



## Instructions for Wheelchair International Network (WIN)

The Wheelchair International Network -- WIN -- is a one-of-a-kind network for wheelchair service professionals, training organizations and manufacturers. It was designed to help facilitate training and certification within the wheelchair sector. The network allows clinicians to participate in and track courses, assessments, and continuing education and market their skills to employers, manufacturers and clients.

You can use WIN to:

- **Use your profile as your resume.** Your WIN profile basically represents your achievements and credentials related to the wheelchair sector. You can include it as a link in an email or your cover letter when you apply for jobs.
- **Find and connect with professionals.** WIN is a great way to get back in touch with old colleagues and connect with everyone at your current workplace who may also be on WIN. What's even better is that you have the opportunity to discover new professionals either locally or internationally to expand your professional network.
- **Start the wheelchair training pathway. Participating in training courses,** take ISWP tests and get certified! Resources from across the wheelchair sector **will be** in one place.

### Other Benefits:

- Works on mobile and developed for low-bandwidth
- Incorporates thousands of providers based on ISWP's existing network (wheelchair service provision test takers of over 2,000 in over 40 countries and social media following of more than 60,000 individuals across all continents) to learn together and collaborate.

- Includes ISWP Basic Test 14 languages and Intermediate Test in 2 languages.
- Includes ISWP's Basic hybrid course in English & Spanish, with additional languages being developed. The Hybrid training, developed through a collaborative process with global experts, has been used in four countries with over 80 participants.
- Connects trainees to in-person trainings through a map and searchable events list. You have the opportunity to be notified about upcoming events automatically.
- Enables training organizations to schedule and manage their own trainings and trainees, as well as review analytics related to their own trainings.

The first step to participating in WIN is to create a profile. Instructions are on the following page.

## Section 1: Individual User Profile Creation

1. Click on the Wheelchair International Network (WIN) link to register: <http://wheelchairnetwork.org/>
2. Click on the 'Register Now' button to create a profile for yourself. (Steps for creating a Training Organization profile are provided in the next section.) Your profile will include your name, your photo, your location, your occupation and more right at the top. Below that, you have the ability to add existing certificates and start the wheelchair training pathway to complete the various courses and tests offered by ISWP.

[About WIN](#) ▾ [Wheelchair Training](#) ▾ [WIN Network](#) ▾ [Resource Library](#) ▾ [Login](#)

Home > Join Win

### Individual

Signing up for WIN allows you to participate in ISWP courses, as well as stay up to date on upcoming training opportunities and events.

[Register Now](#)

### Training Organization

Join our network of organizations to connect with wheelchair professionals, manage events, and more!

[Request To Become an Organization](#)

Already have an account? [Login here.](#)

3. Complete all the fields on the Registration page. Please note the Privacy Setting option. By checking the box next to “Make my profile private”, none of your contact information will be available to anyone else using WIN. Only ISWP staff and the admin of your training organization, if you have affiliated with a training organization, will be able to see your profile information.

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About WIN ▾ Wheelchair Training ▾ WIN Network ▾ Resource Library ▾ [Login](#)

Home > Registration

## Registration

### Account Information

**Name \***

First Last

**Email \***

**Password \***

Enter Password Confirm Password

4. Click on 'Register' at the end of the page to complete registration.

**Privacy Setting**

Make my profile private

Making your profile private will prevent the general public from seeing your information. Organization Admins will still have access to your profile info.

