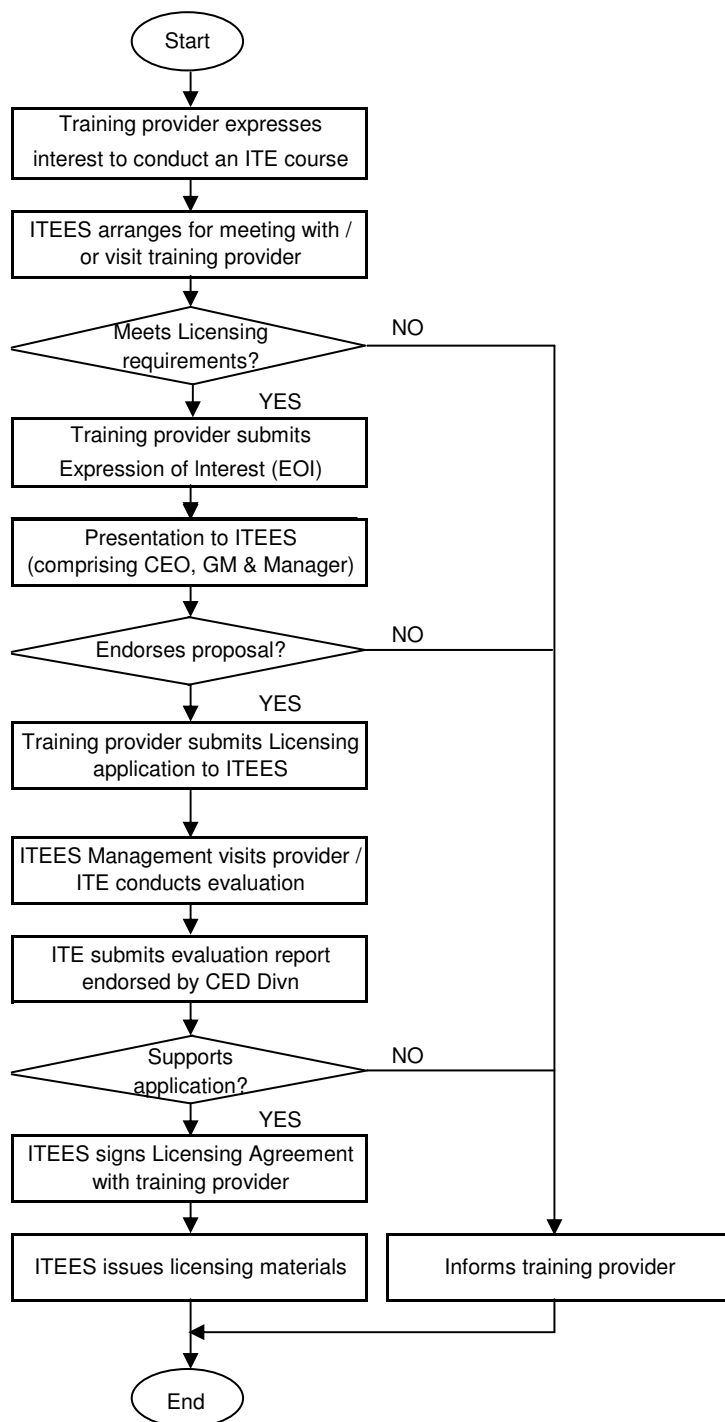




LOCAL LICENSING APPLICATION PROCESS



EXPLANATORY NOTES

Pre-Application

- Information on licensing and courses available for licensing can be found at ITEES website or by contacting ITEES.
- ITEES will arrange to meet or visit training provider.

Application

- Training provider submits Expression of Interest after being briefed on requirements of licensing and the specific course.
- Training providers that meets ITEES requirements may be required to present proposal to ITEES Management.
- Training provider issued with application kit, comprising application form, equipment checklist, etc.
- A visit to the training provider will be arranged for ITE to conduct site evaluation after proposal is endorsed by ITEES.
- Training provider will be informed of the outcome or progress of an application.

Post Application

- ITEES signs Licensing Agreement with training provider for 2-4 years, subjected to payment of annual Licensing fee.
- ITEES issues licensing materials to training provider.
- Renewal of Licence is subjected to prevailing Terms and Conditions and may requires evaluation, if necessary.