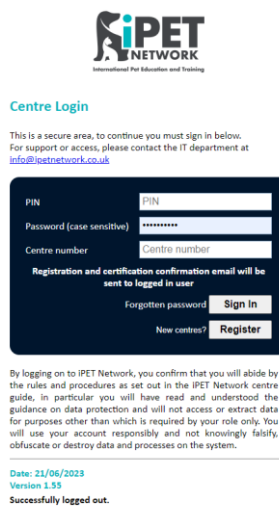


ASL Web Portal – Certificate Claims

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

Step 1

Using <https://ipetwp.aptechsystem.co.uk/pages/centrelogin.aspx> link, input your unique login details (provided by iPET Network) to access the Web Portal. Please note you will need 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.



The screenshot shows the 'Centre Login' page. At the top is the iPET NETWORK logo. Below it, the text reads: 'Centre Login', 'This is a secure area. to continue you must sign in below. For support or access, please contact the IT department at info@ipetnetwork.co.uk'. The main form area is dark blue and contains the following fields and buttons: 'PIN' (input field), 'Password (case sensitive)' (input field with masked characters), 'Centre number' (input field), a note 'Registration and certification confirmation email will be sent to logged in user', 'Forgotten password' (link), 'Sign In' (button), 'New centre?' (link), and 'Register' (button). Below the form, there is a disclaimer: 'By logging on to iPET Network, you confirm that you will abide by the rules and procedures as set out in the iPET Network centre guide, in particular you will have read and understood the guidance on data protection and will not access or extract data for purposes other than which is required by your role only. You will use your account responsibly and not knowingly falsify, obfuscate or destroy data and processes on the system.' At the bottom, it says 'Date: 21/06/2023', 'Version 1.55', and 'Successfully logged out.'

