



Delegated Product Release Verification (DPRV) Guide

Probitas Authentication
May 23, 2018

Upon successful completion of this course and test, Delegated Product Release Verification (DPRV) qualification is recognized by all participating delegating organizations and is transferable between supplier organizations. Probitas Authentication is an independent 3rd party tasked with issuing certificates and maintaining each individual's ongoing credential and records. These records will be accessible by the applicable delegating organization representatives assigned to oversee DPRV activities.

For your certificate to be created and distributed you must first register on the Probitas website. By doing so you will create a unique identifier that will stay with you throughout the course of your DPRV career. As of January 2018, this number appears on all official certificates. The site provides you an online home for your qualifications, a way to access your certificate from anywhere, as well as resources, and industry critical news. You will also receive reminders of upcoming expiration dates. It takes only a few moments to register on the website. The creation and maintenance of your credentials is done through this site at no cost to you.

The accompanying guide is to aid you in the creation of your Probitas Authentication account. Should you need further assistance, please do not hesitate to reach out to Probitas Authentication by contact us at: 724-772-7545 or emailing probitas@sae-itc.org.

Some items to remember:

- Please be sure you do not already have an account on the Probitas site prior to creating a new one.
- If you are recertifying, there is no need to create a new account.
- You **MUST** select at least one Delegating Organization to complete the registration process. If you do not select one or more, your account is not fully created, and cannot be viewed or searched.
- Please register on the site with your name as you would like it to appear on your certificate. As protocol, Probitas will create the certificate based upon the name used to register on the Probitas website versus what appears on course paperwork. If you sign up for a class using the full name "Johnathan James Doe, Jr." then register with Probitas as "John Doe" your certificate will read "John Doe."
- Please make sure to add Probitas Authentication probitas@sae-itc.org to your whitelist or address book in your email account so communication does not end up in your spam box.
- It is your responsibility to maintain accurate contact information on your account. Without the correct information you may miss important correspondence. Please be sure to keep an accurate email and phone number.
- Your certificate is valid for three years, starting on the date that you passed your exam. Probitas Authentication will email you starting up to a full year prior to your expiration. You will receive a reminder 12, 6, 3, 2, and 1 month(s) from your expiration date. These emails are sent simply as a courtesy, as classes may require travel or may fill quickly.

WEBSITE:

<http://www.sae-itc.org/probitas/>

This is the Probitas Authentication homepage. Here you can explore more about our company, learn how to contact us, create an account or login to a pre-existing one.

The screenshot shows the Probitas Authentication homepage. The top navigation bar includes links for Home, About, Auditors, Training Providers, DPRV Personnel, Contact, and My Account. The Auditors section is highlighted, showing a sidebar with links like 'Become an Auditor', 'AQMS Auditor Application', and 'Begin the process'. The main content area features three cards: 'Guide Probitas Authentication Website User Guide', 'Printable AQMS Auditor Application', and 'Guide AS9100 AQMS Auditor Application User Guide'. The Training Providers section is also visible, showing a sidebar with 'Get Approval' and 'AQMS Training Provider' links, and a main content area with cards for 'Scheduling', 'AS13001A', and 'News'.

All information that is pertinent for Self-Release Delegates is found in the bottom third of the page or by clicking the “DPRV Personnel” link at the top of the page.

