



How to Become a PECB Trainer?

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How to Become a PECB Trainer?

To become a PECB Certified Trainer, you must first have an active PECB member account. Once logged in, click **Become a Trainer** in the sidebar menu.

The screenshot displays the 'myPECB' website's 'Trainer Eligibility Form' page. On the left sidebar, the 'Become a Trainer' option is highlighted with a green box. The main content area is titled 'Eligibility' and contains the following sections:

- Welcome to the PECB Trainer Certification Program Application:** A welcome message and a link to the official brochure.
- Complete and submit the Trainer Eligibility Form to initiate the application process for becoming a trainer at PECB.** A note that fields with an asterisk are required.
- Upload your profile picture*:** A button to 'Upload File' and a note that the photo must be taken within the last six months.
- Summary of your work experience*:** A text area for input.
- Curriculum Vitae (CV)*:** A button to 'Upload File' and a note to upload the latest CV.
- Professional Work Experience*:** A dropdown menu.
- Teaching Experience Years*:** A text input field.
- Select Teaching Language(s)*:** A dropdown menu.
- Please upload evidence of your teaching experience*:** A large text area with a cloud icon and a note to drag and drop files or choose a file (500 MB max file size).
- Evidence of your teaching experience is required.** A note that evidence is required.
- Eligibility Information:** A section with three questions and checkboxes for 'Yes' or 'No':
 - Do you have any disabilities or impairments that could affect your role (mental, visual, hearing or speech-related)?
 - Have you ever been convicted of a crime or is any criminal charge currently pending against you?
 - Have you ever been censured, suspended for disciplinary reasons by any professional organization?
- IMPORTANT NOTICE:** A note that personal data is used for evaluation purposes only and will not be shared for commercial use.
- Submit:** A button at the bottom of the form.

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1. Trainer Eligibility Form

Upload Your Profile Picture: Please upload a recent, professional headshot. This photo will appear on the public list of trainers on the PECB website, so ensure it accurately reflects your current appearance. The picture should have been taken within the last six months.

Summary of Your Work Experience: Provide a summary of your expertise. This summary will also be displayed on your trainer profile on the PECB website.

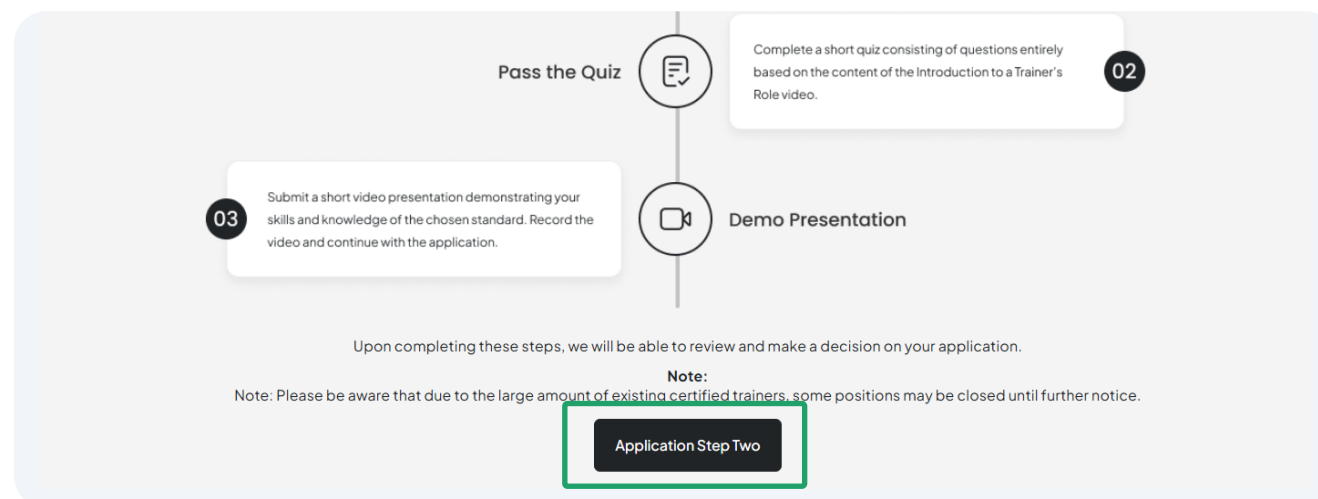
CV: Upload the most recent version of your CV for the Trainer Program Specialist to review.

