

REQUESTING E-CERTIFICATES

1. Access the link: <https://www.heart-nsta.org/digital-certificates/>

Enter your details as prompted and click the ‘Check for Certification’ button

Digital Certificates

eCertificate Requester

HEART
NSTA
TRUST

e - Certificate Request

Information

- This feature is for the request of digital certificates for persons who have been certified but not yet signed up for the digital certificate.
- Paper certificates should be requested from the institution attended.
- e-Certificates are only for the NVQ, CVQ, and Job Certificate awards.

TRN

FirstName

LastName

Check for Certification

Tools

Verify My Credentials

- NCTVET – eCertification Verification →
- BlockCert Portal – eCertification Verification →

Video Resources

Adding Credentials

Introducing Blo...

2. Identify if your programme was a NVQ-J/CVQ Qualification or Job Certificate. (NVQ-J/CVQ programmes have levels attached to them (1-5) whereas Job Certificate programmes have no levels and have one final assessment consisting of 40 multiple choice questions and a practical demonstration)

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TRN

12345678

FirstName

John

LastName

Brown

Award

☒ NVQ-J /CVQ Qualification

☐ Job Certificate

SkillArea

[Select SkillArea]

Continue

Restart Application

Level 1: Public Prepared by TM (PMVTC)

3. Select your programme from the drop down before clicking the ‘Continue’ button

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TRN

12356789

FirstName

John

LastName

Brown

Award

☒ NVQ-J /CVQ Qualification ☐ Job Certificate

SkillArea

[Select SkillArea]

Continue

[Select SkillArea]

ELECTRIC/HYBRID VEHICLE HAZARD MANAGEMENT LEVEL 1

Tools

Verify My Credentials

- NCTVET – eCertification
- Verification →
- BlockCert Portal – eCertification Verification
-

Video Resources

Adding Credentials



4. Enter the necessary information in the additional fields that appear such as institution, email and telephone number as seen in the example below.

eCertificate Requester

TRN

12356789

FirstName

John

LastName

Brown

Award

☒ NVQ-J /CVQ Qualification ☐ Job Certificate

SkillArea

ELECTRIC/HYBRID VEHICLE HAZARD MANAGEMENT LEVEL 1

Restart Application

Institution

Port Maria Vocational Training Centre

Email

brownjohn@gmail.com

Do you have a smart phone to download the mobile app to receive your digital credentials?

☐ Yes ☒ No

Telephone

8761234567

Signature

- I give consent for relevant information and links to be sent to me via my email address in order to download the mobile app for my digital credentials.

5. You will be required to draw your signature in the space provided as seen below.

Institution

Port Maria Vocational Training Centre

Email

brownjohn@gmail.com

Do you have a smart phone to download the mobile app to receive your digital credentials?

Yes

No

Telephone

8761234567

Signature

I give consent for relevant information and links to be sent to me via my email address in order to download the mobile app for my digital credentials.

I hereby certify that I have read and understood the instructions and that the information given by me is true and complete.

6. Once your signature is entered, select ‘Send Email Code’ button.

Reset Signature

Send Email Code

7. An additional field requiring a confirmation code will appear. You are required to access your provided email to get the code that is sent.

Reset Signature

Confirmation

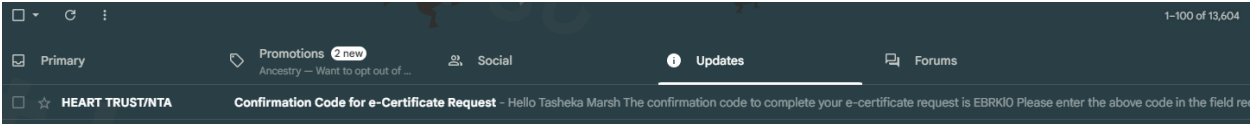
Enter the confirmation code sent to the email address supplied.

