

**CHECKLIST – APPLICATION FOR LICENCE TO CONDUCT  
ITE CAT A ELECTIVE MODULE**

**This checklist serves as a guide for Private Education Organisation (PEO) to conduct a self assessment before submitting application to conduct Cat A Elective Modules (EM).**

**The PEO must meet all criteria. Wherever applicable, documentary evidence must be available for meeting the criteria.**

Name of PEO				
Name of Secondary School				
Module Title				
<b>Endorsement by MOE</b>		<b>Yes</b>	<b>No</b>	<b>Remarks</b>
1	Obtained endorsement from School Principal for conduct of elective.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Training Equipment</b>				
2	All equipment and tools needed to conduct the EM are available.	<input type="checkbox"/>	<input type="checkbox"/>	
3	The quantity of equipment and tools are sufficient for the proposed class size.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Teaching Staff</b>				
4	Teachers assigned to conduct EM are technically and pedagogically qualified.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Training Programme</b>				
5	Adopt the training programme designed by ITE.	<input type="checkbox"/>	<input type="checkbox"/>	