**CAPTCHA**

I'm not a robot   
reCAPTCHA  
Privacy - Terms

**Register**

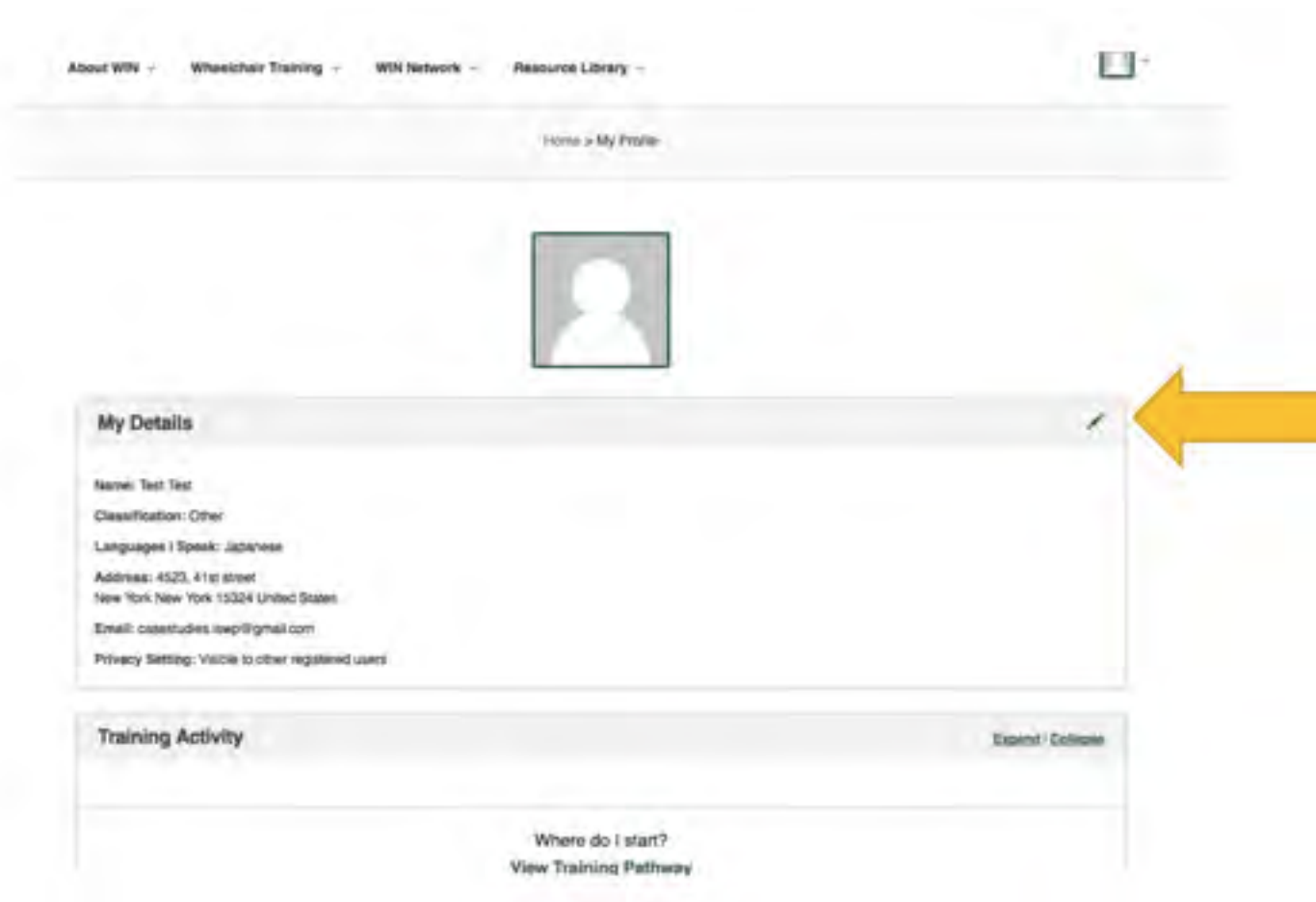
  
**Stay Informed**

  
**Donate**

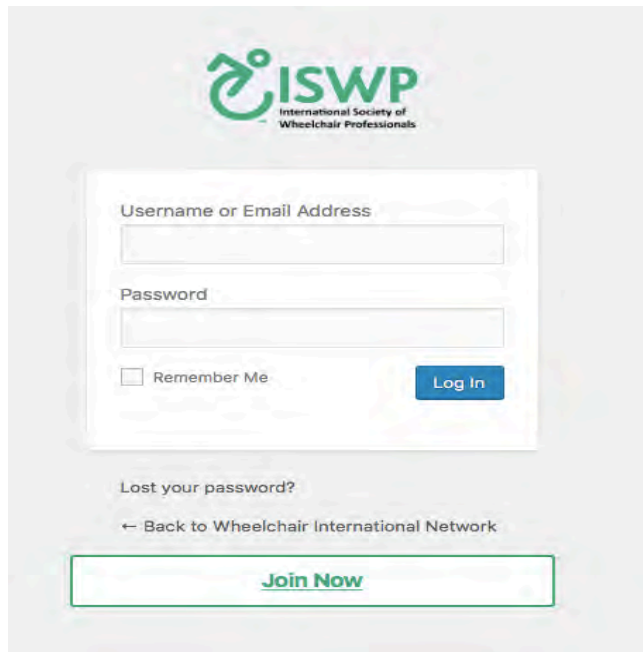
  
**Contact Us**



5. You will then be able to see your profile in WIN. Click on the Edit icon (represented by a pencil) to edit information in your profile.



At this point, you are finished creating your profile. When you return to WIN, you will be asked to login using the user name or e-mail address you used to create the profile, along with your password.



If you cannot remember your password, select 'Lost your password?' option. You will receive an e-mail with instructions on resetting.

At any time, you can change your profile or profile settings by clicking on the icon in the top right-hand corner of the page (which would include your photo if you uploaded one when you created the profile.) Options include:

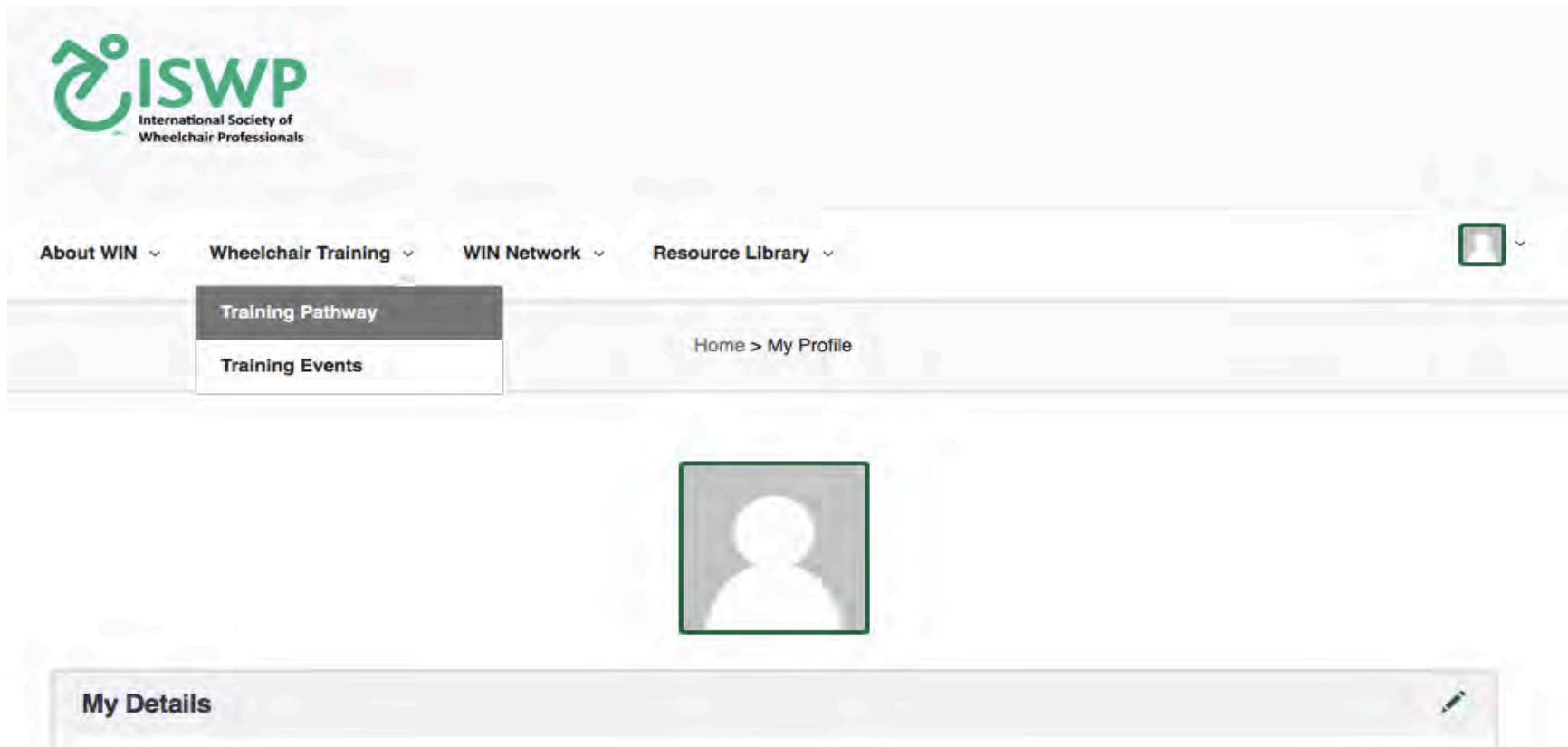
- View Profile: View your profile like how other WIN members will be able to see if you had made it public.
- Edit Profile: Edit any information in your current profile by clicking on the pencil button at the top right corner of each section.
- Edit Credentials: You can add information about trainings you completed and certificates you received here. Follow the step-by-step online instructions for adding this information.
- Messages: Check to see if you received messages from anyone else on WIN. Please note: You will not be notified automatically if you receive a message. You must log in first to see.
- Logout: You can logout of your account.

