recording button and start to present as you would be providing a live training to an audience. Please make sure not just to read the slides, but also to elaborate them in a sense so that the students can have a clear understanding on the purpose of the training. The goal of a trainer is to successfully transmit the knowledge and learning concepts to the students. After you are done with your presentation, you will be able to review your video presentation and/or delete it and record a new one. Once you are satisfied with your presentation, click on next and proceed further.

Fields with * are required.

1 Course*
ISO 9001 LA-Ex

DAY 1

Certified ISO 9001
Lead Auditor

Schedule for Day 1

Section 01: Course objectives and structure
Section 02: Standards and regulatory framework
Section 03: Certification process
Section 04: Fundamental concepts and principles of quality management
Section 05: Quality Management System (QMS)

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Eric Lacharme
Document number: QMSLAD17.4

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Download

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2

3

Go Back Next

Please make sure you check all of the declaration points in order to proceed further.

The screenshot shows the 'Declaration' step (7) of the PECB Trainer Certification Program. At the top, a progress bar indicates steps 1 through 8: Documentation, Trainer Agreement, PECB Trainer Presentation, Trainer Quiz, Interview, Live Presentation, Declaration (highlighted), and Revision. The main content area is titled 'Declaration' and contains a list of seven checkboxes with corresponding statements. A red note states 'You have to check this checkbox' next to the first item. At the bottom, there is a 'Go Back' button on the left and a 'Next' button on the right. A link for 'PECB Code of Ethics' is also visible.

1 Documentation 2 Trainer Agreement 3 PECB Trainer Presentation 4 Trainer Quiz 5 Interview 6 Live Presentation 7 Declaration 8 Revision

Declaration

- ☒ I confirm that the information contained in this application is correct to the best of my knowledge and belief.
You have to check this checkbox
- ☐ I have declared any information that may reasonably be considered to affect adversely my certification evaluation
- ☐ I have read the Trainer Agreement as well as PECB Code of Ethics and I will abide to them.
- ☐ I authorize PECB to perform Reference Check with the provided references
- ☐ I accept to take the Psychometric Test provided by PECB
- ☐ I will observe PECB rules and policies applicable to my trainer certification.
- ☐ I understand that, if I provide incorrect information or withhold relevant information, I am likely to be suspended or removed from the PECB registry of certified trainers.

PECB Code of Ethics

Go Back Next

REVISION

Before you submit your application, you will have the chance to review it once again. You may go back and add a document or do another presentation. PECB Quizzes cannot be retaken.

The screenshot shows the 'Revision' step (8) of the PECB Trainer Certification Program. The progress bar at the top shows steps 1 through 8, with 'Revision' highlighted. The main content area is titled 'Revision' and displays a summary of the application details. A red pencil icon indicates that the 'Documentation' section can be edited. The details include teaching and professional experience, certification number, category, body, upload document link, and training/professional experience in hours and years.

PECB Trainer Certification Program

1 Documentation 2 Trainer Agreement 3 PECB Trainer Presentation 4 Trainer Quiz 5 Interview 6 Live Presentation 7 Declaration 8 Revision

Revision

Documentation

Teaching experience
2 (Years)

Professional experience
5 (Years)

Certification Number: 1

Certification Category:
ANTI-BRIBERY

Certification Body:
ISO

Upload Document:
[View File](#)

Training Experience (hours):
500

Professional Experience (years):
500

Trainer Agreement



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

PECB