

## 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