



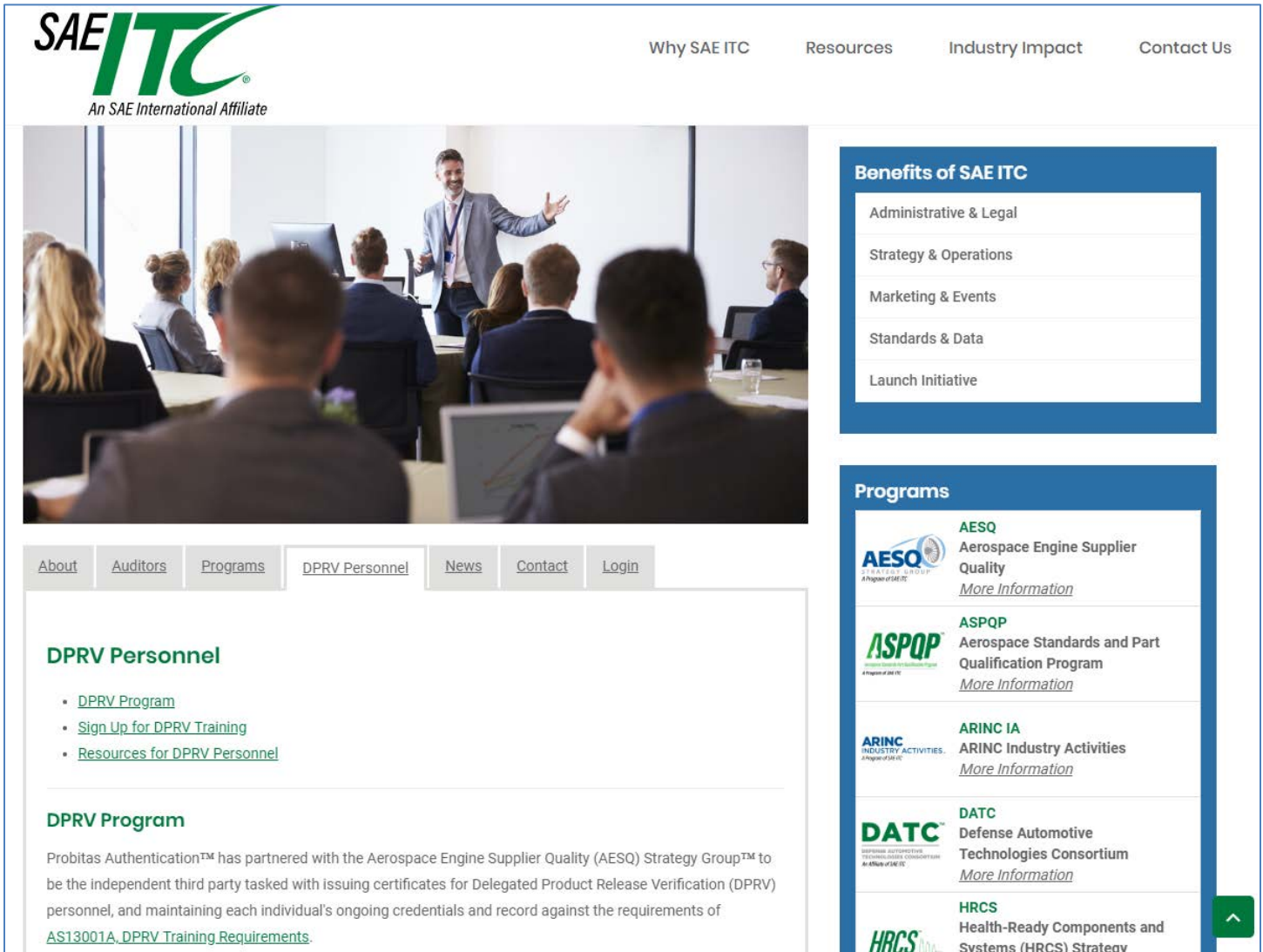
A Program of SAE ITC

Delegated Product Release Verification (DPRV) Guide

Probitas Authentication
March 20, 2019

PROBITAS WEBSITE

Go to the following webpage: <https://www.sae-itc.com/probitas-authentication> and select the DPRV Personnel tab. This is the Probitas Authentication DPRV Homepage where you can find information about the DPRV program.



