Company user guide

Index

Service

Access to the Professional Accreditation Portal

1 Login to the professional accreditation portal as an enterpries

2 Choose your enterprise

Service
Book Appointment

1 Through the homepage of the Professional Accreditation Platform, the employees' information will appear to you. Click on "Book Appointment"

2 Please select the test type

شركة عيد حمد مسفر آل رشيد المجمي وشريكتة للتجارة والمقاولات (1222698-6)

عبد المجمي
Enterprise Admin

English 🇬🇧 ▾

CHOOSING A PACKAGE

10 Test   **4000** SAR

4800SAR With Vat

400SAR / Per Exam

✓ you have consumed 6 Test

✓ you have 4 remaining tests valid until 14 December 2024

Expires Soon

تكامل
Takamol

Human Resources and Social Development

3   Please select the type of package you would like to use to book the session, as the system will display the dedicated packages that support CWQAP

BOOKING AN APPOINTMENT   0   Change   Deselect All   Clear filters

Employee Name	Identity Number	Employee's Current Occupation	Updated Information	Number of Attempts	Actions
Employee Name	Identity N...			Number of Attempts	Q Search

Change Category and Occupation

Category   category ▾

Occupation   occupation ▾

Cancel   Save

4   Select the category for which the test is being booked

BOOKING AN APPOINTMENT   2   Electricity   رسام تصاميم كهربائية   Change   Deselect All   Clear filters

Employee Name	Identity Number	Employee's Current Occupation	Updated Information	Number of Attempts	Actions
Employee Name	Identity Number	Employee's Current Occupation ▾	Updated Information ▾	Number of Attempts	Q Search
AHSAN ALI	2394841114	Electrician / كهربائي عام	Yes	3	⋮
MAQSOOD AHMED	2418026858	Electrician / كهربائي عام	Yes	8	⋮
MOHAMMAD HASANABBA	2346736727	Electrician / كهربائي عام	Yes	10	⋮
MOHAMMED ABUL KALAM	2273824249	Electrician / كهربائي عام	Yes	4	⋮
MOHAMMED NASIR	2225036336	Electrician / كهربائي عام	Yes	6	⋮
MOHAMMED SUHEL	2443098401	Electrician / كهربائي عام	Yes	1	⋮
MUHAMMAD ALLAH DITTA	2338471945	Electrician / كهربائي عام	Yes	3	⋮

5   The system will display all enterprise employees, and you can book an appointment for any employee regardless of their profession

RESERVE AN EXAM DATE

1 City And Exam Date — 2 Center Branch — 3 Exam Session — 4 Exam Language

City
Hail

Exam Date

NOVEMBER 2024

SU	MO	TU	WE	TH	FR	SA
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Available
Almost Done
Not Available

6 Select the city and test date

Not Available

CHOOSE CENTER BRANCH

Marioma test center
Address:
8888 - 55558 Hail حائل - زوبه ✓

CHOOSE EXAM SESSION

12:00 AM - 02:00 AM   10   ✓

SELECT LANGUAGE

Employee's Name	Exam Language
MOHAMMED ABUL KALAM	English
MOHAMMED NASIR	English

Cancel   Book

7 Choose the session and specify the appropriate languages for each employee individually

Back

TEST CENTER DETAILS

City Name
Riyadh

Center Name
Official Test Center

Branch Name
Official Test Center

Branch Location

RESERVATION DETAILS

Category	Date of the test	Chosen Test
Electricity	Monday 26 May 2025	CWRQAF
	2:00 PM - 4:00 PM	

TEST TAKERS

ABUL KHAN   English

- Please ensure you choose the appropriate test type and language for the employee when booking the appointment, as the **test type and language cannot be changed** after the booking is confirmed.
- Once the booking is confirmed and the test is taken, previous test results for the employee will be ignored, and **only the latest result will be considered.**

☐ I agree to the terms and conditions of the enterprise.

Cancel   Confirmation

Need Help?

