MyPECB Member Manual

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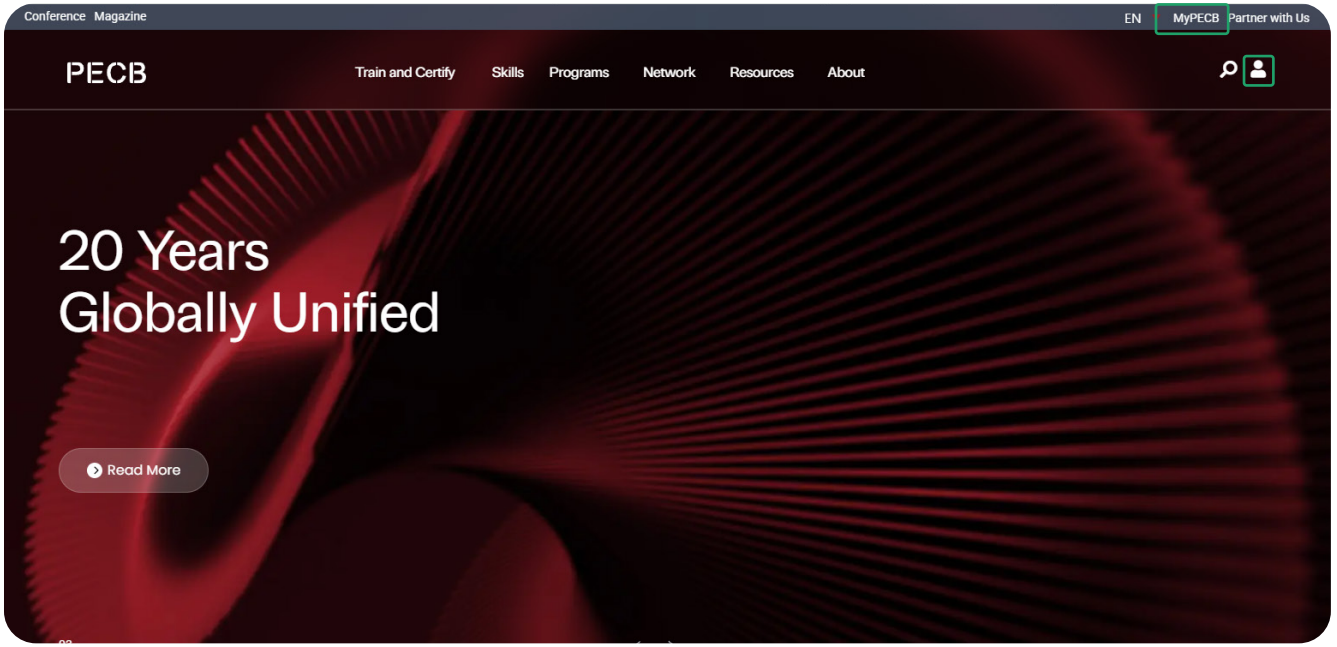
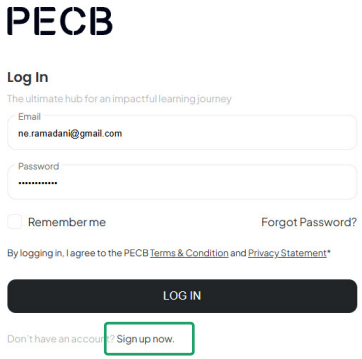
a) Open the **MyPECB** platform from www.pecb.com.;



b) Click the **Sign up now** link.;



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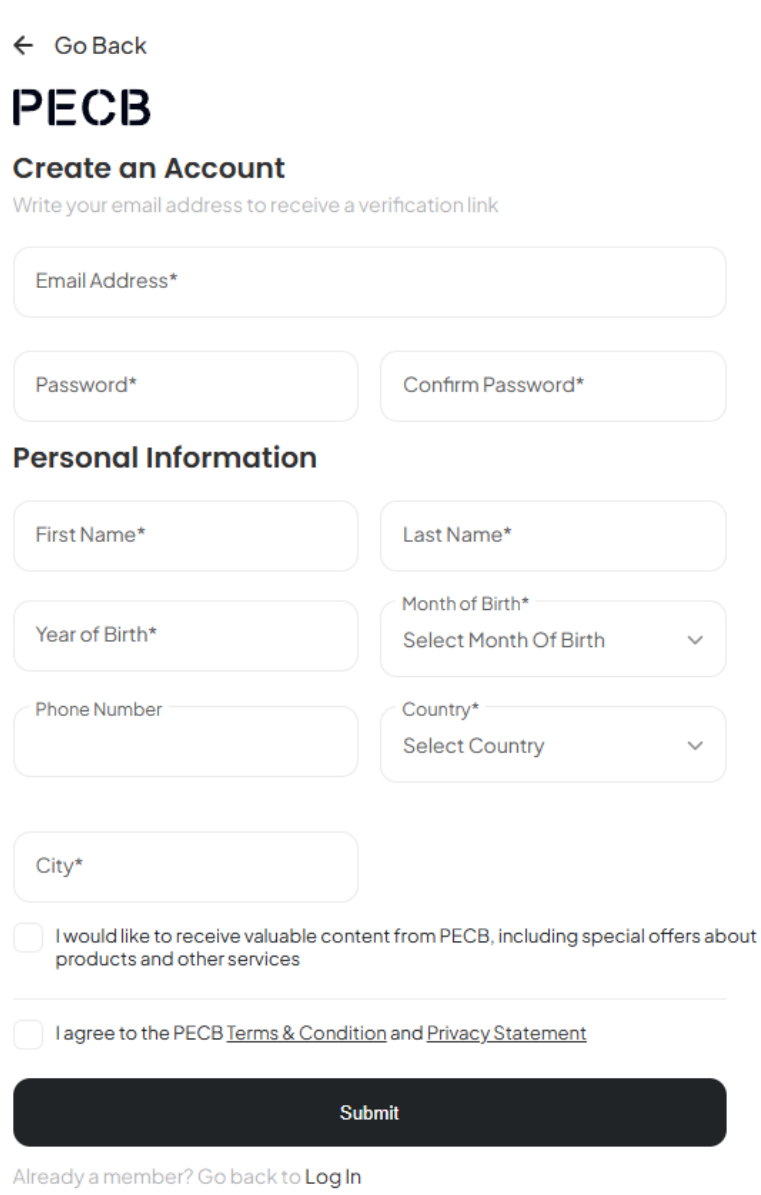
c) Complete the registration form and click submit.;

Note: *Use at least six characters with a mix of uppercase and lowercase letters, numbers, and special characters (!@#$%^&*) for your password.*



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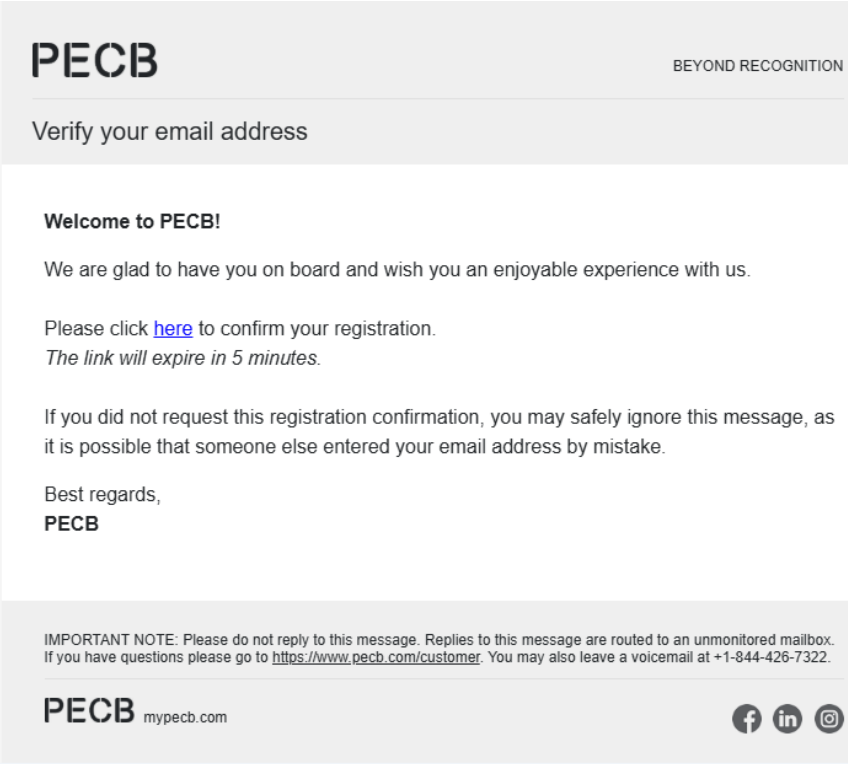
d) An email confirmation will be sent to your email address.
Click the link to verify your email address.