Professional and Teaching Experience: Please enter the total years of your professional work and teaching experience. Additionally, select the languages in which you can deliver training. Training courses will be assigned based on the languages you are able to teach, so this information is essential

Please upload evidence of your teaching experience, examples include:

- A letter from a current or previous employer confirming that you have delivered training sessions, training courses, or workshops.
- An official attestation or certificate confirming that you conducted a class, seminar, or training session.
- A trainer certification or accreditation from another recognized organization or institution.
- Copies of course materials, lesson plans, or training outlines you have developed and delivered.
- Participant feedback forms or evaluations demonstrating your involvement in teaching or training.
- Documentation of webinars, online training courses, or virtual training sessions you have led.
- Proof of facilitation in professional development programs or industry-specific workshops.

After submitting the **Trainer Eligibility Form**, carefully review the steps provided on the next page. Each step is mandatory. Once you have reviewed them, proceed to the next stage by clicking the **Application Step Two** button.



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2. Video and Quiz

After completing the eligibility form with the required information, you will proceed to the next step: the video and quiz. Please watch the presentation video carefully, as all questions in the Trainer Quiz are based on its content.

The screenshot displays the myPECB Central Hub interface. The top navigation bar includes the myPECB logo, the title 'Central Hub', and user information for a 'PECB Trainer Member'. Below the navigation bar, a progress bar shows five steps: Eligibility, Video and Quiz (active), Certifications, Video Presentation, and Review and Submit. The main content area is divided into two columns. The left column contains a sidebar with links to Dashboard, Certificate Applications, Become a Trainer, Billing, My PECB, and Customer Service. The right column features a video player titled 'Capsule 1 Introduction to PECB' and 'PECB Trainer Certification Program'. To the right of the video player is a table listing the capsules and their durations:

Capsule	Duration
Capsule 1 Introduction to PECB	7 min and 56 secs
Capsule 2 Professional Certifications	13 min and 40 secs
Capsule 3 PECB Trainers	27 min and 48 secs
Capsule 4 Interaction with PECB	2 min and 24 secs

Below the table is a 'Take Trainer Quiz' button. The video player includes a play button, a progress bar, and a timestamp of -07:47. Below the video player, there is a section titled 'Trainer Video' with 'Instructions' that welcome the user to the PECB's Introduction to a Trainer's Role section and provide guidance on watching the presentation.

Note: The quiz will not be accessible until all capsules have been completed.

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3. Certifications

In this section, please upload your PECB Lead Level certificates, which are mandatory. You may also upload certificates from other recognized certification bodies. These will be reviewed by the Trainer Program Specialist, and you will be notified of the outcome accordingly.

The screenshot displays the myPECB Central Hub interface. On the left is a sidebar menu with options: Dashboard, Certificate Applications, Become a Trainer (highlighted), Billing, My PECB, and Customer Service. Below the menu is a promotional banner for the PECB Partnership Program. The main content area is titled 'Central Hub' and features a progress bar with five steps: Eligibility, Video and Quiz, Certifications (currently active), Video Presentation, and Review and Submit. The Certifications section contains a form with the following elements:

- A header instruction: "Submit the Trainer Eligibility Form to initiate the application process to become a trainer at PECB. Fields with * are required."
- A section titled "Add Other Certificates" with the instruction: "Please upload your certificates here in PDF format."
- An "Add File" button, which is highlighted with a green box.
- A "Revision" note: "The information above will be shown as a summary of input before submitting the form."
- A "Save & Continue" button, also highlighted with a green box.

