














الاعتماد المهني  
Professional Accreditation



# Individual user guide



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# Service

Sign up to the Professional Accreditation Platform

## Elevating Careers, Unlocking New Opportunities

Professional Accreditation Program helps workforce stand out by verifying their skills, opening doors to new and better job opportunities.

Sign up ▾

Individuals

Enterprises

Test Centers

Sign in ▾

**1** Go to the Professional Accreditation Platform, click on "Sign up - Individuals".



EN ▾

### Log in

Identity number or e-mail

Enter your National ID, Iqama or e-mail

Password

[I forgot my password](#)

Enter your password

Log in

Don't have a Qiwa account? [Register now](#)

### Intuitive and fast handling of labor and employment issues



Easy to use on mobile and desktop devices



Conveniently handle key official matters online



Get access to all documentation in digital form



**2** You will be redirected to the Qiwa page, fill in the required fields and click "Login".

**3** Enter the verification code sent to your mobile number.



**Enter Your Date of Birth** ✕

To continue, please provide the following information:

**Date of Birth**

DD-MM-YYYY

< June, 1446 >

S	M	T	W	T	F	S
			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			

Continue

**4** Enter your date of birth to complete the registration process.

**You have successfully signed in to the Professional Accreditation Platform.**



# Service

Sign in to the Professional Accreditation Platform

## Elevating Careers, Unlocking New Opportunities

Professional Accreditation Program helps workforce stand out by verifying their skills, opening doors to new and better job opportunities.

Sign up

Sign in

Individuals

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EN

### Log in

Identity number or e-mail

Enter your National ID, Iqama or e-mail

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[I forgot my password](#)

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- 2 You will be redirected to the Qiwa page, fill in the required fields and click "Login".
- 3 Enter the verification code sent to your mobile number.

**You have successfully logged in to the Professional Accreditation Platform.**



# Service

## Booking Appointment

الاعتماد المهني  
Professional Accreditation

🔔 50 🌐 ZAHID MUHAMMAD

Dashboard

Bookings

Bookings

By Applicant (74) By Enterprise (10)

Book an Appointment

Booking No	Category	Occupation	Test Name	Test Date	Booking Status	Test Result	Actions
6365	Carpenter	نجار طابوقة	CWQAP	5 December 2024 9:30 PM	Withdrawn		View
6902	Electricity	رسام تصاميم كهربائية	CWQAP	21 January 2025 8:00 PM	Withdrawn		View
6959	NO OCCUPATION CATEGORY	-	CWQAP	28 January 2025 6:00 PM	Cancelled		View
6958	NO OCCUPATION CATEGORY	-	CWQAP	28 January 2025 6:00 PM	Cancelled		View
6950	Carpenter	نجار مصالونات فريجية	CWQAP	28 January 2025 6:00 PM	Cancelled		View
6927	NO OCCUPATION CATEGORY	-	CWQAP	28 January 2025 6:00 PM	Cancelled		View
6963	NO OCCUPATION CATEGORY	-	CWQAP	28 January 2025 8:00 PM	Cancelled		View
6947	Carpenter	نجار عتالي	CWQAP	28 January 2025 6:00 PM	Cancelled		View

1 From the booking page click on "Book an Appointment."

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Professional Accreditation

🔔 50 🌐 ZAHID MUHAMMAD

Dashboard

Bookings

Book an Appointment

SVP Test

SVP Test Provided by HRSD

The SVP test provided by the Ministry of Human Resources and Social Development aims to verify that a professional worker possesses the basic skills necessary to perform craft professions, through performing a theoretical and practical test in his field of specialization.

CWQAP Test

CWQAP Test Provided by ARAMCO

Contractor Workforce Qualifications Assurance Program (CWQAP) is to assure the technical knowledge and awareness of Aramco's safety and security procedures of the technicians who will be working in Aramco's sites.

Category\*

Choose category

Occupation\*

Choose occupation

City\*

Choose city

Test Date\*

DD-MM-YYYY

Session\*

Choose session\*

Language\*

Choose language

Choose the language in which you want to take the test

Next

2 Select CWQAP Test.



Category*	Occupation*	City*
Electrician	رسام كهربائي	Hail
Occupation Code: 311801		

### 3 Choose the following: Category, Profession and City.

The SY verify profes special

man Resources an the basic skills nec cal and practical te

Category\*

Electrician

Test Date\*

05.03.2025

March 2025

Su	Mo	Tu	We	Th	Fr	Sa
23	24	25	26	27	28	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	31	1	2	3	4	5

Available seats Today

### 4 Select a suitable date for the test.

Test Date*	Session*	Language*
05.03.2025	12:00 AM - 02:00 AM 9 Seat(s)	English
	12:00 AM - 02:00 AM 9 Seat(s)	Choose the language in which you want to take the test
Next		

- ### 5 Choose the following:
- Test session appointment.
  - Preferred test language.