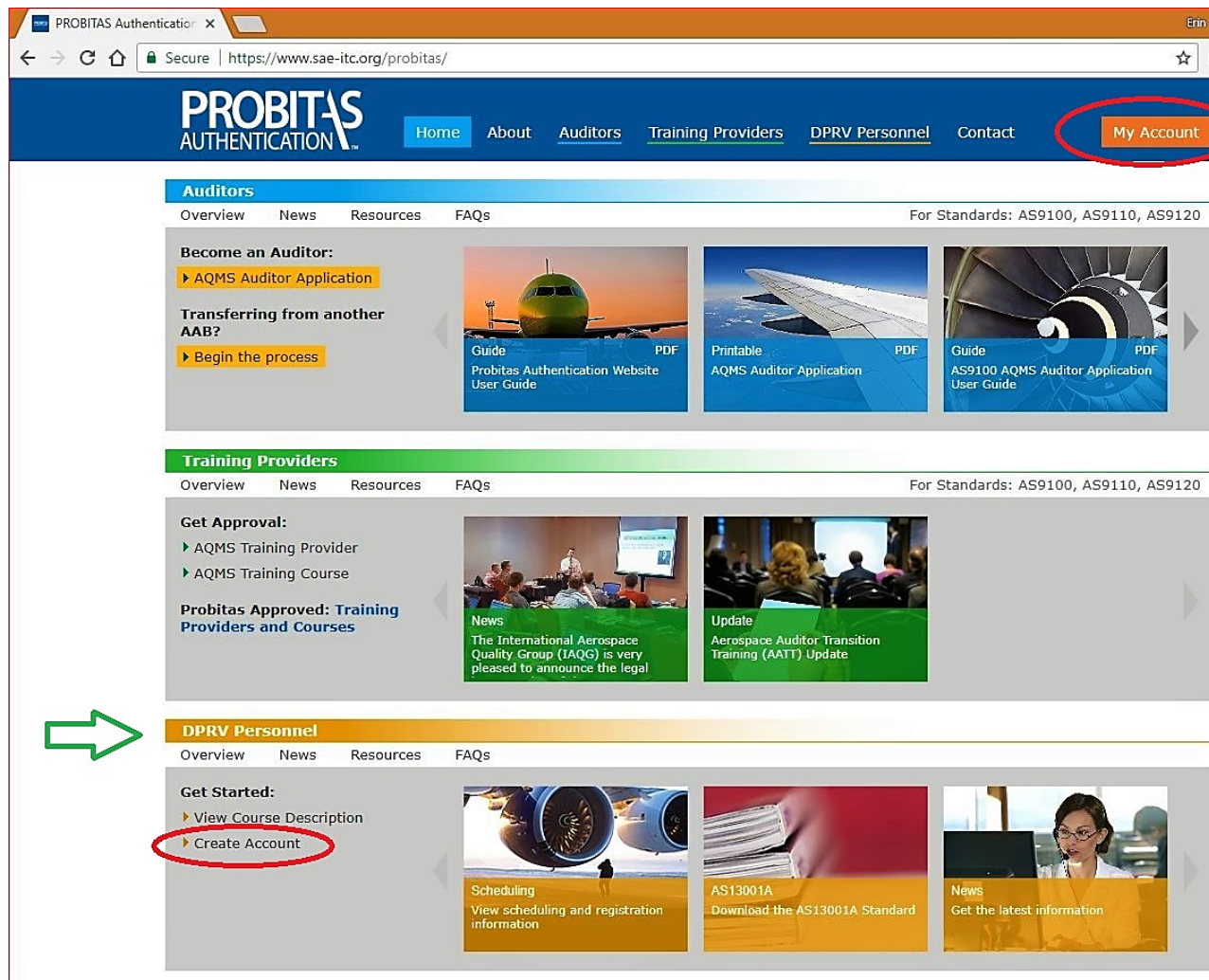
This screenshot shows the Probitas Authentication homepage with the 'DPRV Personnel' link in the top navigation bar highlighted with a green box. Below the navigation bar, the 'DPRV Personnel' section is also highlighted with a green border. This section includes a sidebar with 'Get Started' links and a main content area with three cards: 'Scheduling', 'AS13001A', and 'News'.

Please do not click the links at the top of the page

▶ **Begin the process** or
▶ **AQMS Auditor Application** link
– as these are for AS9100 certifications, not DPRV.

HOW TO CREATE AN ACCOUNT

- Click on **My Account** Located on the top right side of navigation panel.
- Or click **Create Account** under DPRV Personnel section of the webpage.



****It is important that you do not create a second account. If you think you may already have one but cannot recall, the links to the right of the page are helpful ways to check.**

You can also contact Probitas and we will assist you.

Need Help Logging In?

[Forgot Password](#)

[Has Your Email Changed?](#)

- Select **Sign Up / Get Started Now** -or- Select ☐ No, [I need to create one.](#)

My Account

Login to PROBITAS

Email:

Do you have an account and password?

☐ Yes, here is my Password: **Login >**

☒ No, [I need to create one.](#)

New to PROBITAS?
[Sign Up / Get Started Now](#)
Need Help Logging In?
[Forgot Password](#)
[Has Your Email Changed?](#)

- Create PROBITAS Account screen will appear.

My Account

Create PROBITAS Account

I Am Registering as a:

☐ Auditor ?

☐ DPRV Personnel ?

Email:

Retype:

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
(Enter Email Above)

Password

Retype Password

Create Account & Login >

- Carefully fill this form out with up to date and accurate information.

★ This first field is **very important** and a frequent error.

Please be sure to select
DPRV Personnel



I Am Registering as a:

☐ Auditor ?

☒ DPRV Personnel ?

All items underlined in red are a required field.

- ❖ 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, click [Create Account & Login >](#)
 - If there is a problem with the information provided you will get an error code and not be able to move to the next screen.

Create PROBITAS Account

I Am Registering as a:

☐ Auditor ?

☒ DPRV Personnel ?

Email !: erin

First (Given) N: Erin

Last (Surname) N: Do

Email
User already exists in system with given email address

- ★ 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.

- Select OEMs Screen will appear:

OEMs	OEMs	OEMs
<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

Save

Select all OEMs that apply to you. Click Save.

*** DO NOT JUST CLOSE THIS POP UP! IF YOU DO NOT SELECT ONE OR MORE OEM'S, YOUR ACCOUNT IS INCOMPLETE AND INVISIBLE TO PROBITAS.**

- My Account screen appears:

My Account Hi Erin [Logout](#)

Status

DPRV Account

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

Delegating Organizations [Select OEMs](#)

OEMs	Status	Action
<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](#)

Email & Login [Edit](#)

best.dprv@gmail.com

Password [Edit](#)

Last updated 1 day ago.

Language Fluency [Edit](#)

None provided.

- 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 edit/ add personal information to this screen.

Click **Edit** and click

Save Changes to Profile



- Once Probitas receives a class summary from your instructor, we ensure that you have met all requirements needed to pass the course. At that time we make your certificate and look for your account to add you DPRV Account Number to the certificate. We then change your DPRV status from "Pending" to "Approved," upload your certificate, and state the dates of qualification and expiration.