Instructions for Training Organizations to establish profiles is found on page 14 or section 3: Organization Profile Creation.

The following section describes the Training Pathway, which will help you to keep track of your progress.

## **Section 2: Training Pathway**

1. Under the 'Wheelchair Training' tab, click on the 'Training Pathway'.





2. Here, you will be able to start your wheelchair training pathway. The first step is the ISWP Wheelchair Service Provision Basic Level Certificate, which you will receive after passing the ISWP Basic test.

The training pathway includes courses and tests on wheelchair service proficiency which complement the World Health Organization (WHO) Wheelchair Service Training Packages.

## ISWP Wheelchair Service Provision Basic Level Certificate

### More Details

#### ▼ Process for obtaining Basic Level Certificate

- **Take Basic Pre-Test Assessment**

*An optional pre-test assessment.*

**Take Pre-Test**

- **Training**

*Training options include attending an in-person training event, the online course, or a hybrid course.*

**Online Training**

**Training Events**

- **Complete the Basic Test**

*If scored 70% and above, trainee will be awarded the ISWP Wheelchair Service Provider Basic Certificate.*

3. You can take the ISWP pre-test if you would like to self-evaluate your preparedness for the ISWP Wheelchair Service Provision Basic Test. You can select from one of 14 languages using the Course Language drop-down list on the right side of the page.

The pre-test score does not count toward your certificate. It is for your use only. If you complete the pre-test, the status bar will turn from gray to green, with a check mark inside the circle.

The screenshot displays the ISWP Pre-Test course page. At the top left is the ISWP logo: a green stylized figure with arms raised, followed by the text "ISWP International Society of Wheelchair Professionals". A navigation menu below the logo includes "About WIN", "Wheelchair Training", "WIN Network", and "Resource Library", each with a downward arrow. On the right of the menu is a user profile icon. Below the menu is a breadcrumb trail: "Home > Courses > ISWP Pre-Test". The main heading is "ISWP Pre-Test". Below the heading, on the left, is the text "Course Status: Not Started". On the right is a "Course Language" dropdown menu. Below this is the "Course Content" section, which contains a table with the following structure:

Quizzes		Status
1	Basic Pre-Test - English	

At the bottom right of the page is an "Edit" button.

4. You then can take the ISWP Wheelchair Service Provision Basic Knowledge Test. Again, you can chose the language in which you would like to take the test by selecting from the list in the drop-down box labeled Course Language on the right-side of the page. .

The screenshot shows the ISWP website interface. At the top left is the ISWP logo (International Society of Wheelchair Professionals). Below it are navigation links: About WIN, Wheelchair Training, WIN Network, and Resource Library. A breadcrumb trail reads: Home » Courses » ISWP Wheelchair Service Provision Basic Knowledge Test. The main heading is 'ISWP Wheelchair Service Provision Basic Knowledge Test'. On the left, there is a sidebar with 'Course Status: Not Started', 'Course Content', and a 'Quizzes' section containing one item: 'ISWP Basic Knowledge Test - English'. On the right, a dropdown menu for 'Course Language' is open, listing 15 options. The 'ISWP Basic Knowledge Test - Chinese' option is highlighted in blue. A large yellow arrow points from the right towards this highlighted option.

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About WIN - Wheelchair Training - WIN Network - Resource Library -

