



Organization of
American States

**International Electoral Accreditation Body
(IEAB)
System User Manual
for Training Registration**

OAS-DOITS-IEAB-SUM_Training

IEAB – User Manual

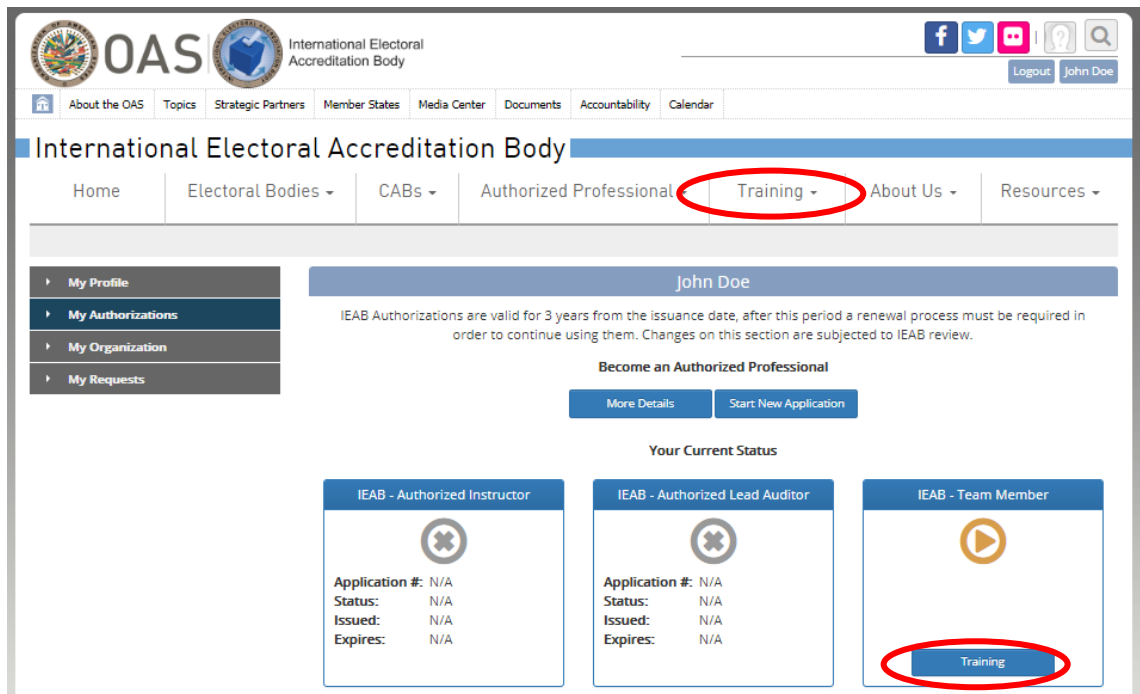
(for Training Registration)

1. To start an application to receive IEAB training, log in to your IEAB account, and go to your profile page by clicking on the profile button (it will contain your name and last name) located in the right upper corner of the page, or on the profile button below the 'About IEAB' section:

The screenshot displays the IEAB website interface. At the top right, there is a 'Logout John Doe' button, which is circled in red. Below the navigation bar, there is a main menu with options: Home, Electoral Bodies, CABS, Authorized Professional, Training, About Us, and Resources. The 'Training' option is highlighted. Below the menu, there is a section titled 'IEAB Accredited CABS' with a group photo of people holding certificates. To the right of this section is an 'About IEAB' text block. Below the 'About IEAB' text, there is a blue button that says 'Go to your profile page to see your IEAB Information', which is also circled in red.

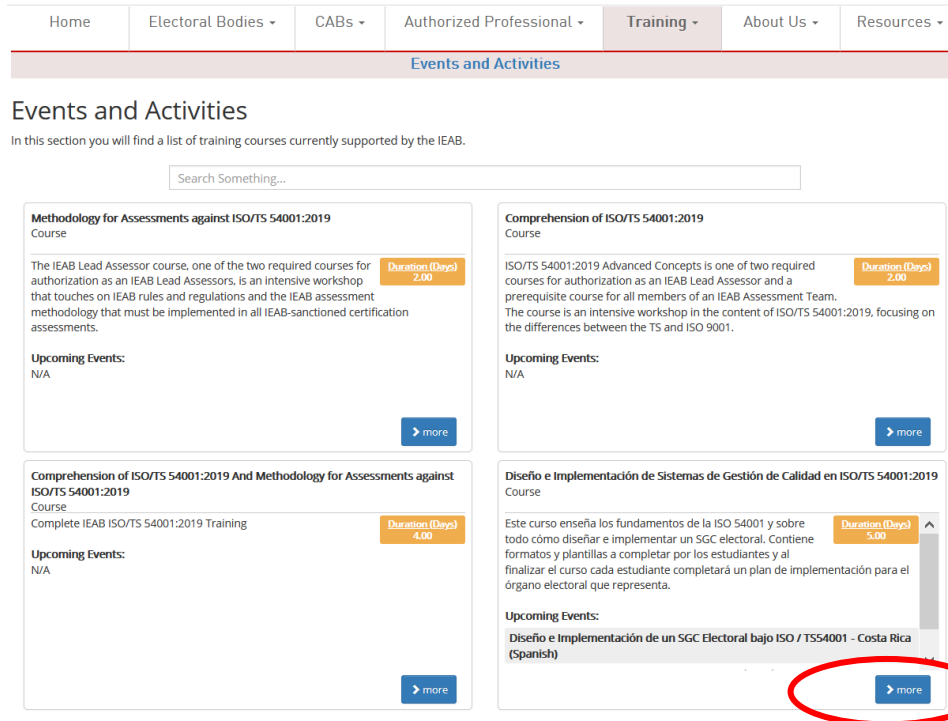
! Note: Applicants must have a valid IEAB account.