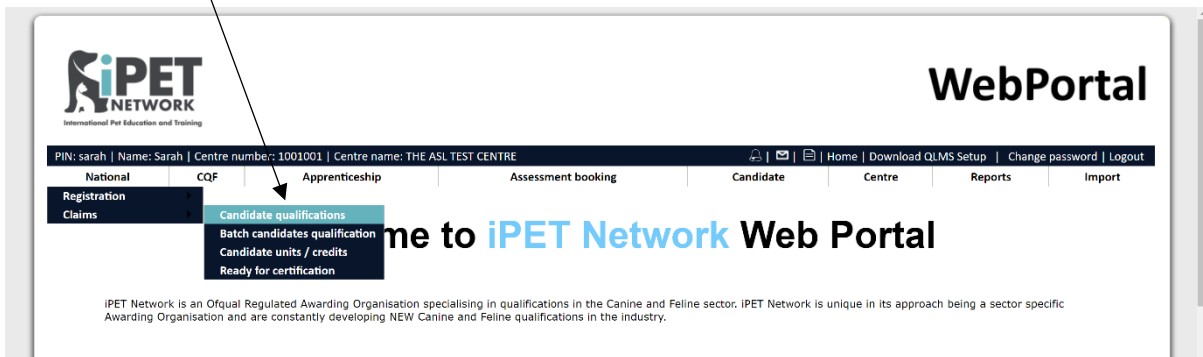
Step 2



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

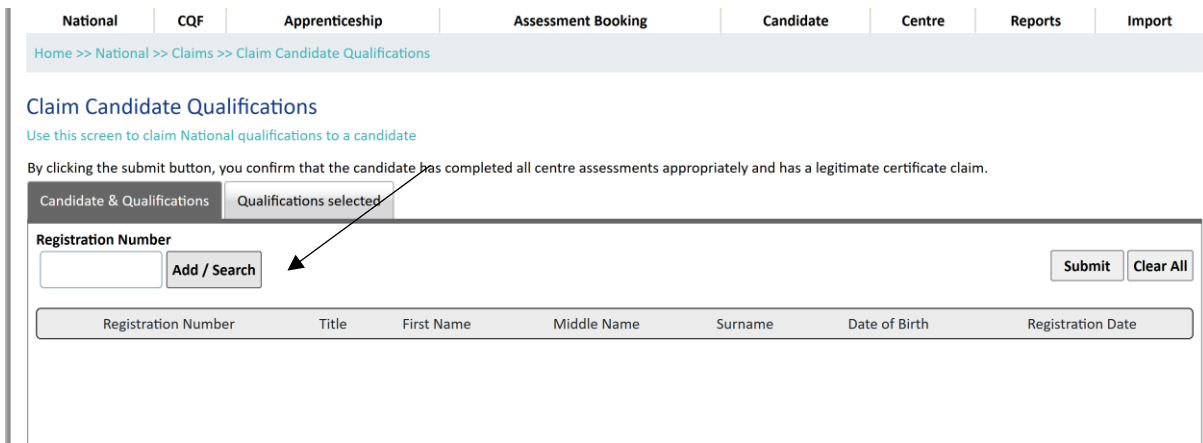
For claiming the certificate for **one** candidate follow the process overleaf:

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



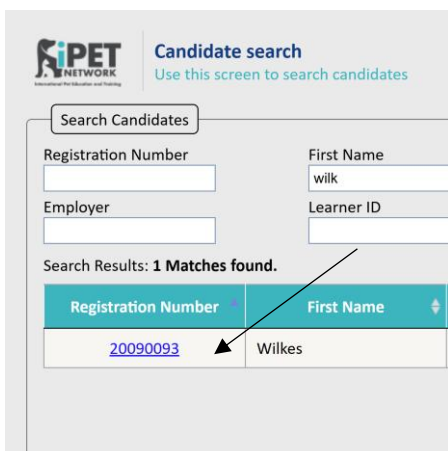
Step 3

Add in **Candidate Registration Number** or Click **Add / Search**

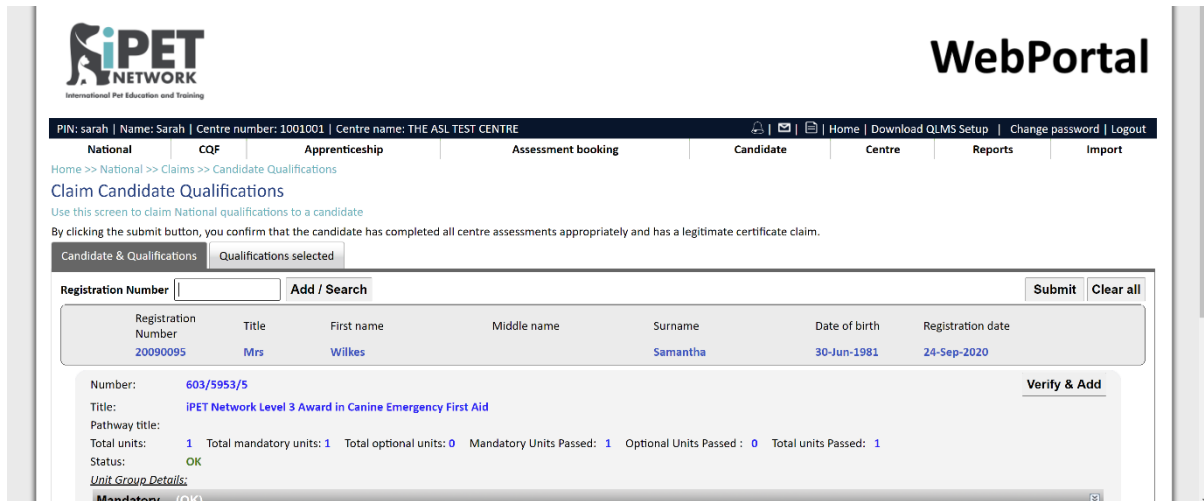


Step 4

Find the Candidate and click on candidate number (highlighted in blue)



This will populate details below



WebPortal

PIN: sarah | Name: Sarah | Centre number: 1001001 | Centre name: THE ASL TEST CENTRE

National | CQF | Apprenticeship | Assessment booking | Candidate | Centre | Reports | Import

Home >> National >> Claims >> Candidate Qualifications

Claim Candidate Qualifications

Use this screen to claim National qualifications to a candidate

By clicking the submit button, you confirm that the candidate has completed all centre assessments appropriately and has a legitimate certificate claim.

