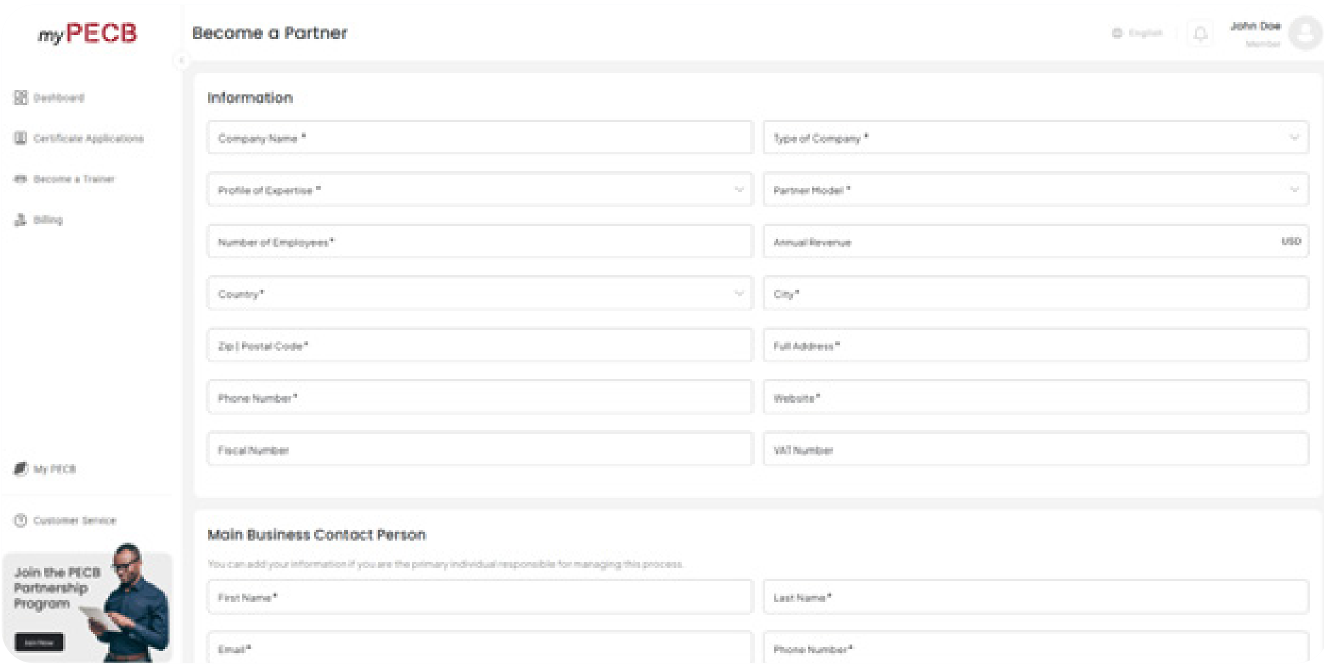
Partner MyPECB Manual

How to Become a PECB Partner?

To become a PECB Partner, you must first have an active member account. Once your account is active, please complete and submit the following form:

https://mypecb.com/application-form



The review process may take up to 48 hours. After your application has been approved, you will receive an email confirmation.

PECB

BEYOND RECOGNITION

PECB – Your Partner Application Has Been Approved

Dear John DOE LLC,

We are happy to inform you that your Partner application has been approved.

You can now access the Partner Dashboard by logging in to your **MyPECB** account, clicking on your name in the top-right corner, and switching your role to **Partner**.

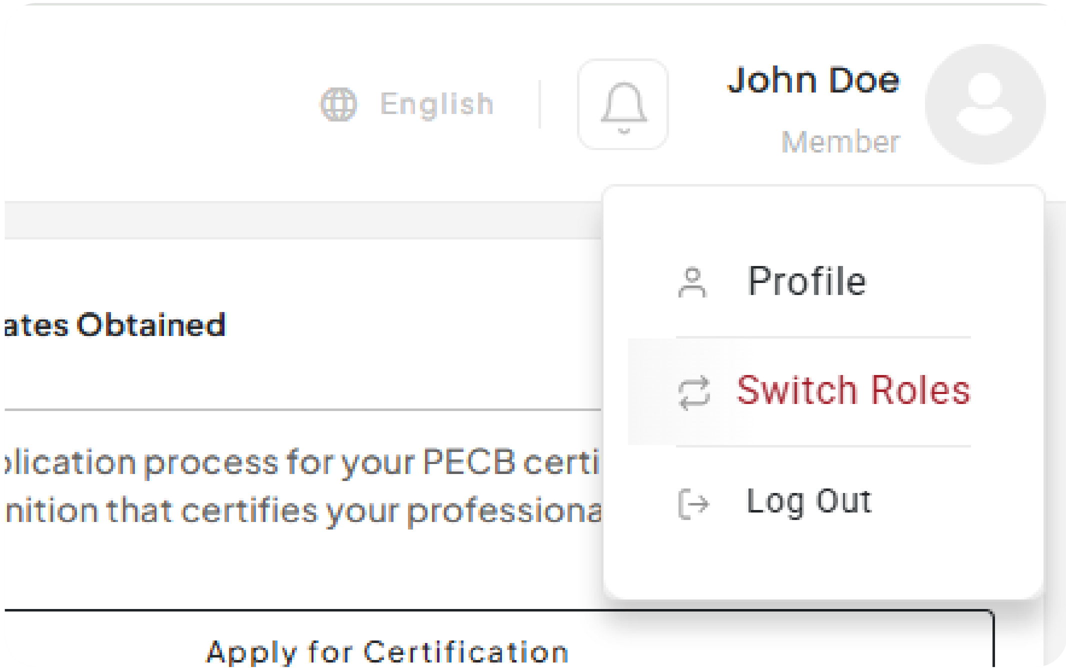
Best regards,
PECB

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 +1-844-426-7322.

PECB mypecb.com

How to Access Your Partner Account

1. Log in to MyPECB at https://mypecb.com/ using your member account credentials.
2. In the top-right corner, click on your name.
3. From the dropdown menu, select Switch Roles.
4. A pop-up window will appear, allowing you to switch to your Partner account.



