

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:**A. COURSE PROVIDER**

- Not Applicable – Check this box if documents had been submitted for previous course.
- A copy of **ACRA Bizfile**, dated no more than 6 months from application date.
- A copy of the company's latest audited financial reports (dated no more than 12 months from application date, all currencies displayed in Singapore Dollar).

Note: IMDA may request for additional supporting documents to substantiate financial viability assessment in the absence of audited financial reports. For example, credit rating report from an independent risk assessment agency dated no more than 6 months from application date. Refer to guidelines below on financial records to be provided to credit rating agency for credit rating. All cost incurred in applying for credit rating will be borne by the Course Provider.

	Guidelines on financial records to be provided by course provider to credit rating agency
1	Include the most recent financial records for the past 2 consecutive years (except for start-ups which have been incorporated for less than 2 years);
2	Include financial records related to the training/ education services provided; and
3	Exclude financial records from affiliated business or parent companies/ groups.

- New Course Provider who are unable to furnish audited financial reports or lacking in financial track records, is to provide proof of paid-up capital of at least \$100,000 and credit rating report (refer to the guidelines in the table above).
- Organization chart, depicting staff who are responsible for CITREP+ administration functions
- A copy of Standard Operation Procedures (SOP) in relation to CITREP, covering the following areas. (Valid for 3 years)
- Screening of trainee eligibility
 - Trainee enrolment
 - Proper administration of training records and documents
 - Refund Policy
 - Advisory Service
 - Handling of Appeals
 - Document storage (Method/Duration)
- Sample Copy of the Claim Documents
- Invoice (to include SkillsFuture Credit deduction, where applicable)

- Receipt (to include SkillsFuture Credit deduction, where applicable)
- Attendance sheet
- Certificate of Completion/Certificate of Attendance
- Course Registration/Enrolment Form
- Appendix A – Original signed web link consent form
- Appendix C – Original signed CITREP+ Terms for Endorsement
- Appendix E – Original signed CITREP+ online/ blended learning guideline and checklist (for courses that comprises online/blended learning)

B. COURSE

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

The following information should be included in the Letter: Course Provider's company name as registered with ACRA, Certification Title and Validity Date (including commencement and expiry date) for the appointment. If expiry date is not applicable, it should be stated in the CAB's authorisation letter.

- Price List from Certificate Awarding Body (in Singapore Dollar)
- Exchange rate applied for examination fees in foreign currency
- Sample Copy of Claim Documents
 - Post-Assessment/Exam Result Slip
- Final Certification Detailed course curriculum/ examination and learning outcomes to justify course mapping (submission in softcopy).
- Course outline including:
 - **Course duration in hours**, indicating breakdown for training and exam. (Note: Course duration must be minimally 21 hours of training excluding breaks and examinations. Training hours that cannot be tracked by CP are to be excluded.)
 - Course content overview
 - Listing of compulsory modules
- 2 post-course evaluation reports completed by trainees (*except courses under certification fees support only*)
 - Provide proof of actual training conducted, e.g. invoices billed to trainees
 - Trainees profile to include working professionals
 - Within the last 12 months from the application date
 - Indicate course location, in Singapore or overseas

If not met, please provide justification: _____

- Proof of demand for course (e.g. testimonials from companies on the course, job advertisement specifying requirement for the Certification)

- Price list

Course Provider: Course and Exam fee _____ . All fees must be stated in Singapore dollars.

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

Yes / No / N.A.(new course)

If yes, please provide justification for price changes: _____

A copy of each trainer's detailed CV with professional certification. [Note: Trainer(s) shall have at least 2 years of relevant industry and/or training experience]. Highlight relevant information that supports qualification of trainer in meeting the requirement, including employment history and duration.

- Trainer should possess equivalent or higher certification. Provide certification of trainer
- If appointment of trainer requires approval from Certificate Awarding Body (CAB), provide supporting document from CAB on the approval.

Administrative fee charges (applicable for courses endorsed under certification fees funding support). As per clause 4-5.9 of Terms of Endorsement (Appendix C), Course Provider is required to enrol or provision for enrolment support for eligible trainees who met the eligibility requirements for the certification examination(s) applied for and who do not take the training course. Should any fees be imposed by the Course Provider for the enrolment or provision of enrolment support to trainee, the fees shall not exceed 10% of the total examination fee payable by the eligible trainee, capped at a maximum amount of S\$50. Please **circle** the appropriate below.

Are there any administrative fee charges imposed on trainees for taking certification without taking the course:

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 GIRO / Wire Transfer (please attach copy of remittance advice)

Appendix D – Originally signed checklist

Applicable for courses with certification

Declaration by Course Provider to IMDA:

- Course (course title as above) is not supported under any other training incentive scheme(s) or sponsorships or financial incentives, from the Singapore Government.
- Organisation/ Management staff are free from contractual breach or disciplinary proceedings or regulatory action by any regulatory or licensing authority, in any jurisdiction, in the last 5 years.
- Organisation/ Management staff are free from criminal offences or criminal proceedings or engaged in any civil suit or proceedings, in any jurisdiction in the last 5 years leading to imprisonment in Singapore or elsewhere.
- Organisation/ Management staff is not bankrupt or subject to any bankruptcy or winding up or judicial management proceedings.

Name and Signature of Representative from Course Provider