PECB BEYOND RECOGNITION

Verify your email address

Welcome to PECB!

We are glad to have you on board and wish you an enjoyable experience with us.

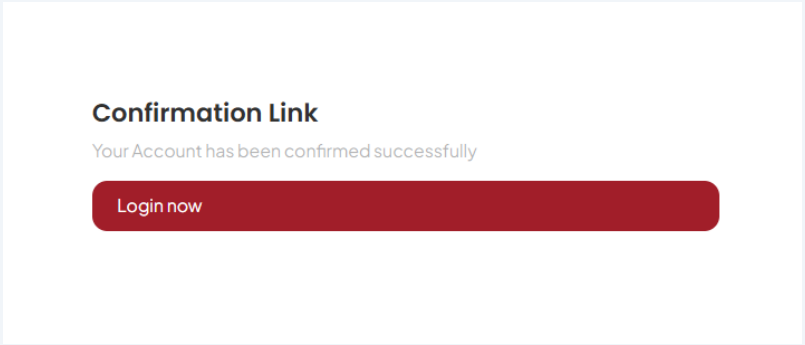
Please click here to confirm your registration.
The link will expire in 5 minutes.

If you did not request this registration confirmation, you may safely ignore this message, as it is possible that someone else entered your email address by mistake.

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



Confirmation Link

Your Account has been confirmed successfully

Login now

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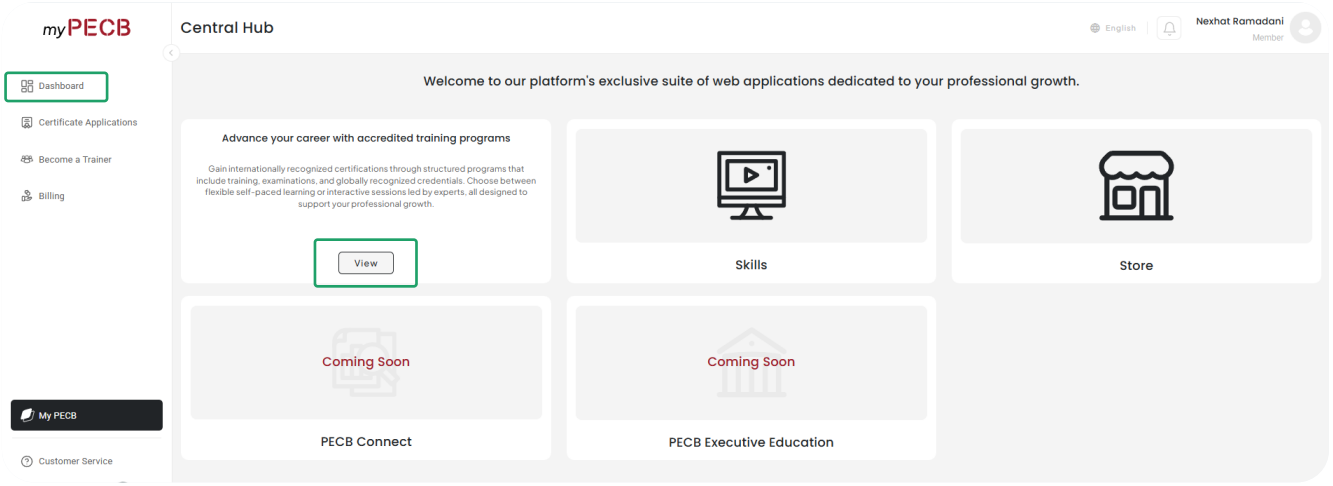
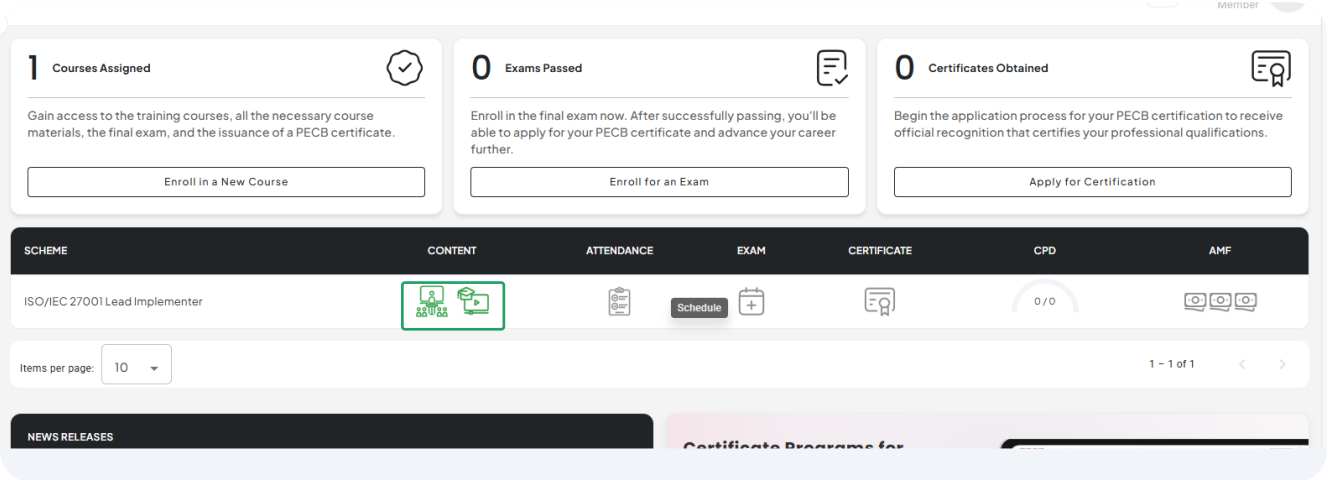
The course materials are distributed to your account through a PECB Partner by enrolling in a training or independent event (Self-Study or eLearning events). You will receive an email confirmation when the course has been assigned to your account.

a)Log in to the MyPECB dashboard and hover the mouse over **Professional Courses** and click the **View** button, or click **Dashboard** on the left menu.



b) If you are enrolled in a **Training or Self-Study** event, you will be able to see the **View Course Slides** icon under the Content column. By clicking the icon, you will be able to access the course slides.