Confirmation Code

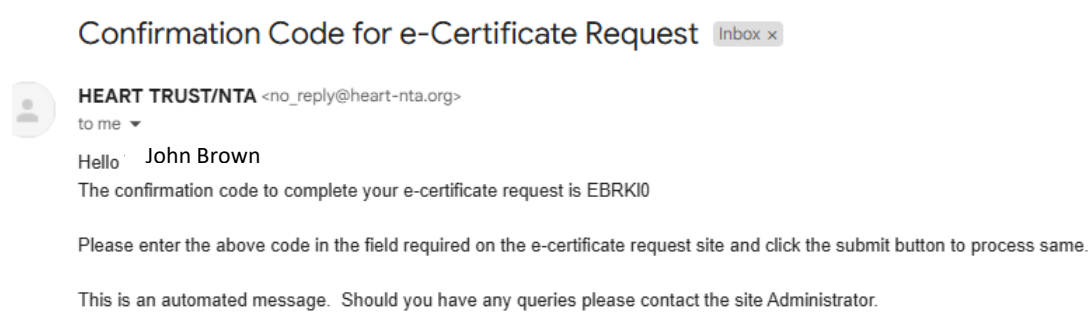
Resend Email Code

Submit

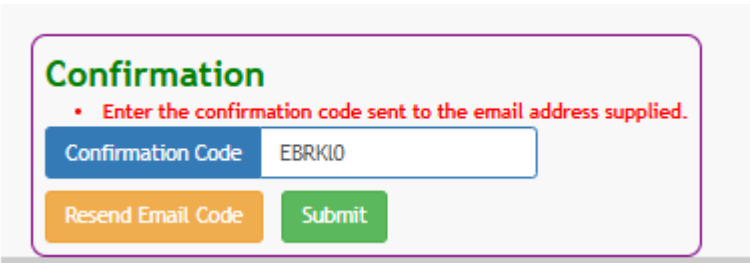
8. This email will come from HEART TRUST/NTA with title “Confirmation Code for e-Certificate Request”. Should you not see it in ‘Updates’, kindly check your other categories as well as your ‘Spam’



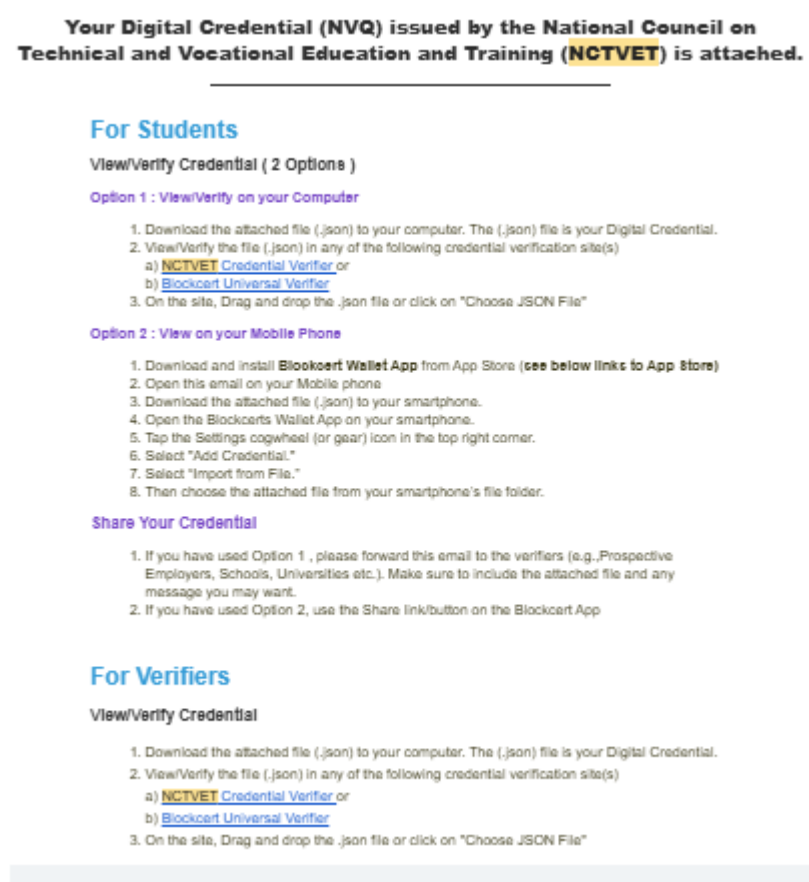
9. Once opened, the email should look like the example below