Home » Courses » ISWP Wheelchair Service Provision Basic Knowledge Test

ISWP Wheelchair Service Provision Basic Knowledge Test

Course Status: Not Started

Course Content

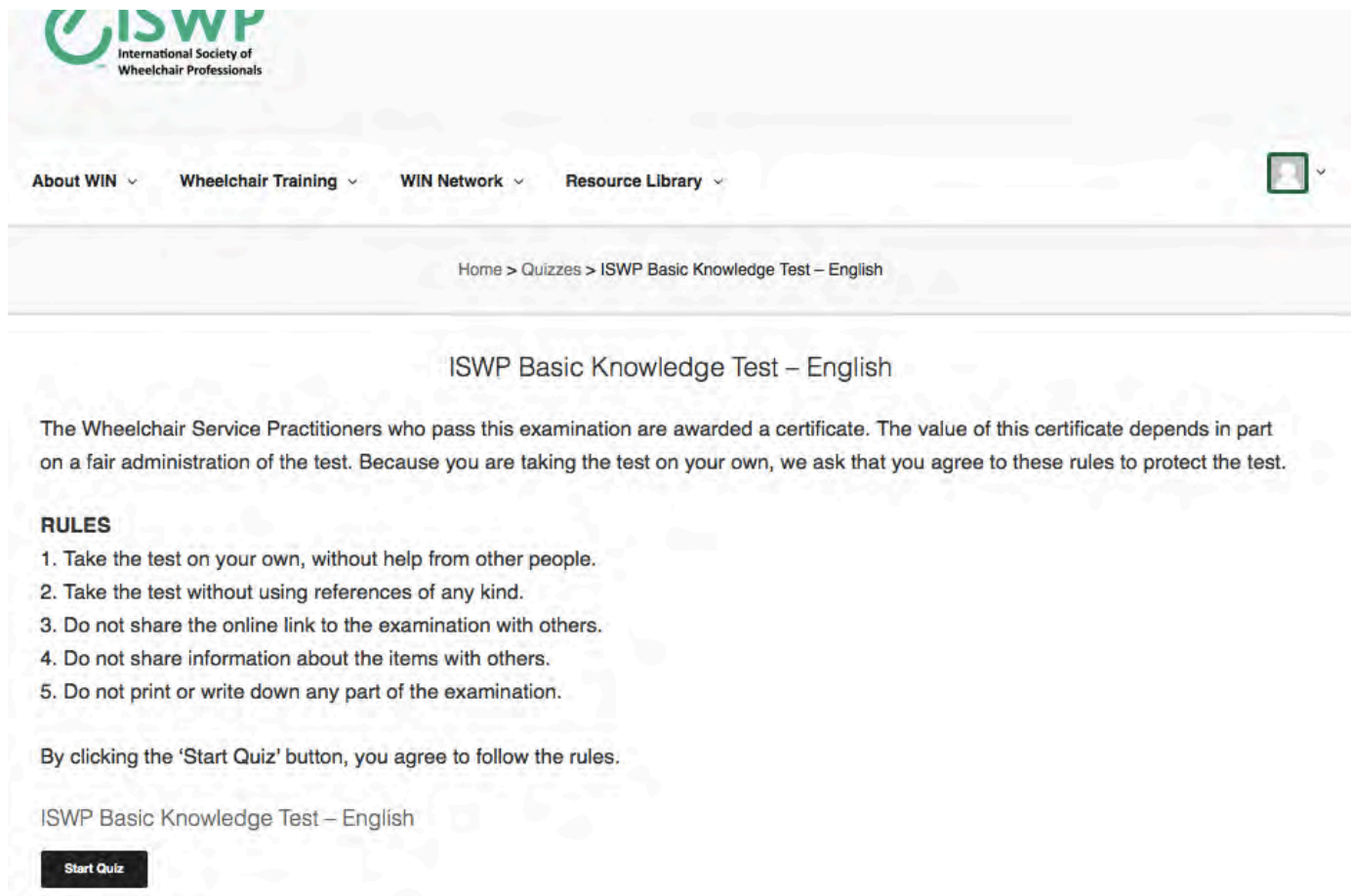
Quizzes

1 ISWP Basic Knowledge Test - English

✓ Course Language

- ISWP Basic Knowledge Test - Romanian
- ISWP Basic Knowledge Test - Portuguese
- ISWP Basic Knowledge Test - Lao
- ISWP Basic Knowledge Test - Khmer
- ISWP Basic Knowledge Test - French
- ISWP Basic Knowledge Test - Chinese**
- ISWP Basic Knowledge Test - Chinese (Traditional)
- ISWP Basic Knowledge Test - Albanian
- ISWP Basic Knowledge Test - Mongolian
- ISWP Basic Knowledge Test - Russian
- ISWP Basic Knowledge Test - Vietnamese
- ISWP Basic Knowledge Test - Urdu
- ISWP Basic Knowledge Test - Spanish
- ISWP Basic Knowledge Test - Arabic
- ISWP Basic Knowledge Test - English

This is how the first page of the test looks like for your reference.



5. Once you complete the test, at the end of the test you will know whether or not you received a passing score (70% or above). If you passed the test, you will receive the ISWP Wheelchair Service Provider Basic Certificate, which will appear automatically in the My Certificates & Credentials section of your profile. At this time, all certificates are provided in English. This certificate does not expire.

If you did not pass the test, the system will indicate how many days you will need to wait before taking the test again. You must wait 30 days to re-take the Basic or Intermediate tests.

6. If you have taken the ISWP Basic and Intermediate knowledge test already, you will be able to see your scores in your profile. You will receive the ISWP Wheelchair Service Provider Intermediate Certificate once you successfully pass the skills portion of the test, which requires submitting two case studies for grading.

The screenshot displays a user profile interface with the following sections:

