

*Application No.



APPLICATION FORM FOR FULL ITE CET CERTIFICATE (For Attrited PET Students)

Important Notes

- Please read the 'Guidelines on Application for Full ITE CET Certificate' at Annex A before you complete this Application Form.
- This form may take you about 5 minutes to complete.

(I) PARTICULARS OF APPLICANT

| | | |
|-----------------|------------------|---------------|
| Name | NRIC No. / FIN | Date of Birth |
| Mailing Address | Home Contact No. | Mobile No. |
| E-mail Address | | |

(II) DETAILS OF WORK EXPERIENCE

Type of Qualification

Work Experience (Please attach a completed copy of Annex B, where applicable.)

| Company Name | Job Title | Duration (in Years) |
|--------------|-----------|---------------------|
| | | |

(III) EXCHANGE OF FULL CET CERTIFICATE

[Please (v) the appropriate box.]

For Academic Programme/Plan: Higher Nitec in _____

Nitec in _____

Modules Completed

| Module Code | Module Title | Month/Year Awarded |
|---|--------------|--|
| <input type="text"/> | | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| <input type="text"/> | | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| <input type="text"/> | | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| <input type="text"/> | | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| <input type="text"/> | | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| <input type="text"/> | | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |

*Application No - First 4 digits denote College, last 4 digits denote running serialized number, eg CESM0001, CESM0002, etc.

(IV) DECLARATION

I declare that:

1. All information given by me and the documents attached to this application, are true and accurate to the best of my knowledge, and I have not deliberately omitted any relevant facts.
2. I understand that any false declaration will render me liable to appropriate action, including withdrawal of the certificate issued to me.
3. I agree to abide by the decision of ITE concerning this application.

Signature of Applicant

Date

FOR OFFICIAL USE ONLY

Application Received and Checked by CVC Staff

Name & Designation of CVC Staff

Signature & Date

Actions by Section Head

[Please (✓) appropriate box.]

I confirm that:

- Exchange for full CET Certificate for Acad Programme / Plan at (III) is successful / not successful*.
- I have updated the application outcome in iStudent System.
- I have notified EXM Division to graduate the applicant.
- All documents related to this application are filed with the School Administration Department.
- _____

Name of Section Head / Department / ITE College

Signature & Date

Approval by Course Manager: Yes / No*

Comments (if any):

Name of Course Manager / Department / ITE College

Signature & Date

* Delete where not applicable

GUIDELINES ON APPLICATION FOR FULL ITE CET CERTIFICATE

I Supporting Documents

1. Applicants are to provide relevant documents and evidence to support their application for full ITE CET certificate. Examples of documents are:
 - (I) ITE Statement of Results / Module Certificate.
 - (ii) Employer's Letter on local work experience and duration of employment (See Annex B);

II For Application of Full CET Certificate

2. Applicants who have attrited from their Full-time or Traineeship course and met the New CET full certification requirements from their prior learning in an ITE course, may apply for the CET Certification through the Recognition of Prior Learning (RPL) System. Applicants must apply using the Application Form for Full ITE CET Certificate (For Attrited PET Students). The completed Application Form and supporting documents are to be submitted to the ITE Customer & Visitor Centre.
3. Applicants must be **18 years old, and have accumulated at least one year work experience**, upon leaving the Full-time or Traineeship course.
4. There will be a non-refundable evaluation fee of **\$50** for the application.

III Outcome

5. The Section Head of the College will evaluate your application for full CET Certificate for prior learning from your previous ITE course. The College Administration Staff will inform you of the outcome within one month from date of application for full CET Certificate.
6. The validity period for achieving a full Certificate is **within a maximum of 6 years**, from the date of first ITE module examination taken (including exempted module(s) already granted).

APPLICANT'S WORK EXPERIENCE

Important Notes to Applicants:

1. Please attach a copy of letter from your employer vouching for your work experience and duration of employment as evidence.
2. See sample copy of an employer's letter below.

Sample of Employer's Letter

(To be Printed on Company Letterhead)

Dear Mr/Ms XXX XXX XXX

This is to confirm that <**Employee's Name**> (<**NRIC**>) has worked in <**company name**> as <**Job Title**> for <**number of years**>, from <**date**> to <**date**>.

Name: _____

Signature: _____

Job Title: _____

Date: _____