

We have a system on the back end of our website, an Education Portal, which is recognised by TEGoVA to record all your CPD for them throughout the year. It is uploaded to TEGoVA at Year End to show your compliance to your TEGoVA Status and to show that IPAV has complied under its status as the Awarding body for Ireland (R-AMA = Registered Awarding Member Association).

The following pages instruct you how to set up an account for this system please **DO NOT USE** this if you believe you already have an account set up as you will distort the number of TEGoVA registered members we have.

The screenshot shows a web browser window with the URL www.wcea.education/ipav. The page features the IPAV logo (Institute of Professional Auctioneers & Valuers) and navigation links for 'Contact' and 'Login'. The main heading is 'IPAV Education Portal', powered by WCEA. A central message asks 'Have you created your Education Account yet?' with a 'Create your Account' button. To the right is a 'Login to your account' form with fields for 'Email Address' and 'Password', a 'Login' button, and a checkbox for 'Keep me logged in'. A footer contains 'Privacy Policy | Sitemap' and 'Powered by WCEA 2016 ©'. The Windows taskbar at the bottom shows various application icons and the system clock indicating 12:45 on 04/11/2016.

Google | New Tab | Institute of Professional | Institute of Professional | Institute of Professional | Sharon

[www.wcea.education/ipav](#)

ipav | Institute of Professional Auctioneers & Valuers

Contact | Login

IPAV Education Portal
POWERED BY **WCEA**

Have you created your Education Account yet?

Create your Account

Login to your account

Email Address

Password

Login

By logging in you accept [Terms & Conditions](#)