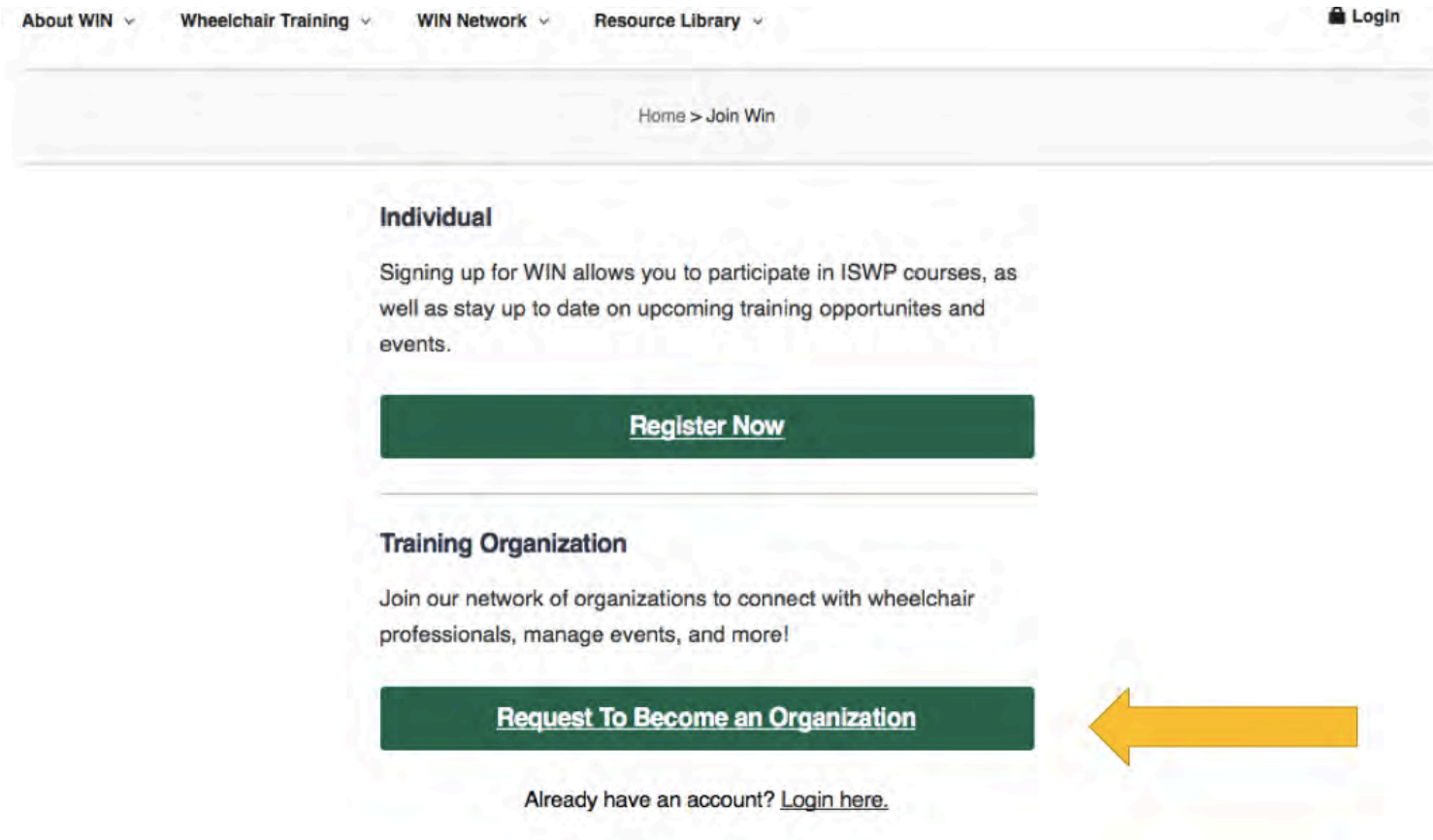
- Navigation:** About WIN, Wheelchair Training, WIN Network, Resource Library, and a user profile icon.
- Privacy Setting:** Visible to other registered users.
- Training Activity:** Expand | Collapse
- Certifications I'm Working Towards:** ISWP Recognized Trainer Certificate – Basic Level [Submit Proof of Certification](#)
- Online-Only Content:**
  - ISWP Wheelchair Service Provider Basic Certificate:** Completed (100% Complete). Course Progress Overview shows a full green bar.
  - Quizzes Table:**

Quizzes	Certificate	Score	Statistics	Date
✓ <a href="#">ISWP Wheelchair Service Provider Basic Certificate</a>	-	100%		July 21, 2017 6:04 pm You may retake this quiz in 0 days.
  - ISWP Wheelchair Service Provider Intermediate Certificate:** Completed
- Next Steps:** What comes next? [View Training Pathway](#)
- My Certificates & Credentials:** Edit icon
  - Certificate of Achievement:** ISWP Wheelchair Service Provider Basic Certificate

The following pages describe additional WIN features and how to register an Organization.

### **Section 3: Organization Profile Creation**

1. If you would like to register your organization with WIN to schedule and manage your own trainings and trainees, as well as review analytics related to your trainings, direct your colleagues/students/partners to take up our tests or use our resources, etc, then you can so by clicking on the 'Request to Become an Organization'.



2. You will be directed to complete the Organization profile form, you are requested to enter the contact details of the primary person of contact for the organization, this person will be the promoted to 'Organizational Admin' who can then manage their trainees with the available features.

The screenshot shows the ISWP (International Society of Wheelchair Professionals) website. The header includes the ISWP logo and navigation links: About WIN, Wheelchair Training, WIN Network, Resource Library, and Login. The breadcrumb trail is Home > Request to become an Organization. The main content area contains a paragraph explaining that creating an organization allows users to connect with wheelchair professionals and manage events, and that any previous organization will be removed upon approval. Below this is a section titled 'New Member Information' with a form containing three input fields: 'Name \*' (split into 'First' and 'Last'), and 'Email \*'. Below the 'New Member Information' section is another section titled 'Organization Information' with a form containing one input field: 'Organization Name \*'.

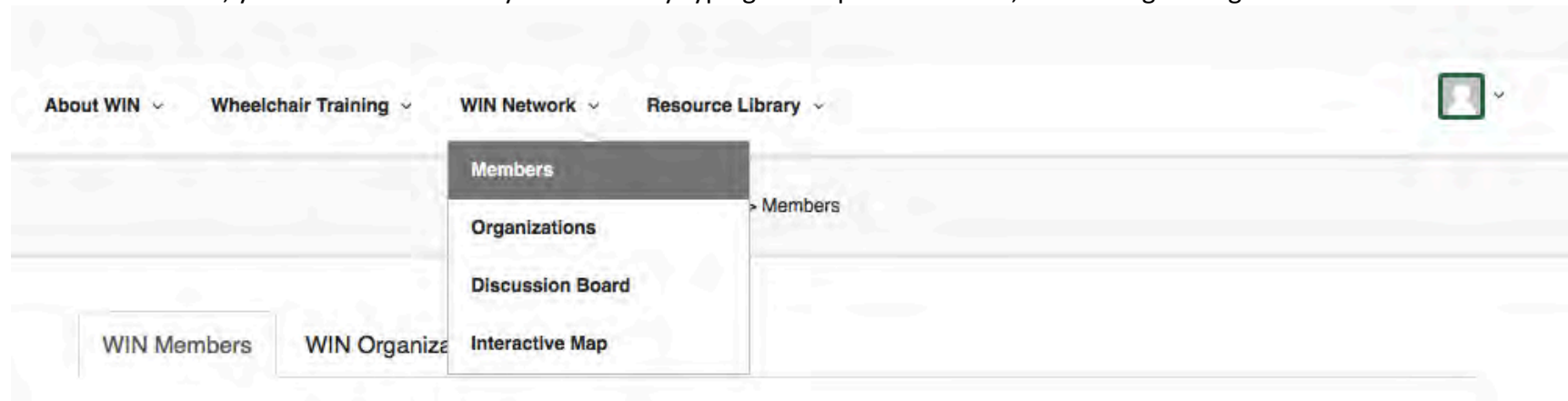
#### **Section4: WIN Members**

You can access WIN members under the WIN Network. Here you will find a list of everyone registered in WIN who chose to have his/her profile available for viewing. Two search options are available: A map and an alphabetized list.

