

CERTIFIED TRAINERS APPLICATION PROCEDURE

Industry Qualifications Accreditation International

Updated on 10 Sept 2019

Procedure & Timeframe

1. The applicant shall submit a completed **Form T1** in **PDF Format** with relevant document proof to office@iqa-international.com. Please don't forget to affix your recent e-photo on it.
2. IQAI will conduct a preliminary check and issue a feedback and **Payment Notice** to the applicant. [14 days]
3. The applicant shall settle the payment and submit any supplementary information if required.
4. The applicant will be invited to an e-interview or to submit an e-presentation alternatively.
5. IQAI will issue the final result to the applicant . [14 days]
6. IQAI will send by post an official Certificate to the applicant. [14 days]

Submission Checklist:

1. Form T1
2. E-presentation:
 - Format - a video of not exceeds 5 min.
 - Content - self-introduction including but not limited to education, profession, industrial experience, qualifications, teaching/training experience.
 - Language - English is preferred.