8 You can now review the booking details and agree to the terms and conditions to confirm the booking

Service
Cancel Reservation

العتماد المهني
Professional Accreditation
شركة عيد حمد مسفر آل رشيد العجمي وشريكتها للتجارة والمقاولات (6-1222698)
عبد العجمي
Enterprise Admin
English

BOOKING MANAGEMENT

Clear filters

ID	Category	Test Center	Test Taker Count	Due Datetime	Status	Download Ticket	Cancel Reservation
ID	Category	Test Center	Test Taker Count	Due Datetime	Select Status		
5613	Carpenter	Official Test Center	1	28/05/2025 12:00 AM	pending	⬇ 📄	📅
5537	Carpenter	Official Test Center	1	23/05/2025 12:00 AM	completed	⬇ 📄	
3950	Carpenter	Official Test Center	0	06/03/2025 12:00 AM	canceled		
3949	Carpenter	Official Test Center	0	04/03/2025 12:00 AM	canceled		
3948	Carpenter	Official Test Center	0	03/03/2025 12:00 AM	canceled		
3947	Carpenter	Official Test Center	3	01/03/2025 12:00 AM	completed	⬇ 📄	

1   Go through the booking management page, then press "Cancel Reservation"

Cancel Reservation

Please choose test takers to be canceled   Clear All

ABDUL FOYEZ MIAH   ✖

Cancel   Confirm

2   Confirm the cancellation

The system will keep the exam amount as a balance "screenshot as in the original file"

Note: the enterprise can cancel the exam only 48 hours before its scheduled date

Service

Update Contact Information to Receive Notifications by SMS

To facilitate communication and improve the quality, please provide us with the following:

Phone Number *

E-Mail *

Cancel   Confirm

Register the number and email to receive notifications

Service
Update Employee Information

Book Test Appointment | Update Employees Information

1 Click on "Update Employee Information" from the homepage

2 Select the employees whose information you wish to update, then choose "Update Information"

You can update multiple emplyee at a time

← Back to list of workers

AAMAR IJAZ NAGARA
كهربائي عام

Personal Information

Bookings

Employee Information   ✕

Employee's Name	Employee's Identity	Employee's Current
AAMAR IJAZ NAGARA	Number	Occupation
	2370619187	

Update Information

Employee's Actual Occupation *   The employee's city of residence *   Is the employee located in Saudi Arabia? *

كهربائي عام ⌄   Aba Al Baqar ⌄   ● Yes   ○ No

☐ The actual occupation matches the current occupation.

Work permit expiry date   Employee's Phone Number

DD-MM-YYYY   ** *** ****

☐ I am the holder of ID Number (1031322363) and the authorized person for (مؤسسة عيد بن حمد العجمي للمقاولات العامة) number 6-4662), declare that the updated data is correct, and I also pledge to update the employee's occupation if it differs from the current occupation within the framework of the occupation approved by the professional accreditation program.

The number of times allowed to modify employee data is 3 times.

Cancel   Confirm

تكامل
Takamol   Human Resources and Social Development

3 Click on "Personal Information." The system will display a pop-up window with the employee's information. Update the details, agree to the acknowledgment, and then click "Confirm"

Service
Viewing Employee Details

- Upload employee photo

1 From the employee table, click on 'View Employee Details'

2 Click on the image icon to change the employee's photo

3 Follow all the instructions to upload the employee photo

Uploading the employee's profile photo is a mandatory requirement to book the CWQAB test

- Review employee bookings

4   You can view the employee's bookings by going to the employee details page and then clicking on 'Bookings'

5   The system will display the bookings made by the applicant or the enterprise

Service
Buying Packages

CUSTOMIZED PACKAGES

THE CUSTOMIZED PACKAGE INCLUDES MULTIPLE TESTS, BUT CURRENTLY ONLY SUPPORTS THE CWQAP TEST PROVIDED BY ARAMCO.

1 Test	2 Test	Most Selected / 33 Test	3 Test
469 SAR	200 SAR	49,500 SAR	246 SAR
515.9 SAR with VAT	220 SAR with VAT	54,450 SAR with VAT	270.6 SAR with VAT
460 SAR / Per Test	100 SAR / Per Test	1,500 SAR / Per Test	82 SAR / Per Test
Pay Now	Pay Now	Pay Now	Pay Now

1 Go to the 'Customized Packages' section from the main menu, select the appropriate package, then click on 'Pay Now'

TERMS AND CONDITIONS

1. Under the scope of the Professional Accreditation Program, some occupations that will advertised through official channels of communication with the Ministry of Human Resource and Social Development, and the portal of the program

2. The employer must register the test takers to attend for the Skills Verification test through the online portal and pay all outstanding fees prior to the exam date

3. The Skills Verification exam is containing two types of exams theoretical and practical.

4. The theoretical part of the exam's duration is 30 minutes, the test taker can leave upon completion

5. The practical part of the exam's duration is 30 minutes, the test taker can leave upon completion

6. The passing grade for the Skill Verification exam is 67% (The program reserves the right to modify this percentage and to be published in the official portal and channels of communication of the program)

7. Test takers should present proof of Identification when appearing for the test

8. Test takers should oblige to all rules and regulations regarding good conduct, and in the event of doing the opposite, the test center or its representatives are in power to take any further actions that they deem fit

9. In case of not passed a test, the test taker is granted the privilege to retake the exam two more times for a total of three exams only.