English
John Doe
Member
Profile
Switch Roles
Log Out
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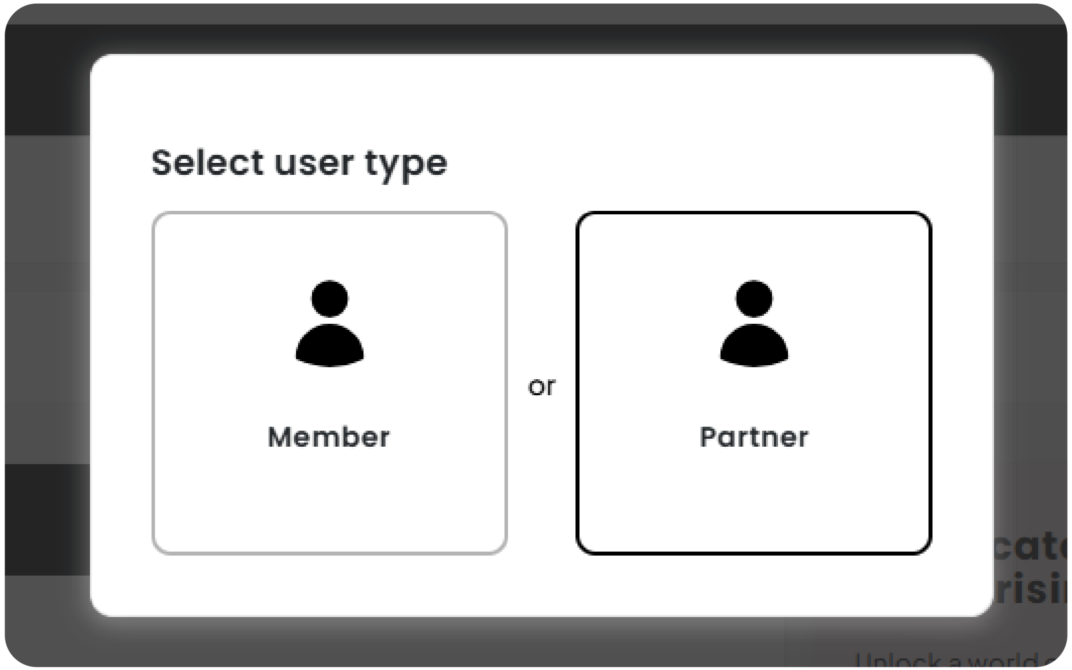
Apply for Certification

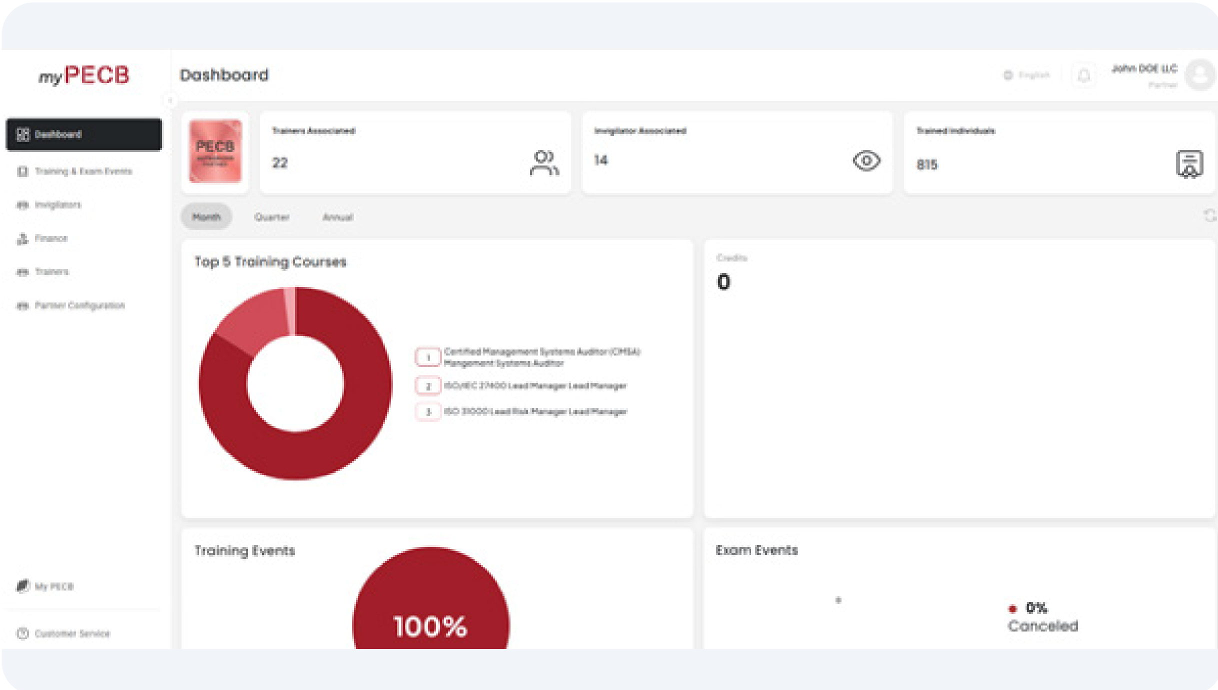


Select user type
Member
or
Partner

Dashboard: What Do the Figures in the Insight Section Represent?

The dashboard homepage includes an Insights section, where you can view key information about your partner records. This section provides:

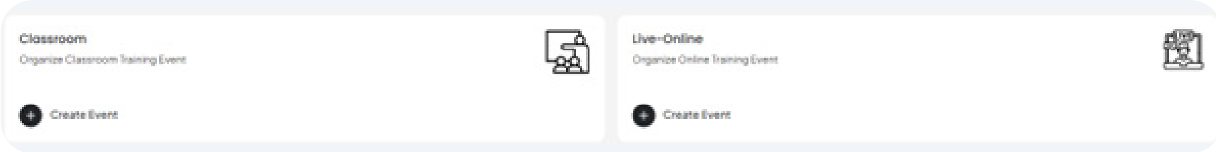
- Your Partnership badge – shows your current partner status. (To download the badge, right-click on the image and click Save as Image.)
- The number of associated trainers – helps you track how many trainers are linked to your organization.
- The number of associated invigilators – indicates how many invigilators are available under your account.
- The total number of trained individuals – represents the total number of candidates who have taken a course.
- Your top 5 training courses, displayed on a monthly, quarterly, and annual basis – highlights which courses are most in demand.
- Your credit points – calculated based on the sales (number of candidates).