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4. Video Presentation

The Trainer Demo Presentation is a five-minute recorded session to demonstrate your teaching and presentation skills. Ensure you have a stable internet connection, working audio, and a camera. Select a course sample from the dropdown, click the camera icon to adjust your view, then click Record to begin. Present as you would in a live session—avoid reading slides verbatim; instead, explain concepts clearly and provide practical examples from your experience. Maintain confidence and engagement throughout. Once finished, you can review, delete, or re-record your presentation.

Alternatively, you may upload a recent pre-recorded video of yourself presenting. The video should be around five minutes long and meet the same requirements as above. You can drag and drop the file from your device to upload it.

The screenshot displays the myPECB Trainer Dashboard interface. On the left is a sidebar menu with options: Dashboard, Certificate Applications, Become a Trainer (highlighted), Billing, My PECB, and Customer Service. Below the menu is a promotional banner for the PECB Partnership Program. The main content area is titled 'Quiz' and features a progress bar with five steps: Eligibility, Video and Quiz, Certifications, Video Presentation (currently active and highlighted in red), and Review and Submit. A text box explains the Trainer Demo Presentation: it is a five-minute recorded session to demonstrate teaching and presentation skills, requiring a stable internet connection, working audio, and a video camera. It instructs users to select a course sample, click the camera icon to adjust their view, and click 'Record' to begin. It also mentions that users can review, delete, or re-record their presentation. Below this, the 'Video Presentation' section includes a dropdown menu labeled 'Select and Download a Course Sample'. Underneath, there are two options for the 'Trainer Demo Presentation': 1) 'Drag and drop a file, or Browse' with a video camera icon, specifying 'Max 600 MB' and 'Max 5 Minutes (MP4, MOV, WMV, AVI, WEBM)'. 2) 'Video Record, Up to 5 mins' with a video camera icon and a 'Start Recording' button. An 'OR' separator is placed between these two options. At the bottom left, there is a 'Save & Continue' button.

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5. Review and submit

Review your trainer application to ensure all information is complete, then click Submit to finalize your application.

The screenshot shows the 'myPECB' Trainer Eligibility Form, specifically the 'Review and Submit' tab. The form is divided into several sections:

- Trainer Eligibility Form** (Header)
- Eligibility** (Tab)
- Video and Quiz** (Tab)
- Certifications** (Tab)
- Video Presentation** (Tab)
- Review and Submit** (Active Tab)

The 'Review and Submit' section contains the following information:

- Detailed summary of your work experience:**
 - This is A Summary Of My Experience
 - Curriculum Vitae (CV) *
 - Curriculum Vitae (CV)
 - Professional Work Experience *
 - Teaching Experience *
 - Language(s) *
 - Please upload evidence that you have at least 2 years of teaching experience *
 - teaching experience document .pdf
 - teaching experience document 2 .pdf
- Eligibility Information**
 - Do you have any disabilities or impairments that could affect your role (mental, visual, hearing or speech-related)?
 - No
 - Have you ever been convicted of a crime or is any criminal charge currently pending against you?
 - No
 - Have you ever been censured, suspended for disciplinary reasons by any professional organization?
 - No
 - IMPORTANT NOTICE**
 - The personal data are used for the evaluation purposes only, and will not be shared for commercial use. You can get a copy of the official PECB Data Protection Policy [here](#).
- PECB Certificate(s)**
 - Other Certificate(s)
 - Other certificate.pdf
 - PECB lead certificate.pdf
 - PECB lead certificate.pdf
- Video Presentation**
 - Your demo presentation will be shown here.
- Declaration**
 - ☒ I confirm that the information contained in this application is correct to the best of my knowledge and belief.
 - ☒ I have declared any information that may reasonably be considered to affect adversely my certification evaluation.
 - ☒ I shall read the Trainer Agreement as well as PECB Code of Ethics and I will abide to them.
 - ☒ 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.
 - ☒ I agree to stay up-to-date with PECB Digital Platforms and PECB Tools, Trainer Certification, and Recertification procedures.
 - ☒ Select All
- Submit** (Button)