10. Changes and modifications to time, date, and location can be done 48 hours prior to the exam date, but cancellation is not allowed

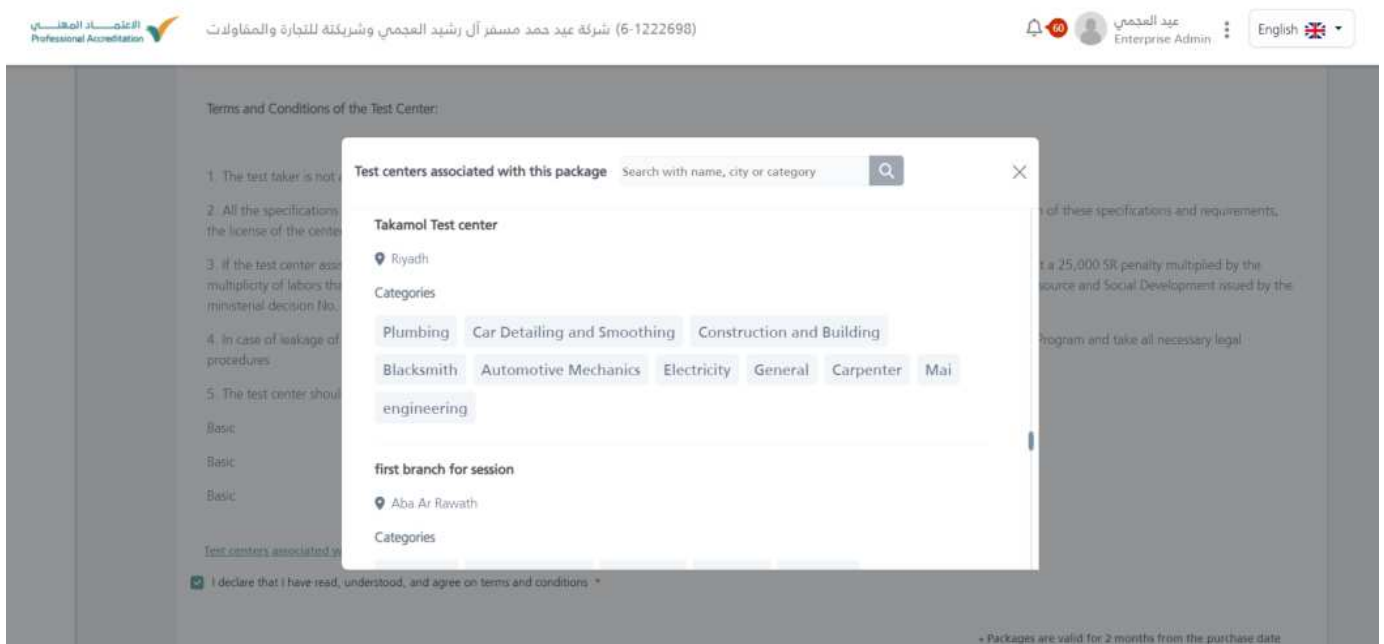11. The price of the Skill Verification test is 600 SAR and will consist of both a theoretical and practical test

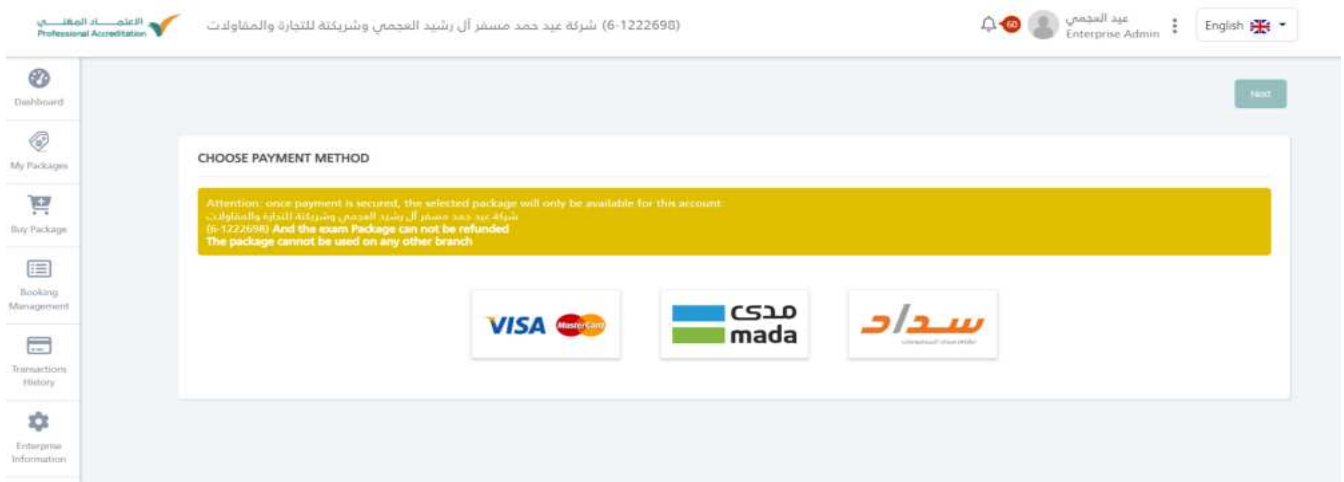**2** Agree to the terms and conditions of the package

