

Appendix E**CITREP+ ONLINE/ BLENDED LEARNING GUIDELINE & CHECKLIST**

Instructions: If your course comprises online/ blended learning, please read the guidelines below and submit Appendix E to IMDA, in addition to requirement listed in Appendix D.

A. COURSE DURATION

1. All courses must meet criteria of **at least 7 training hours (excluding breaks) of in-person classroom learning AND/OR online synchronous learning** (e.g virtual classroom, video conference, webinars).
2. All courses must be **at least 21 training hours (excluding breaks/examinations) in total. Training hours that cannot be tracked by CP are to be excluded.**
3. If the course comprises asynchronous learning (i.e self-paced online learning), Course Providers are to provide a reasonable estimation of the duration that learners will require.

B. REQUIREMENT

4. For synchronous/ asynchronous online learning, Course Providers must be able to meet the following requirement:
 - a. Demonstrate system capability to authenticate learners' identities;
 - b. Demonstrate system capability to validate attendance records & track learners' progress.
 - i. For synchronous learning, CP must be able to track learners' attendance. (e.g log-in and log-out records for video conference classes)
 - ii. For asynchronous learning, CP must ensure that there is a Learning Management System (LMS) in place to track completion progress of the online modules (e.g. screenshot of completion progress for online modules).
 - c. Trainer support must be available for trainee who need further clarification or assistance; and
 - d. Technical helpdesk support must be available.
5. Course Providers are reminded that proof of attendance is a required supporting document for trainees to submit a claim application as they have to meet at least 75% attendance to be eligible for CITREP+ claim. For asynchronous learning, as there is no required hours that trainees have to attend, it will be assessed based on **at least 75% completion** of their online modules. Sample copies of proof of attendance and completion of online modules are to be submitted to IMDA.

Appendix E

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Application Info	
Course Provider	
Course/Certification Title	

A. COURSE DURATION

	Mode	Duration (Hour)
(A)	Classroom	
(B)	Synchronous online learning (e.g virtual classroom/ video conference/ webinar)	
(C)	Asynchronous online learning (i.e self-paced)	
(D)	Exam	
(E)	Others (pls elaborate):	
	TOTAL	

Note: (A) + (B) must be at least 7 hours. Total (A) – (C) and (E) must be at least 21 hours. For (C), asynchronous online learning hours are to be based on a reasonable estimate by the Course Provider. Training hours that cannot be tracked by CP are to be excluded. Components that are optional for learners and not tracked by CP should be excluded (e.g self-reading). The modes of delivery for the various parts of the course should be indicated clearly in the course outline submitted.

B. REQUIREMENT CHECKLIST

Requirement	Tick if met	Please elaborate on how the requirements are met (only required for a and b)
a Demonstrate system capability to authenticate learners' identities		

Requirement	Tick if met	Please elaborate on how the requirements are met (only required for a and b)
<p>Demonstrate system capability to validate attendance records & track learners' progress</p> <p>b</p> <p>i. For synchronous learning, CP must be able to track learners' attendance. (e.g log-in and log-out records for video conference classes). Each class shall not exceed 25 trainees.</p> <p>ii. For asynchronous learning, CP must ensure that there is a Learning Management System (LMS) in place to track completion progress of the online modules (e.g. screenshot of completion progress for online modules).</p>		
<p>c</p> <p>Trainer support must be available for trainee who need further clarification or assistance</p>		
<p>d</p> <p>Technical helpdesk support must be available</p>		

Submission Checklist

- Sample of proof of attendance for synchronous learning (e.g. system log-in and logout records for all training sessions for each trainee)
- Sample of completion progress for all mandatory online modules for asynchronous learning (e.g. screenshot of completion progress for all mandatory online modules for each trainee)

Name and Signature of Representative from Course Provider