Training Course Delivery Formats

As a PECB Partner, you can deliver training courses in four different formats:

Training Events

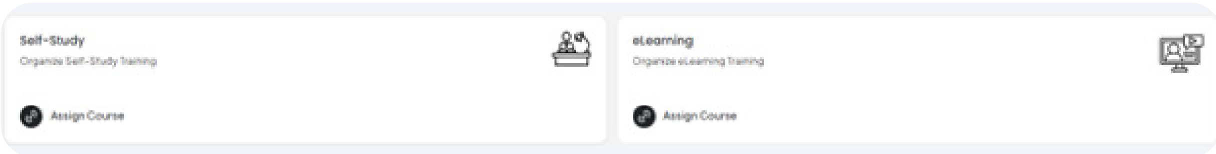


Classroom Training Events

- Multiple candidates attend the same event at a physical location, delivered by a trainer.
- When to Use: Ideal for organizations or groups that prefer face-to-face interaction, networking, and direct trainer support.

Live Online Training Events

- Multiple candidates join virtually in real-time, with a trainer delivering the session online.
- When to Use: Ideal for candidates located in different regions, or when travel and venue arrangements are not practical.



Self-Study Events

- Available for a single candidate. The candidate receives course slides and additional documents for exercises and quizzes. Includes the exam and certificate at no extra cost.
- When to Use: Suitable for motivated individuals who prefer studying through reading materials and exercises at their own pace.

eLearning Events

- Available for a single candidate. Provides access to pre-recorded video sessions from different trainers, along with course materials.
- When to Use: Ideal for learners who prefer visual and auditory explanations and want flexibility of studying anytime with guided video content.

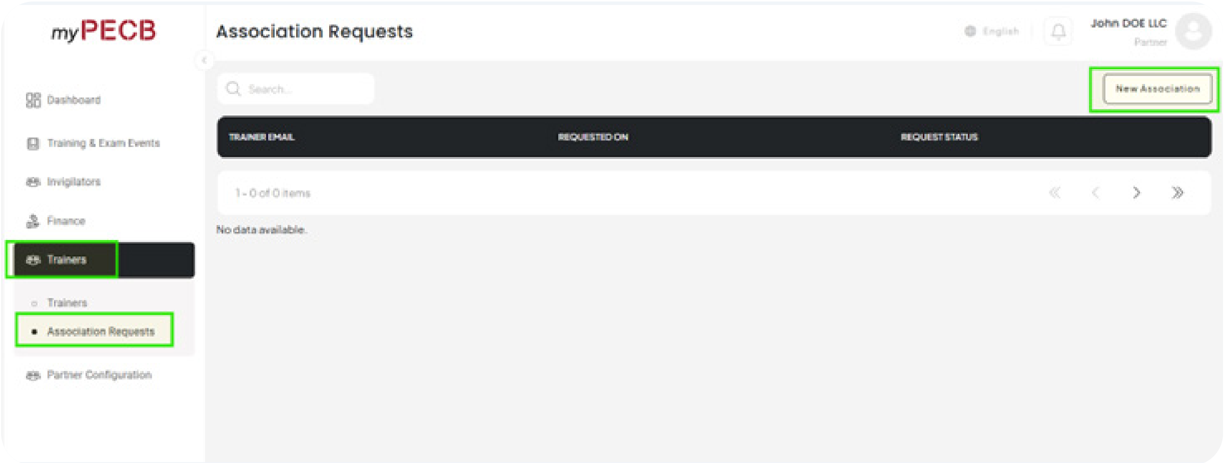
How to Create Events in Different Formats

Classroom/Live-Online Training Event

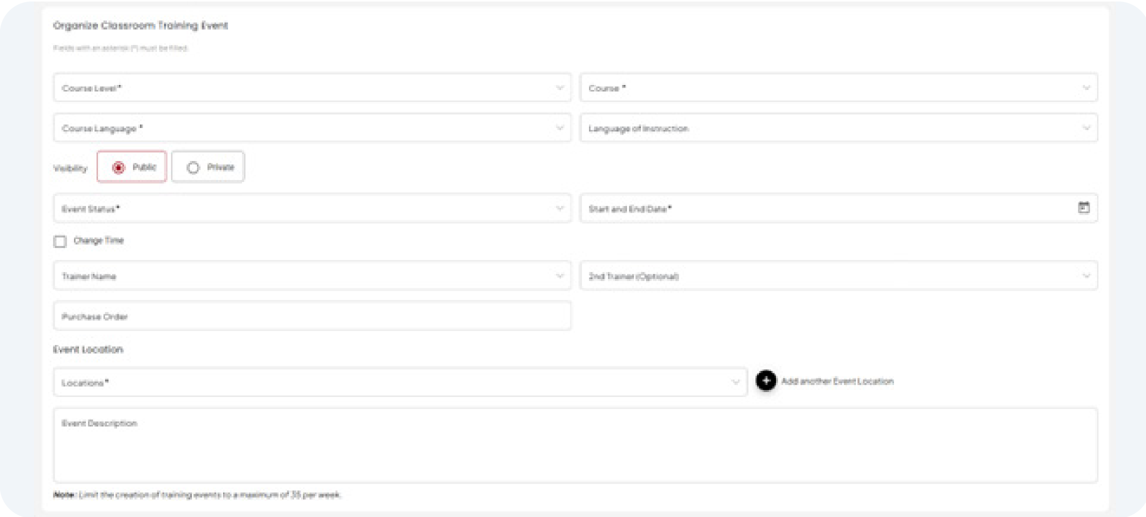
Create the Event

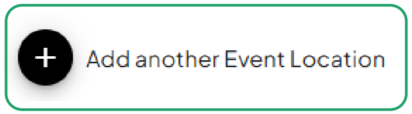
To add a Classroom/Live-Online Training Event to your Partner Dashboard, your organization must first be associated with a PECB Certified Trainer. Please ensure this step is completed before proceeding with the other steps below.