Candidate & Qualifications | Qualifications selected

Registration Number: Add / Search Submit Clear all

Registration Number	Title	First name	Middle name	Surname	Date of birth	Registration date
20090095	Mrs	Wilkes		Samantha	30-Jun-1981	24-Sep-2020

Number: 603/5953/5 Verify & Add

Title: iPET Network Level 3 Award in Canine Emergency First Aid

Pathway title:

Total units: 1 Total mandatory units: 1 Total optional units: 0 Mandatory Units Passed: 1 Optional Units Passed: 0 Total units Passed: 1

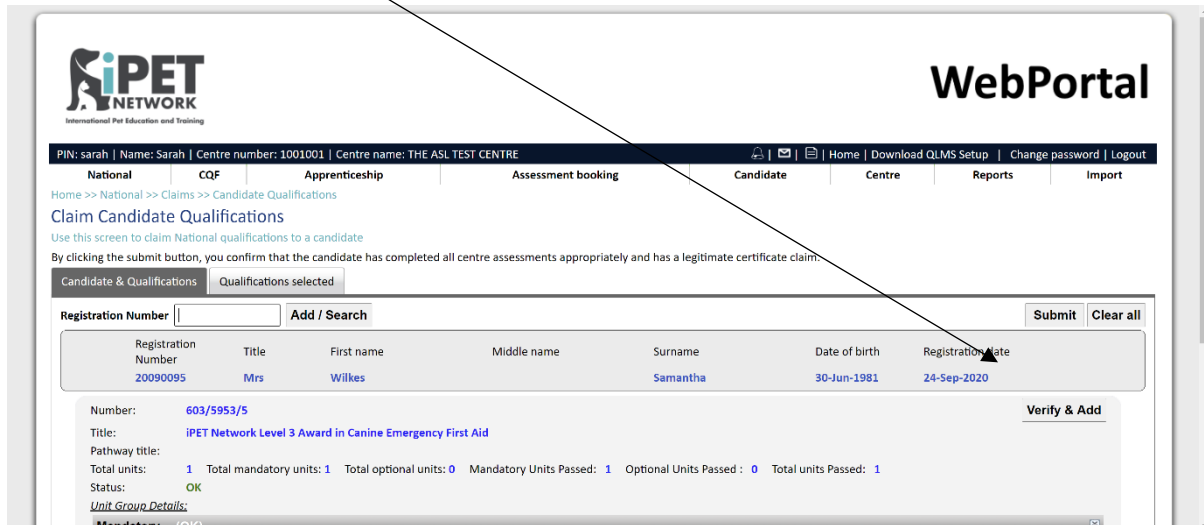
Status: OK

[Unit Group Details:](#)

Mandatory (OK)

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 and/or assessments results have not been uploaded)



WebPortal

PIN: sarah | Name: Sarah | Centre number: 1001001 | Centre name: THE ASL TEST CENTRE

National | CQF | Apprenticeship | Assessment booking | Candidate | Centre | Reports | Import

Home >> National >> Claims >> Candidate Qualifications

Claim Candidate Qualifications

Use this screen to claim National qualifications to a candidate

By clicking the submit button, you confirm that the candidate has completed all centre assessments appropriately and has a legitimate certificate claim.

