Our new certification system is now released (rel. 1.0) here in the members area for beta-testers and on 1st September 2011 active for all members.

It makes certification handling easier and safe. The old system, sending excel certification form files by email to HQ, we keep as a backup and alterative for those who have no sufficient internet access.

Description of Functions:

Members Profile:
First, all Members have to complete their address data. This is also important for the VAT / UID. If someone has no access, please contact HQ. Please note there is an important difference between Instructor/Trainer ID's and Dive Centre/Company ID's. Only Instructors/IT/CD may certify students, Centre's may do other things. So, if you are owner of a centre and an Instructor, take care with what ID you login.
Centres only: Centres could input 2 x addresses – if needed:

1. The billing address for invoice & post, incl. the registered biz name – this is mandatory
2. A shipping address if billing addr is not for shipping – this is optional
3. Dive centre short name: This is important for centre name on student certificates and any Internet listings at ProTec Web's. It is (a short version of) your marketing name, max. 25 character incl. space.

Accept ProTec Trainer contract, term & conditions:
The newest version is always online. We are sorry, that technically and forced by (internet) law, we have to run this function on each certification again (just a click), no matter if the member did this already before.

Renewal:
Instructors, IT & CD and Dive Centres may renewal (annual licence fee) online, either by PayPal (all credit cards) payment or annual fee code input (ref. -> buying codes).

Any Certifications, general:
Only trainer may certify. Trainers are Instructors, IT & CD. Centres may not certify any students, but for each certification an active centre ID# is needed. Login with your personal trainer ID# to do certifications online - each trainer has to be in ACTIVE status (annual fee paid). If you status is not active, please go renewal online.

DIVER Certifications:
1.) Diver's login at members area as a new diver (student), input data (name & address) and get a temporary ID#. This temp ID the diver has to pass over to the instructor.
2.) The instructor login, take student's temp ID to get diver data and input course data and a certification code and finish the student course certification online. If the student did more than one course, the same temp ID could be used again for another course certification.
3.) A record will be sent automatically to the HQ for processing.
4.) The instructor will receive a confirmation.
5.) In release 2.0 the student will get a certificate and temporary card file for own printing by email.
6.) The original card will be sent to student or to the dive centre – as ordered.

INSTRUCTOR Certifications: (similar to diver cert.)
1.) Instructor candidate (student), login at member's area as a new instructor, input data (name & address) and get a temporary ID#. This temp ID the student has to pass over to the Course Director (CD).
2.) The CD login, take student's temp ID to get student data and input course data and a certification code and finish the student course certification online. If the student did more than one course, the same temp ID could be used again for another course certification.
3.) A record will be sent automatically to the HQ for processing.
4.) The CD will receive a confirmation.
5.) In release 2.0 the student will get a certificate and temporary card file for own printing by email.
6.) The student (new Instructor) will receive online access information for members area.
7.) The original card will be sent to student or centre – as ordered.

CENTER Certifications:
1.) The centre owner logon at members area as a new centre, input data (company name & address) and get a temporary ID#. This temp ID the owner has to pass over to a registered member – Trainer (Instructor /IT/CD). Every Trainer may certify a centre, if the centre owner has trainer status; he/she may certify his/her own centre.
2.) The Trainer login, take this temp ID to get centre data and input the certification code which will set automatically centre level and finish the certification online.
3.) A record will be sent automatically to the HQ for processing.
4.) The trainer will receive a confirmation.
6.) The centre will receive a confirmation email – with certificate and password for member's area login.
Attention: If you already have a ProTec Centre ID but no password or could not login – do not enter as a new centre, but contact the HQ by email!

Buying codes (for certification and renewal)
Centre's may buy certification codes for their Instructors/IT/CD online if there is no PCP for that region. If a PCP exits, centres should contact PCP for certification codes.
Note: Only registered ProTec centre's could buy certification codes (or annual codes for reseller purpose). Instructors / IT /CD may not. So, as a centre owner, you have to login with your centre ID#.

Attention: All codes are transferable. So take care of your codes. After a code is used once, it is inoperative.

….more about:

Input of student data – for all diver students as well as for instructor course students

At the beginning of each course the instructor should teach the students about ProTec course schedule and a little bit ProTec organisations. This is the best time, to advise the students to go internet, www.protecdive.com -> members area and register as a +++new diver+++.
Here, the student input name & address and upload a passport photo. A few automatic data input checks will be made there (is the photo resolution & size all right? ……all necessary data done?...)
We recommend to our trainers to "play" student for a first time and go through the +++new diver+++ process, and input one or more student data or do it together with the student. This because the trainer should know how this function works to be able to explain it to the student. On other hand, if a student does not have the possibility to go internet, the trainer could do this on behalf of the student.

So, all students should input their data till the end of the course. All students should pass their temporary ID to their trainer.

After course is finished, the trainer logon for online certification. Using the temporary ID from the student, all student data is now automatically shown (control purpose). Each temp. ID could be used again and again for more certification of the same student.

What else is needed? Just certification code and course data (course type, date, dive centre #). The trainer ID is already automatic taken from the logon procedure. After pushing "send certification" a confirmation text is shown – that's it, done!

Benefit for the trainer: Less work – less time spend! No need to write student data. No chance for errors writing other's name & address.

At least everybody knows own personal data better than anybody else. When typing only own data, error frequency is reduced. In addition, the program shows how the full name as typed and uploaded photo looks like on card. As space for name is restricted on card, student could make abbreviations as wanted. So, the students do quality check for their own data oneself.