

## 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

| <ul> <li><u>Core Modules:</u></li> <li>Motor Driven Systems</li> <li>Energy Management and Economics</li> <li>Air-Conditioning and Mechanical Ventilation<br/>Systems</li> <li>Energy Measurement and Audit</li> </ul> | E2i grant<br>All dates will be<br>confirmed with<br>applicant once the<br>e2i grant is approved.      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| <ul> <li><u>*Elective Modules:</u></li> <li>Steam and Compressed Air Systems</li> <li>Combined Heat and Power Systems</li> <li>Energy Recovery and Reuse</li> <li>Building Envelope &amp; Lighting Systems</li> </ul>  | Non-grant<br>All dates will be<br>confirmed with<br>applicant after<br>successful course<br>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<br>Others: |                      |                  |                           |  |  |
| Home<br>Address:                                                                                               | Postal Code:                                |                      |                  |                           |  |  |
| Contact No:                                                                                                    | (Hp)                                        | (Te                  | el)              | (Fax)                     |  |  |
| E-mail<br>Address:                                                                                             | (Company)<br>(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'**)