SAE ITC
An SAE International Affiliate

Why SAE ITC Resources Industry Impact Contact Us

Benefits of SAE ITC

- Administrative & Legal
- Strategy & Operations
- Marketing & Events
- Standards & Data
- Launch Initiative

Programs

- AESQ**
Aerospace Engine Supplier Quality
[More Information](#)
- ASPQP**
Aerospace Standards and Part Qualification Program
[More Information](#)
- ARINC IA**
ARINC Industry Activities
[More Information](#)
- DATC**
Defense Automotive Technologies Consortium
[More Information](#)
- HRCS**
Health-Ready Components and Systems (HRCS) Strategy

DPRV Personnel

- [DPRV Program](#)
- [Sign Up for DPRV Training](#)
- [Resources for DPRV Personnel](#)

DPRV Program

Probitas Authentication™ has partnered with the Aerospace Engine Supplier Quality (AESQ) Strategy Group™ to be the independent third party tasked with issuing certificates for Delegated Product Release Verification (DPRV) personnel, and maintaining each individual's ongoing credentials and record against the requirements of [AS13001A, DPRV Training Requirements](#).

Navigation: About Auditors Programs **DPRV Personnel** News Contact Login

HOW TO ACCESS YOUR EXISTING ACCOUNT

Select the [Login](#) tab located below the picture on the home page.

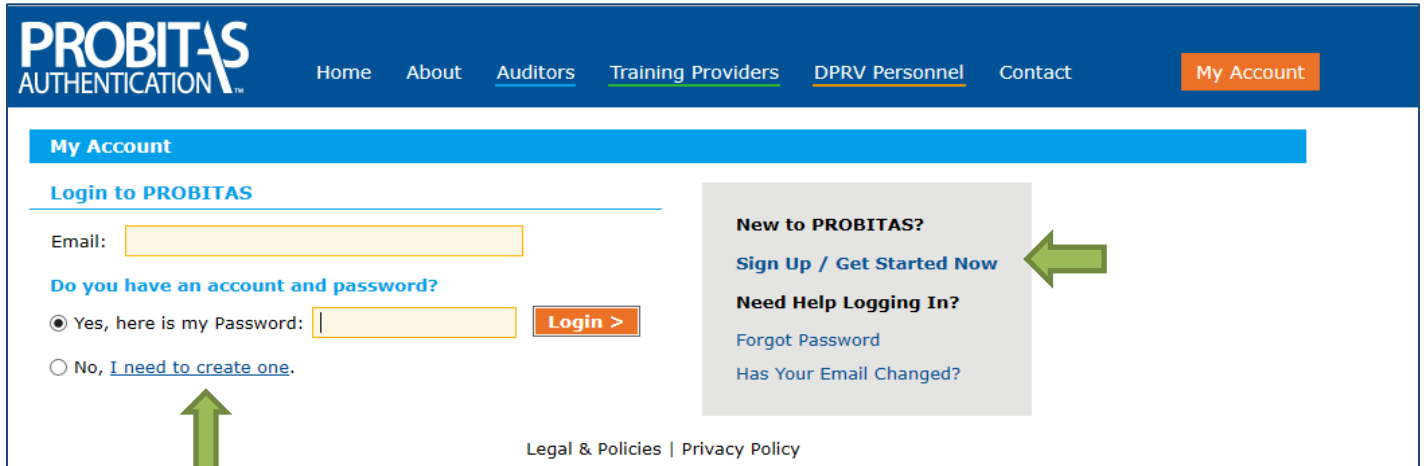
The screenshot shows the SAE ITC website home page. At the top left is the SAE ITC logo with the tagline "An SAE International Affiliate". To the right are navigation links: "Why SAE ITC", "Resources", "Industry Impact", and "Contact Us". Below the header is a banner for "Probitas Authentication" featuring images of an engine turbine, a gear, and a circuit board. A large image of a man presenting to a group in a conference room is positioned on the left. To the right of this image is a "Benefits of SAE ITC" section with a list of categories: Administrative & Legal, Strategy & Operations, Marketing & Events, Standards & Data, and Launch Initiative. Below the benefits is a "Programs" section listing AESQ (Aerospace Engine Supplier Quality), ASPQP (Aerospace Standards and Part Qualification Program), and ARINC IA (ARINC Industry Activities), each with a "More Information" link. At the bottom of the page is a navigation menu with links for "About", "Auditors", "Programs", "DPRV Personnel", "News", "Contact", and "Login". A green arrow points to the "Login" link. Below the navigation menu is a box titled "Account Login" containing a link for "My Account Login".