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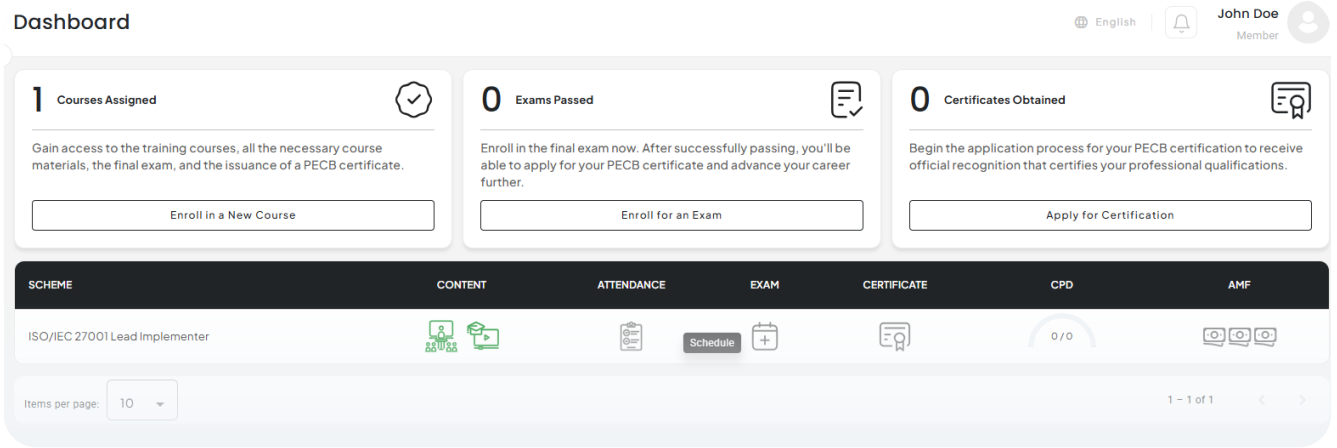
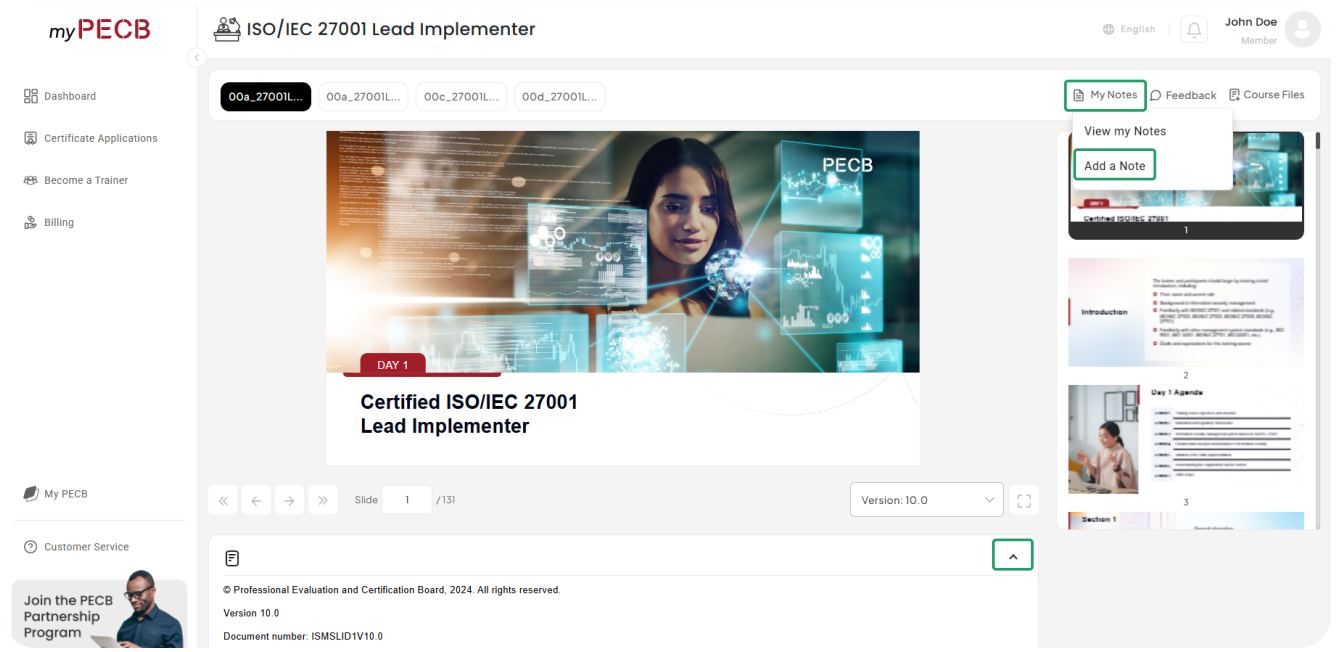
c) If you are enrolled in an **eLearning** event, you will be able to see the **View Course Slides** and **View Videos of the Course** icons. By clicking the icon, you will be able to access the pre-recorded videos.



d) Click on the arrow to expand the additional notes of the slides.

***My Notes** button allows you to add notes relevant to a specific slide, simply by clicking the **Add a Note** button. These notes can be edited and viewed later on, if necessary.*



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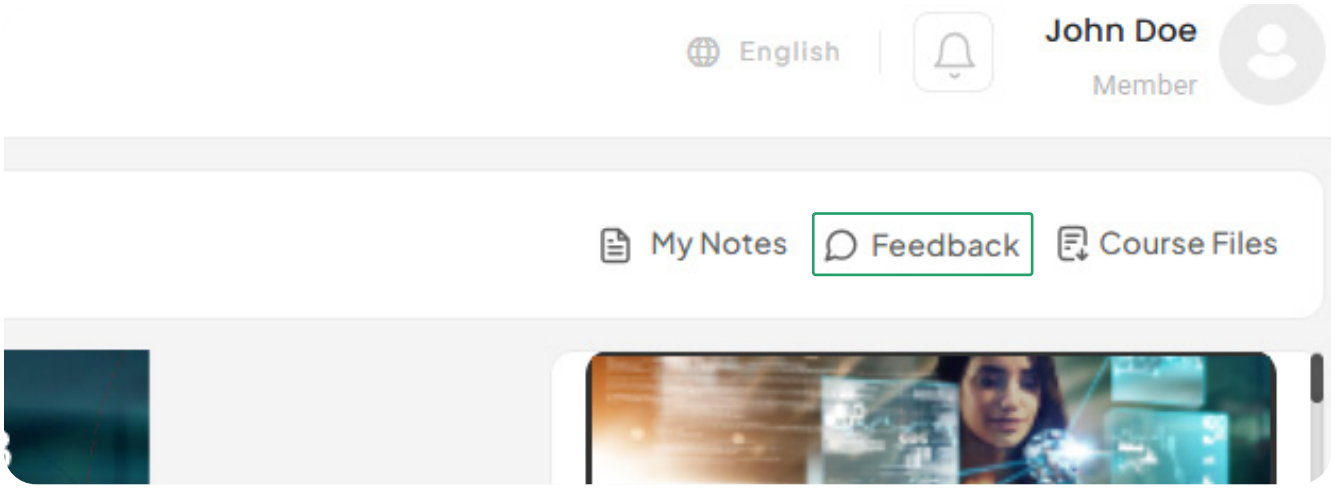
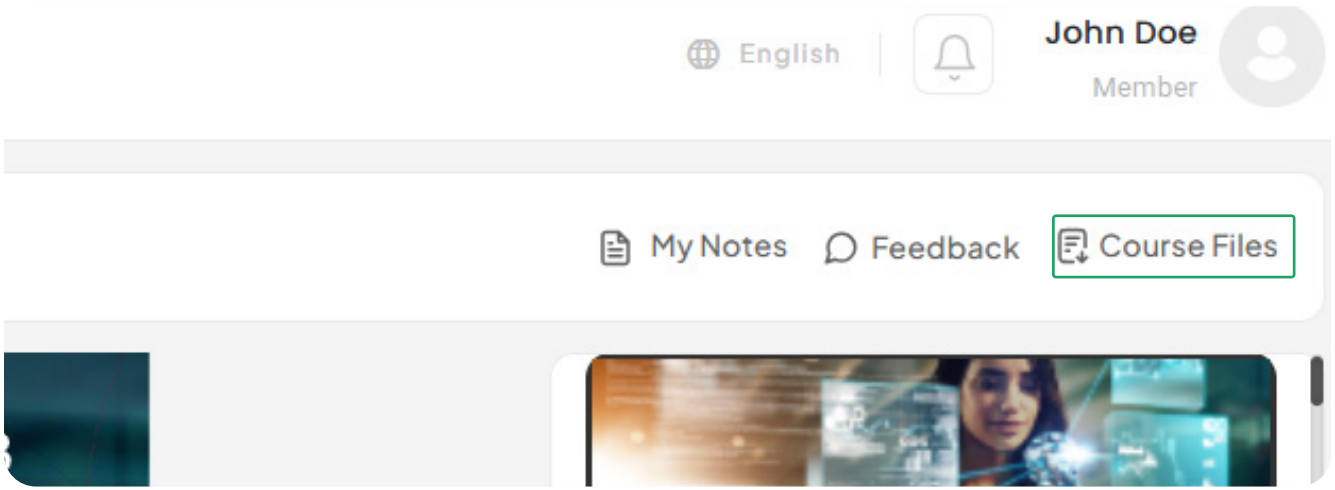
e) Send Feedback to PECB

*The **Feedback** button allows you to share your thoughts and help us enhance your experience. Once you have written your feedback, click the **Submit your Feedback** button and PECB will receive your feedback for review.*



f) The **Course Files** button allows you to access the course's additional files including exercises, quizzes, and the correction keys.