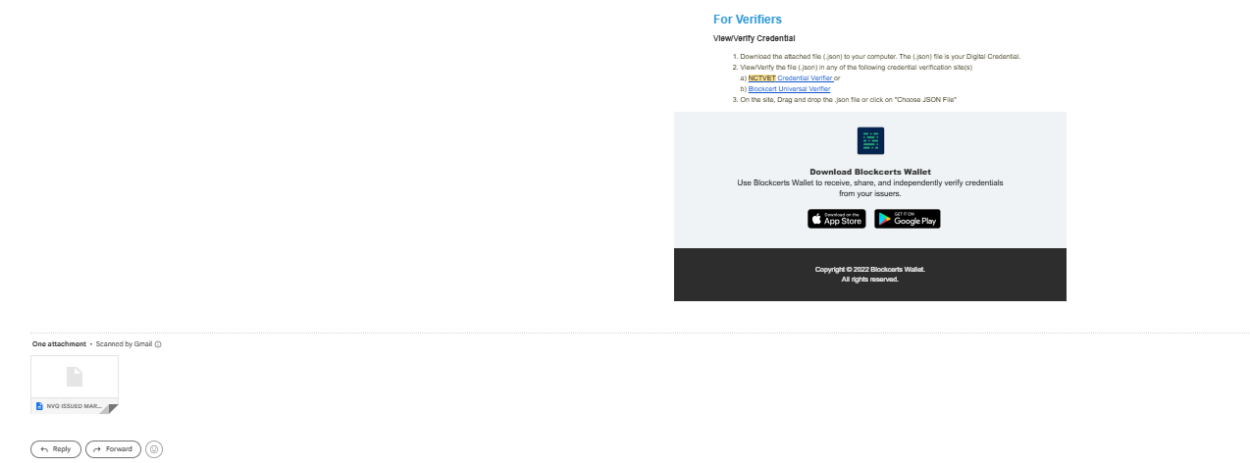
10. Copy/memorize the code and enter in the field provided as shown below and click the ‘submit button’



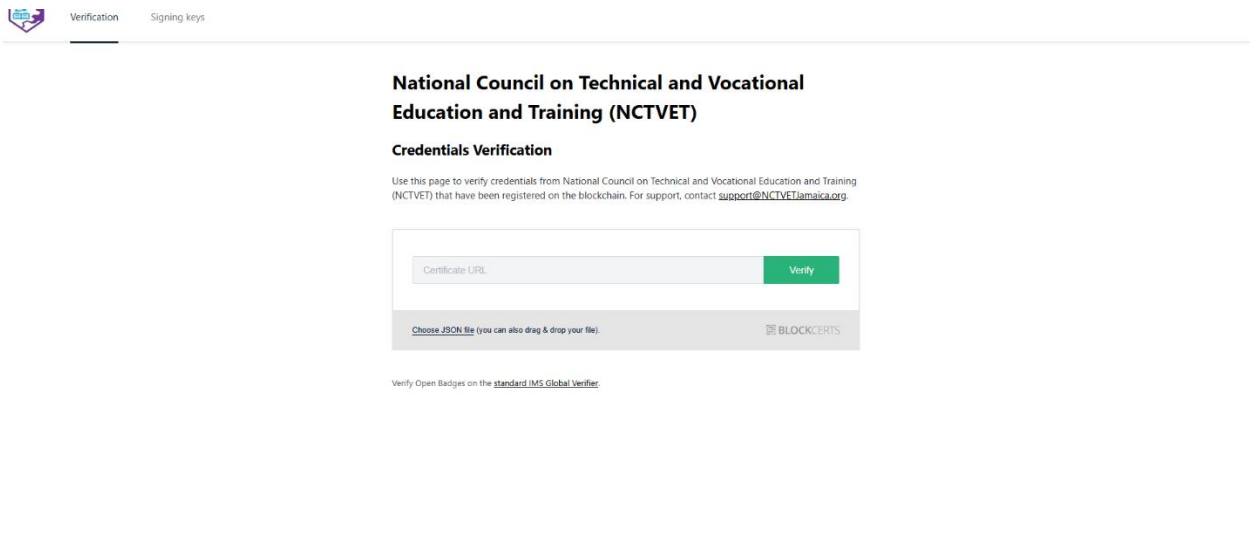
11. Within three-eight (3-6) weeks, you will receive a link to your certificate in your email from NCTVET Credentials with title ‘Accessing and Verifying your Digital Credential (NVQ)’ as shown below:



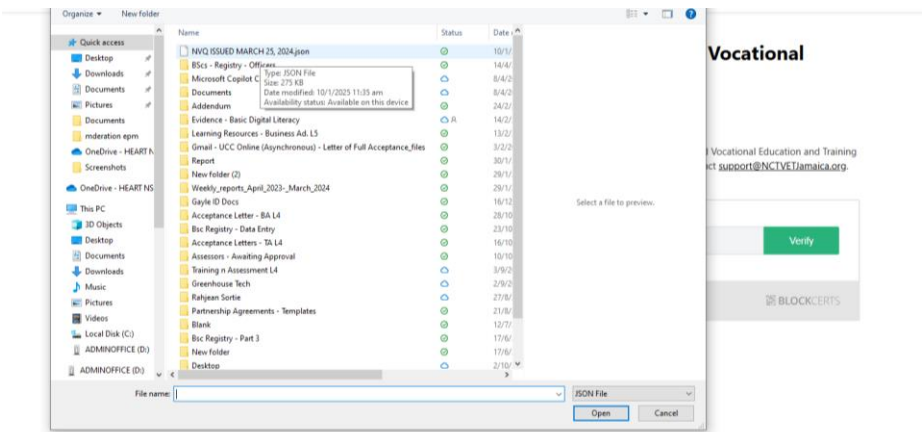
12. In the email (top or bottom) there is an attachment for you to download to your device.