1. From the left-side menu, click **Trainers** and then select **Associated Requests.**
2. In the top-right corner, click **New Association.**



3. **From the drop-down menu, select the trainer you want to associate with and click Submit.**
4. **The trainer will receive a request. Once they approve it, the association will be established, and you will be able to create a Classroom Training Event**



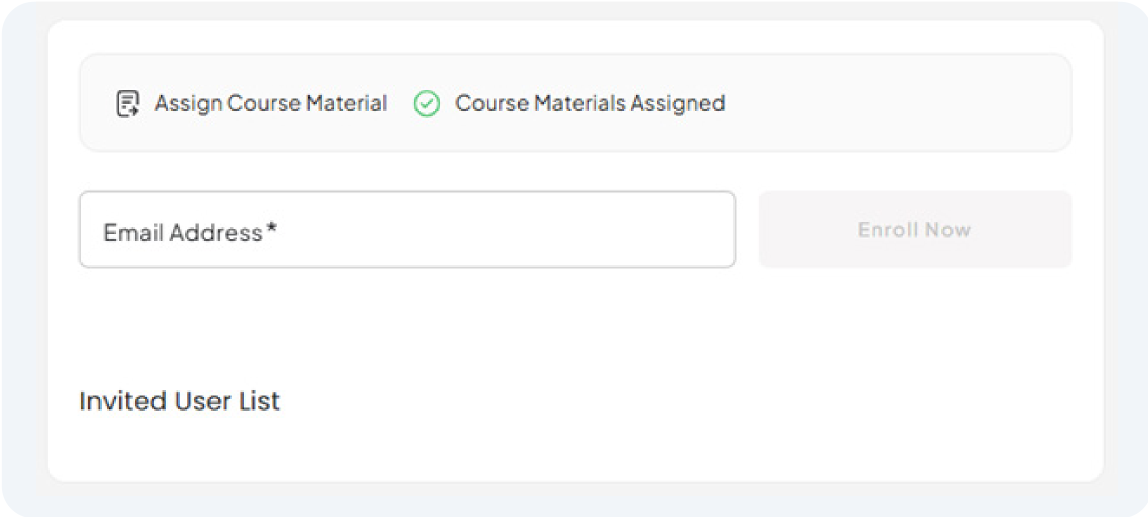
Course Level	Select the level of the training course (e.g., Foundation, Lead, etc.).
Course	Choose the specific training course you want to deliver.
Course Language	Select the official language of the course materials.
Language of Instruction	Specify the language in which the trainer will deliver the course.
Visibility	**Public** - visible to anyone searching for training events.
	Private - visible only to invited candidates.
Event Status *	**Draft** - the event is being prepared and is not yet active.
	Planned - the event has been created and scheduled, but no candidates are confirmed.
	Active & Confirmed - the event has confirmed candidates, and you may proceed with distributing the course materials to them.
Start and End Date	Enter the training schedule.
Trainer Name	Select the certified trainer from the drop-down option who will deliver the course.
Purchase Order	Enter the related purchase order number (if applicable for your accounting).
Locations	Provide the physical address or venue where the training will take place. To add a new location, click **the + Add Another Event Location** button.  The added location will then appear as an option in the drop-down menu for future events.
Event Description	Add details about the event.

Enroll Participants

To enroll participants in a training event, open the event and locate the Email Address* field on the right side of the page.

Enter the participant's email to enroll them in the event:

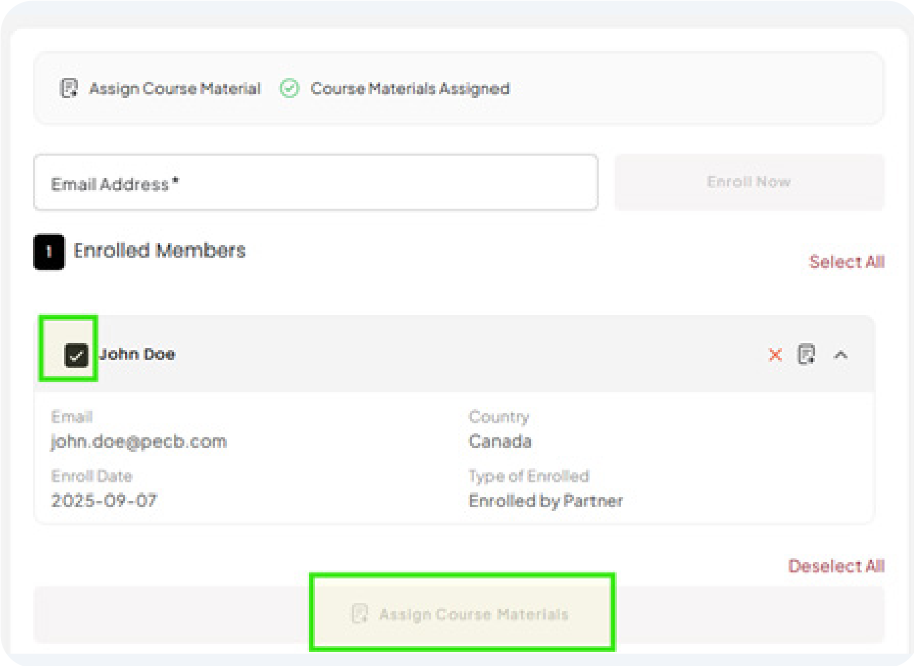
- If the participant already has an active PECB account, they will be enrolled immediately.
- If the participant does not have an active PECB account, they will receive an invitation to create one before enrollment is completed.