Select [My Account Login](#). You will then be taken to the login page where you can enter your existing login information.

The screenshot shows the Probitas Authentication login page. The header features the Probitas Authentication logo and navigation links: "Home", "About", "Auditors", "Training Providers", "DPRV Personnel", "Contact", and "My Account". The main content area is titled "My Account" and includes a "Login to PROBITAS" section. This section has an "Email:" input field, a "Do you have an account and password?" question, and two radio button options: "Yes, here is my Password:" (selected) and "No, I need to create one." The "Yes" option is followed by a password input field and a "Login >" button. To the right of the login form is a grey box with the heading "New to PROBITAS?" and links for "Sign Up / Get Started Now", "Need Help Logging In?", "Forgot Password", and "Has Your Email Changed?". At the bottom of the page are links for "Legal & Policies" and "Privacy Policy".

HOW TO CREATE A NEW ACCOUNT

If you are new and need to create a new account, select the button for [No, I need to create one](#). You can also select [Sign Up / Get Started Now](#).



The screenshot shows the PROBITAS AUTHENTICATION website's login page. The header includes the logo and navigation links: Home, About, Auditors, Training Providers, DPRV Personnel, Contact, and My Account. The main content area is titled "My Account" and contains a "Login to PROBITAS" section. This section has an "Email:" field, a "Do you have an account and password?" question, and two radio button options: "Yes, here is my Password:" (selected) and "No, I need to create one." A "Login >" button is next to the password field. A grey box on the right contains links for "New to PROBITAS?", "Sign Up / Get Started Now", "Need Help Logging In?", "Forgot Password", and "Has Your Email Changed?". A green arrow points to the "Sign Up / Get Started Now" link, and another green arrow points to the "No, I need to create one." link. At the bottom, there are links for "Legal & Policies" and "Privacy Policy".

Important Note:

It is important that you do not create a second account. If you think you may already have an account, but cannot recall, please contact Probitas at probitas@sae-itc.org and we will assist you.

HOW TO CREATE A NEW ACCOUNT

The Create PROBITAS Account screen will appear. Carefully fill this form out with up-to-date and accurate information.

The top field is **very important**. Please select **DPRV Personnel** only.

I Am Registering as a:

Auditor ?

DPRV Personnel ?



Once the button for DPRV Personnel has been selected, carefully complete this form out with accurate and up-to-date information.

My Account

Create PROBITAS Account

I Am Registering as a:

Auditor ?

DPRV Personnel ?

Email:

First (Given) Name Middle Name Last (Family) Name Phone Number

Preferred Address

Company Department

Mail Stop Country State / Province County

Street Suite/Apt City Postal Code

Login Information

Login Password Retype Password

(Enter Email Above)

Create Account & Login >

HOW TO CREATE A NEW ACCOUNT

All items underlined in red are required fields.

- The address fields should be entered with your company's information. Please do not enter your home address.
- The name fields should be entered as you would like your name to appear on your certificate: You may put more than one name in each box.
- Email address will become username.

After account information is entered, select **Create Account & Login >**

If there is a problem with the information provided you will get an error code and will be prevented from moving to the next screen.

The screenshot shows the 'Create PROBITAS Account' registration page. At the top, the title 'Create PROBITAS Account' is displayed in blue. Below the title, there is a section 'I Am Registering as a:' with two radio button options: 'Auditor ?' and 'DPRV Personnel ?'. The 'DPRV Personnel ?' option is selected. Below this, there are several input fields. The 'Email' field is highlighted with a red border and contains the text 'erin'. A red exclamation mark icon is visible to the left of the 'Email' label. A grey error message box is overlaid on the 'Email' field, containing the text: 'Email User already exists in system with given email address'. Below the 'Email' field, there are three input fields for 'First (Given) N', 'Last', and 'Do'. The 'First (Given) N' field contains the text 'Erin'.