[Forgot password?](#) Keep me logged in

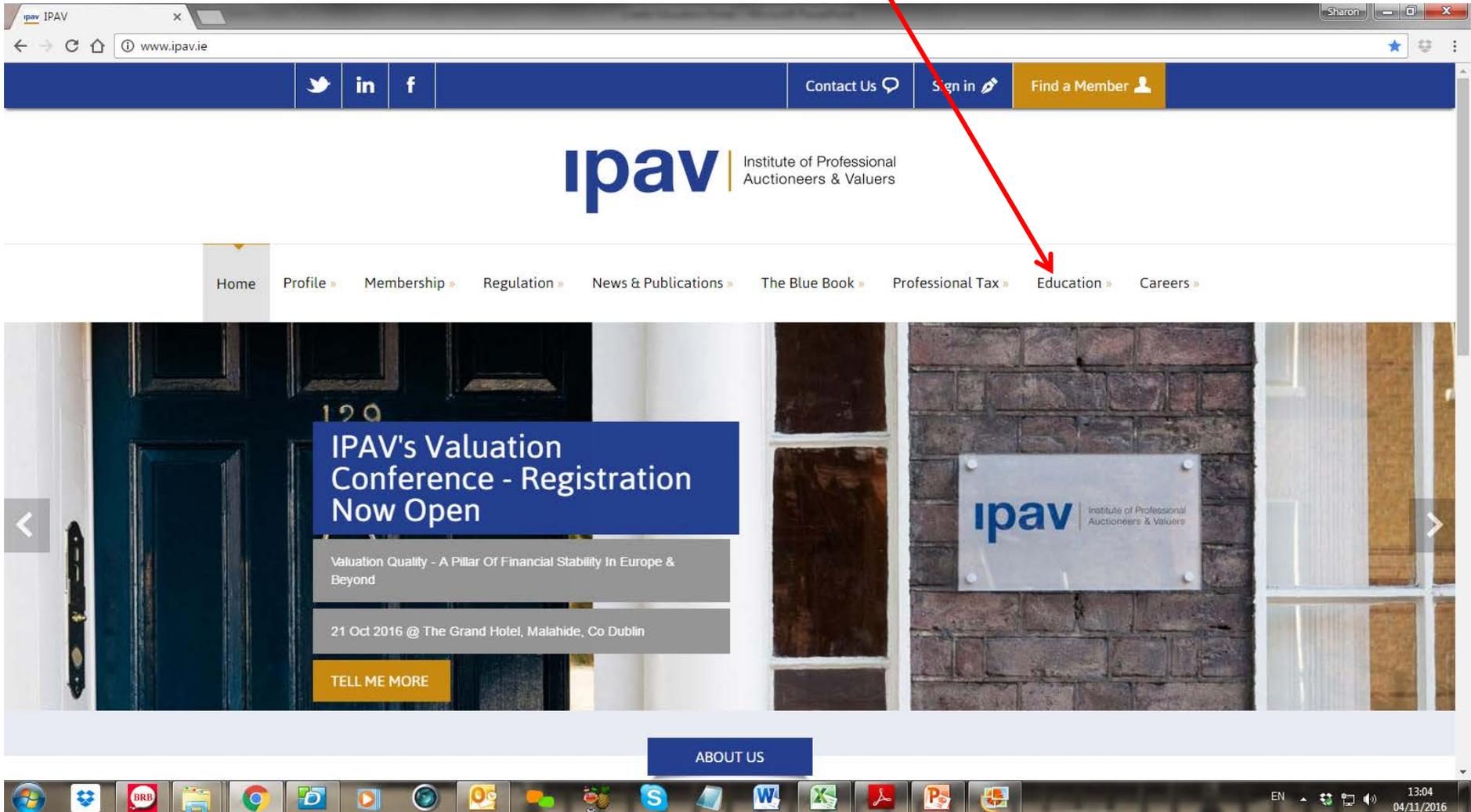
Privacy Policy | Sitemap

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domain.local
Internet access

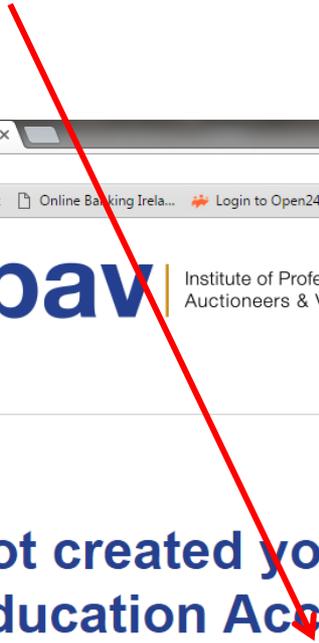
12:45
04/11/2016

On www.IPAV.ie
You will find the Portal under EDUCATION then CPD you do not need to log into the website



The screenshot shows a web browser window displaying the IPAV website. The browser's address bar shows www.ipav.ie. The website header features a dark blue navigation bar with social media icons for Twitter, LinkedIn, and Facebook, along with links for 'Contact Us', 'Sign in', and 'Find a Member'. Below the header, the IPAV logo is displayed, followed by the text 'Institute of Professional Auctioneers & Valuers'. A horizontal menu contains the following items: Home, Profile, Membership, Regulation, News & Publications, The Blue Book, Professional Tax, Education, and Careers. A red arrow points from the text above to the 'Education' menu item. Below the menu, a large banner features a blue door with the number '120' and the text 'IPAV's Valuation Conference - Registration Now Open'. Below this text, it states 'Valuation Quality - A Pillar Of Financial Stability In Europe & Beyond' and '21 Oct 2016 @ The Grand Hotel, Malahide, Co Dublin', with a 'TELL ME MORE' button. To the right of the door is a brick wall with an IPAV sign. At the bottom of the page, there is an 'ABOUT US' button. The Windows taskbar at the bottom shows various application icons and the system clock indicating 13:04 on 04/11/2016.

Click on Create an Account



Not created your Education Account yet?

Create your Account

Login to your account

Email Address

This field is required

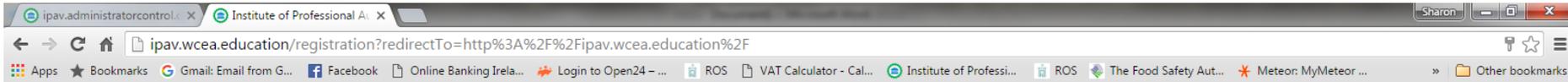
Password

[Forgot password?](#)

Login

Keep me logged in

**It is recommended that you use your work email address or an email you will use frequently
If you forget your password it will send a new one to the address you register**



[Contact](#) | [Login](#)

IPAV Education Portal

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Register for the IPAV Education Portal

1. Login Details 2. Personal Details 3. Configure your Account

Choose your Login Details

Email address*

Password*

Confirm Password*

6 characters including at least one number and one letter

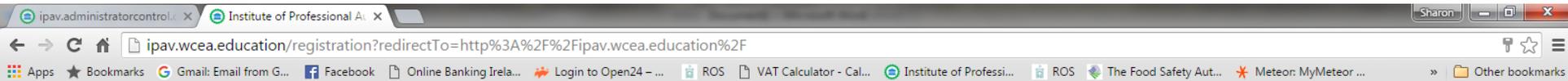
* Mandatory fields

[Next](#)

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Your IPAV Membership Number is listed on your Certificate or any Invoice sent to you by us up to 4 numbers. Letters after your name will be MIPAV (then your TEGoVA status) REV or TRV then MCEI.