Assign Course Materials

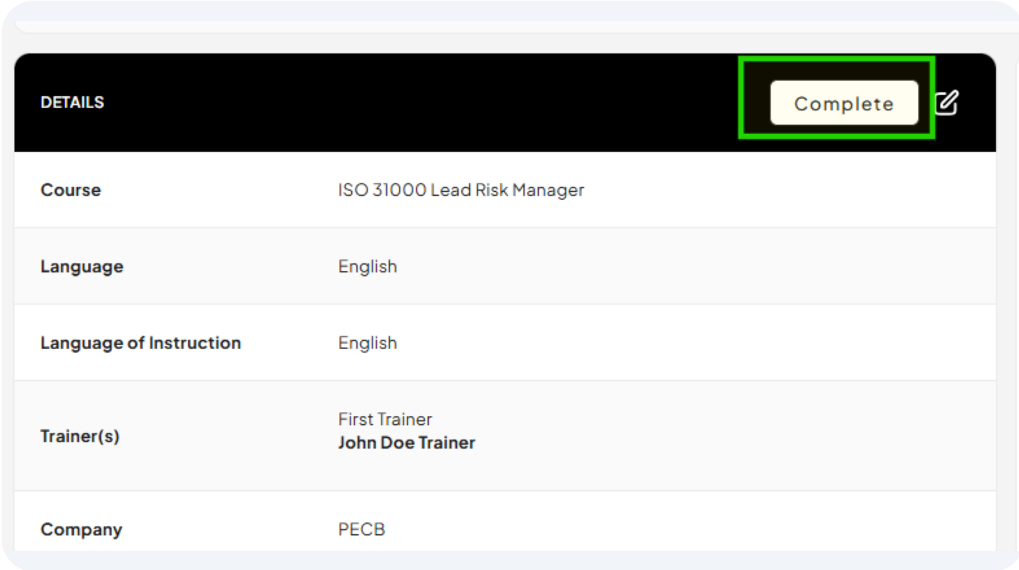
To assign course materials to a participant, tick the box next to their name and click **Assign Course Materials**.

Note: *This button becomes available on the first day of the training event, as selected during event creation. Once the course materials are assigned, they cannot be revoked.*



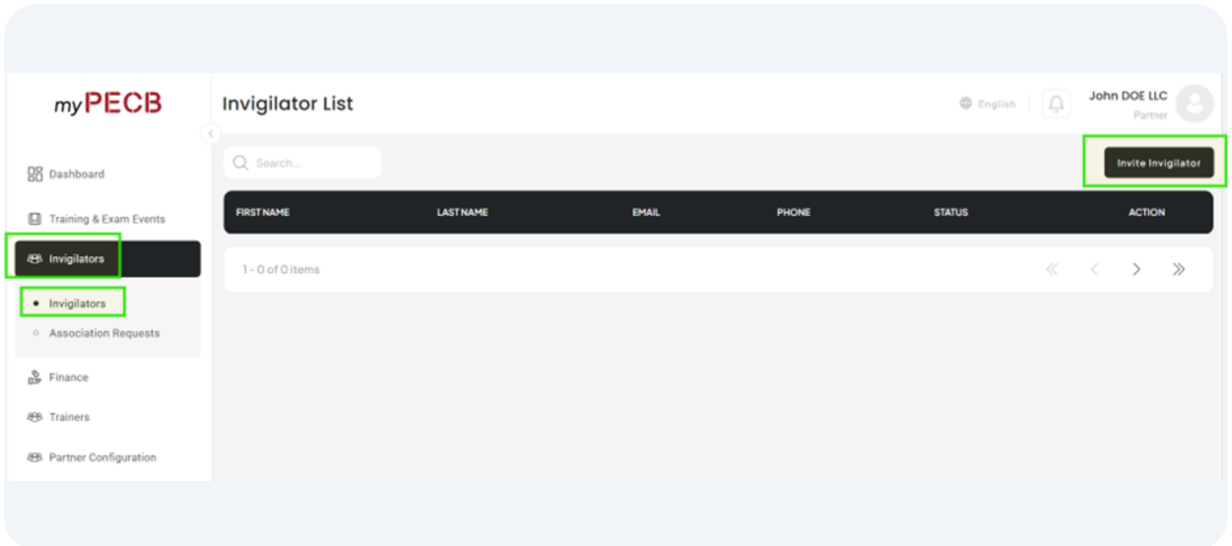
Complete the Event

On the last day of the training event, you may proceed with completing the event. Completing the event will trigger the generation of the invoice. Participants will then be able to schedule their exam, and upon successfully passing it, apply for the certificate at no additional cost.event creation. Once the course materials are assigned, they cannot be revoked.

