



# STM

Service To Mankind

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## **Guide to creating an IPC Class and Taking the IPC Tests**

This guide will tell you how to create an IPC class and Online Exam for IPC courses, i.e., J-STD-001, IPC-A-600, IPC-A-610, IPC/WHMA-A-620, IPC-7711-21.

### **Step 1: Log in**

Go to the IPC Website: <http://www.certification.ipc.org>

1. Click on “**Log in to access the full functionality of the IPC Certification Portal.**”
2. Fill in your **E-mail and Password**. (It is the same Email and password you received to take your CIT Online Exam) Then press **Login**.
3. Click on “**View/Edit Classes**” - You can view & edit your classes here.
4. Click on “**Enter New Class**”

### **Step 2: Create the class**

1. Fill in the boxes
  - a. Trainer tab – Select your name
  - b. Program – Pick CIS
  - c. Course Name – Select your class (J-Std, 600, 610, 620, 7711...etc)
  - d. Language – What language you want the test in. (Note: Languages other than English may have poor translations).
  - e. Revision – What version of the test you desire based on the revision of the book, (e.g., IPC-A-610 may be tested in rev. E or rev F.)
  - f. Modules – Pick the modules you want your students to take
  - g. Trainers Employer – Select your company
  - h. Exam Type – Select the bubble for online testing (The other options don't apply)



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- i. Start / End date – Pick the dates when you will be taking the test. (Note: You can extend this end date during the test if you find a student will need to return and retest. This will save you another enrollment fee.)
  - j. Invoices – This is where you pick the account which will pay for the tests. Click on the **Select Invoice** Tab – Click on the invoice (it shows a dollar amount) then click **Add Invoice Number** (You must order Exams from IPC before an invoice will appear – See instructions on how to do that below).
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Q1. How much are the online exams and how to order? (**Can take 24 hours to add funds**)

A1. Exams are paid for in advanced. Instead of contacting IPC's Customer Service dept. to order paper certificates, you would now contact them to order exams. Each order will be associated with an invoice number. Record that number after your purchase. That invoice number will automatically appear in the invoice drop-down when scheduling the class.

The product number is below. Your invoice will be deducted according to the number of tests scheduled.

**CQI-ONLINE-EXAM** This product code is used when buying tests (list price \$35/exam).

IPC Customer Service 3000 Lakeside Drive,  
Suite 309 S Bannockburn, IL 60015  
1 847-597-2862 - Phone  
1 847-615-7114 - Fax  
Orderipc@ipc.org – Email

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- k. Comments are optional – (You can leave it blank)
- l. Click **“Add”** at the bottom to create the class

### Step 3: Add student to class.

1. You will be brought back to the **Class List** page after you created the class
2. This page contains a list of classes you have created
3. Click on the **name of the class** (J-Std, 600, 610, 620, 7711...etc) under the **Course Column**



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4. This is the View Class Details page, will show the details about the class you created
5. Scroll down the page and click on **Enroll Student**
6. This will bring you to a page called Enroll student
  - a. To add a student
    - i. Under **Find Student**
    - ii. Type their Last and First name
    - iii. Then Click **Search**
    - iv. If they are in the search results simply click on their **name** to add them to your class
  - b. If they are **NOT** in the results scroll to the bottom of the page and click on **Add New Student** Information (As of 9-20-17 – See step ii. For new way to add people not in the IPC system)
    - i. Original way to add new student
      1. The new page will be titled “Add New Student Contact”
      2. Fill out their information
      3. **Make sure** to get a working **E-mail** from them, as it is where they will receive their link to create a password for testing
      4. Then at the bottom click **Add**
    - ii. **New** (and easier way) to get a new student into system
      1. Ask students to create an account at <http://www.ipc.org/UserCreateUpdate.aspx?app=CQI>
      2. Once they have created an account you can use **“Step 6 a”** to add them to your class. This way they will have their password already when they create their account.
  - c. **Repeat this process for as many students as you have to enroll. (When your enroll a student an E-mail is sent to them with link to resent their password)**
  - d. When you are done adding students to the class, on the “enroll student” page click **“Return to Class Details”** on the top of the page.
  - e. It will take you back to the “View Class Details” page
    - i. On this page you can see all the students in your class
    - ii. You can also edit the way their name is spelled and their E-mail by clicking on the little “Pencil” icon in the row of their name
    - iii. **If** you have to change their E-mail because the one on file is old, do so then click **“Resend enrollment email”** button to send them their enrollment email.

**Congratulations you made the class! And added students. Time to test...**



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## How to take the IPC TEST!

1. Go to the website: <https://test.ipc.org/>
2. You, the trainer, will have to type in your IPC login, E-mail and Password. Press **Login**
3. On the next page select the Class you want to open. Click on the class and it will have an orange outline around it. Click **Continue**
4. This next screen is where the **STUDENT** logs in by entering their **E-mail and password** given to them in their IPC enrollment E-mail. Then press **Log in**
5. The testing website will appear. Click on the **Take a test** button in the middle of the screen.
6. There will be a blue spreadsheet in the middle with the different module tests – click on the first module
7. A start test screen will appear – read the instructions and then click the red **Start this Test button**
8. The 1<sup>st</sup> module test will begin and there is no time limit.
  - a. The **Submit -> Forward** Button is just a button to go the next question and you can go back and change your answers later.
  - b. The **Jump back** button will go question you skipped and did not answer.
  - c. Click on the **bubble** next to each answer to pick that answer
9. After the student is done answering all the questions there will be a **Save and Finish** button
10. The next screen will show the student how many they got right and if they passed the module
  - a. It will show the correct answer and where to find it for them to study
11. **Move on to the next module**
  - a. At the top of the page Click **Take a Test**
  - b. In the **blue box** click on your **class**
  - c. On the next page there will be a blue spreadsheet in the middle with the different module tests – click on the next module and repeat the process
12. When they are done with all the tests just close the browser, everything is saved online.

**Note: If the student gets kicked out of the test / the internet goes out just go back through these steps to log them back in. The website saves where they left off.**



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## How to get certificates after all testing is completed

1. The trainer logs in to the [www.certificaion.ipc.org](http://www.certificaion.ipc.org) site
2. Click on “**Log in to access the full functionality of the IPC Certification Portal.**”
3. Fill in your **E-mail and Password.** (It is the same Email and password you received to take your CIT Online Exam) Then press **Login.**
4. Click on “**View/Edit Classes**” - You can view & edit your classes here.
5. Click on your **class** to open the class information page
6. Now you can download the Certificates by scrolling down to the student names and now there will be a **Download Certificates** button
7. Click on that and it will **download every student’s certificate to your computer.**
  - a. It can be slow at times to see anything start to download, click once and wait up to 30 seconds.
8. Now that you have them on your computer you can print them and sign the appropriate information on it.

**That’s all you need to know!**

**IF you have any other questions feel free to E-mail**

**STM IT Department at:**

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