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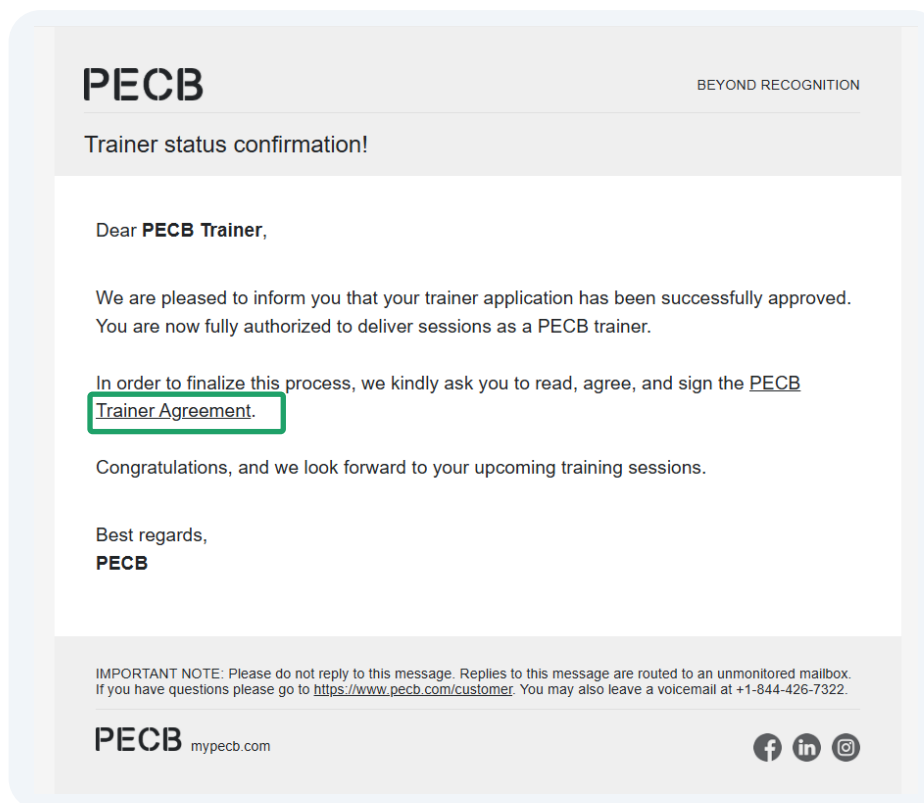
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After submitting your application, it will go through a review process by a Trainer Program Specialist. Once your application is approved, you will receive an email confirmation. You should then sign the **Trainer Agreement** by clicking the link provided in that email.



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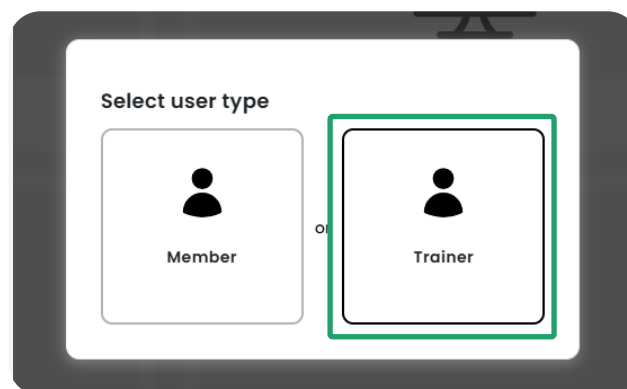
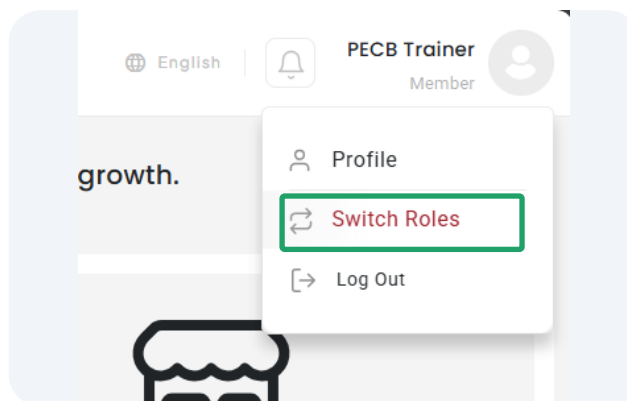
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How to Switch from the Member Dashboard to the Trainer Dashboard

