ASL Web Portal – Certificate Claims

Please follow the instructions and the screen grabs to submit a certificate request

Step 1

Using https://ipetwp.aptechsystem.co.uk/pages/centrelogon.aspx link, input your unique login details (provided by iPET Network) to access the Web Portal. Please note you will need you your 'centre number' which is detailed on your approval certificate. You will be asked to change your password on the first time logging in and then asked to log in again with your new password.

Step 2

 Top Tip – If you are claiming for more than one candidate, at the same centre/training provider, with the same completed date, use the option **National > Claims > Batch candidates qualifications** where you can save yourself some time

For claiming the certificate for **one** candidate follow the process overleaf:

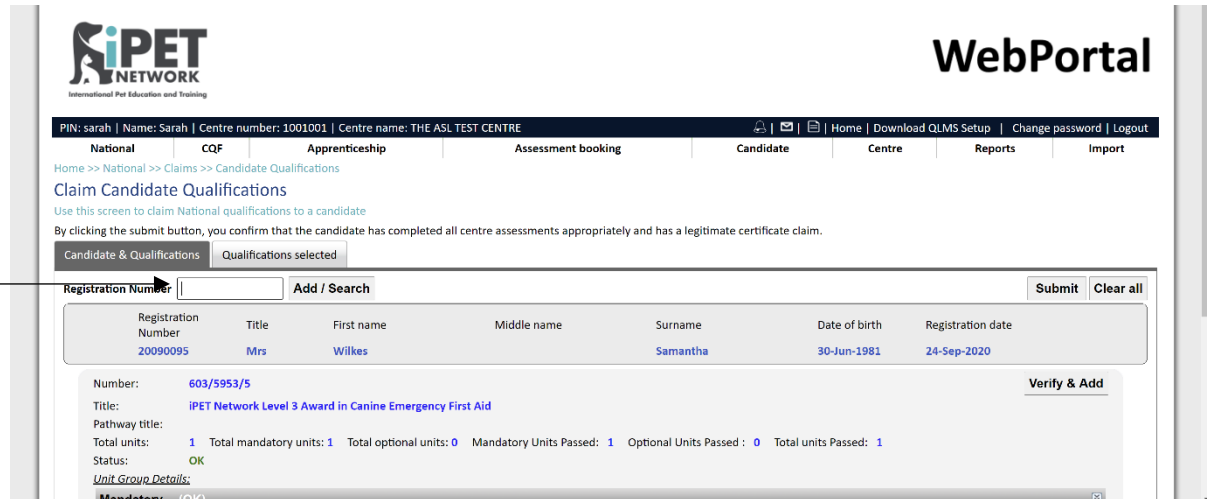Click on **National > Claims > Candidate Qualifications**

Step 3

Add in **Candidate Registration Number** or **Click Add / Search**, find the Candidate and click on candidate number (highlighted in blue) which will populate details below
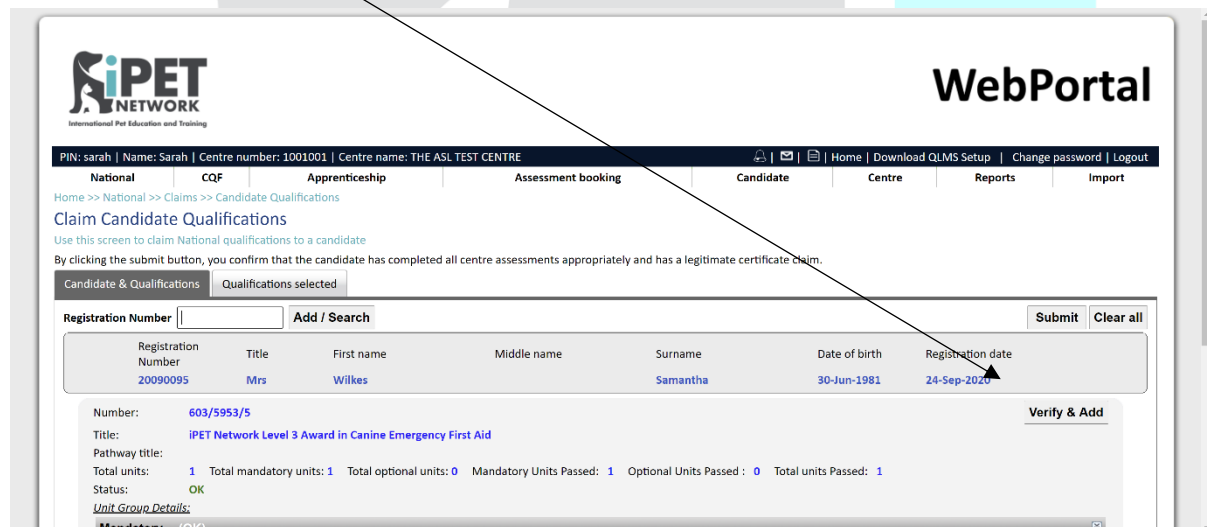
Step 4

Click on **Verify & Add** (please note that the status must read green OK for you to proceed, if it does not a unit is incomplete)
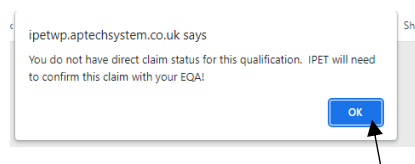
Step 5

A pop up will appear click **OK**

ipetwp.aptechsystem.co.uk says
You do not have direct claim status for this qualification. IPET will need to confirm this claim with your EQA!

OK

Step 6

Then drop down boxes will appear for the Assessor and IQA PIN. Select the correct **Tutor/Assessor**, then the correct **IQA** and completed date (the date of certificate request), click **Verify**

Step 7

A pop up screen will appear, click **OK**

Step 8

Then click **Submit**

Step 9

A pop up screen will appear to confirm that the certificate claim is successful, click **OK**
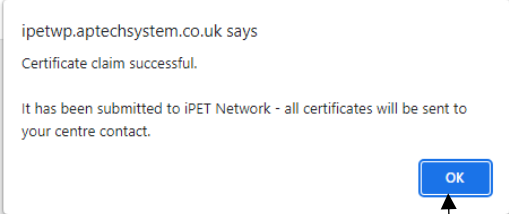
Document Control

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Date of Correction	Version Number	Correction Reason
	1	
21/06/2023	2	Improved clarity of guide