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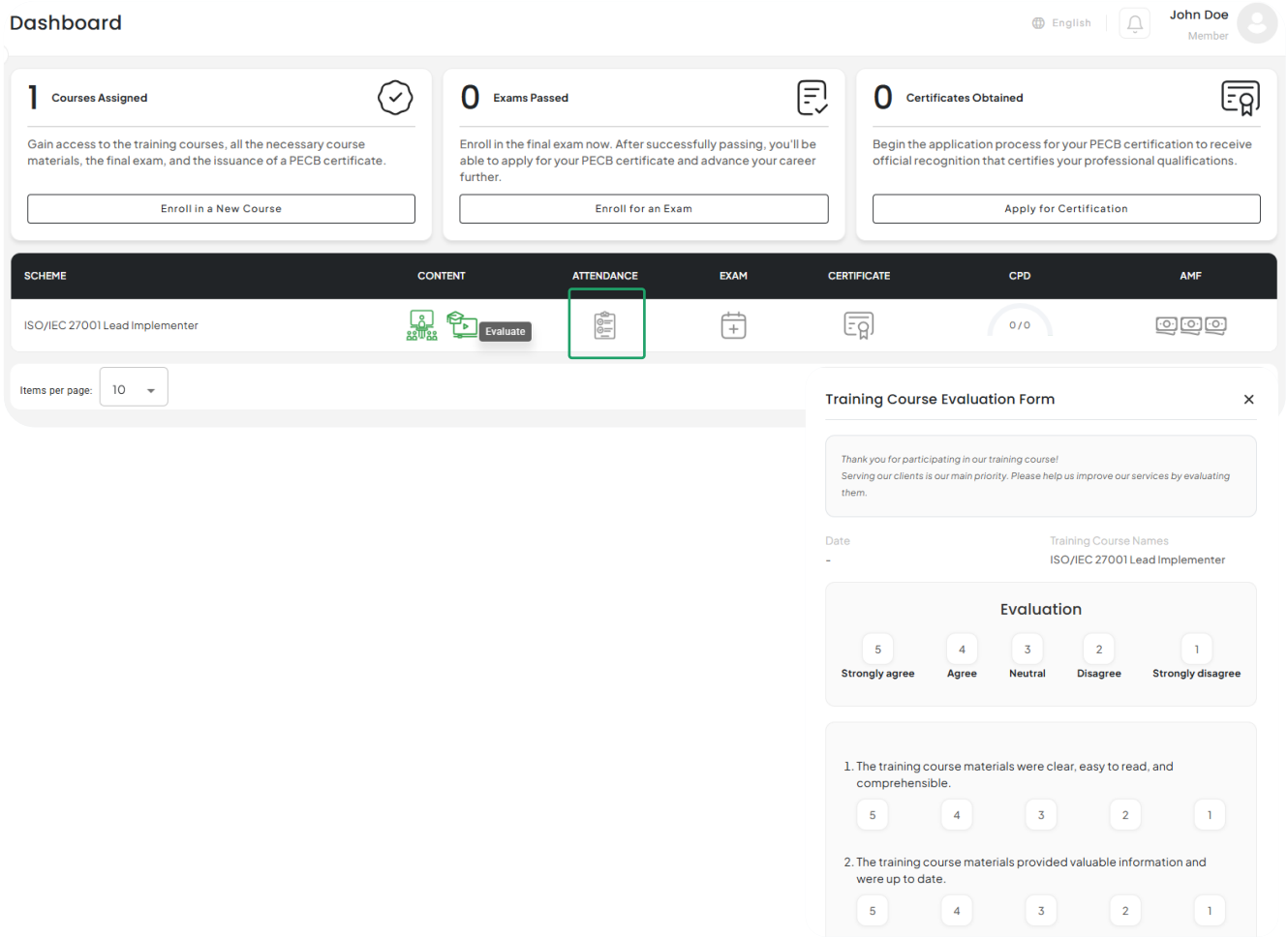
How to Claim Your Attestation of Course Completion

a) Click the icon under the Attendance column and submit the training course evaluation form to claim the **Attestation of Course Completion**.



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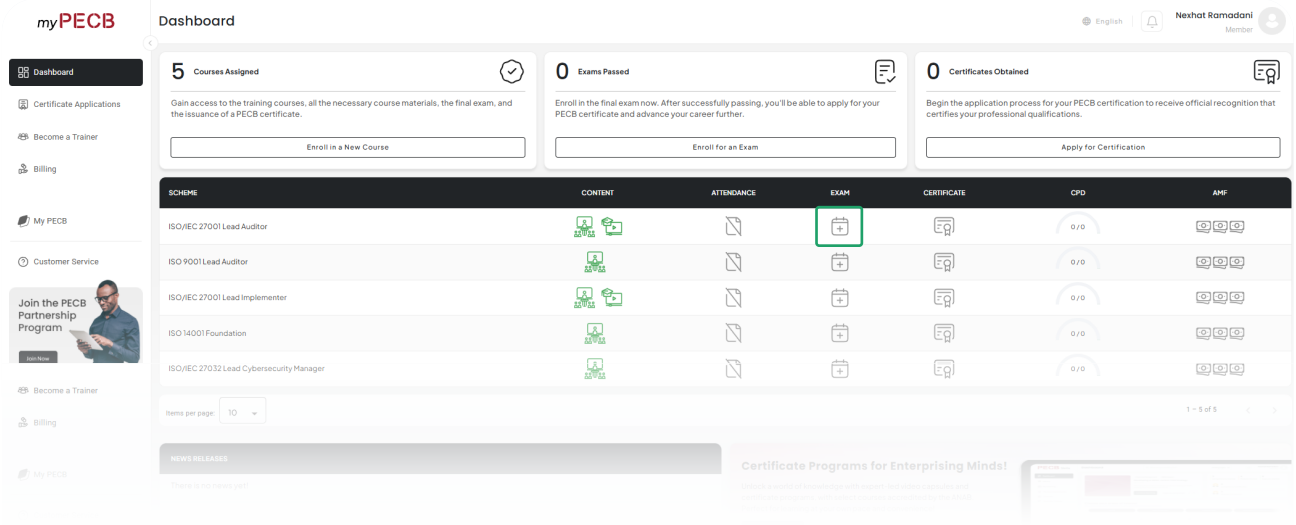
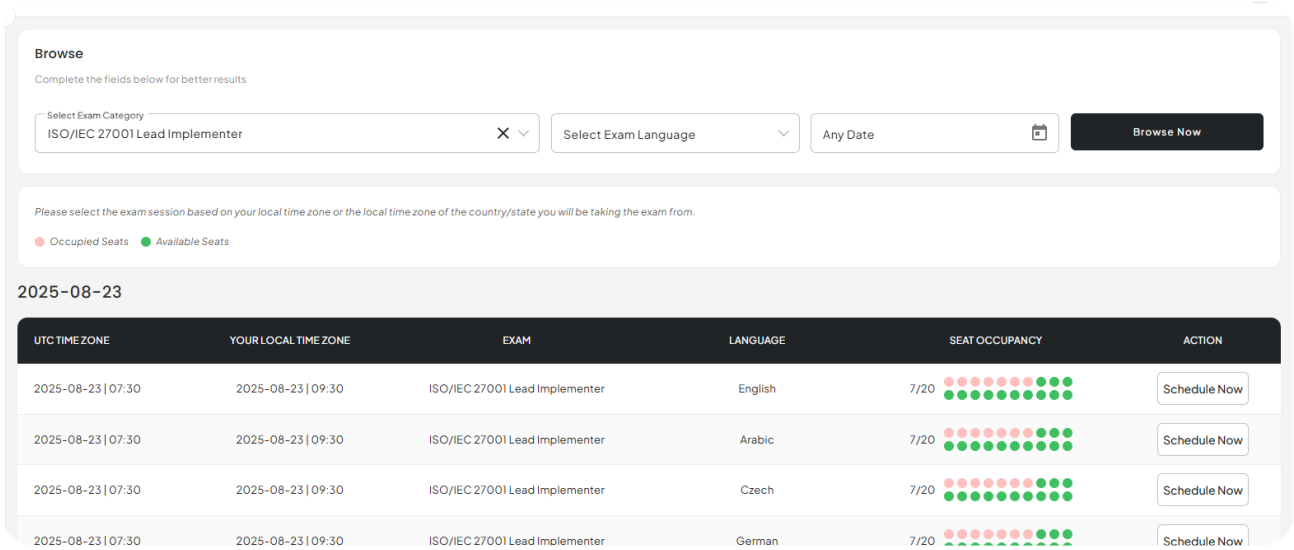
a) Click the + icon under the Exam column.



b) The **Exam Category** will be automatically selected. Select the preferred exam **language** and **date**. After finding the session that best fits your needs, click the **Schedule Now** button in the Action column.