Candidate & Qualifications | Qualifications selected

Registration Number: Add / Search Submit Clear all

Registration Number	Title	First name	Middle name	Surname	Date of birth	Registration date
20090095	Mrs	Wilkes		Samantha	30-Jun-1981	24-Sep-2020

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Pathway title:

Total units: 1 Total mandatory units: 1 Total optional units: 0 Mandatory Units Passed: 1 Optional Units Passed: 0 Total units Passed: 1

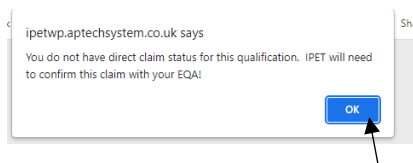
Status: OK

[Unit Group Details:](#)

Mandatory (OK)

Step 5

A pop up will appear if you do not have direct claims status, click **OK**



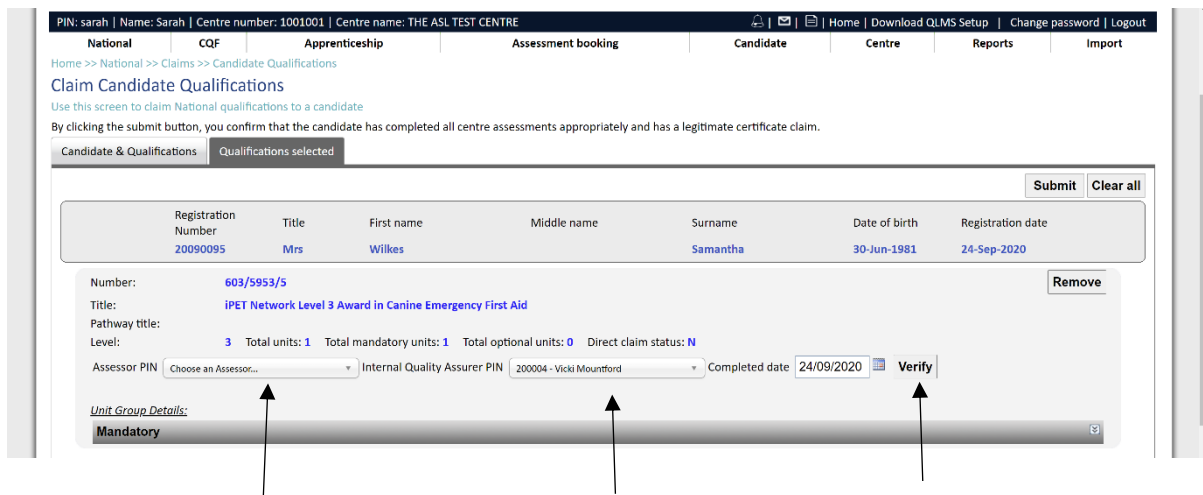
ipetwp.aptechsystem.co.uk says

You do not have direct claim status for this qualification. iPET will need to confirm this claim with your EQAI

OK

Step 6

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



PIN: sarah | Name: Sarah | Centre number: 1001001 | Centre name: THE ASL TEST CENTRE

National CQF Apprenticeship Assessment booking Candidate Centre Reports Import

Home >> National >> Claims >> Candidate Qualifications

Claim Candidate Qualifications

Use this screen to claim National qualifications to a candidate

By clicking the submit button, you confirm that the candidate has completed all centre assessments appropriately and has a legitimate certificate claim.

Candidate & Qualifications Qualifications selected

Submit Clear all

Registration Number	Title	First name	Middle name	Surname	Date of birth	Registration date
20090095	Mrs	Wilkes		Samantha	30-Jun-1981	24-Sep-2020

Number: 603/5953/5 Remove

Title: iPET Network Level 3 Award in Canine Emergency First Aid

Pathway title:

Level: 3 Total units: 1 Total mandatory units: 1 Total optional units: 0 Direct claim status: N

Assessor PIN Choose an Assessor... Internal Quality Assurer PIN 200004 - Vicki Mounford Completed date 24/09/2020 Verify

