

CHARTERED INSTITUTE OF ENVIRONMENTAL HEALTH

PROFESSIONAL TRAINER'S CERTIFICATE

APPLICATION FORM

To apply for the CIEH Professional Trainer's Certificate Course, submit this application, and 2 photos, to KBAT for review and acceptance. For your convenience, please use the checklist below to ensure that you have included all required verification with this application.

(Photos may be submitted on the first day of the course)

PLEASE TYPE OR PRINT CLEARLY

| | | | | | |
|-----------------------------------|--------|-------------|----------------|-----------------|-----------|
| Surname (Mr / Miss / Mrs / Dr) | | First names | | Passport / IC # | |
| Mailing Address | | | | | |
| City | | Country | | Postal Code | |
| Home Phone | | | Business Phone | | |
| Fax | E-mail | | | | |
| Date of Birth; Day / Month / Year | | | | Age | Sex M / F |

| EMPLOYMENT POSITION | DURATION IN POSITION | OTHER PROFESSIONAL QUALIFICATIONS |
|------------------------|----------------------|--|
| | | |
| ACADEMIC QUALIFICATION | | DATE OF COMPLETION / AWARD OF QUALIFICATIONS |
| | | |

| SELF SPONSORED (Delete as applicable) | SPONSORING COMPANY (Name of Company / Invoice to be addressed or Department) | ACCOMMODATION REQUIRED (Delete as applicable) | DO YOU HAVE AN ACCESS TO A LAPTOP? (Delete as applicable) | COURSE START DATE |
|--|---|--|--|-------------------|
| Yes / No | | Yes / No | Yes / No | |

I certify that the information herein is true and correct to the best of my knowledge, I accept the Terms and Conditions with in the application document and I understand that this application is subject to approval by KBAT.

Signature _____ **Date** _____

| OFFICE USE ONLY | | | |
|--------------------------|-------------------|------------|---------------------------------|
| Applicant # _____ | Reviewed by _____ | Date _____ | <input type="checkbox"/> ACCEPT |
| Course Start Date: _____ | | | <input type="checkbox"/> REJECT |

Terms and Conditions

- KBA Training Centre Pte Ltd is the final authority on the interpretation of these rules.
- All delegates are required to bring a Laptop to the course.
- Bookings must be received three (3) weeks prior to start date of the course.
- **Registrations must be accompanied with a scan copy of your passport – for verification of ID and name for CIEH registration purposes.**
- All prices quoted are in Singapore dollars. (Inclusive of GST)
- All Bank charges incurred for Telegraphic Transfer will be at the cost of the delegates.
- For Singapore cheque should be crossed and made payable to **“KBA TRAINING CENTRE PTE LTD”**
- Upon confirmation of booking, a deposit of 50% (Fifty percent) is required.
- We do not accept credit card, NETS or bank draft.
- Full payment must be received 7 days prior to the commencement of the course, or bookings will not be confirmed, any unconfirmed bookings at this time maybe allocated to other personnel.
- On confirmation of booking, standard deferment/cancellation policy applies.
 - Cancellation More than 14 days prior to commencement of the course- full refund of deposit less 15% administration fee
 - Cancellation Less than 14 days prior to commencement of the course- 50% refund
 - Cancellation Less than 7 days prior to commencement of the course- No refund
- If KBA Training Centre Pte Ltd has to cancel the course for what ever reason, a full refund (of course fee only) will be given to any persons who have paid a deposit or full amount.
- On successful completion of the course and achieving a pass in the CIEH Professional Trainer’s Certificate exam, CIEH will award the relevant certificate.