## ← Book an Appointment

Your balance is: 1 Credit(s)

### Booking Summary

Your seat will be reserved for 19:11

CWQAP Test Name	Carpenter Category	📅 Thursday 27 March 2025 Test Date	3:00 PM Test Time	🌐 English Language
--------------------	-----------------------	---------------------------------------	----------------------	-----------------------

Occupation: نجار مبان  
Occupation Code: 9312024  
City: Riyadh

### Payment Summary

Price per Test	10,050 SAR
VAT	+ 1,005 SAR
<b>Total Amount</b>	<b>0 SAR</b> 11,055 SAR

**It's completely free!**  
You won't be charged for this transaction.

### Disclaimer

- Please ensure you choose **the appropriate test type and language** 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 will be ignored**, and only the latest result will be considered.
- You can change the test date but **only up to 72 hours before the date**.
- If you miss the appointment, you **won't get the refund**.

🔗 Need Help?

☒ I declare that the information entered is correct, and that I have read, understood and agree to the [Terms and Conditions](#)

**6** After clicking Next, a booking summary will appear.  
Agree to the terms and conditions , then click "confirm."





# Service

## Review Bookings

Dashboard

Bookings

### Bookings

Book an Appointment

By Applicant (74)

By Enterprise (10)

Booking No	Category	Occupation	Test Name	Test Date	Booking Status	Test Result	Actions
6385	Carpenter	نجار طابولة	CWQAP	5 December 2024 9:30 PM	Withdrawn		<a href="#">View</a>
6902	Electricity	رسم تصاميم كهربائية	CWQAP	21 January 2025 8:00 PM	Withdrawn		<a href="#">View</a>
6959	NO OCCUPATION CATEGORY	-	CWQAP	28 January 2025 6:00 PM	Canceled		<a href="#">View</a>
6958	NO OCCUPATION CATEGORY	-	CWQAP	28 January 2025 6:00 PM	Canceled		<a href="#">View</a>
6950	Carpenter	نجار عمالوتات فريدة	CWQAP	28 January 2025 6:00 PM	Canceled		<a href="#">View</a>
6957	NO OCCUPATION CATEGORY	-	CWQAP	28 January 2025 6:00 PM	Canceled		<a href="#">View</a>
6963	NO OCCUPATION CATEGORY	-	CWQAP	28 January 2025 6:00 PM	Canceled		<a href="#">View</a>
6947	Carpenter	نجار صيان	CWQAP	28 January 2025 6:00 PM	Canceled		<a href="#">View</a>

1 Click on "View" from the booking page to review the booking details.

Dashboard

Bookings

### Booking Details

Ticket

Booking No 6902 Withdrawn

Test Result Pending

CWQAP

Electricity

21 January 2025

8:00 PM-10:00 PM

English

Test Name

Category

Test Date

Test Time

Language

Occupation: رسم تصاميم كهربائية

Occupation Code: 3213032

### Test Center

Jaddalah

New Center

NewCenter

اسم شارع مركز الاختبارات الجديد - اسم الحي الذي

City

Test Center Name

Branch Name

اسم الشارع يوجد فيه المركز  
Jaddalah

Branch Location



### Note:

Bookings made by you will appear in the "By Applicant" list.

Bookings made by the establishment will appear in the "By Enterprise" list.



## - Appointment Cancellation

Select the appointment you wish to cancel by going to the booking page and clicking on "View."

Professional Accreditation

88 Dashboard

Bookings

Booking Details

Booking No 5224 Pending Test Result Pending

CWQAP Mechanical 3 March 2025 1:30 PM-3:30 PM Urdu

Test Name Category Test Date Test Time Language

Occupation: ميكانيكي دراجة نارية

Test Center View map

Hail شركة التيسر السنتر Marioma test center AB حائل - حائل Mail 55558 - 8888

City Test Center Name Branch Name Branch Location

Cancel appointment

1 You can cancel the appointment by clicking on the "Cancel Appointment" option.

Cancel appointment

Please enter the cancellation reason

Cancellation reason\*

Please provide the reason for your cancellation.

0/30

**Disclaimer**

In case of appointment cancellation, the amount will be refunded as credit to your account. This credit can be used for future bookings. We appreciate your understanding.

☒ I acknowledge that all the entered data is correct and is my responsibility

Close Confirm cancellation

2 A pop-up window will appear—enter the cancellation reason and click "Confirm Cancellation."





The test fee will be added as a credit to your account upon cancellation.