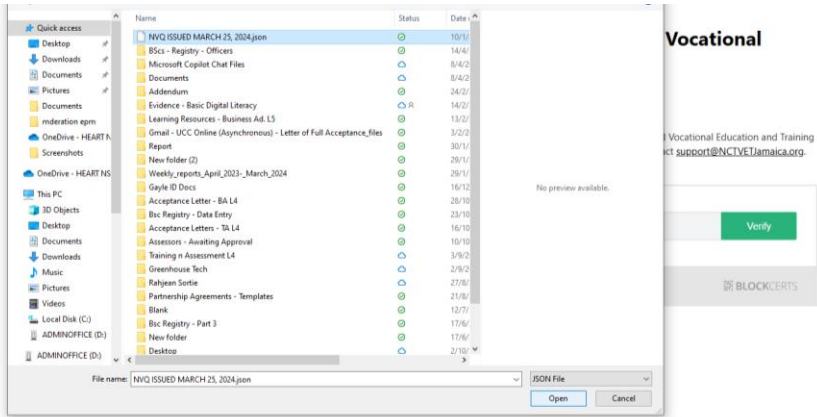
13. In the email from NCTVET, select a) NCTVET Credential Verifier from option 1. The page below will be displayed:



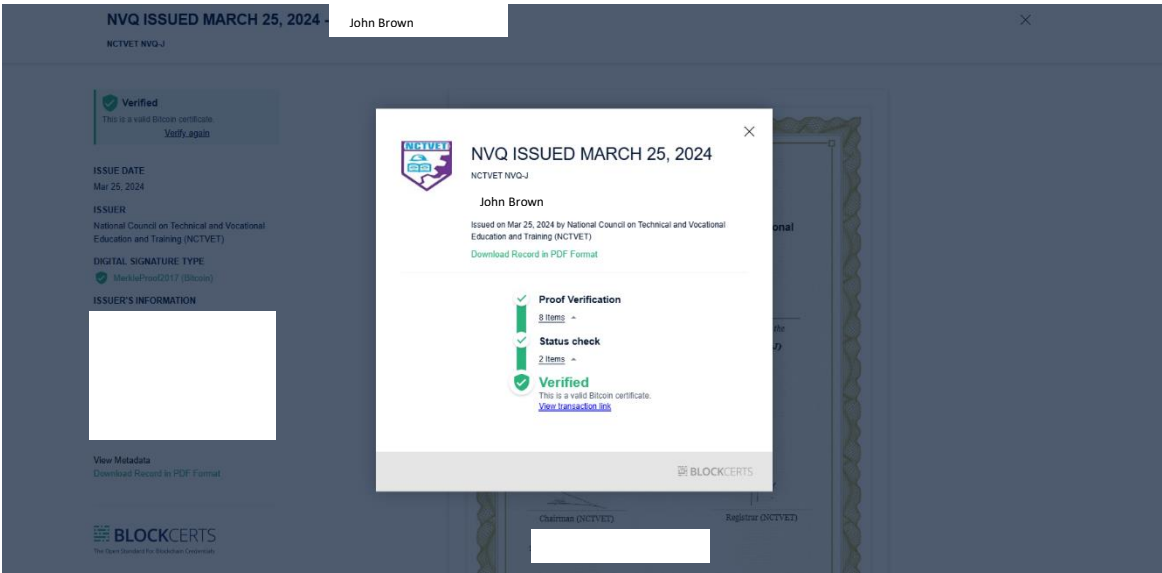
14. Click ‘Choose JSON file (you can also drag and drop your file)’ and you will be redirected to your device files as shown in the example below



15. Select your downloaded file and click ‘Open’



16. You will be redirected to the page shown below as your certificate is processed.



17. Once fully verified, your certificate will be displayed. Kindly note that this also counts as an original copy and there is a verification process that external persons may follow to rate authenticity when provided with this e-copy.

You may download the PDF version for storage and viewing by clicking the ‘Download Record in PDF Format’ under ‘View Metadata’