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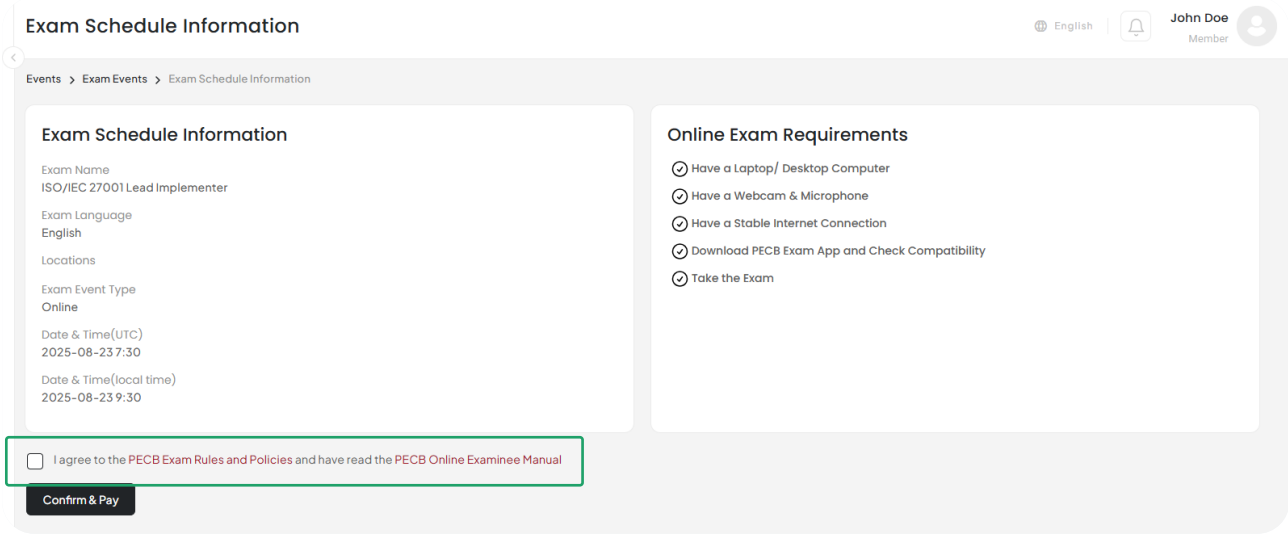
c) Check the box to agree to the **PECB Exam Rules and Policies**, confirm that you have read the **PECB Online Examinee Manual**, and click **Confirm & Pay** to complete the scheduling.



You will receive an email confirming your exam schedule, which includes the link to download the PECB Exams application.

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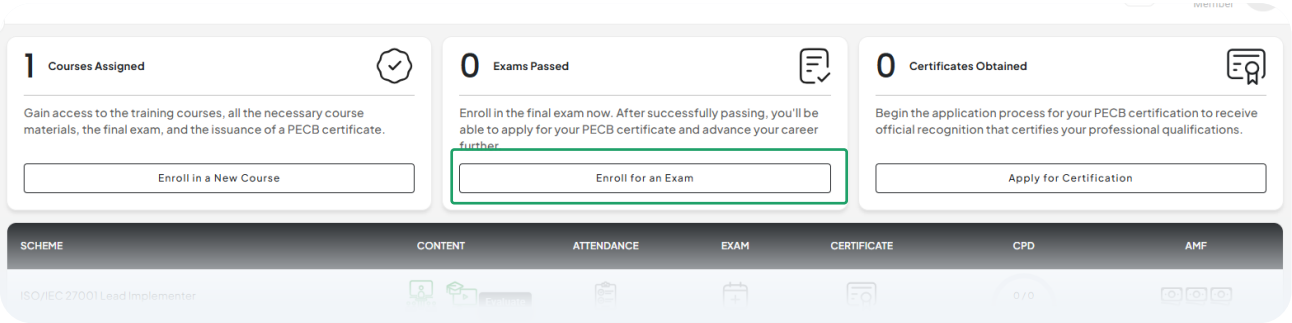
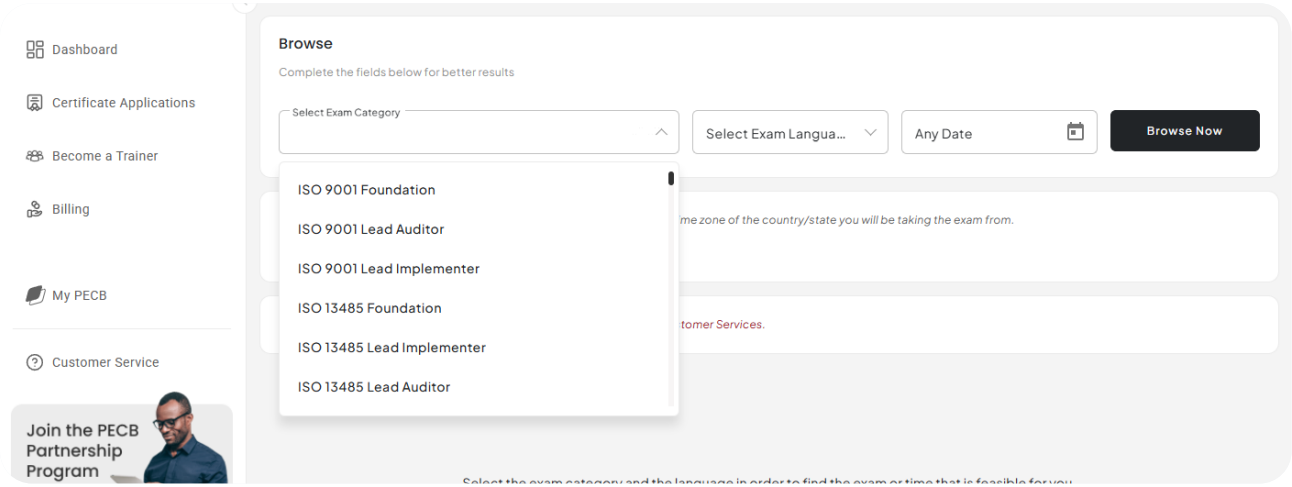
Scheduling an Online Exam Without Attending a PECB Training Event

Candidates who did not attend a PECB training event but wish to take an online exam can schedule it through MyPECB by following the steps below:

a) Log in to the MyPECB platform.
b) On your dashboard, click **Enroll for an Exam**.



c) Filter search for the exam you wish to take, then click **Browse Now**.



d) A list of available exam sessions will appear. Select the one that suits you, and click **Schedule Now**

e) Read and agree to the exam rules and policies by selecting **I agree to the exam rules and policies**

f) Continue to **Payment**.

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Understanding Exam Status Icons on Your Dashboard

Each training event you have participated in will be displayed as a row of icons on your dashboard. These icons represent various aspects of your progress, such as exam status, certificates, CPD, and more.

Here is what the exam-related icons indicate:

1. Green Checkmark

This icon indicates that you have successfully passed the exam for that training event.

2. Calendar with +

This icon means that the exam was never scheduled.
Click on it to **schedule your exam** for the first time.

3. Clock with X

This icon indicates the exam was scheduled but **not held** (e.g., missed or not attended).

You will need to **reschedule** your exam. If you're eligible for a free retake, scroll down and select the "**Reschedule – Free**" option to book your next available slot.

4. Hourglass

This icon indicates that the exam is booked but has not yet started.

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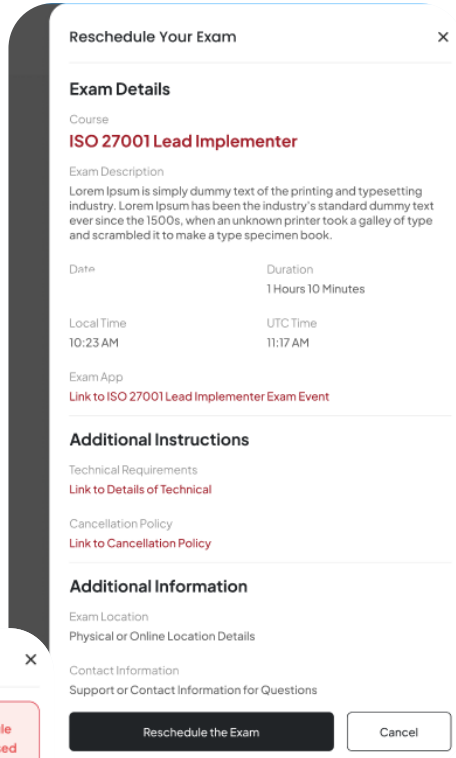
To reschedule your exam:

a) Click on the **Exam** section where the icon appears.

b) If you are eligible for a free retake, scroll down to find the **Reschedule – Free** option.