[Contact](#) | [Login](#)

IPAV Education Portal
POWERED BY [WCEA](#)

Register for the IPAV Education Portal

1. Login Details **2. Personal Details** 3. Configure your Account

Personal Details

Title*	Mrs	First name*	<input type="text"/>
Last name*	<input type="text"/>	Letters after your name	<input type="text"/>
IPAV MEMBERSHIP NO.*	<input type="text"/>	Country*	Ireland

* Mandatory fields

[Next](#)

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Do you have TEGoVA requirements tick Yes.

Does it need to be of a minimum duration to qualify leave at no.

Enter cycle date as 1st January and then 31st December. CPD Declaration date can be left blank or 31st December.

Have you completed your CPD for this cycle leave at no

Tick the T&Cs button and hit submit

The screenshot shows a web browser window with the URL `ipav.wcea.education/registration?redirectTo=http%3A%2F%2Fipav.wcea.education%2F`. The page title is "Register for the IPAV Education Portal". The form is divided into three steps: "1. Login Details", "2. Personal Details", and "3. Configure your Account". The "3. Configure your Account" step is active and contains the following fields:

- Configure Account**
 - Do you have TEGoVA REV requirements?
 Yes No
- CPD Requirements**
 - In order that we can suggest e-learning for your CPD requirements, please take a moment to set up the legislated criteria of your CPD. If you do not have some of this information to hand, you can update your CPD settings in your User Profile at any time.*
 - Does the education need to be of a minimum duration to qualify for CPD?
 Yes No
 - Please enter your licensing authority's CPD start/end date and your next CPD declaration date:*
 - CPD cycle start date:
 - CPD cycle end date:
 - Next CPD declaration date:
 - Have you completed your CPD requirements for this CPD cycle? *
 Yes No
 - I have read and agree to the [User Agreement](#) and [Privacy Policy](#) *

A "Submit Now" button is located at the bottom right of the form. A footer note states "* Mandatory fields". The browser's taskbar at the bottom shows various application icons and the system clock indicating 16:42 on 25/01/2016.

Now click into Specialities

The screenshot shows a web browser window displaying the IPAV Education Portal. The browser's address bar shows the URL `ipav.wcea.education/profile?panel=3#cpd-requirements`. The page title is "IPAV Education Portal" with "POWERED BY WCEA" below it. On the left, a navigation menu includes "Homepage", "Search E-learning", "My Profile", "Education Tracker", "Add Live Event", and "General E-learning". The "My Profile" section is active, showing a "Profile Completion" bar at 100%. Below this are four expandable menu items: "Login Details", "Personal Details", "Specialities", and "CPD Requirements". A red arrow points from the top of the page down to the "Specialities" link. At the bottom, there is a "Set up CPD requirements" section with a question "Do you have CPD requirements?*" and radio buttons for "Yes" and "No". The Windows taskbar at the bottom shows various application icons and the system clock indicating 11:02 on 26/01/2016.

ipav.wcea.education/profile?panel=3#cpd-requirements

IPAV Education Portal

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- Homepage
- Search E-learning
- My Profile**
- Education Tracker
- Add Live Event
- General E-learning

My Profile

Profile Completion 100%

- Login Details
- Personal Details
- Specialities**
- CPD Requirements

Set up CPD requirements

Do you have CPD requirements?*

Yes No

EN 11:02 26/01/2016

Your Speciality here will be Auctioneering & Valuations and save changes

The screenshot shows a web browser window with the URL `ipav.wcea.education/profile`. The page has a left sidebar with navigation options: 'Education Tracker', 'Add Live Event', and 'General E-learning'. The main content area is divided into three sections: 'Login Details', 'Personal Details', and 'Specialties'. The 'Specialties' section contains a heading 'Industry Specialties' and a table with two columns: 'Specialty' and 'Special Interest'. The 'Auctioneering & Valuations' row has a checked checkbox in the 'Specialty' column. Below the table are 'Cancel' and 'Save Changes' buttons. A red arrow points from the top text to the 'Auctioneering & Valuations' checkbox.

Education Tracker

Add Live Event

General E-learning

Login Details

Personal Details

Specialties

Please select the e-learning categories which are both your Specialty and your Special Interest. Your Education Portal will prioritize e-learning for you from these categories.