## Download ticket

By Applicant (14)		By Enterprise (1)					
Booking No	Category	Occupation	Test Name	Test Date	Booking Status	Test Result	Actions
5216	Mechanical	ميكانيكس أجهزة تبريد مركزي	CWQAP	3 March 2025 1:30 PM	Canceled		View
5217	Mechanical	مساعدي ميكانيكس هيدروليك	CWQAP	3 March 2025 1:30 PM	Canceled		View
5224	Mechanical	ميكانيكس ذراية نارية	CWQAP	3 March 2025 1:30 PM	Pending		View
5218	Mechanical	ميكانيكس ذراية نارية	CWQAP	3 March 2025 1:30 PM	Canceled		View

 Download ticket  
 Cancel appointment


<Previous 1 2 Next>

1 From the booking page, click on "Download Ticket."

**Test Ticket**  
لحام اوكسجين

00000

**TEST TAKER**  
Name: ZAHID MUHAMMAD  
ID Number: 2279893313  
Nationality: باكستاني

**TEST DETAILS**  
  
Hail: 8888 - 55558  
Occupation: لحام اوكسجين  
3 Mar, 2025 12:38 PM  
Occupation Code: 9116064

**INSTRUCTIONS**  
Arrive 15 minutes before the test  
Bring your ID or Passport  
Bring your test ticket  
For support and inquiries, you can visit PACC platform: <https://pacc.sa/>

**IMPORTANT NOTICE**

- The candidate worker 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.
- You can change the test date, but only up to 72 hours before the test.
- If you miss the appointment, you won't get a refund.

تكامل  
Takamol

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Professional Accreditation

The system will download the test ticket



## Download Certificate

[Dashboard](#)  
[Bookings](#)

### Bookings

By Applicant (18) By Enterprise (1)

Booking No	Category	Occupation	Test Name	Test Date	Booking Status	Test Result	Actions
5236	Welding	لحام اوستن	CWQAP	3 March 2025 12:38 PM	Completed	Passed	<a href="#">View</a>
5258	Mechanical	ميكانيكي برودة تاركة	CWQAP	3 March 2025 1:30 PM	Canceled		<a href="#">Download ticket</a> <a href="#">Download certificate</a>
5217	Mechanical	مساعد ميكانيكي هندسي	CWQAP	3 March 2025 1:30 PM	Canceled		<a href="#">View</a>
5216	Mechanical	ميكانيكي أجهزة تبريد مركزي	CWQAP	3 March 2025 1:30 PM	Canceled		<a href="#">View</a>

[Book an Appointment](#)

1 From the booking page, click on "Download Certificate."



### CERTIFICATION OF COMPETENCE

The contractor Workforce Qualification Assurance Program hereby certifies that

Mr/Ms: **Hussain Sheikh Jahanara Begum**  
ID Number: **2941599**

Has successfully passed **CWQAP** test, and his/her skills have been verified in the field of  
**Electricity**  
at **Takamol Institute for Business Services**

Wishing you Continuous Success

Certificate Number: 129  
Issue Date: 18-07-2024  
Expiry Date: 18-07-2026  
Verify the validity of the certificate through QR code or on the platform: [Pacc.sa](#)



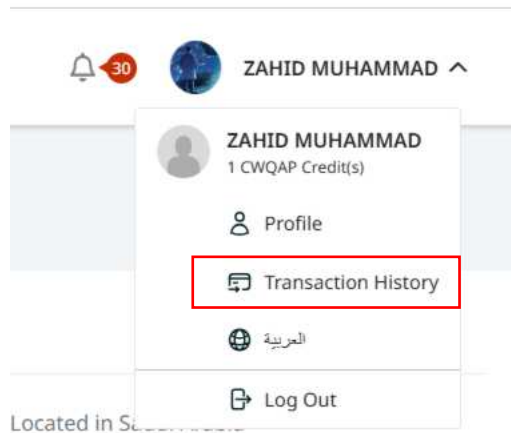
رقم الشهادة: 921  
تاريخ الإصدار: 2024-07-18  
تاريخ الانتهاء: 2026-07-18  
يمكنك التحقق من صحة الشهادة من خلال رمز QR أو عبر المنصة: [Pacc.sa](#)

The system will download the certificate



# Service

## Review Transaction History



1 From the Profile Service, click on "Transaction History."

ID	Test Center	Category	Occupation	Test Date and Time	Payment Status	Created at	
16	Marioma test center	Mechanical	ميكانيكي ترابيزة تازينة	03-03-2025 01:30 PM	Success	25-02-2025 03:54 PM	Download icon
15	Marioma test center	Mechanical	ميكانيكي اجهزة التبريد - مركزي	03-03-2025 01:30 PM	Success	25-02-2025 03:32 PM	Download icon
14	Marioma test center	Electrician	رشد هتسي	25-02-2025 05:00 PM	Failed	25-02-2025 03:27 PM	
12	Marioma test center	Electrician	رشد هتسي	25-02-2025 05:00 PM	Failed	25-02-2025 03:19 PM	
11	Marioma test center	Electric	كهربائي شحيدات كهربائية عام	01-03-2025 09:30 PM	Success	25-02-2025 03:05 PM	Download icon
3	Marioma test center	Mechanical	ميكانيكي ترابيزة تازينة	03-03-2025 01:30 PM	Success	25-02-2025 10:52 AM	Download icon
2	Marioma test center	Electric	رشد ميكانيكي لتكييف والتبريد	01-03-2025 09:30 PM	Success	25-02-2025 10:31 AM	Download icon