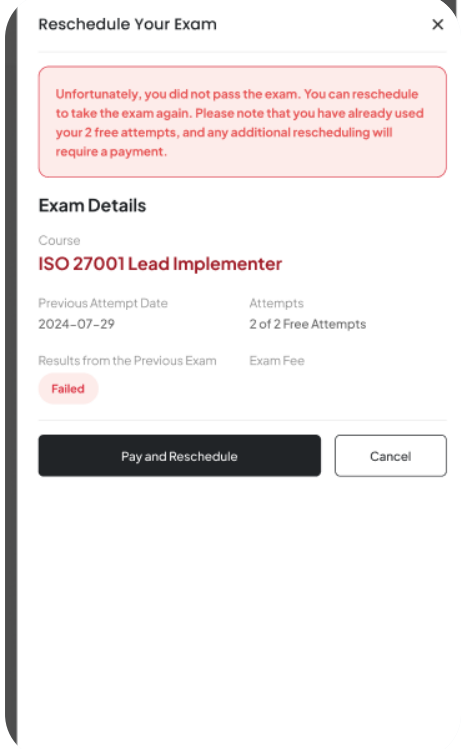
c) Click **Reschedule** to view the available online exam slots.

d) Select the time slot that best suits your schedule.



e) If you are not eligible for a free retake, the **Pay and Reschedule** button will appear.

Click on it to be redirected to the list of available online exam slots.



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PECB Exams Application

The PECB Exams application is a specialized software designed to facilitate and streamline the process of conducting online exams. Its primary purpose is to provide a secure, user-friendly, and efficient platform for examinees to take PECB certification exams remotely, from the comfort of their own locations.

Testing the PECB Exams application
Before starting your online exam, it is essential to verify that your system is fully compatible with the PECB Exams application. Follow the steps below to ensure everything is properly set up:

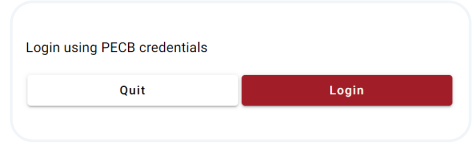
1. Download the application

a) Click on the link provided to download the **PECB Exams** application PECB Exams - PECB:
b) Once the download is complete, proceed with the installation.

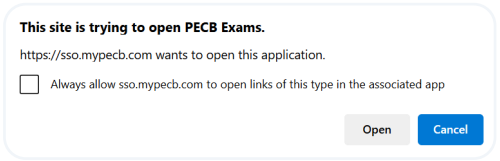
2. Log In to the application

After installing the application:

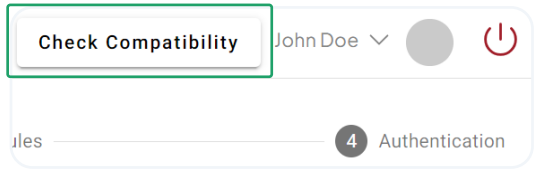
→ Open the application and click **Log In**;



→ You will be redirected to the PECB website, where you must enter your PECB credentials and then click **Open** in the browser popup;



→ Once logged in, you will be granted access to the application.



If you experience any issues during the download or installation process, please contact us at online.exams@pecb.com.

3. Check system compatibility

→ Inside the application, locate the **Check Compatibility** button in the top-right corner of the screen.
→ Click it to run a system check.

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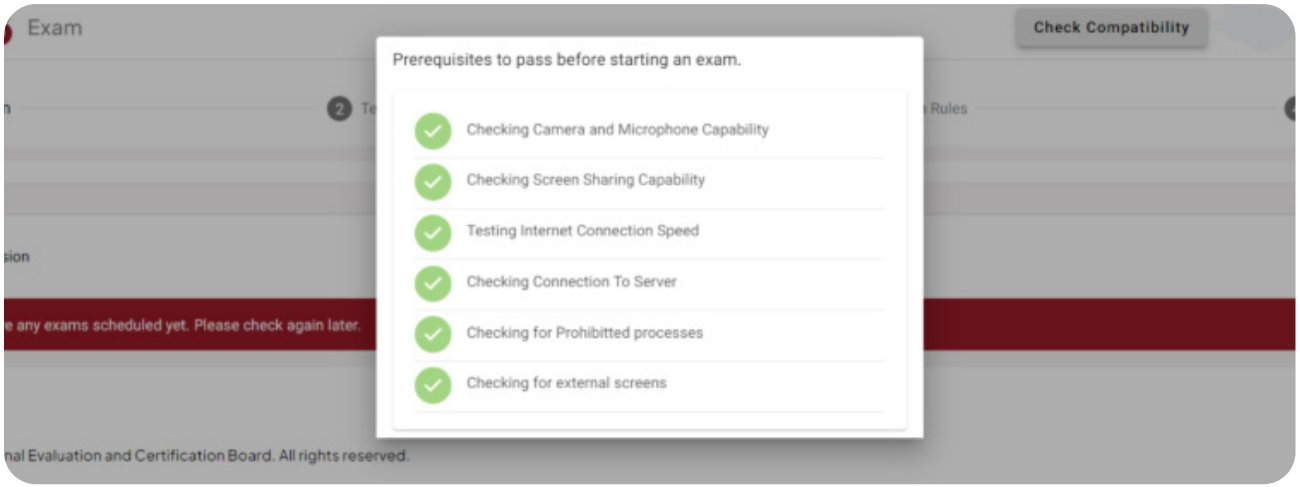
All system checks must display **green indicators**, confirming that your device meets the technical requirements for the online exam.



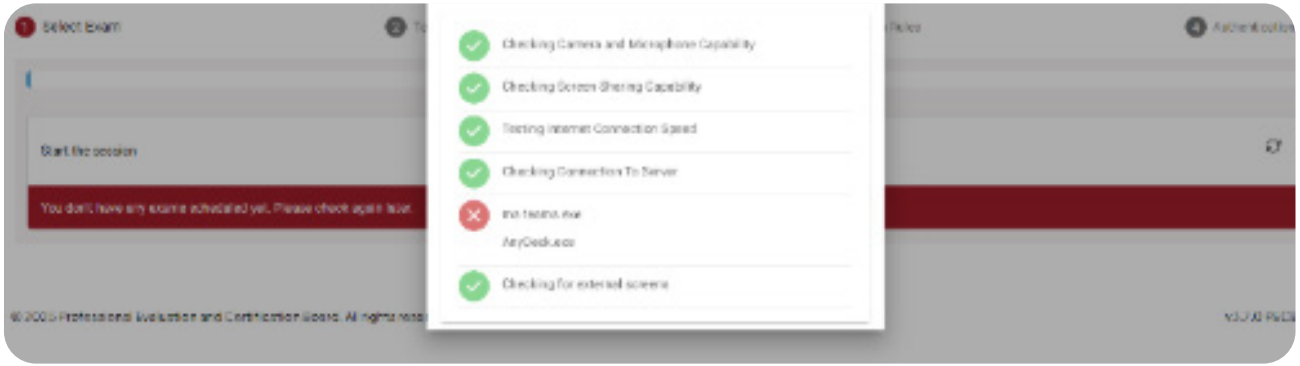
4. Troubleshooting compatibility issues

If any of the checks are not green, even though you've met all technical requirements, take a screenshot of the issue and send it to support@pecb.com for assistance.

Important Note

If you see an **X icon** next to any open applications or browsers, it means those programs must be closed before joining the exam session.

The exam will **not start** if the system detects other applications running in the background.



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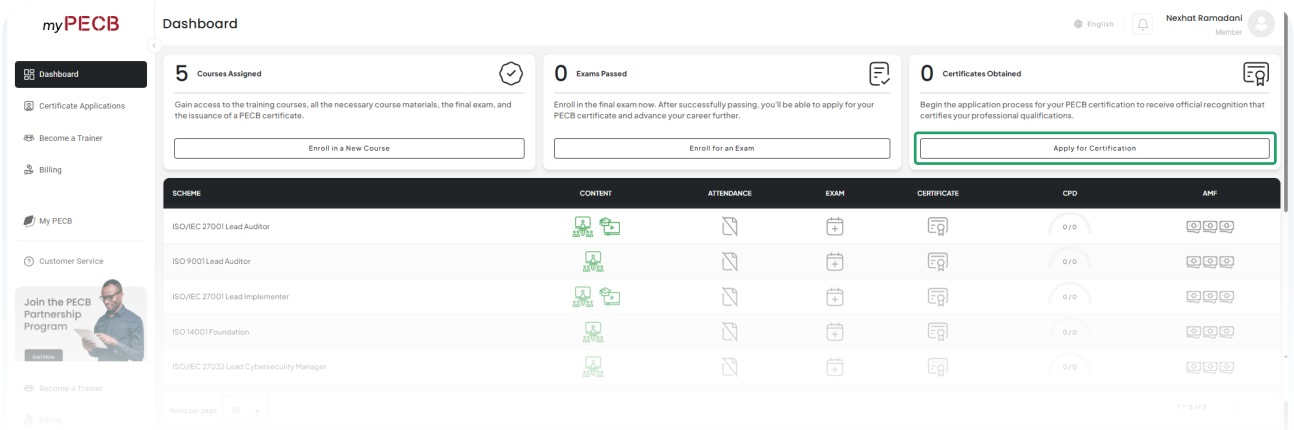
How to Apply for a PECB Certificate

a) Once you have passed the exam, you may proceed with applying for the PECB Certificate. You can either:

1. Click the icon under the Certificate column.
2. Select **Apply for Certification** in the box displaying the number of certificates obtained.



