



Course reports and Certificate order

(as of March 2025)

The WAPP Head Office has developed these **guidelines for trainers and course organizers of Positive Psychotherapy** to ensure a clear understanding of the procedure for submitting course reports and certificate requests. The course monitoring procedure was introduced four years ago, and based on the experience gained, we have compiled all relevant instructions into a single comprehensive document. We kindly ask you to **carefully review these guidelines and strictly adhere to the procedures outlined.**

Email address for submitting reports and certificate orders:

certificates@positum.org

1. Submission of Reports

- **BEFORE Report:**
Submit a “**BEFORE**” report within two months of the Basic or Master course Part I course start date. This report should include:
 - The full list of participants.
 - An estimated course schedule.
 - Team of trainers.
 - Other required information.
 - “**BEFORE**” report for Master course should be submitted along with the diplomas of the group participants
- **AFTER Report:**
Submit an “**AFTER**” report at the end of the Basic or Master course **before any payment**. This report must contain:
 - Complete and accurate participant details.
 - The dates of each module.
 - The training format of each module (in-person, online, hybrid).
 - The composition of the trainer team.
 - Other required information.

2. Report Templates

WAPP Head office has developed the templates for “**BEFORE**” and “**AFTER**” course reports and updated them in March 2025:

- Please use the updated templates from March 2025.
- Always use the English report templates.
- Ensure that all fields in the report are fully completed.

3. Diplomas of the participants

- For all countries (except China), participant diplomas must be shared as a **Google Drive folder link**
- Do not send diplomas as email attachments, ZIP files, or separate documents
- The Google Drive folder should contain **individual subfolders for each participant**, named in English (First and Last Name)



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- Each participant's folder should include:
 - University diploma (proof of higher education and specialisation)
 - Name change document (if applicable)
 - For Master Course participants:
 - Basic Consultant Certificate
 - WAPP membership Certificate
 - Any other relevant documents
- Ensure that the Google Drive folder has **open access for those with the link** so it can be reviewed without access issues
- Copy URL to Google folder in a special field inside the report template.

Please retain the diplomas of your course participants for a **minimum of 5 (five) years** after the course has been completed.

4. All **communication** must be in **English**

- Emails, reports, and all other communication must be in **English**
- Please use online translation tools if needed before submitting documents

5. **Certificate request:**

1. Submit the **AFTER** report at certificates@positum.org with the Google Drive folder link containing participant diplomas.
2. Wait for confirmation that all documentation meets requirements from the Head office.
3. After approval, make the payment for certificates via [WAPP Shop](#).
4. Send the final list of participants and the postal address for certificate shipment.
5. Wait for tracking number of the envelope.

We appreciate your cooperation in implementing these updates. If you have any questions, please feel free to contact us.

*Compiled by WAPP Head Office
March 2025*