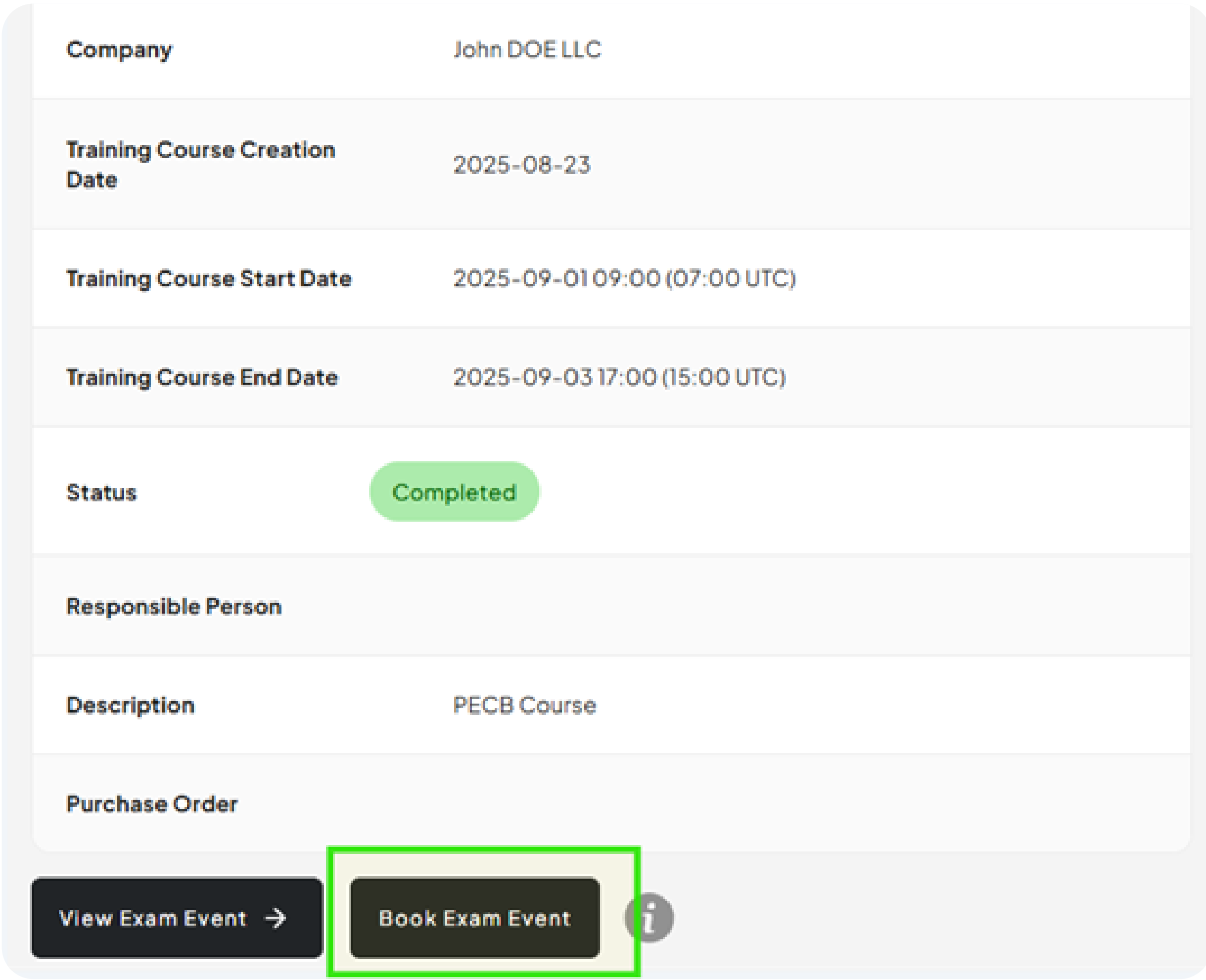


Book Exam Event (ATC Paper-Based)

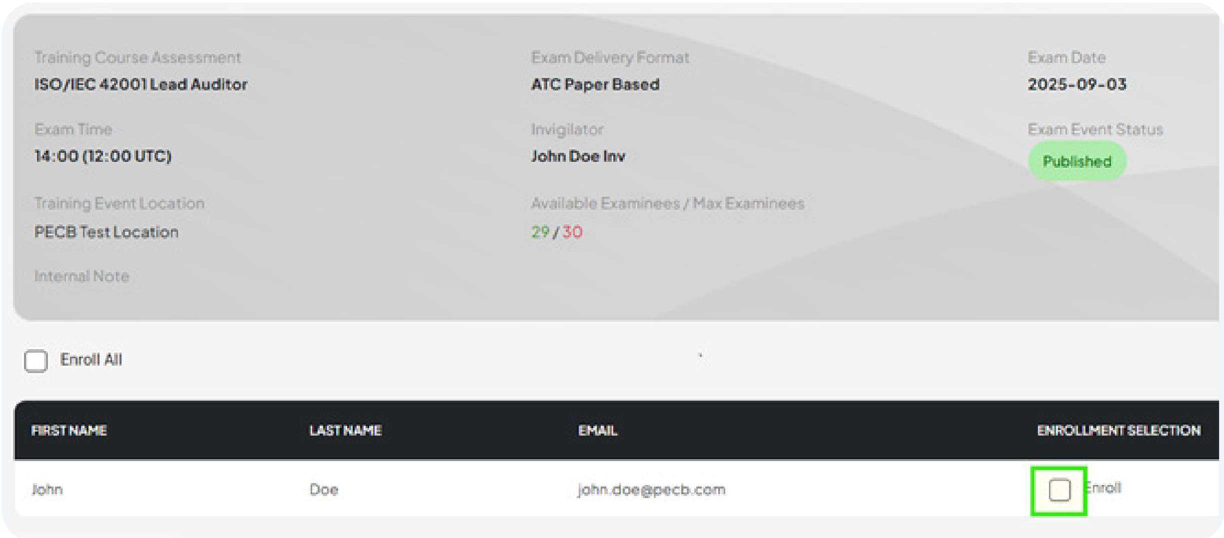
*After completing a training event, you will be able to schedule an **ATC Paper-Based (on-site) exam**. Before scheduling the exam, you must have an **Invigilator** associated with your Partner account. To do this, go to **Invigilators** in the left-side menu and click the **Invite Invigilator** button.*



Once the Invigilator has approved the invitation and is linked to your Partner account, open the training event, click the ***Book Exam Event*** *button under the* ***Event Details*** *section, and complete the form to schedule the exam.*

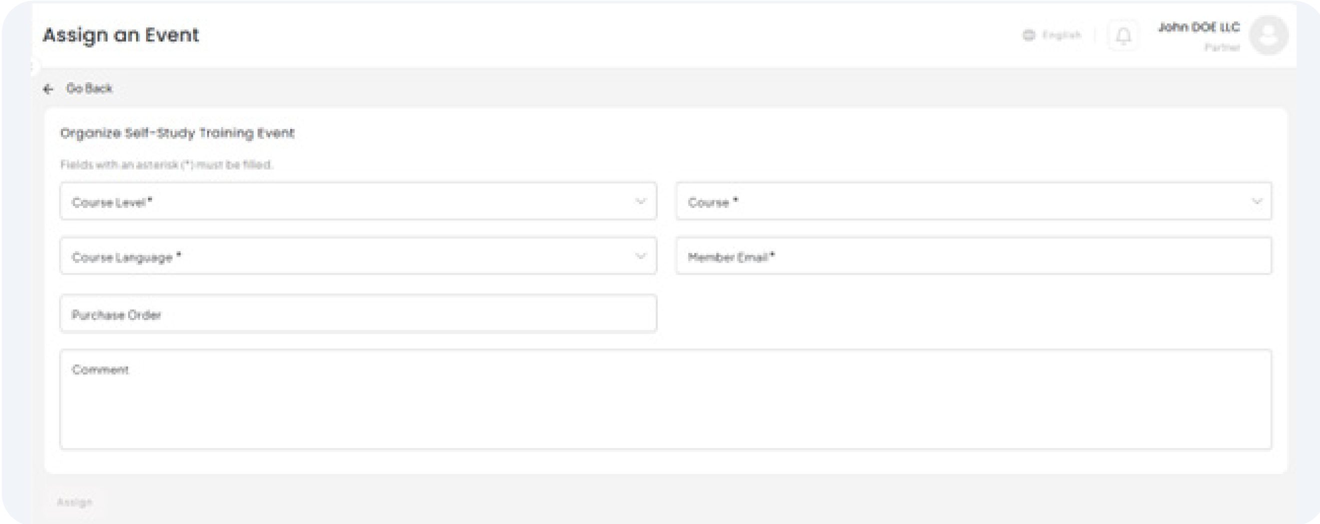


*Once the exam event is created, you should proceed with enrolling the participants who will take the Paper-Based exam. To do this, add them to the Exam Event by selecting the **Enroll** checkbox next to their names.*



All participants enrolled in the training event will appear on the list, allowing you to select those who will be enrolled in the Paper-Based exam. If a participant prefers to take the exam online instead, simply do not enroll them in the Paper-Based exam event you created.