2 You can download the invoice by clicking on the download icon.

**Simplified Tax Invoice** فاتورة ضريبية مبسطة

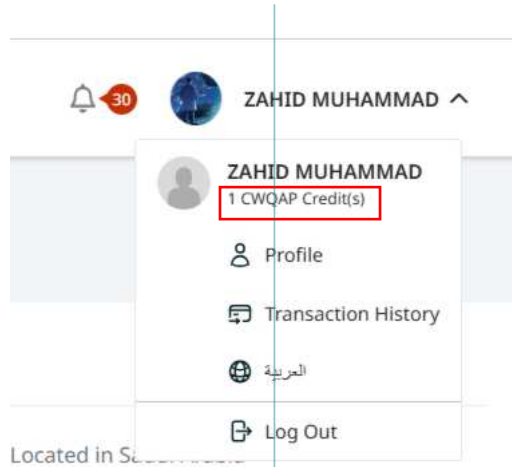
Invoice Number: 610  
Issue Date: 02-09-2025  
Supply Date: 02-09-2025

Supplier Identification: **هوية المورد**  
Seller Name: Takamol for Business Services  
VAT Registration Number: 3000775588700003  
Address: Abi Jafar Al Mansour  
City: Riyadh  
District: Gramada Oasis  
Country Code: SA

Buyer Identification: **هوية العميل**  
Buyer Name: ZAHID MUHAMMAD  
Address: Main st. 123-56



# Review Credit



1 Through the Profile Service, you can view your account credit.



## Book an Appointment

Your balance is: 1 Credit(s)

### Booking Summary

Your seat will be reserved for 19:11

CWQAP Test Name	Carpenter Category	Thursday 27 March 2025 Test Date	3:00 PM Test Time	English Language
Occupation: نجار مدائن Occupation Code: 9312024 City: Riyadh				

### Payment Summary

Price per Test	10,050 SAR
VAT	+ 1,005 SAR
<b>Total Amount</b>	<b>0 SAR</b>
	11,055 SAR

**It's completely free!**  
You won't be charged for this transaction.

### Disclaimer

- Please ensure you choose **the appropriate test type and language** 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 will be ignored**, and only the latest result will be considered.
- You can change the test date but **only up to 72 hours before the date**.
- If you miss the appointment, you **won't get the refund**.

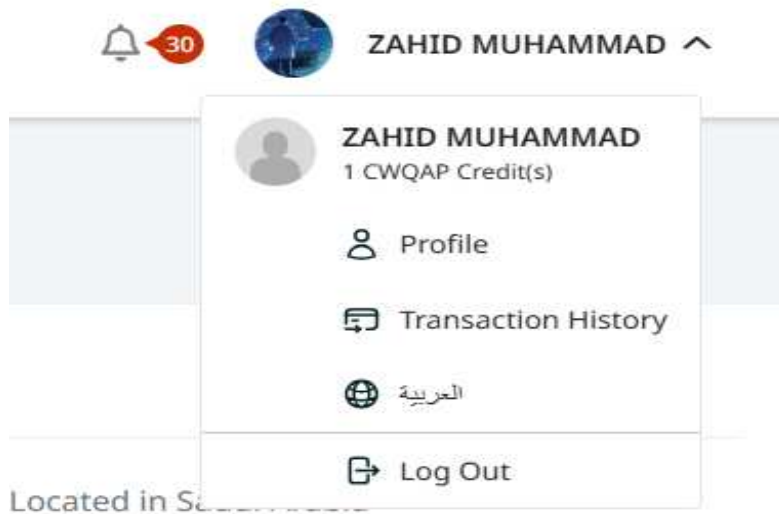
Need Help?

☒ I declare that the information entered is correct, and that I have read, understood and agree to the [Terms and Conditions](#)

2 The booking fee will appear as free when making a new appointment, if there is a credit in your account.

# Service

## Upload Profile photo



- 1 Click the arrow next to your name at the top of the page, then select "Profile" from the dropdown menu.

- 2 Click on the image icon to change the profile photo.

- 3 Follow all the instructions to upload the profile photo.



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





## 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 exam

### 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 listening:

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



# THANK YOU



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