Industry Specialties	Specialty	Special Interest
Auctioneering & Valuations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Communications	<input type="checkbox"/>	<input type="checkbox"/>
Governance	<input type="checkbox"/>	<input type="checkbox"/>
Government Relations	<input type="checkbox"/>	<input type="checkbox"/>
Human Resources	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>
Marketing	<input type="checkbox"/>	<input type="checkbox"/>
Membership Strategy	<input type="checkbox"/>	<input type="checkbox"/>
Service Excellence and Customer Service	<input type="checkbox"/>	<input type="checkbox"/>

Cancel Save Changes

EN 13:54 04/11/2016

Now click into CPD requirements

The screenshot shows a web browser window with the address bar displaying `ipav.wcea.education/profile`. The page content includes a list of categories with checkboxes:

- Auctioneering & Valuations
- Communications
- Governance
- Government Relations
- Human Resources
- Leadership
- Marketing
- Membership Strategy
- Service Excellence and Customer Service

Below the list are [Cancel](#) and [Save Changes](#) buttons. At the bottom of the main content area, there are two expandable sections: **CPD Requirements** (with a pencil icon) and **Email Preferences** (with an envelope icon). A red arrow points from the text "Now click into CPD requirements" to the **CPD Requirements** section.

At the bottom of the page, there are links for [User Agreement](#) and [Privacy Policy](#), and a footer indicating "Powered by [WCEA](#) 2016 ©".

The Windows taskbar at the bottom shows various application icons, including Internet Explorer, Chrome, Word, and PowerPoint, along with the system tray showing the time as 13:58 on 04/11/2016.

You will find that most of this is pre-populated – under CPD Category Name it is important if you are a TRV that you change the REV to TRV, do not complete a 2nd line.
Highlight the REV and change it. Unless you have been advised otherwise leave the hours at 20 and save changes.

The screenshot shows a web browser window with the URL `ipav.wcea.education/profile`. The page contains a form for CPD registration. At the top, there is a dropdown menu for 'Hours' and a question: 'Does the education presentation need to be of a minimum duration to qualify for CPD?' with radio buttons for 'Yes' and 'No' (selected). Below this are three date pickers: 'CPD cycle start date*' (01 Jan 2016), 'CPD cycle end date*' (31 Dec 2016), and 'Next CPD declaration date' (31 Dec 2016). The 'Categories' section has a heading and a note: 'CPD is often recorded under different categories. Please check that the below categories are correct for your requirements and if not, edit accordingly.' It contains a table with two columns: 'CPD Category name*' and 'Hours required in this Cycle*'. The first row has 'REV' in the name field and '20' in the hours field. The second, third, and fourth rows are empty. Below the table is a 'Total required in the Cycle' field with the value '20'. At the bottom of the form are links for '* Mandatory fields', 'Cancel', and a blue 'Save Changes' button. A red arrow points from the text above to the 'REV' text in the first category name field.

CPD Category name*	Hours required in this Cycle*
1. REV	20
2.	0
3.	0
4.	0

Total required in the Cycle: 20

* Mandatory fields [Cancel](#) [Save Changes](#)

Now scroll back up to the top of the page and hit the Education Tracker

You will not have any hours on here yet as they have to be inserted once you have created this account, but it will give you an idea of what your page will look like as you progress through the year

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IPAV Education Portal
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Mobile | FAQ | Contact | Recommend | Logout

Welcome Sharon

Education Tracker

Homepage
Search E-learning
My Profile
Education Tracker
Add Live Event
Information
Mobile Devices

E-learning Available to You (0)

- My Speciality e-learning: 0
- Special Interest e-learning: 0
- Mandated e-learning: 0
- Recommended e-learning: 0

Search for E-learning
Start Searching Now

Your CPD Cycle 01 Jan 2014 to 31 Dec 2014

Cycle Time Elapsed: 91%
CPD Hours Completed: 30%

[Edit your CPD Cycle](#) [Summary Report](#)

	Hours Required	Hours Completed	Hours Remaining	Average Hours per Month Required
REV	20	6	14	12.4
	20	6	14	12.4

No E-learning is Currently Available on This Education Portal

User Agreement | Privacy Policy

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EN 13:03 27/11/2014

This person is a REV

Their cycle ran from January To December and they are 91% Through the year

They had to do 20 hours in a year

They are 30% Completed with 6 hours leaving 14 to do

Just finally.....

Please keep your Email and log-in for this portal safe. IPAV do not know your log-in details.

If you have forgotten your password click on the “forgotten Password” tab at the beginning and it will email to the registered address you set up.

Please DO NOT create a new account if you have forgotten your details, as this will create another TRV/REV member and distort our figures and most importantly any hours already on your portal will NOT be on this new account.

Logging into this account periodically will keep your account active.

IPAV will not have your total hours you will need to check here.

Just finally all hours are logged individually and manually, with over 300 REVs and TRVs this takes time after each event, so please bear with us.