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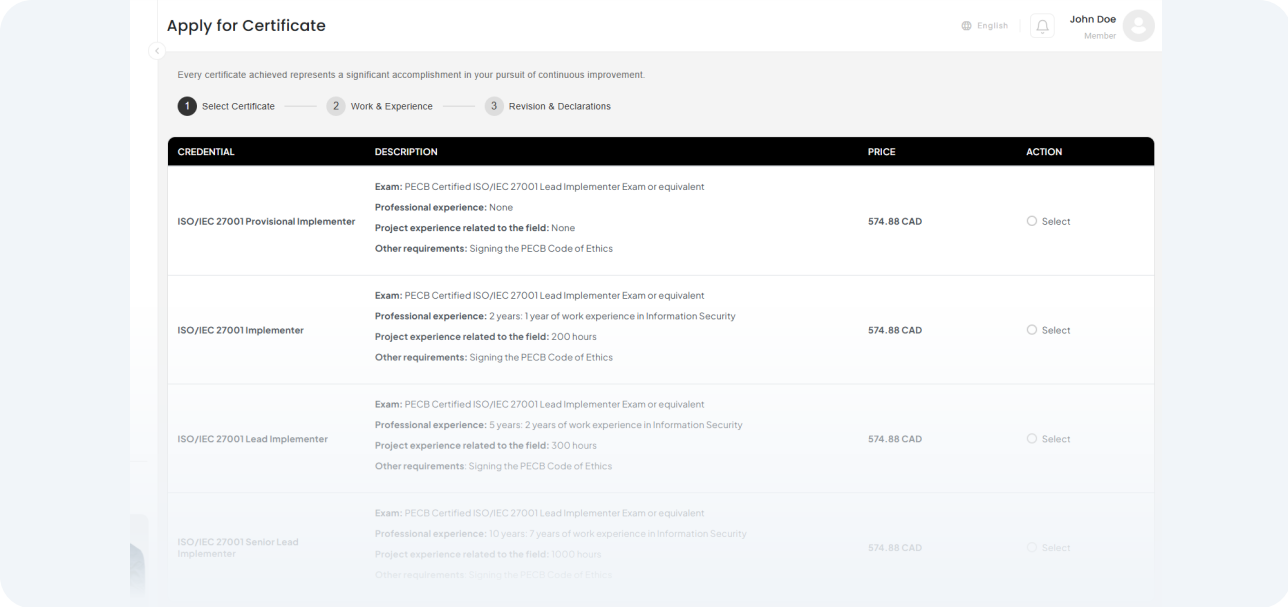
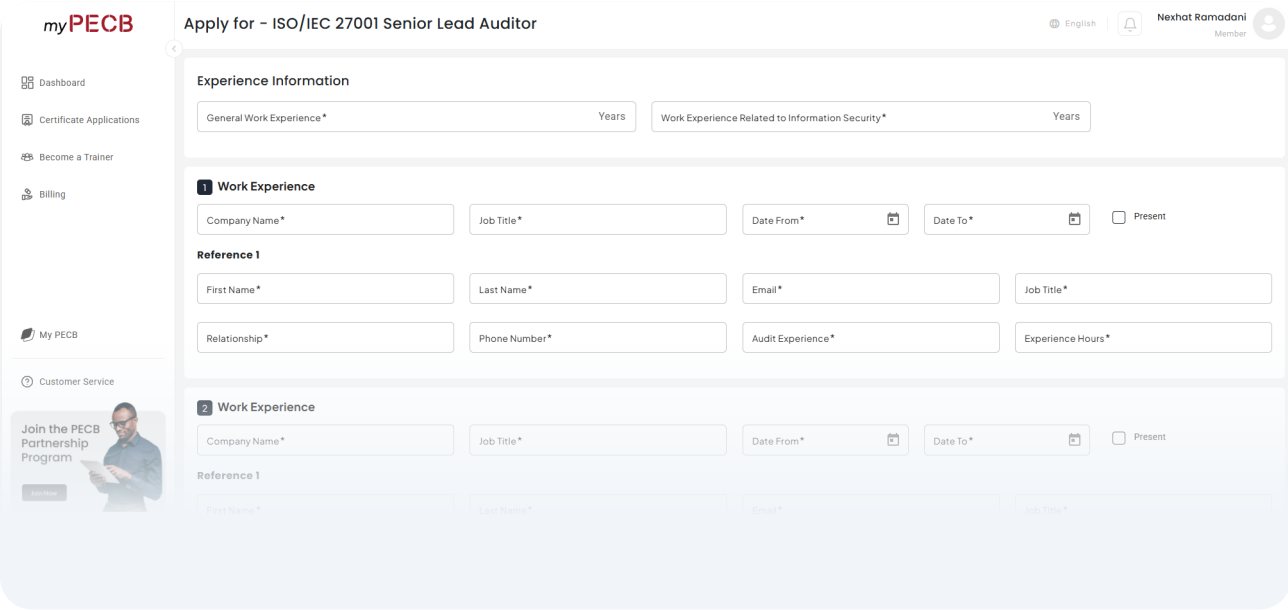
b) Select the Certificate level based on your experience.



c) Complete the form and click **Next**.



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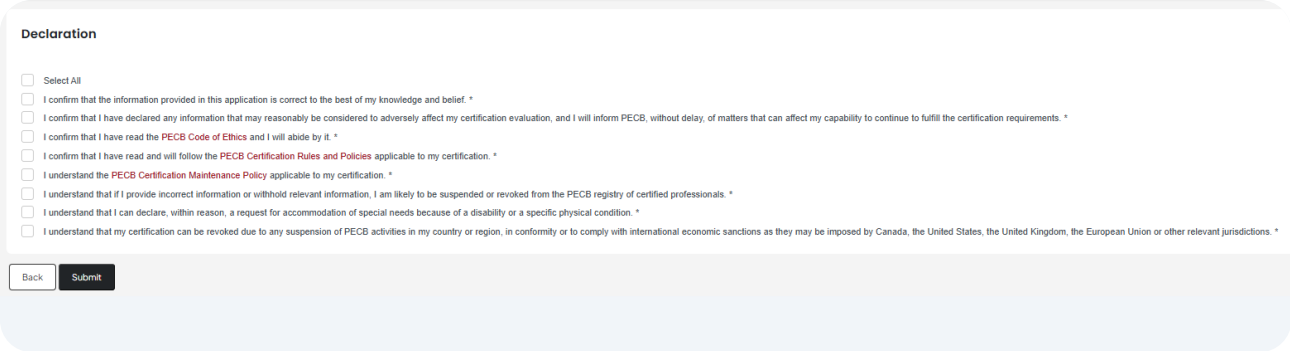
d) Check all the Declaration boxes and click **Submit**.



By clicking the **Submit** button, your Certification Application will be sent to PECB. The system will automatically contact the references you provided to verify your experience through an online questionnaire. Once your references complete the questionnaire, the PECB Certification Department will review your application and inform you of the decision.