Log in to myPECB at <https://mypecb.com/> using your member account credentials. To switch between your **Member** and **Trainer** dashboards, click your name in the top-right corner of the screen and select **Switch Roles** from the options displayed. A pop-up window will appear, allowing you to switch to the **Trainer** Dashboard.



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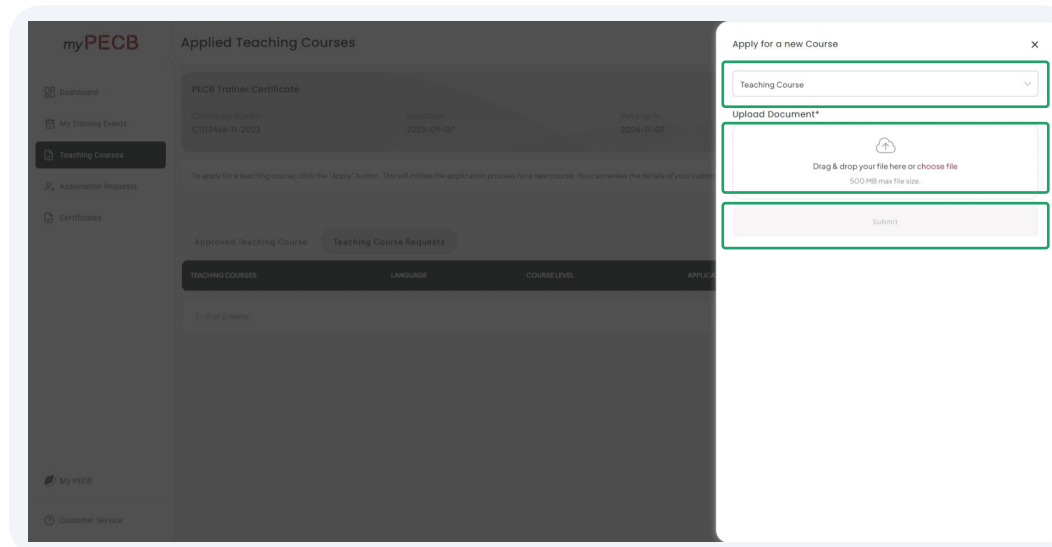
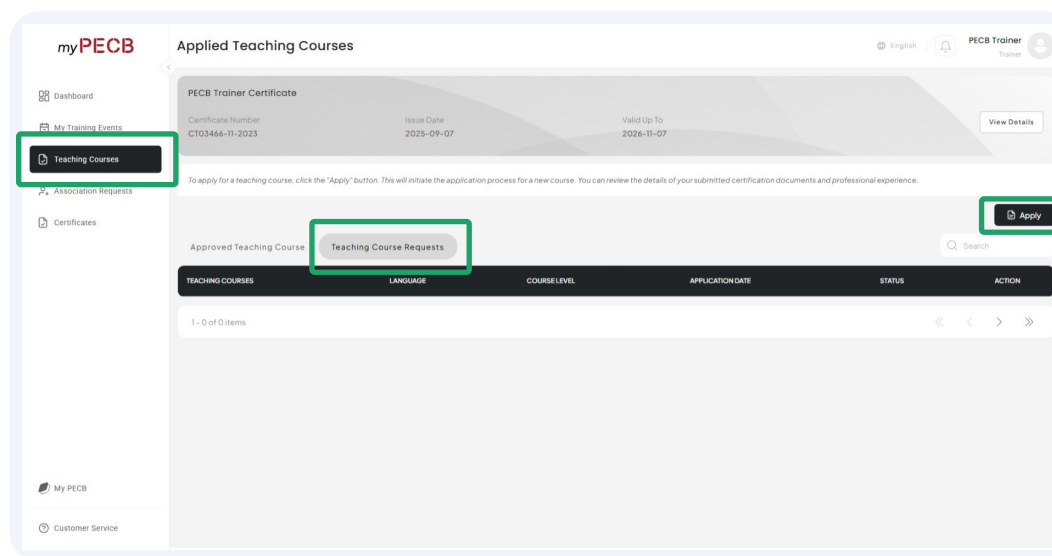
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On the **Teaching Courses** menu, select **Teaching Course Requests**, choose the desired training course, and upload the corresponding certificate. PECB will review your submission and approve eligible requests.

