

## 已有證照且通過講習會申請「證照升級」方式

1. 進入協會網站 <https://www.ctvba.org.tw/>
2. 版面右側，登入「會員專區」帳號、密碼為：身份證字號（英文需大寫）



The screenshot shows the '會員專區' (Member Area) login page. It features a white login form with a blue header. The form includes fields for '帳號' (Account) with the instruction '請輸入身分證字號' (Please enter ID number) and '密碼' (Password) with the instruction '請輸入密碼' (Please enter password). There is a '記住我' (Remember me) checkbox and a blue '登入' (Login) button. Below the form are links for '註冊帳號' (Register account) and '忘記密碼' (Forgot password). At the bottom of the page are buttons for '留言板' (Message board), '表單下載' (Download forms), and '換、發證系統' (Change/Issue certificate system).

3. 登入後，按「我的證照」



The screenshot shows the member dashboard after login. It features a blue header with '會員專區' (Member Area) and a white dashboard area. The dashboard includes a '測試版 您好' (Test version, Hello) message with a cartoon character icon. Below this are buttons for '個人資料管理' (Manage personal information), '我的證照' (My certificates), '研習紀錄' (Training records), and '登出' (Logout). At the bottom of the page are buttons for '留言板' (Message board), '表單下載' (Download forms), and '換、發證系統' (Change/Issue certificate system).

4. 選擇需升級之證照按『申請升級』→『確定』
5. 印出同意書，簽名並於下方備註「證照升級」
6. 寄出同意書及換證費用