You can search through a list or through the map for any member and can click on their photo/name to view their profile. You also can send a private message.

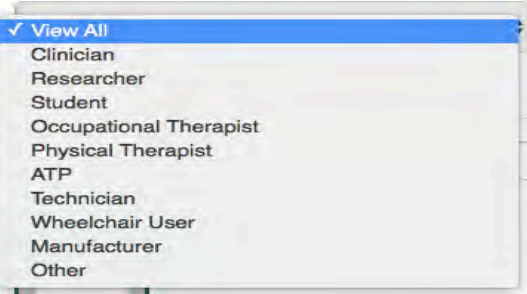


1. Start by selecting a classification, such as Physical Therapist, or View All.
2. In the List view, you can further refine your search by typing in the person's name, or scrolling through the list.



### WIN Members

Filter by classification:



3. You can access the 'Interactive Map' and click on different classifications to visually view the results in a map. Click on the icon to see additional information, such as the person's name, photo, occupation and location. Click on the person's name again to see his or her full profile and to use the Send Message feature.



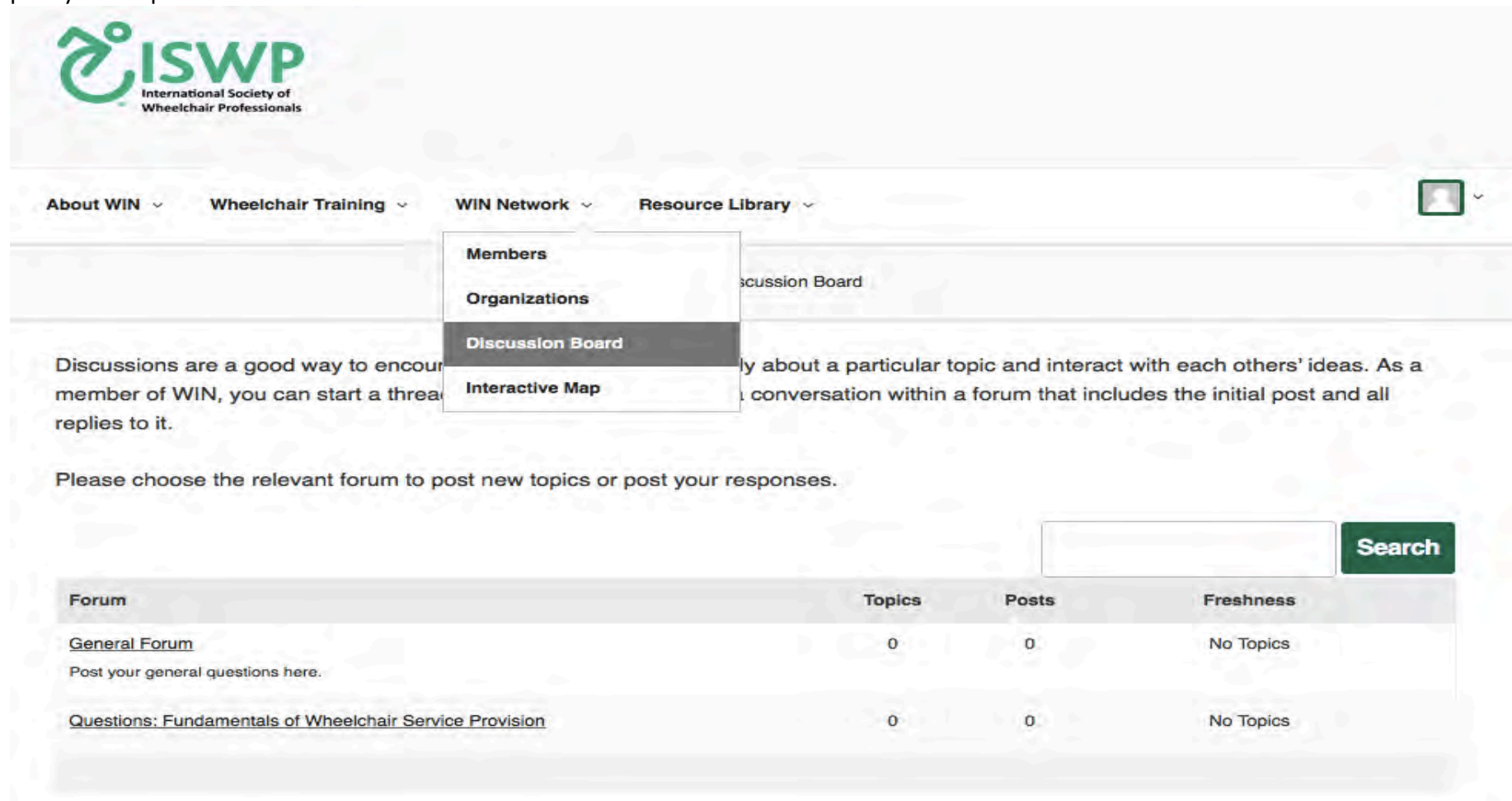


Click on the box or icons to view items on the map


Upcoming Training Events	WIN Organizations	
Number of people in need of wheelchairs	Percentage of People who Have Wheelchairs	
<b>WIN Member Classifications</b>		
Manufacturers	Researchers	Clinicians
Wheelchair Users	Students	Physical Therapists
Technicians	Occupational Therapists	Assistive Technology Professionals
Other	Trainers	

## Section 5: Discussion Board

1. A great way to meet new professionals is to participate in discussion forums based on your interests. Other group members may like what they see and want to connect with you. In the Discussion Board, you can start a thread under a Forum. A thread is a conversation within a forum that includes the initial post and all replies to it. Please choose the relevant forum to post new topics or post your responses.