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Test centers associated with this package

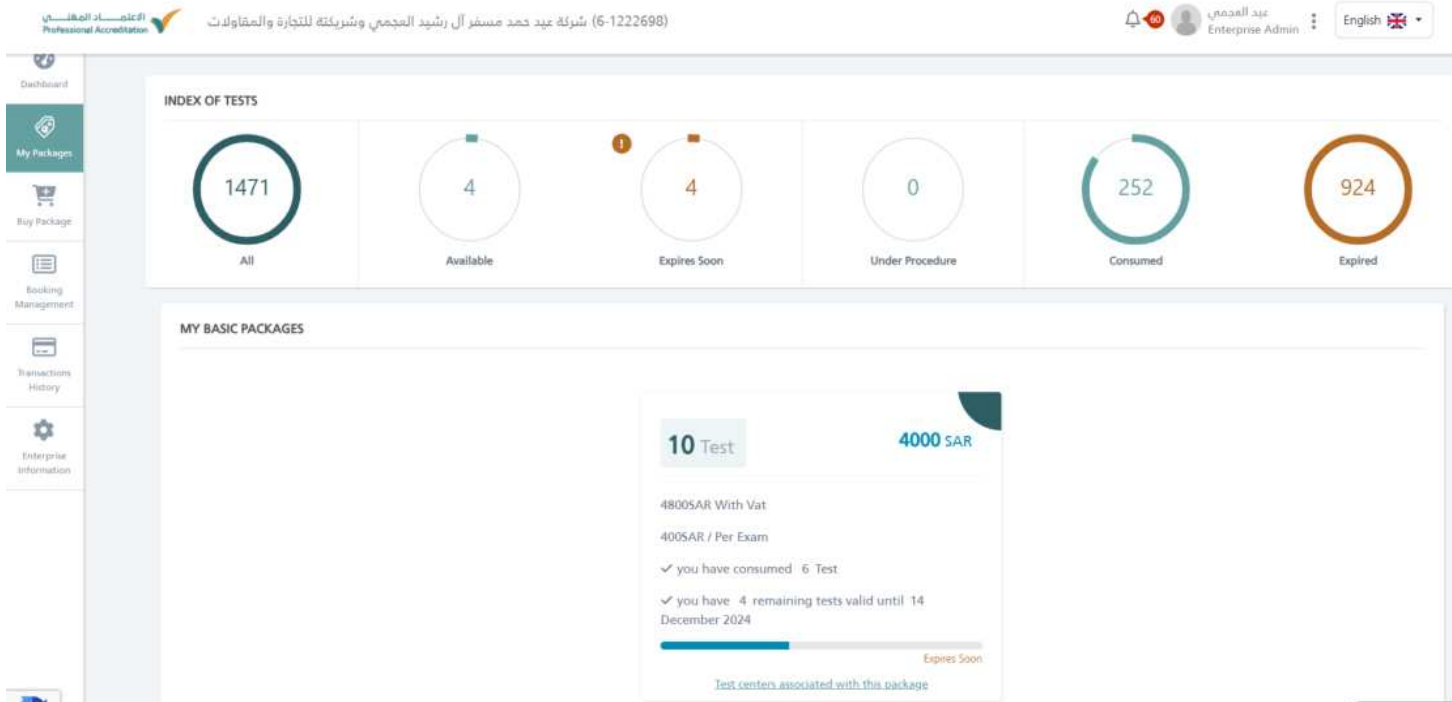[ ] I declare that I have read, understood, and agree on terms and conditions *