How to Assign a Self-Study/eLearning Event



Course Level	Select the level of the training course (e.g., Foundation, Lead, etc.).
Course	Choose the specific training course you want to deliver.
Course Language	Select the official language of the course materials.
Member Email	Participant’s email address.
Purchase Order	Enter the related purchase order number (if applicable for your accounting).
Comment	Add personal comment.

For **Self-Study** and **eLearning events**, the course materials are distributed automatically to the candidate, so no manual assignment is required.

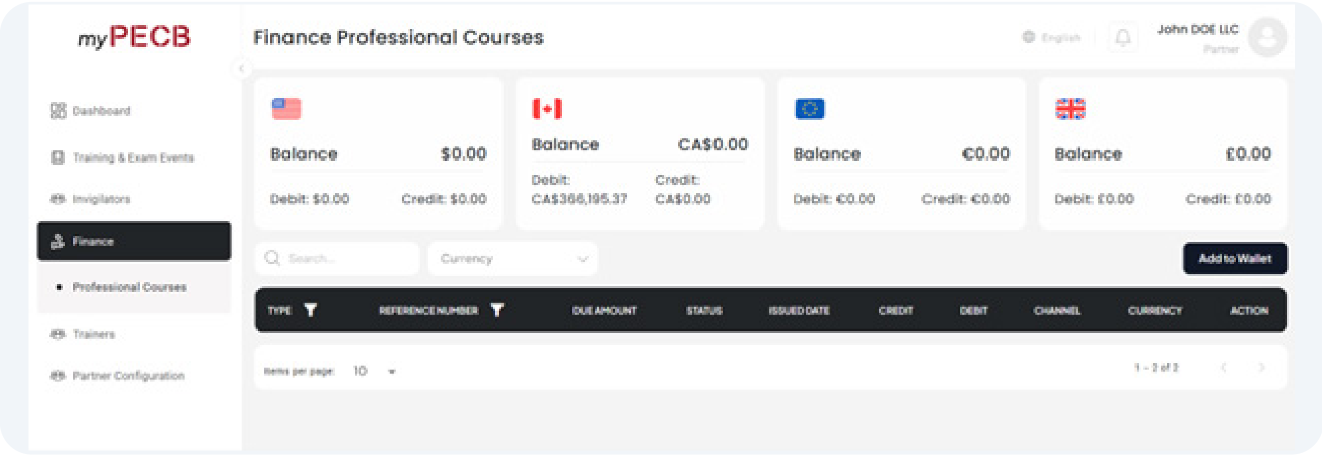
Creating the event:

- If the participant already has an **active PECB account**, they will be enrolled immediately.
- If the participant does not have an **active PECB account**, they will receive an invitation to create one. Once the account is activated, you will be notified by email, and you will need to return to the system and recreate the event for that candidate.

Note: *After creating an Independent Learning event, you will not be able to make any changes, as the entire certification cycle (including the course, examination, and certificates) is generated automatically.*

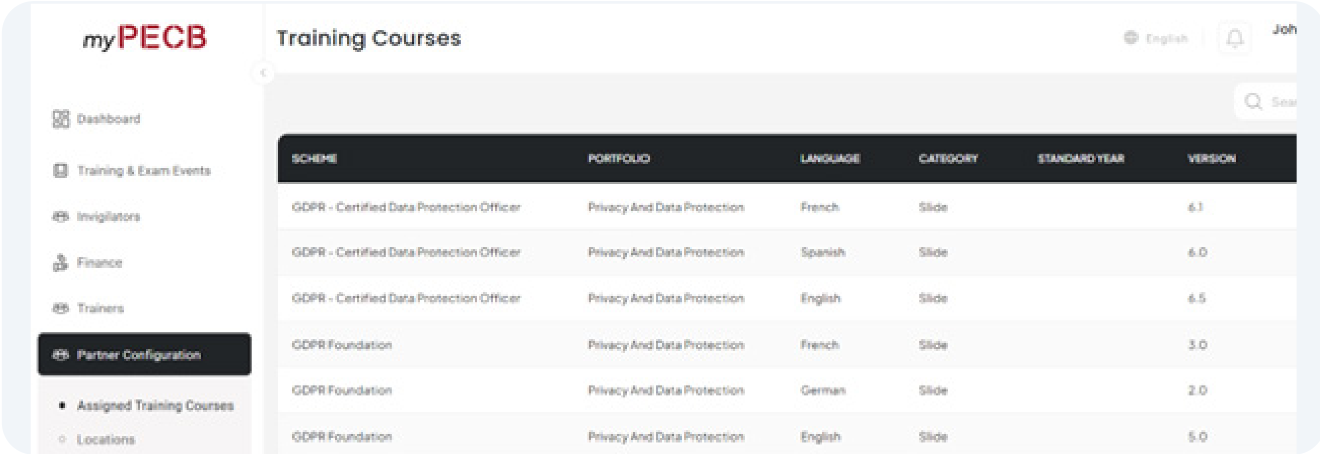
Finance

The **Finance** menu allows Partners to manage their invoices, locate and pay outstanding invoices, and add credits to their PECB account. Added credits can be automatically applied to future training event invoices, providing a convenient and efficient way to handle financial transactions within the platform.