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About WIN ▾ Wheelchair Training ▾ WIN Network ▾ Resource Library ▾ 

Members  
Organizations  
**Discussion Board**  
Interactive Map

Discussions are a good way to encourage members of WIN to discuss a particular topic and interact with each others' ideas. As a member of WIN, you can start a thread or reply to an existing conversation within a forum that includes the initial post and all replies to it.

Please choose the relevant forum to post new topics or post your responses.

**Search**

Forum	Topics	Posts	Freshness
<a href="#">General Forum</a> Post your general questions here.	0	0	No Topics
<a href="#">Questions: Fundamentals of Wheelchair Service Provision</a>	0	0	No Topics

## Section 6: Training Events

1. Explore a variety of training courses, conferences, live events and webinars by clicking on Training Events in the Wheelchair Training section. You also can register for training events here. Click on the click in the event name to go to the registration page. Some events are not open to the public, so are not available for registration.

The screenshot shows the ISWP (International Society of Wheelchair Professionals) website. The header includes the ISWP logo and navigation menus for 'About WIN', 'Wheelchair Training', 'WIN Network', and 'Resource Library'. The 'Wheelchair Training' menu is expanded, showing 'Training Pathway' and 'Training Events'. A breadcrumb trail reads 'Home > Training Events'. Below the header, a text block states: 'Explore a variety of wheelchair training courses, conferences, live events and webinars.' There are three tabs: 'WIN Members', 'WIN Organizations', and 'Training Events', with 'Training Events' selected. A prominent green button labeled 'Add an Event' is visible. Below this, there are 'List' and 'Map' view options. A table lists training events with columns for 'Date/Time' and 'Event'. One event is listed: '10/03/17 - 11/04/17' and '5:00 pm - 6:00 pm' for the event 'WSP Credential - Spanish Pilot'. At the bottom, a note says: 'If you want to add your events here [register as an organization](#) to get approval'.

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About WIN ▾ Wheelchair Training ▾ WIN Network ▾ Resource Library ▾

Training Pathway  
Training Events

Home > Training Events

Explore a variety of wheelchair training courses, conferences, live events and webinars.

WIN Members WIN Organizations Training Events

**Add an Event**

List Map

Date/Time	Event
10/03/17 - 11/04/17 5:00 pm - 6:00 pm	<a href="#">WSP Credential - Spanish Pilot</a>

If you want to add your events here [register as an organization](#) to get approval

You can click on the relevant trainings you would like to participate and your booking as show below.

