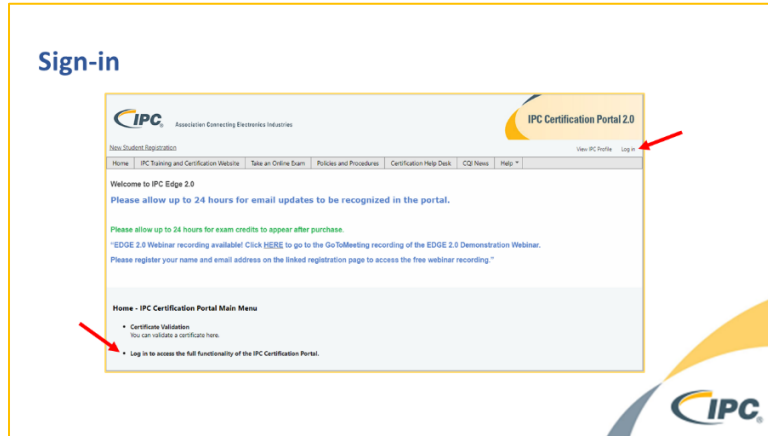


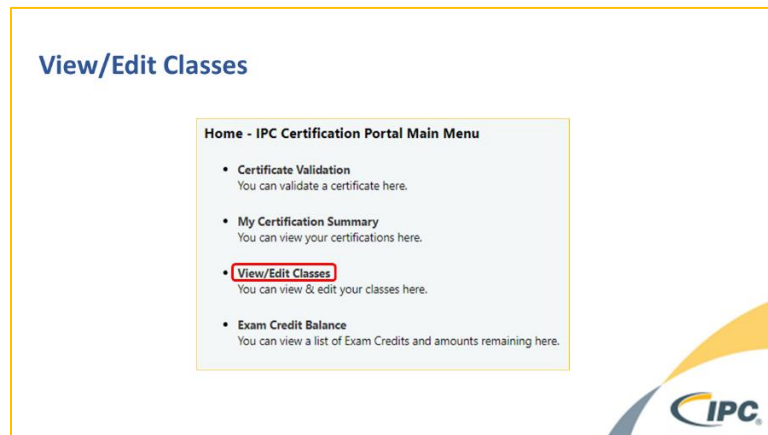


How to Create a Class in the IPC Edge 2.0 Certification Portal

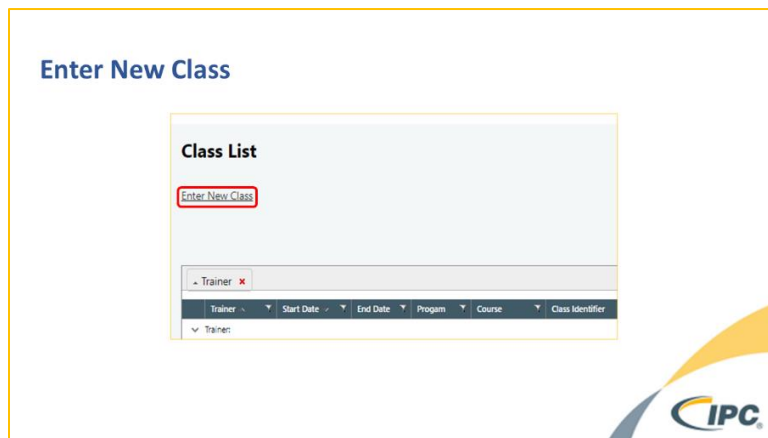
1. Sign into the Edge 2.0 Certification Portal (certification.ipcedge.org)



2. Select **View/Edit Class**



3. Select **Enter new class**





4. Select appropriate billing category.

- **Endorsement** – Student wishes to add an endorsement to an existing CSE certification
- **Initial Certification** – Student is beginning a new certification
- **Initial Certification (optional only)** – Student completed mandatory exams and wishes to add optional modules with a new instructor
- **Recertification** – Students have previously completed IPC Certification and wish to renew that certification

(Note: This category currently only provides a discount for the CSE program. CIS and CIT programs are priced the same in this category and the Initial Certification category.)

- **Retest** – Student failed exam **twice** and requires additional attempts
- **Retest Endorsement** – CSE student has failed an endorsement exam **twice** and requires additional attempts

Select Exam Type

Add Class

Trainer:* test_print (123@test123.com)

Exam Type:* Initial Certification Select 'Initial Certification'

Program:*

Course Name:* Initial Certification

Language:*

Revision:*

Select Exam Type...
Endorsement
Initial Certification
Initial Certification (Optional Only)
Recertification
Retest
Retest Endorsement

5. Enter remaining class information on the page (i.e. course, language, modules, exam date)

Enter Class Details

Add Class

Trainer:* test_print (123@test123.com)

Exam Type:* Initial Certification Select 'Initial Certification' if this is your students' first attempt; select 'Retest' if your students are retaking the test(s).

Program:* CIS

Course Name:* IPC-RWK

Language:* EN-English

Revision:* C

Modules:

Module Name	Mandatory
Module 1: Introduction	YES
Module 2: Wire Solder	NO
Module 3: Coating Removal	NO
Module 4: Through Hole	NO
Module 5: Chip and MELF	NO
Module 6: Gull Wing	NO
Module 7: J-Lead	NO
Module 8: Laminate Repair	NO
Module 9: Crimp Repair	NO

Trainer's employer: TEST ACCOUNT, Bannockburn, 3000 Lakeside Drive, Suite 105N, IL, US

Delivery Method:*
☑ On-line
☐ On-line Print

Note
All modules are automatically included and available for scheduling.




6. Select "Remote Proctor" as the mode of testing
 - *Note* If the "Remote Proctor" option is greyed out the exam language and revision combination you have selected is not available for remote proctoring.

Select "Remote Proctor"

Delivery Method:*

- On-line
- On-line Print
- Remote Proctor



7. Select your invoice from the invoice drop down box

Select invoice and add credit to class

Billing Category:* Initial Select 'Initial' if this is your students' first attempt; select 'Retes

Exam Credit(s):* INV-41187 11/01/2018 (\$90.00) Expires:11/30/2020 Add Exam Credit


Select Credit (from oldest to newest)...

INV-41187 11/01/2018 (\$90.00) Expires:11/30/2020	Expired	Remain
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No records to display.

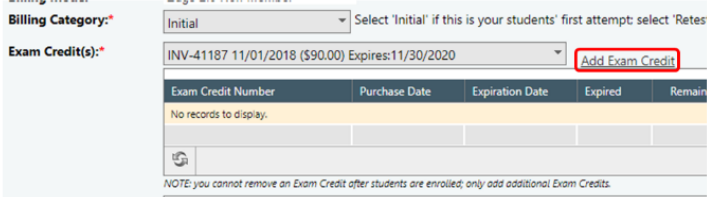
Comments:

NOTE: you cannot remove an Exam Credit after students are enrolled; only add additional Exam Credits.




8. Click **Add Invoice**

Select “Add Exam Credit”



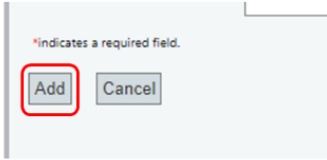
Exam Credit Number	Purchase Date	Expiration Date	Expired	Remain
No records to display.				

NOTE: you cannot remove an Exam Credit after students are enrolled; only add additional Exam Credits.




9. Click **Add**

Select “Add”



*Indicates a required field.

Add Cancel



Your class is now created, and you are ready to enroll your students.