3 Click on the test centers associated with the package
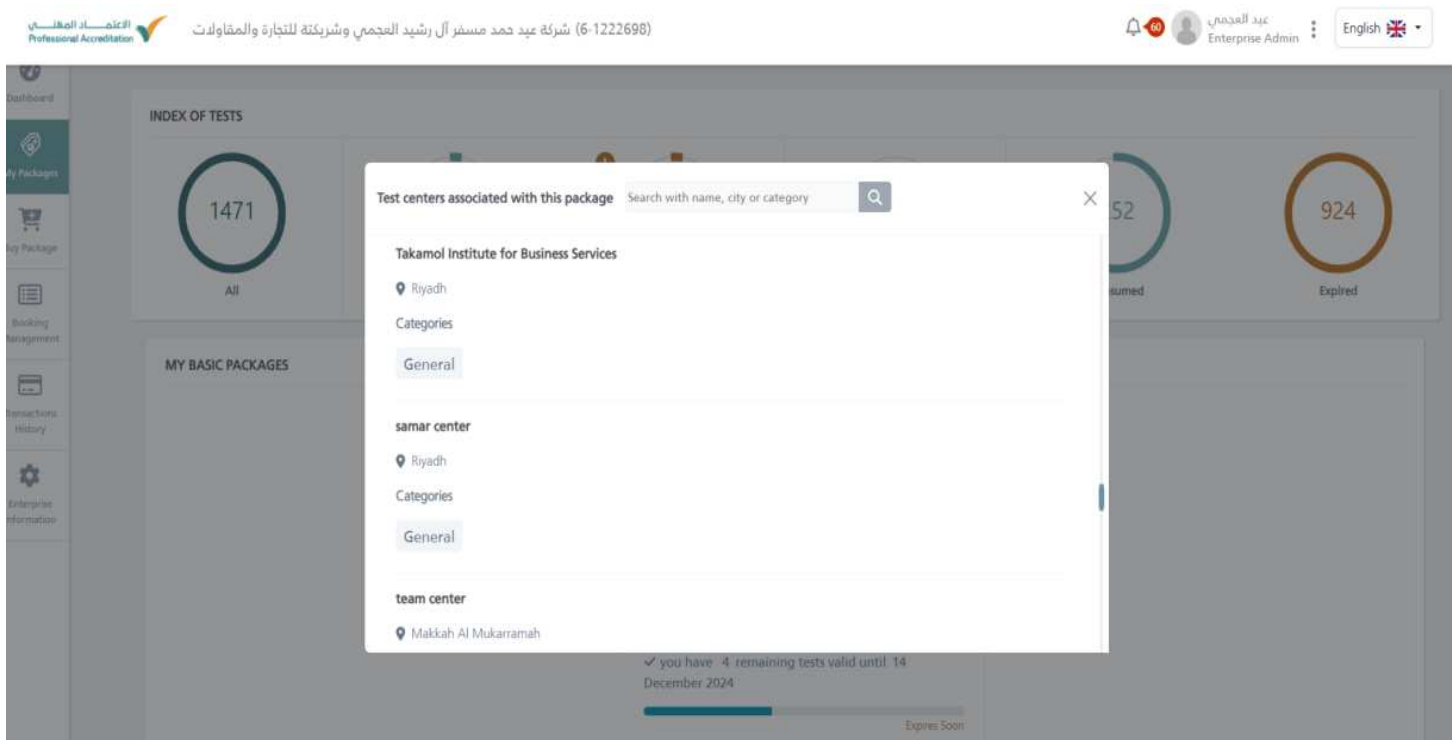

4 The system will display a pop-up window showing the test centers linked to the package

5 After agreeing to the terms and conditions, proceed to the next step, choose a suitable payment method, and complete the payment process

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6 From the homepage, go to "My Packages" to view the purchased packages

7 You can review the test centers again by clicking on the test centers associated with the package

Service
Download the Certificate

1 To download an employee's certificate or ticket, go to the employee's details page and click on "Reservations."

2 then click on the "Download certificate" icon

Service
Download the Invoice

View past payments, download invoices, and explore your transaction list history conveniently on the transacton list tap

Now the employee can visit the test center in the exam date

Arrive **15** minutes before exam

The employee must bring his iqama/ID

The employee must bring the eam

Important notice

It is important to know the candidate must abide by the safety uniform, for example, but not limited to (helmet, safety shoes, etc.) to avoid not being allowed to enter the test centers

We are listining:

Our unified platform: https://pacc.sa/

THANK YOU

CWQAP

الاعتماد المهني
Professional Accreditation