Once approved, you can view the list of training courses you are eligible to deliver under **Approved Teaching Courses**.



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In the **Association Requests** menu, you can view, accept, or decline partner requests. You may also end an existing association at any time by providing a reason.

The **Details** button in the Action column allows you to review requests and make decisions.

The screenshot shows the myPECB interface for managing partner associations. The left sidebar contains a menu with items: Dashboard, My Training Events, Teaching Courses, Association Requests (highlighted with a green box), Certificates, My PECB, and Customer Service. The main content area is titled 'Association Requests' and includes a search bar and a table of requests. The table has the following data:

COMPANY NAME	PARTNER NAME	COUNTRY	REQUESTED ON	REQUEST STATUS	ACTION
PECB	PECB	United Kingdom	2025-10-12	Pending	Details (highlighted with a green box)
PECB	PECB	Canada	2025-10-12	Accepted	Details

At the bottom of the table, it indicates '1 - 2 of 2 items' and includes pagination controls.

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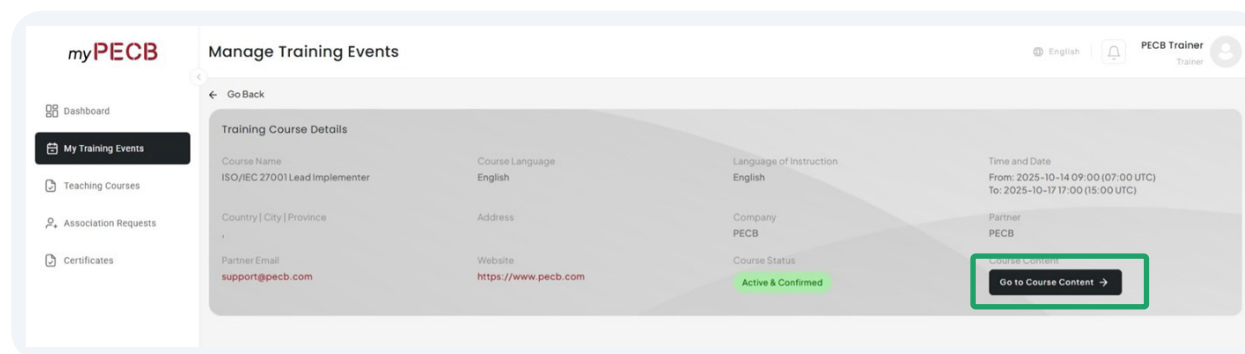
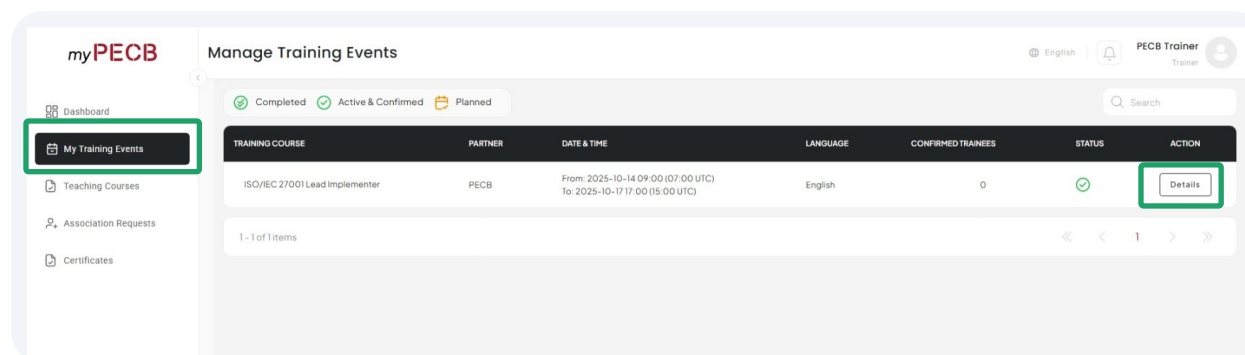
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How to Deliver a Course Using myPECB?