### WSP Credential – Spanish Pilot

**Organization:** International Society of Wheelchair Professionals (ISWP)

*Online Event Only*

**Courses Covered:**

**Trainers:**

**Date/Time:** 09/11/17 - 11/18/17 12:00 am

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#### Bookings

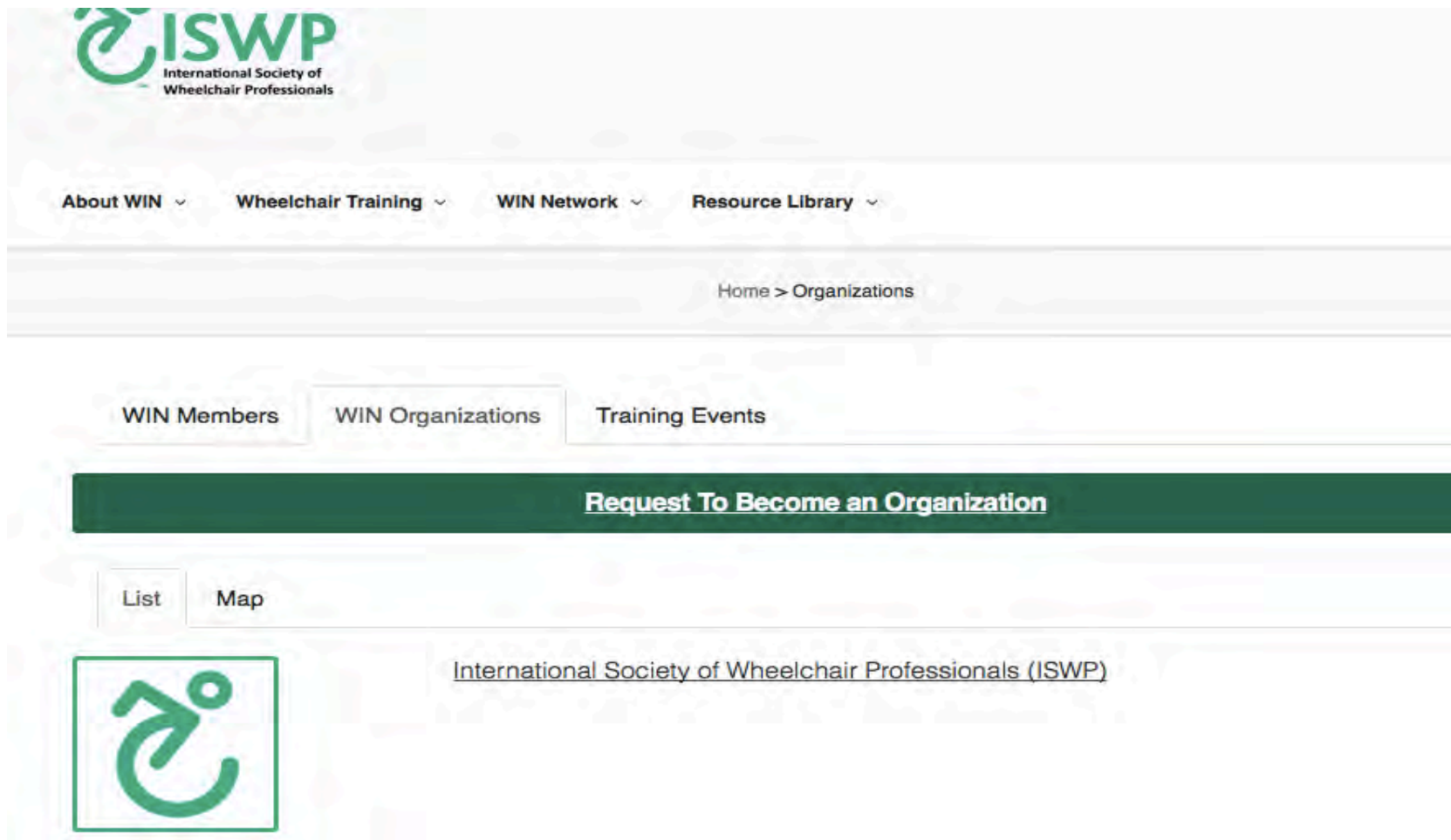
**Comment**

**Send your booking**



## Section 7: WIN Organizations

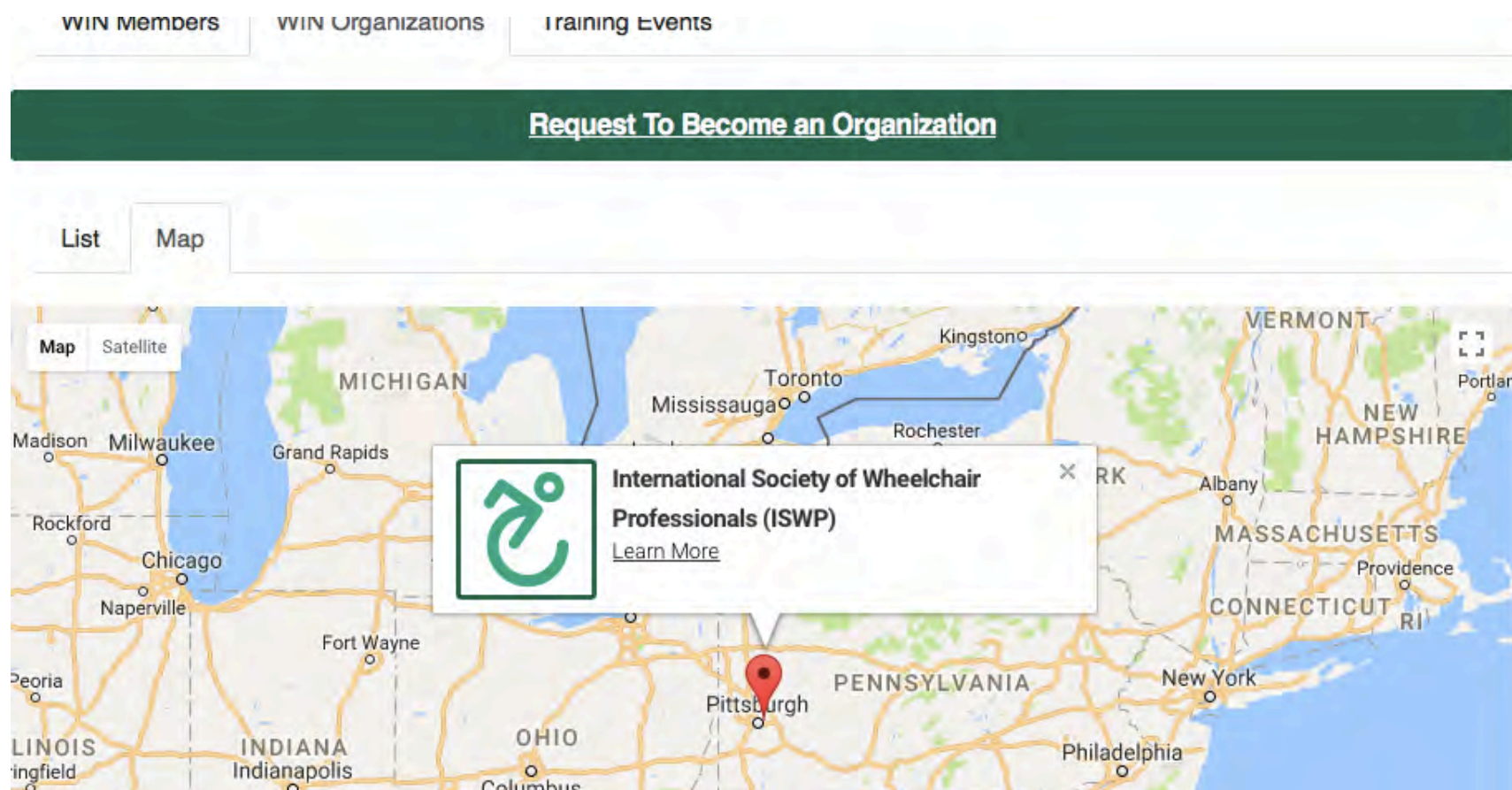
1. If you would like to register your organization with WIN, click on on the ‘Request to become an Organization’, which is found under Training Events, WIN Organizations tab. Your request will then be reviewed by ISWP team; you will receive an email if your organization is approved/denied.



The screenshot displays the ISWP website interface. At the top left is the ISWP logo, which includes a stylized green figure and the text 'ISWP International Society of Wheelchair Professionals'. Below the logo is a navigation menu with four items: 'About WIN', 'Wheelchair Training', 'WIN Network', and 'Resource Library', each with a downward arrow. A breadcrumb trail below the menu reads 'Home > Organizations'. A secondary navigation bar contains three tabs: 'WIN Members', 'WIN Organizations', and 'Training Events'. A prominent dark green button with white text reads 'Request To Become an Organization'. Below this button are two tabs: 'List' and 'Map'. The main content area shows a green square icon with a white stylized figure, followed by the text 'International Society of Wheelchair Professionals (ISWP)'.



2. You can search through a list or map for any member organization and can click on their photo to view the profile. You also can send a private message.



3. If you are a part of the listed organizations, click on the 'Request Affiliation' button to be a part of that organization. After which the organization will review your request, you will receive an email if approved/denied. (Your profile will be public to all the administrators of that organization.)