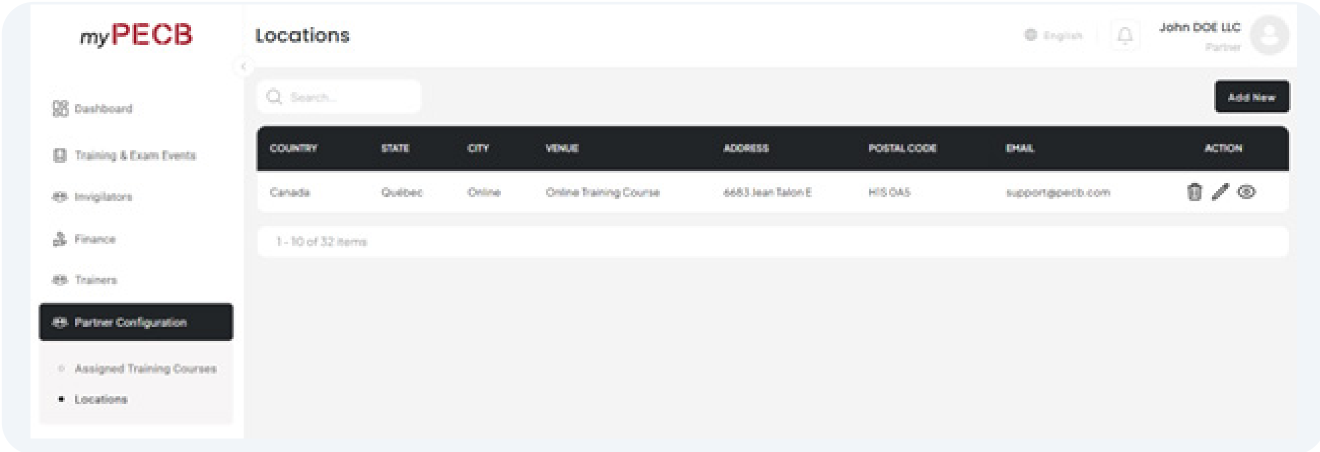


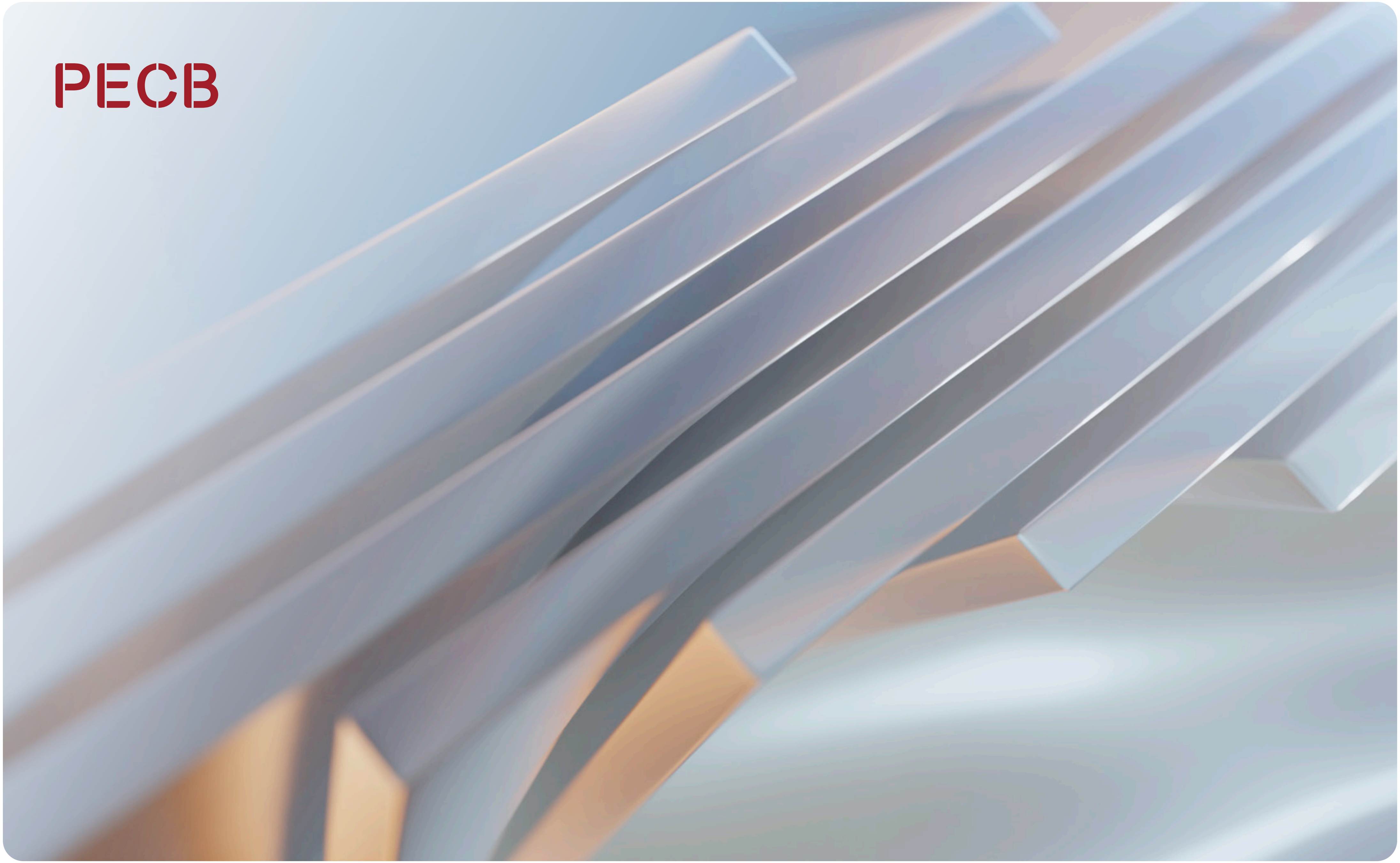
Partner Configuration

Under the **Partner Configuration** menu, you can view the training courses assigned to your Partner account by selecting **Assigned Training Courses**. In this menu, you can also view and manage the **Locations** you have created for Classroom Training Events.



If you would like to request access to additional training courses and have them assigned to you, please contact us via email at support@pecb.com.





If you need further assistance, please contact the PECB Customer Service department at support@pecb.com or drop a service Ticket at our Help Center.