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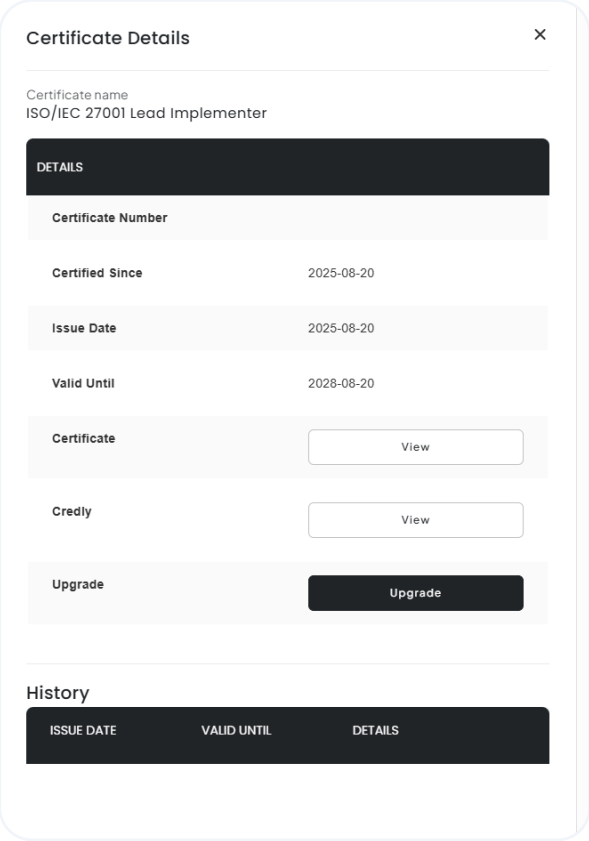
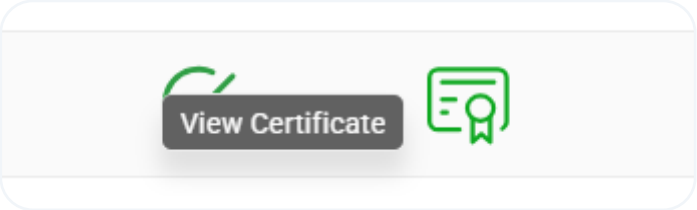
How to Download the PECB Certificate and Claim the Digital Badge?

Once you receive confirmation from the PECB system that your application has been validated, the **Certificate** icon in your MyPECB account will turn **green**. By clicking on this icon, you will be able to **download** your **certificate** and claim your **digital badge**.





Additionally, in the same section, you will also have the option to request an **upgrade** of your certificate.

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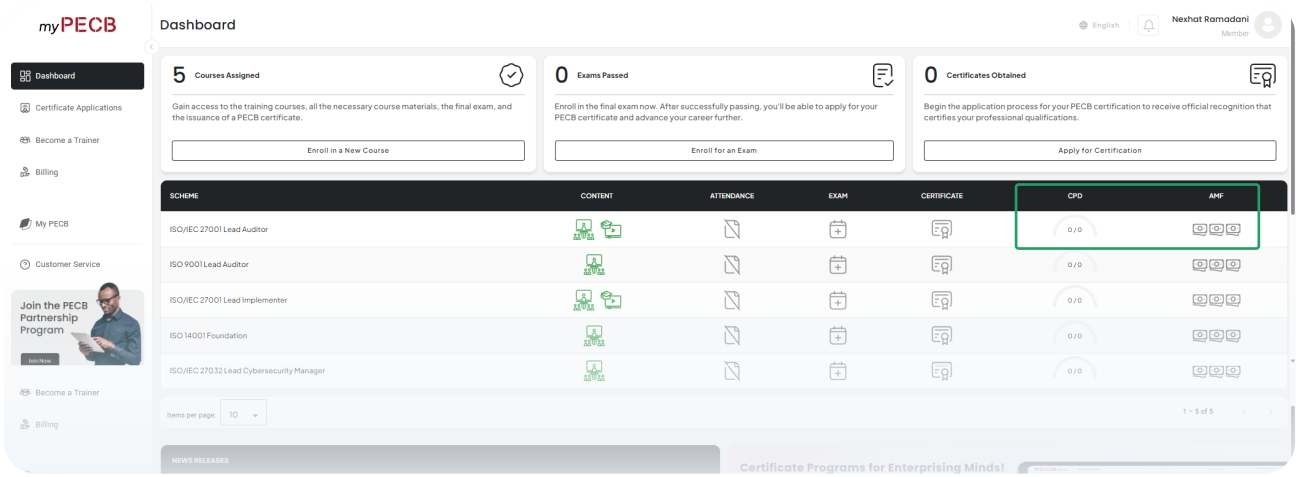
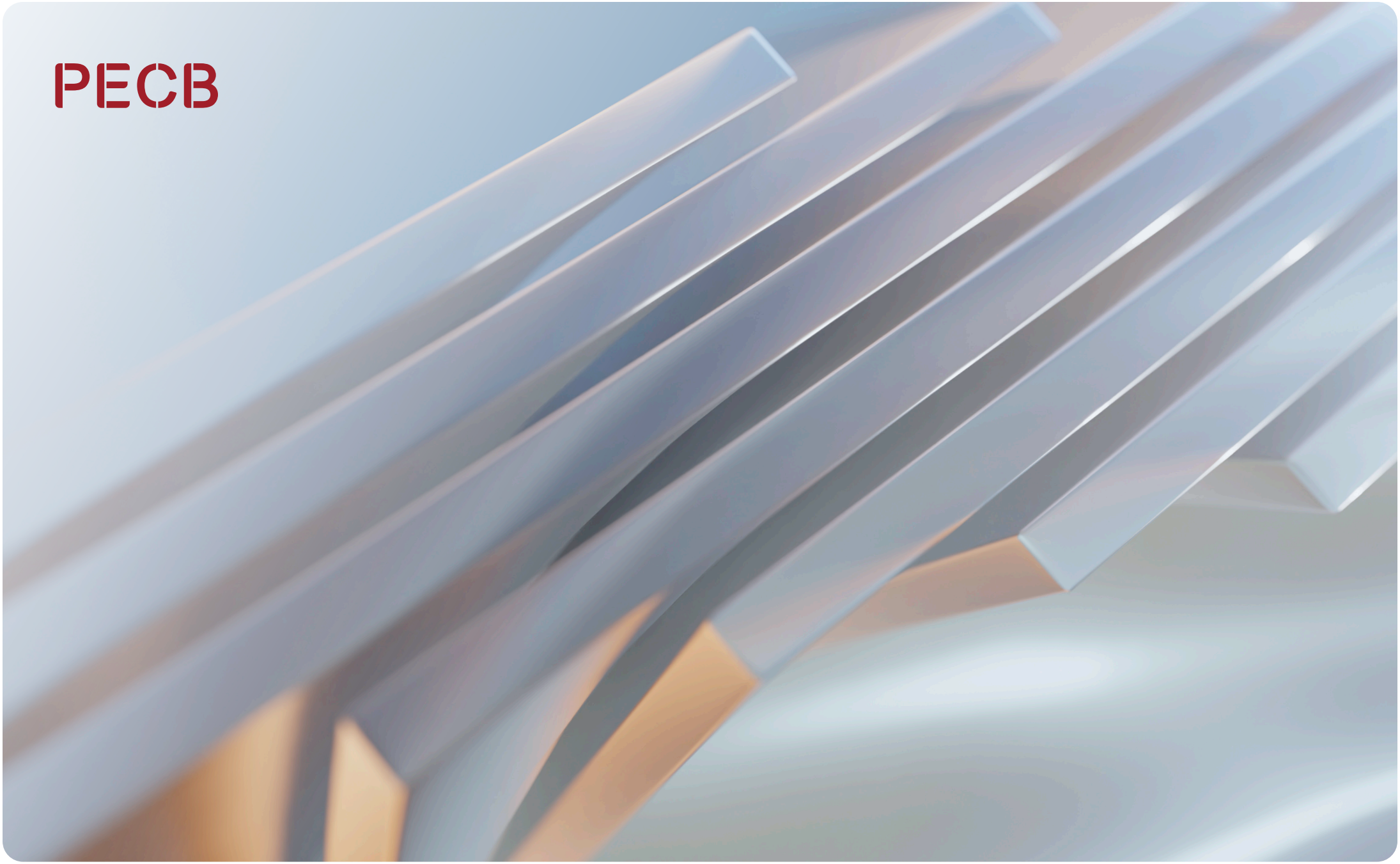
To submit CPD and AMF, click the icons under the CPD and AMF tabs in your MyPECB account.



To support certified professionals and help them earn CPD credits, PECB continually organizes webinar sessions, provides opportunities for writing articles, participating in training and events, and more. For more information, please read the CPD Policy.

10% Discount for Early Payment: You can choose to pay for three years of AMFs in advance (Year 1, Year 2, and Year 3) and receive a 10% discount. This way, you will avoid annual payments for the next three years.



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.