

THE SINGAPORE CERTIFIED ENERGY MANAGER (SCEM) TRAINING PROGRAMME AT PROFESSIONAL LEVEL

SCEM COURSE REGISTRATION FORM

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* All fields are mandatory

MODULES

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* Tick the 2 elective modules that the applicant is applying for

 <u>Core Modules:</u> Motor Driven Systems Energy Management and Economics Air-Conditioning and Mechanical Ventilation Systems Energy Measurement and Audit 	E2i grant All dates will be confirmed with applicant once the e2i grant is approved.
 <u>*Elective Modules:</u> Steam and Compressed Air Systems Combined Heat and Power Systems Energy Recovery and Reuse Building Envelope & Lighting Systems 	Non-grant All dates will be confirmed with applicant after successful course enrolment

PERSONAL PARTICULARS

Full Name (Na	me as in NRIC): Mr	/Ms/Mrs/Dr				
NRIC No:			Date of Birth:			
Gender:	Male / Female	Marital Status:	Single / Married	Professional Engineer No.		
Nationality:	Singaporean / Permanent Resident Others:					
Home Address:	Postal Code:					
Contact No:	(Hp)	(Te	el)	(Fax)		
E-mail Address:	(Company) (Personal)					
CONTACT PERSON PARTICULARS (if different from above) Full Name (Name as in NRIC): Mr/Ms/Mrs/Dr						
Designation:		E-mai	l Address:			
Contact No:	(Hp)	(Tel)		(Fax)		
QUALIFICATION RECORDS						
Highest Qualif	ication					
Title of Qualifi	cation: (eg. Degree	in Mechanical Engine	ering)			
Institution issu qualification:	ing			Country:		
Year Obtained	:		Full Time	Part Time		



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CURRENT EMPLOYMENT

Company Nam	e: (Full Name)		
Address:		Postal Code:	
Contact No:	(Main Line)	(Fax)	
Website:			
Designation:		Department:	
Employment Year: Years of relevant experience:			

DECLARATION

- I hereby declare that the particulars given in the Registration Form are true and correct. I understand that the application will be disqualified if any information given is found to be untrue and the fees paid will be forfeited.
- I accept that I have to abide to the schedule given by IES Academy, and attain minimum 80% attendance for all modules.

TERMS AND CONDITIONS

- Applicant is required to attend the modules with IES Academy at the scheduled dates.
- Applicant is responsible to complete the SCEM programme (all the 6 modules) and passing all the modules' exam within the programme validity period (currently 36 months) if he/she wish to be SCEM certified or be an energy manager.
- Applicant is responsible to ensure he/she met the criteria to register to SCEM Registry if he/she wishes to be energy manager.
- IES Academy reserves the right to accept or reject the application based on the required criterion.
- Confirmation of the course for each individual module will be given 7 days prior to the commencement date via email. If you do not receive the said confirmation email, you are required to contact IESA general admin immediately at 64639211 (office).
- IES Academy reserves the right to change programme venue, cancel or reschedule the programme if necessary or warranted by circumstances beyond our control.
- If applicant are unable to attend the course and would like to reschedule, a written notice (e-mail) shall be given <u>at least 4 weeks</u> before the module commencement date. An administrative fee of \$107 is chargeable if the notice is received by IES Academy <u>less than 4 weeks but more than 2 weeks</u> before the module commencement date. An administrative fee of \$214 is chargeable if the notice is received by IES Academy <u>less than 2 weeks but more than 1 week</u> before the module commencement date. No rescheduling if less than one week notice unless there is a valid reason with documentary evident.
- There will be a charge of \$267.50 for any withdrawal SCEM Programme.

PAYMENT DETAILS

- Upon successful acceptance for enrollment into the SCEM Programme (Professional), a cheque payment of \$5,885.00 (incl. GST) (Full course fees for 6 modules) must be made before the start of the first module.
- Exam fees charged separately at \$85.60 per module (incl. GST).

Payment Method:

Invoice company (Attn: _____)

Cheque No: _____

Invoice applicant

Amount: _

(Cheque should be crossed, marked "account payee only" and payable to **'IES Academy Pte Ltd'**)