- ★ This error code states that the email you provided has already been registered for DPRV Personnel on our site. If you see this try to use the prompts on the logon page to change your password or contact Probitas. If you do not remember your login information, please contact Probitas staff at probitas@sae-itc.org.

HOW TO CREATE A NEW ACCOUNT

The **Select OEMs** page will appear:

The screenshot shows a web application interface with a navigation menu at the top containing 'Home', 'About', 'Auditors', 'Training Providers', 'DPRV Personnel', and 'Contact'. A 'My' button is also visible. A 'Select OEMs' pop-up window is open, displaying a list of OEMs with checkboxes for selection. The OEMs listed are:

<input type="checkbox"/> P&W US	<input type="checkbox"/> P&W Canada	<input type="checkbox"/> Rolls Royce
<input type="checkbox"/> UTC Aerospace	<input type="checkbox"/> GE	<input type="checkbox"/> Honeywell
<input type="checkbox"/> GKN	<input type="checkbox"/> SNECMA/SAFRAN	<input type="checkbox"/> MTU Aero Engines

A 'Save' button is located at the bottom right of the pop-up window.

Select all OEMs that delegate DPRV (self-release) activities to your organization. When finished, select Save.


*** Do NOT JUST CLOSE THIS POP UP! IF YOU DO NOT SELECT ONE OR MORE OEMS, YOUR ACCOUNT IS INCOMPLETE AND INVISIBLE TO PROBITAS AND THE ENGINE OEMS.**

MY ACCOUNT PAGE

Your **My Account** page contains a summary of your account.

My Account Hi Erin [Logout](#)

Status



DPRV Account


Number: 6148279904
Status: Pending
Approved Date:
Expiring On:

Delegating Organizations [Select OEMs](#)

OEMs

<input type="checkbox"/> P&W US	Pending	Remove
<input type="checkbox"/> UTC Aerospace	Pending	Remove
<input type="checkbox"/> GKN	Pending	Remove
<input type="checkbox"/> P&W Canada	Pending	Remove
<input type="checkbox"/> Rolls Royce	Pending	Remove
<input type="checkbox"/> GE	Pending	Remove
<input type="checkbox"/> Honeywell	Pending	Remove
<input type="checkbox"/> SNECMA/SAFRAN	Pending	Remove
<input type="checkbox"/> MTU Aero Engines	Pending	Remove

Manage



Personal Information [Edit](#)

Erin E. Smith Doran
[724-772-7163](tel:724-772-7163)

Email & Login [Edit](#)

best.dprv@gmail.com

Password [Edit](#)

Last updated 1 day ago.

Language Fluency [Edit](#)

None provided.

Address [Edit](#)

Probitas Authentication
161 Thorn Hill Rd.
Warrendale, PA 15096-0001

You may add or remove OEMs at any time by clicking [Select OEMs](#) or [Remove](#).



- Above is an example of all OEMs selected. Each OEM can review your information either to approve/not approve you as a DPRV for their company. Until the review is completed and the OEM admin changes the status, "Pending" will remain the status next to the OEM name. Only the OEMs can change the "Pending" status next to their name.

You may also edit/ add your personal information from this screen. If your email address changes, please make the change to your My Account information. Without an updated email address, you will not receive communications from Probitas. Your new email address will then be used to access your account.

- Click [Edit](#) in the field that you would like to change. To save the changes, be sure to select [Save Changes to Profile](#)

PROBITAS STATUS

Once Probitas receives a class summary from your instructor we will verify that you have met all requirements needed to pass the course. At that time we will create your certificate. We then change your DPRV status from "Pending" to "Approved," upload your certificate, and state the dates of qualification and expiration. You can then download your certificate.

Status	DPRV Account
	Number: 6148533485. Status: Approved Approved Date: 17 May 2018 Expiring On: 17 May 2021
	Certificate

If you have questions or need assistance, please contact Probitas at probitas@sae-itc.org.