Unit Group Details: Mandatory

Step 7

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

iKRKx0tsktjbEg0iOkFMR%2bkKJw%2fVWxwyZhd3nX52P2MAsMwddzVcMmuzJJHzhs6rR5l

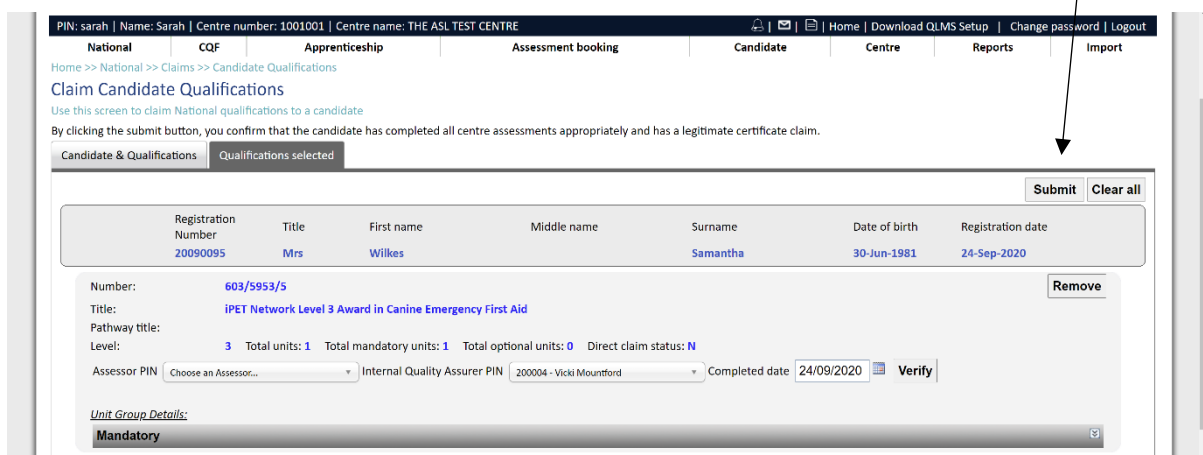
ipetwp.aptechsystem.co.uk says

Assessor PIN & Internal Quality Assurer PIN verified. Please click 'Submit' button to submit the claim.

OK

Step 8

Then click **Submit**



PIN: sarah | Name: Sarah | Centre number: 1001001 | Centre name: THE ASL TEST CENTRE

National CQF Apprenticeship Assessment booking Candidate Centre Reports Import

Home >> National >> Claims >> Candidate Qualifications

Claim Candidate Qualifications

Use this screen to claim National qualifications to a candidate

By clicking the submit button, you confirm that the candidate has completed all centre assessments appropriately and has a legitimate certificate claim.

Candidate & Qualifications Qualifications selected

Submit Clear all

Registration Number	Title	First name	Middle name	Surname	Date of birth	Registration date
20090095	Mrs	Wilkes		Samantha	30-Jun-1981	24-Sep-2020

Number: 603/5953/5 Remove

Title: iPET Network Level 3 Award in Canine Emergency First Aid

Pathway title:

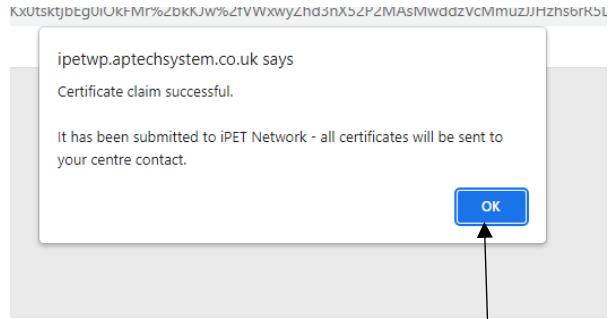
Level: 3 Total units: 1 Total mandatory units: 1 Total optional units: 0 Direct claim status: N

Assessor PIN Choose an Assessor... Internal Quality Assurer PIN 200004 - Vicki Mounford Completed date 24/09/2020 Verify

Unit Group Details: Mandatory

Step 9

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



Version Control

Date of Amendment	Version Number	Details of Amendments
	1.0	First release of document.
21/06/2023	2.0	Improved clarity of guide.
27/08/2025	3.0	Clarified step of selecting the learner. Formatting updates.