Once you have accessed your profile page, click on the 'My Authorizations' tab, located on the right, and click on 'Training':



Note: You can also start a training event application from the 'Training' section and selecting the desired course you wish to register to.

2. Identify the desired course and click on more to view training event details:



3. Once you have selected the course, click on the 'Register Here' button available for the training event:

International Electoral Accreditation Body

Home | Electoral Bodies ▾ | CABS ▾ | Authorized Professional ▾ | **Training ▾** | About Us ▾ | Resources ▾

Events and Activities

Events and Activities - Details

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Diseño e Implementación de Sistemas de Gestión de Calidad en ISO/TS 54001:2019
Course

Duration (Days): 5.00

Upcoming Events:

Diseño e Implementación de un SGC Electoral bajo ISO / TS54001	
• Location:	Costa Rica (Spanish)
• Dates:	01/01/2021 - 01/01/2021
• Registration:	12/01/2020 - 12/31/2020
Register Here	

! **Note:** You can only register for a training event during the registration period indicated in the event details.

4. Fill out the 'Course Registration' form.

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Home | Electoral Bodies ▾ | CABS ▾ | Authorized Professional ▾ | **Training ▾** | About Us ▾ | Resources ▾

Events and Activities

Events and Activities - Course(s) Registration

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Important!
Completion of this training activity **does not result in an Authorized Professional Certification**. If you are seeking certification, please **DO NOT submit this form**, go to [Become An Authorized Professional](#) to apply.

Event

Diseño e Implementación de un SGC Electoral bajo ISO / TS54001

Course(s): Diseño e Implementación de Sistemas de Gestión de Calidad en ISO/TS 54001:2019	Duration (Days): 5.00	Language: Spanish
Venue: TSE	City: San José	Country: Costa Rica
Address: Sede Central del TSE		Zip Code: NA

Registration Dates: 12/1/2020 to 12/31/2020	Course Dates: 1/1/2021 to 1/31/2021
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Fees (Non-refundable)

Application Fee: \$ 50.00 USD

! **Note:** Important! Completion of this training activity does not result in an Authorized Professional Certification. If you are seeking certification, please **DO NOT** submit this form. Go to 'My Authorizations'

and click on the 'Start New Application' button available below the text 'Become An Authorized Professional' to apply for certification.

5. Enter your payment details. Click on the 'Submit' button located at the bottom of the form to register to the training event:

Application Fee

[Invoice](#)

For your security NONE of your credit card information is stored in any way by our system.

A \$ 50.00 USD non-refundable Application Fee will be charged to your credit card.

Once your application is approved, you will be notified to complete the process with the course payment of \$ 250.00 USD.

* First Name:	<input type="text" value="John"/>	* Last Name:	<input type="text" value="Doe"/>	* Amount:	50.00 USD
* Address:	<input type="text" value="Street 123"/>				
* City:	<input type="text" value="Cloud City"/>	* State:	<input type="text" value="Sunshine"/>	* Zip Code:	<input type="text" value="12345"/>
* Country:	<input type="text" value="United States"/>	* Telephone:	<input type="text" value="+93 20 229 4036"/>	* E-Mail:	<input type="text" value="myemail@email.com"/>
* Card Number (No spaces or dashes):	<input type="text"/>	* Expiration Date (MM/YYYY):	<input type="text" value="J_"/>	* CVV Code:	<input type="text"/>

[Back](#) [Submit](#)

The application form will be submitted to the IEAB for their revision and approval.

6. You will receive an email notification as confirmation of the submission, and will be notified when the status of the application is updated by the IEAB administrator. The IEAB administrator can approve the application or can reject it.

Note: Submitting this form and paying the application fee does not guarantee you will be accepted to enroll or attend training courses. The application fee is non-refundable.

Note: An invoice (or receipt) is available for download for your records.

7. You can view the status of your application from 'My Authorizations' tab, under the section 'My Training':

International Electoral Accreditation Body

Home | Electoral Bodies - | CABs - | Authorized Professional - | Training - | About Us - | Resources -

My Profile
My Authorizations
 My Organization
 My Requests

TEST Lead TEST Assessor




Authorized Professionals User Manual (PDF 1.37 MB)

IEAB Authorizations are valid for 3 years from the issuance date, after this period a renewal process must be required in order to continue using them. Changes on this section are subjected to IEAB review.

Become an Authorized Professional

More Details | Start New Application

Your Current Status


IEAB - Authorized Instructor	IEAB - Authorized Lead Auditor	IEAB - Team Member
 Application #: N/A Status: N/A Issued: N/A Expires: N/A	 Application #: 000002004 Status: Submitted Issued: N/A Expires: N/A View	 Training

My Training

- Diseño e Implementación de Sistemas de Gestión de Calidad en ISO/TS 54001:2019**
 Dates: 1/1/2021 - 1/31/2021
 Registration: [Application \(Submitted\)](#)
 Evaluation:
 - Comprehension of ISO/TS 54001:2019 (Pending)

8. You will receive an email notification to inform you whether your application for training has been approved or not by the IEAB admin.
9. If your application has been approved, you will also receive a link to complete training fee payment and the status of your application will be updated to 'Completed'.
10. The IEAB administrator will contact you to arrange training details.
11. Once training activities are completed, the IEAB administrator will grant a 'Pass' or 'Fail' status for each course taken which will be displayed next to each course taken in your 'My Authorizations' tab, under the 'My Training' section:

My Training

- Diseño e Implementación de Sistemas de Gestión de Calidad en ISO/TS 54001:2019**
 Dates: 12/15/2020 - 12/16/2020
 Registration: [Application \(Completed\)](#)
 Evaluation:
 Comprehension of ISO/TS 54001:2019 (Passed)