

# GVF TRAINING

## GVF TRAINING AND CERTIFICATION PROGRAM

GVF's award-winning program, endorsed by WBU-IMCG (ISOG).

## GLOBAL ACCESS

Students practice and demonstrate their knowledge and skills with online, interactive, training modules. Courses are self-paced and available 24/7.

## INTEGRATED TRAINING

The GVF curriculum can be integrated with your organization's own online and classroom training on a custom portal.

## WHY CERTIFICATION AND ACCREDITATION?

Certification demonstrates and documents your commitment to peers, employers, customers, and competitors that you use industry.

GVF Training accepts credit card, Western Union, and wire transfer payments for tuition payments. For pre-approved customers, GVF also accepts purchase orders and checks drawn on U.S. banks.

The following payment methods apply to all GVF online training courses and for Hands On Skills Tests (HOSTs) provided by SatProf. To pay for HOSTs provided by other Examiners, you must make arrangements directly with the Examiner.

### Paying for a subscription with a credit card

Please go to [www.gvf.org/training](http://www.gvf.org/training) and follow the links for "Subscribe." The form there will allow you to subscribe yourself or another person, order multiple subscriptions and receive a discount, and claim the Andrew Werth discount.

### Paying for individual courses or bundles with credit card

GVF's payment processing service accepts major credit cards from most countries around the world. Use the following steps to pay tuition and enroll in courses for new or existing students. You may pay tuition for yourself or for another person.

1. Go to the Course Catalog page at [www.gvftraining.org](http://www.gvftraining.org). (Do not log in to the learning system yet.)
2. Select your courses or Training Membership by clicking on "Add to cart".
3. If you have a promotional code, be sure to enter it and click the Submit link in order to receive the adjusted price. If you declare that you qualify for the Andrew Werth Scholarship discount for developing countries and UN/NGO organizations, enter the coupon code provided in the brochure.
4. When you are ready to check out, click the "Proceed to Checkout" link.
5. If you are paying for a person who **does not yet have a student account** in the GVF learning system (including yourself), enter your student details here including the username and password you create for yourself. If the person **already has a student account**, you must sign in here with that student's account; otherwise you will create a duplicate account which will cause problems for certification later.
6. Enter payment details (note: the system will auto-fill the student details here, but you can change this to different details if the student is not making the purchase themselves).
7. Click "Complete Purchase."
8. Registration should now be complete. The student will immediately receive an email from the learning system with the link, username, and password so he/she can log in and begin training.
9. If you have any problems, contact us at [gvsupport@satprof.com](mailto:gvsupport@satprof.com).

### Paying by check

Pre-approved customers may send a check payable to SatProf, Inc. and drawn on a U.S. bank to:

SatProf, Inc.  
171 Rainbow Dr #7145  
Livingston, TX 77399 USA

**Important:** Do not make training fee payments payable to GVF. All GVF training fees must be remitted and payable **only to SatProf, Inc.**

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## Paying with Western Union

There are three payment options through Western Union:

- 1.Go to your local Western Union office and pay by cash, credit card or debit card.
- 2.Go to [www.westernunion.com](http://www.westernunion.com) and pay by credit card.
- 3.Call +1 800 225 5227 (in the U.S.) and pay by credit or debit card.

You must remit sufficient funds so that the amount of money received at our Western Union Office equals the total amount due. This means you are responsible to pay all Western Union origination costs to transfer the funds.

In each case, provide the following information to Western Union:

- First Name: Megan
- Last Name: Unterbrunner
- City: Garland
- State: Texas
- Country: U.S.A.

Then you **must notify us** by sending an email to [gvfsupport@satprof.com](mailto:gvfsupport@satprof.com) with either a scan of the Western Union paperwork or the following information:

- Your name, as you entered it on the Western Union form.
- The exact payment amount sent.
- City and country of the Western Union office that you sent the funds from.
- The Western Union transfer identification number (MTCN).

Also include these details:

- Student first name and last name. (This may be different than the person making the payment.)
- Student contact details (address, country, email, phone)
- Which courses you are requesting the student to be enrolled in

After we receive the payment, we will complete the enrollment and the student will receive notifications from the learning system.

## Paying with wire transfer

You must remit sufficient funds so that the amount of money received by our bank equals the total amount due. This means you are responsible to pay for the origination costs of the wire transfer.

Bank Wire Transfer Data:

- Account Name: SatProf, Inc.
- Account Number: 6735558593
- Bank Name: BBVA Compass Bank
- Bank Address: 17218 Preston Road, Dallas, Texas USA 75252
- Bank ABA#: 113010547
- Swift Code: CPASUS44

After making the wire transfer, you **must** send an email to [gvfsupport@satprof.com](mailto:gvfsupport@satprof.com) informing us that a wire transfer was made, the amount of the transfer, and the name of the financial institution (bank) that made the wire transfer. Otherwise your account can not be properly credited with payment.