



CANDIDATE PROCESS GUIDE



REGISTER IN FORUM

Visit www.iwcf-forum.org/newcandidate to register as a candidate. You only have to register once as the Candidate Registration (CR) number you receive can be used for all future bookings. Existing candidates can login here: www.iwcf-forum.org/.



FIND A CENTRE

Visit www.iwcf.org/locations and filter by programme and location to find a centre near you.



BOOK YOUR COURSE

Contact your chosen training centre for course dates and costs. The centre you choose may ask for your CR number as part of the booking process.



ATTEND YOUR COURSE

Attend the training centre to complete your course and assessment. If taking a digital assessment you can complete the mock assessment in your FORUM account to prepare you for the assessment day.



RECEIVE YOUR ECERT

If successful in your assessment, you will receive a temporary eCert. You will then receive your permanent eCert via email within 90 days. Backpack your eCert in your FORUM account so you can access it with ease in future.



RENEW YOUR ECERT

Level 2 eCerts are valid for 5 years, Level 3 and 4 eCerts are valid for 2 years and Level 5 eCerts are valid for 5 years.