ECQA Certified Terminology Manager
Online Campus

Log on to the ECQA platform and do the self assessment

The first step to do the self assessment and access the Moodle learning platform is to create an ECQA account and to log on to the ECQA Platform for Terminology Managers.

1. Please go to: http://www.ecqa.org/index.php?id=23 and register:
   - if you don't have an account or
   - if you want to log on with your existing account to a new job role,
     e.g. if you logged on to ECQA Certified Terminology Manager_basic and now you want to check out the ECQA Certified Terminology Manager_advanced or _engineering.
2. Please select the profession “Terminology Manager - Advanced” and click Next>>

- Terminology Manager - Advanced
- Terminology Manager - Basic
- Terminology Manager - Engineering
- Terminology Manager - International Organisations
- Trans-European Voluntary Certification for Translators
- Transnational RTI-Manager for Centrope Region
- Valorisation Expert

Next >>

3. Please select TermNet as your training organization and click Next>>

Please, select your training organisation:

- TermNet Business GmbH
  - Country: Austria
  - Web page: http://www.termnet.org/

Next >>

4. Please register
   - If you already have an ECQA account, just add the new Job Role to your profile by clicking the first option.
   - If you have never attended an ECQA course, you have to register as a new user and fill in your personal details and create an account. And then you will be redirected to CTM—Advanced.

Register an account for Terminology Manager - Advanced at TermNet Business GmbH

Please choose one of the following options:

- I have registered to the system before and have a username and password.
- I am a new user and would like to create an account.

Account Information

- Username
- Password
- Retype Password

Important:
- NO BLANC SPACE (gsauberer, NOT: g sauberer)
- NO CAPITAL LETTERS (gabrielesauberer, NOT: Gabriele Sauberer)
- Numerics are okay: gabriele2018

Important:
Please fill in ALL the fields, even the FAX. You can fill in ANY number, in case if you do not use Fax any longer.
SELF ASSESSMENT: In this platform, you can click on the **Skill Units** and test your knowledge in the different **Professional Competences**

First step, click on one Skill Unit

- **CTM-A.U1 PROFESSIONAL TERMINOLOGY MANAGEMENT: THEORY AND PRACTICE (PTM)**
- **CTM-A.U2 TOOLS AND TECHNOLOGY (TAT)**
- **CTM-A.U3 TERMINOLOGY STRATEGIES FOR BUSINESS PROCESSES (TSB)**
- **CTM-A.U4 TERMINOLOGY PROJECT MANAGEMENT AND TEAM WORK (TPW)**
- **CTM-A.U5 TERMINOLOGY STANDARDS AND LEGAL ISSUES (TSL)**
- **CTM-A.U6 APPLICATION SCENARIOS (APS)**

Second step, select one of the competences

- **CTM-A.U1 PROFESSIONAL TERMINOLOGY MANAGEMENT: THEORY AND PRACTICE (PTM)**
  - Terminology theory (advanced level)
  - How to implement terminology management
  - How to define a termbase structure
  - How to structure a terminological entry
  - Why and how to assure quality of terminological entries

Third step, click **Self Test** and start answering the questions. If you want to reset your answers, click **Reset Questions**.

You can check your results just by clicking “Assessment” and “Results”.

And that’s it! If you have any question you can always contact us (events@termnet.org) and we will be very happy to help!

**TermNet Business GmbH, Gabriele Sauberer, events@termnet.org**