To deliver a training course as a trainer through **myPECB**, ensure you are logged into the **myPECB** dashboard with your trainer role, then follow the steps below:

1. In the left-side menu, click the **My Training Events** menu.
2. Locate the training event you will deliver and click the **Details** button at the end of its row.
3. In the grey-highlighted event information block, click the **Go to Course Content** button to access the training course slides.
4. During the training event, you may use **Presenter Mode**, which enables trainers to use two screens simultaneously—one displaying slides with notes, and the other showing the slide outline. To enable **Presenter Mode**, click the full-size icon located at the lower right corner.



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You can view your certificate history, validity dates, certificate number, and download link in the **Trainer Certificate** side-bar menu of myPECB.

The **Details** button in the Action column allows you to download the certificate.

The screenshot shows the myPECB Trainer Certificates page. The left sidebar contains a menu with the following items: Dashboard, My Training Events, Teaching Courses, Association Requests, and Certificates. The 'Certificates' item is highlighted with a green box. The main content area is titled 'Trainer Certificates' and features a search bar and a table of certificates. The table has the following columns: Certificate Number, Issued Date, Valid Until, Status, and Action. Two certificates are listed: CT6581-10-2025 (Active) and CT2641-10-2025 (Inactive). The 'Details' button in the Action column for the first certificate is highlighted with a green box.

CERTIFICATE NUMBER	ISSUED DATE	VALID UNTIL	STATUS	ACTION
CT6581-10-2025	2025-10-01	2028-10-01	Accepted	Active
CT2641-10-2025	2025-10-01	2028-10-01	Accepted	Inactive

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1. PECB Certification

For each scheme for which a trainer wants to be recertified to continue delivering training courses, they must hold the corresponding PECB certification, which must be valid and in good standing. This ensures that our trainers remain current and relevant in their field.

**The trainer must have at least one valid PECB Lead certification.*

2. Delivering a PECB Training Course

The trainer must have delivered at least one (1) PECB training course during the past three (3) years of their tenure as a trainer.

3. Positive Feedback

The trainer must have maintained an average rating of 3.5 or higher on the training courses delivered throughout their three (3) year tenure as a trainer.

4. PECB Trainer Agreement

If all the above requirements are met, the trainer must read, agree to, and sign the PECB Trainer Agreement.

5. Presenting the PECB brand and services accurately

The trainer must accurately, efficiently, and ethically represent the PECB Brand and its associated services. Trainers should not teach for unauthorized partners, engage in unethical behavior, or provide inaccurate information.

If the recertification requirements are met at the trainer's certificate expiration date, the trainer's certificate will be **renewed**.

For trainers who do not meet the requirements for recertification, a one (1) year waiting period applies before they can reapply.

PECB

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.

