

Appendix D

Course Provider (CP) Checklist for CITREP+ Course Endorsement Application**Application Information:**

ICMS Application ID: _____

Course Provider's Name: _____

Course/Certification Title: _____

Scheduled Class Date: _____

Please **tick** the relevant box and submit the completed form along with the required supporting documentation to IMDA for processing. If items are not applicable, please **cross out** the checkbox and provide justification, where relevant.

Checklist:

- Detailed course curriculum/ examination objectives including the training/certification roadmap.
- Justification for endorsement (e.g. marketing plans to target audience; proven statistical results on the course run).
- Price list

Course Provider: Course and Exam fees (in Singapore Dollar)

Certification Owner: Exam fees (if applicable)

Change in Course and/or Exam Fee from last term's Endorsement. Please **circle** the appropriate below.

Yes / No / N.A.

If yes, please state the reason: _____

- Administrative fee charges (applicable for courses endorsed under certification fees funding support). Please **circle** the appropriate below.

Are trainees allowed to take the certification without taking the course:

Yes / No

If yes, are there any administrative fee charges imposed on trainees who do so:

Yes / No

If yes, please state the amount (in Singapore Dollar): _____

- Payment of application administration fee (non-refundable).
- **Endorsement** : \$350 per course + 7% GST \$24.50 (Total Amount Payable: S\$374.50)
 - **Course Mapping + Endorsement** : \$600 per course application + 7% GST \$42 (Total Amount Payable: S\$642)
- By Cheque / Cashier Order (Bank: _____ No. _____)
- By GIRO / Wire Transfer (please attach copy of remittance advice)

- Declaration Acknowledgement (End of the Checklist)

Mandatory for courses with certification

- Letter of authorisation on appointment by the Certificate Awarding Body (CAB)

The following information should be reflected in the Letter: Course Provider's company name as registered with ACRA, Certification Title and Validity Date.

- Sample Copy of Claim Documents
- Post-Assessment/Exam Result Slip
 - Final Certification

Mandatory for all courses (except courses under certification fees support only)

- 2 post-course evaluation reports
- Completed by the trainees
 - Conducted in Singapore
 - Within the last 12 months from the application date

If not met, please provide justification: _____

- A copy of each trainer's CV with professional certification.

Applicable for All Course Providers (One set of submission per course provider)

- A copy of Bizfile
- A copy of the company's latest audited annual report or management's financial reports (within 12 months from application date).
- A copy of Standard Operation Procedures (SOP) in relation to CITREP. (Valid for 3 years)
(Please include the following areas in the SOP)
- Screening of trainee eligibility
 - Trainee enrolment
 - Proper administration of training records and documents
 - Refund Policy
 - Advisory Service
 - Handling of Appeals
 - Document storage (Method/Duration)
- Appendix A – Original signed web link consent form.
- Appendix C – Original signed CITREP+ Terms for Endorsement.

Applicable for New Course Provider

- Organization chart
- Sample Copy of the Claim Documents
- Invoice
 - Receipt
 - Attendance sheet
 - Certificate of Completion/Certificate of Attendance
 - Course Registration/Enrolment Form

Declaration:

- I declare that the course (course title as above) is not supported under any other training incentive scheme(s).

Name and Signature of Representative from Course Provider